

LOWER TOWNSHIP FIRE COMMISSION

**SECOND DISTRICT
P.O. BOX 724
NORTH CAPE MAY, NEW JERSEY 08204**

Minutes of the Minutes of the October 19, 2015 Meeting

The regular monthly meeting of Fire District 2, Lower Township, Cape May County, New Jersey was called to order at 20:00 hours by Vice President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

Vice President Brown read the statement of compliance with the "Open Public Meetings Act" and pointed out the fire exits to the public in attendance.

After flag salute, roll was called; Commissioners present were Andrews, Brown, Conley, Prendergast and Charlotte, "Missie" Taylor-Axelsson Financial Data Specialist. President Nolan was absent. Also in attendance were 5 firefighters, and no other members of the public.

MINUTES

The Minutes of the September 21, 2015 regular and special meetings were distributed earlier and reviewed by the Commissioners. A motion to approve the minutes was offered by Andrews and seconded by Prendergast; voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

TREASURER'S REPORT

Prendergast reviewed the Treasurer's report; a copy of the report is attached to the original minutes and made a part hereof.

- Interest received for the month was \$360.04 from Crest Savings Bank account, Bank of America had service fees in the amount of (-\$221.43) for the account net deposits for the month \$138.41.

A motion to approve the report was offered by Conley and seconded by Andrews; voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

The Commissioners reviewed all bills submitted to the Treasurer in proper form. Resolution 15-01.10 authorizing payment of those bills, in the amount of \$53,744.94 was offered by Conley and seconded by Andrews; voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

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CORRESPONDENCE

The Secretary read the following correspondence:

1. Letter in dated 9/10/15 from MV Engineering transmitting a copy of the proof of publication for the driveway apron bid.
2. Copy of Notice of Award of Contract dated 10/06/15 to Fred M. Schiavone Construction, Inc. by Brian Murphy, PE, of MV Engineering.
3. Letter out dated 10/05/15 to Leon Costello regarding audit representation.
4. Letter out dated 10/05/15 to Leon Costello regarding LOASP review.
5. Letter in dated 10/05/15 from Leon Costello regarding the 2015 Audit.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

Chief Megonigal reported the following:

- Report of the month's activities; a copy of the report is attached to the original of these minutes.

BUREAU OF FIRE SAFETY REPORT

- Conley who is the Board's representative to the Bureau distributed the minutes of the September meeting, medical insurance is still a primary concern and a meeting with the Township is scheduled in the near future.

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OLD BUSINESS

- *The Chief reported a growing building crack in the southeast corner of the engine bay. Conley has look at the crack and it looks like a settlement issue. The Commission authorized Conley to contact a structural engineer to look at the situation and make recommendations. (03/08).*

Conley reported that he contacted Edward P. Ryan, PE, a structural engineer who met with Conley and Brown to look at the building. Mr. Ryan's preliminary determination was that the cracking is due to settlement but there is no immediate danger. He will prepare recommendations and specifications for the repair of the settlement as well as the cracks in the near future. (04/08)

Conley reported that he has received the details from structural engineer, Edward P. Ryan and will coordinate with Richard Braslow and Ryan to put together a contract to perform the work recommended. (06/08).

Nolan inquired as to the status of the crick repair. Conley responded that the District is in the process of having a contractor look at it and provide an estimate to see if the repair needs to be bid. He also reported the Mr. Ryan had reported that there is no immediate danger, and budget constraints had moved this repair a little lower on the priority list, but not forgotten. (06/12)

- *Scott Brown asked if there was some types of sealer that can be used to stop the damage to apparatus aprons that have sever salt damage. He has seen repairs to bridge surfaces that were temporarily repaired rather quickly. Brown volunteered to discuss it with a friend who is a masonry contractor and Conley will talk to the County Engineer who may have specified the repairs to the County Bridges. (06/12)*

Brown reported that Jay Blackley of Blackley Concrete will look at the driveway and make a recommendation (07/12)

Brown reported that Jay Blackley reported that there is no fix the driveway apron will need to be removed and replaced. Conley requested that Blackley provide us with a cost estimate to do that work so that we know if we would need to bid the project and look for the money to pay for the replacement. (08/12)

Brown reported that Blackley has provided a proposal to remove the existing concrete and replace it with the same strength reinforced concrete for \$24,860.00. This is above the bid threshold and obviously will need to be bid.

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Conley suggested that if total replacement is necessary, we should look into retaining a structural engineer or architect to design a heating system into the apron and then there would be no need to have salt on it. Conley will look into finding an engineer or architect with the appropriate experience. (09/12)

Conley reported that he has not been able to get Jay Blackley (concrete mason) to respond with a cost for a temporary winter patch. Brown will reach out to Troiano Concrete to see if they can do a temporary patch to get us through the winter months. (12/12)

Brown reported that he has contacted Ernie Troiano, Jr. of E. Troiano & Sons Concrete who will perform a temporary patch on the driveway for an estimated cost of \$2,100.00 as outlined in his letter of December 21, 2012. Conley reported that he has contacted, in writing, Thomas Lipski of PEOSH to request an extension of time to repair the driveway apron. A motion was offered by Andrews and seconded by Nolan to approve E. Troiano and Sons Concrete's proposal and authorize the work, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

Conley presented a proposal from M V Engineering of Cape May Court House, NJ for providing the design, bid preparation and administration, and construction observation of the permanent driveway apron replacement for an estimated \$11,200.00 as contained in their written proposal. Resolution 13-20 Approving the award of the contract with Brian Murphy, PE of M V Engineering for the Design and Inspection of the Driveway Apron Replacement was offered by Andrews and seconded by Prendergast voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (01/22/13)

Brown reported that the driveway apron would be repaired with a temporary concrete patch by E. Troiano and Sons on Wednesday 2/27/13. (02/13)

Conley reported that the driveway apron was repaired on February 27, 2013 on schedule and he emailed a notice to Thomas Lipski of PEOSH along with photos of the completed driveway. Conley continued the report by telling all that Thomas Lipski emailed back that he would be issuing a letter indicating the violation has been abated. (03/13)

Conley reminded all that we have received preliminary plans and specifications for the permanent driveway replacement from MV Engineering. We need to decide when we want the driveway advertised, what is going to be included in the contract, such as fencing and/or security for the apparatus to be stored outside during the replacement of the apron and the concrete curing time. (03/13)

Conley discussed the need to meet to discuss how to deal with the apparatus security which will need to be outside the building during the removal and curing of the concrete apron. The meeting was set for April 22, 2013. (04/13)

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Brown reminded everyone that only Conley and he showed up for the April 22 meeting and rescheduled for June 24, 2013 (05/13).

Conley reported that he has met with the engineer and reviewed the details for staging the apparatus out of three contiguous bays and then wait until the concrete has cured and then the next three contiguous bays can be poured. He also reviewed the parking lot driveway that needs to also be replaced as well as the concrete curb that also needs to be replaced. There will be a new concrete ramp created from the parking lot to the sidewalk on Town Bank Road so that the access from the parking lot in front of the engine bays can be fenced off or landscaped to prohibit access. (08/13)

Conley reported that he has not received the plans and specifications yet from the design engineer (12/13)

Conley reported that MV Engineering has worked with a relatively new high-early concrete additive that does not contain corrosives. The product is known as Sika Rapid and MV recommends taking more than the usual samples of each of the concrete pours and begins breaking the samples after 7 days, on a project that they tested this additive on, the concrete reached 4,000 pounds break in just 14 days. They are scheduled to have the revised plans and specifications to us by the end of May to go out to bid. (03/14)

Conley reported that he will be meeting next Wednesday 3/25/15 with Brian Murphy of MV Engineering regarding finishing the engineering specifications and bid documents for the driveway replacement. (03/15)

Conley reported a copy of the plans and specifications from MV Engineering for the driveway apron replacement. Conley reported that the plans & specifications were complete with the exception of the staging requirement that we want regarding replacing the driveway in sections, while keeping a minimum of three bays operational at all times. The tower/ladder will then be temporarily berthed in the center bay, as it requires a larger area for turning onto and off Town Bank Road. There was also a small concrete ramp from the parking lot to the sidewalk that needed to be added.

With those two exceptions, Conley was satisfied with the specifications, he recommended that they be approved so that once the exceptions were incorporated, we could go out to bid.

Resolution 15-33 approving the plans and specifications for the driveway apron replacement prepared by MV Engineering was offered by Brown and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (05-15)

Conley reported that bids are advertised and will be received on September 3, 2015 at the firehouse and opened and read to the public. (06-15)

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Conley reported that bids were received on September 3, 2015 and the firm of Fred M. Schiavone Construction of Malaga, NJ was the sole bidder. The bid totals are as follows: Alternate 1, \$87,107.71, Alternate 2, \$79,590.31 and Alternate 3, \$73,073.89. In a letter dated 9/18/15 our Project Engineer, Brian Murphy, PE and the successful bidder recommend Alternate 3, which is a 10" thick concrete slab with fibermesh reinforcing. Mr. Murphy further recommends approval of the contract for Alternate 3 subject to review by our Attorney, Richard Braslow. Conley further reported that he has provided copies of the contract documents/bid package to Mr. Braslow and he has approved them as to form.

Resolution 15-35 Approving the Fred M. Schiavone Construction contract subject to review by our attorney of the final signed contract documents, was offered by Conley and seconded by Nolan, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (09-21)

Conley reported that a preconstruction meeting has been scheduled with Fred M. Schiavone Construction and construction will start in November. (10/15)

- Past President & Past Chief Treon who is now with Cape May County Office of Emergency Management, requested and was granted a place on the July meeting agenda to appear with Director Martin Pagliughi to discuss a possible memorandum of understanding (MOU) to utilize the multi-purpose room during emergencies and natural disasters. (06/14)*

Conley distributed a sample copy of the memorandum of understanding that was generated for Upper Township to each of the Commissioners, Chief Megonigal and President Marchino for review and to generate some comments. (09/14)

- 1. Conley reported that we need to replace a least one of the Commissioners computers to begin the phase out of the Microsoft XP operating system. As our computer tech reviews the condition of the existing computers, there may be additional ones to be replaced over time. We also need to replace an all-in-one copier, printer, and scanner. Conley estimates that the two items should be able to be replaced for not to exceed \$2,000.00. It was the consensus of the Board to authorize Conley to make those purchases, not to exceed \$2,000.00. (05/15)*

Conley reported that the new copier/printer/scanner has been received and the new computer purchase is temporally on hold pending the release of the new Microsoft Windows 10 operating system, which is anticipated in July. (06/15)

Conley reported that the need to replace the server and the network switch is becoming an issue. He has received a list of the equipment that is needed for the server and the network switch from our computer consultant and has estimated the cost, including the new computer previously discussed (see above) can be purchased for a cost not to exceed \$5,500.00 under state contract from Dell. A motion

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was offered by Andrews and seconded by Brown to authorize the purchase the equipment as outlined above for a cost not to exceed \$5,500.00, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (08/15)

Conley reported that he has equotes, under State Contract, from Dell Computers as follows:

<i>1. 2 network switches</i>	<i>\$ 594.90</i>
<i>2. Server w/UPS</i>	<i>\$3,439.78</i>
<i>3. All-in-One Desktop</i>	<i><u>\$1,237.26</u></i>
<i>Total</i>	<i>\$5,271.94</i>

He will provide Missie with the equotes for PO preparation. (09/15)

Conley reported that the server and network switches were received and the desktop computer is still pending.

- Nolan reported that the TIPS training/certification needed to be updated. Prendergast will see to it that it is set up. (08/15)*
- There was a discussion initiated by Conley discussing the scheduling a special meeting on September 21, 2015 at 7:30 p.m. to obtain voter authorization to purchase a new pumper for a cost not to exceed \$750,000.00 and possibly a new pick-up truck for approximately \$50,000.00. (08/15)*
- The Special meeting was held prior to this meeting, see the minutes for the Special Capital Expenditure Meeting of September 21, 2015. Summary the voters in attendance approved 36 to 0, authorization to expend, not in excess of \$750,000.00 relative to the purchase of the fire apparatus and to undertake lease purchase financing or such other applicable financing relative to the project and memorialized in Resolution 15-34 (09/15)*

NEW BUSINESS

1. Conley reviewed the proposed 2016 Budget and reported that we will need to have another special meeting to secure voter approval to authorize the expenditure of a portion of the capital funds that received prior voter approval to collect those capital reserve funds.

Resolution 15-36 approving the proposed 2016 Budget was offered by Prendergast and seconded by Andrews, voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

2. Conley distributed a draft contract with the Town Bank Volunteer Fire Company for review and future consideration.

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3. Conley distributed the 2015 Audit for calendar year 2014 in detail. The audit contains no corrective actions to be implemented. The Group Affidavit was circulated to the commissioner for execution.
4. The following new purchases were authorized to be made:
 - From EMC Inc. of Somerset, N.J. the purchase of 2 BW Technologies Gas Alerts and 2 Bacharach Leakator 10s for a total cost of \$2,945.00.
 - From American Diving Supply of Egg Harbor Township, NJ 5 Mustang Survival Dry Suits and 1 Mustang Survival Float coat for a total cost of \$6,150.00.

PUBLIC PORTION

- Nothing.

There being no further business, the meeting adjourned at 20:31 hours by a motion by Andrews and a second by Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner