

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the November 17, 2014 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 President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

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, and Prendergast and Charlotte, "Missie" Taylor (now Axelsson) Financial Data Specialist. Also in attendance were 6 firefighters, and no other members of the public. Commissioner Nolan was absent due to his wife being in the hospital.

### **MINUTES**

1. The Minutes of the October 20, 2014 meeting were distributed 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. The Bank Statement has not arrived yet therefore interest and bank fees could not be reported. \$2,096.00 was received in convention reimbursement and \$272,607.00 was received from Lower Township for taxes collected, for a total of \$274,703.00 A motion to approve the report was offered by Conley and seconded by Nolan; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 14-01.11 authorizing payment of those bills, in the amount of \$73,170.84 was offered by Conley and seconded by Andrews; voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

### **CORRESPONDENCE**

The Secretary read the following correspondence:

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1. Letter out dated 10/22/14 to Lincoln National Life Insurance Co. transmitting the LOSAP check for 2013.
2. Letter in dated 10/21/14 from the Cape May County Herald promoting the use of the Herald for legal advertising.
3. Memo in dated 10/28/14 from Richard Braslow regarding Budget Transfers and adopting a Temporary Budget.
4. Copy of a letter to Chief Megonigal from Michael Iannetta, Risk Control Representative for VFIS regarding report of findings and recommendations following a meeting with the Chief at the firehouse.
5. Copy of a letter from David Perry, Fire Official to Michael Voll, Township Manager dated 10/23/14 regarding necessary changes to the recently adopted Township Salary Ordinance.
6. Copy of a letter from David Perry, Fire Official to William Galestok, Planning Director dated 10/29/14 regarding plan review for Cape Regional Holdings at 3806 & 3816 Bayshore Road.
7. Letter out dated 11/01/14 to DCA, Bureau of Authority Regulation transmitting a copy of the executed Group Affidavit and the annual audit for calendar year 2013, with a copy of the same documents to Julie Picard, Lower Township Clerk.
8. Copy of an email from Richard Braslow, Esq. to Cape May Star & Wave dated 11/17/14 transmitting "Notice to Persons Wanting Mail-in Ballots;" and "Application for Vote by Mail Ballot" for publication.
9. Copy of the minutes of the 9/12/14 quarterly meeting of the NJ State Association of Fire Districts.

## **TOWN BANK VOLUNTEER FIRE COMPANY REPORT**

Chief Megonigal reported the following:

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- Report of the month's activities; a copy of the report is attached to the original of these minutes.
- At the October meeting, based upon the Chief's research, Resolution 14-31 Authorizing purchase of Upgrading to Dual Frequency Side Scan Sonar for FireStorm 36 Fireboat, Marine 61-1 was approved. With further follow up with the manufacturer, what was believed to be a single frequency side scan sonar unit was found to actually be dual frequency side scan sonar, therefore the purchase is not necessary and the resolution can be voided as well as the line item transfer of money to pay for the purchase drafted as Resolution 14-33, which are now all unnecessary.

### **BUREAU OF FIRE SAFETY REPORT**

- Conley who is the Board's representative to the Bureau provided the minutes and financial reports for October meeting.

### **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 crack 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*

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*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.*

*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*

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*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 will 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)*

*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 begin 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)*

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- *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 Pagulugi 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)

### **NEW BUSINESS**

1. Andrews reported that Nolan has filed a claim with the insurance company for the water damage in the lounge that was caused by the HVAC issues earlier in the year. The insurance company will pay \$6,500 for the repairs based upon what they have seen thus far, if further damage is discovered, they may also pay additional.
2. Conley introduced the proposed 2015 budget and provided draft copies to the Commissioners. Conley reviewed the proposed 2015 Budget in detail. Prendergast offered Resolution 14-34, seconded by Andrews, to approved the proposed budget for 2015 and schedule a public hearing on the budget on December 15, 2014, voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
3. The following new purchases were authorized to be made:
  - a. From low quote American Diving Supply of Egg Harbor Township, NJ various dive equipment for a total of \$2,604.00.
  - b. From Dell Computers, under State Contract, a new computer, printer and associated programs for TBFC Administration for a cost of approximately \$2,400.00.

### **PUBLIC PORTION**

There being no further business, the meeting was adjourned at 20:30 hours by a motion by Prendergast and a second by Andrews.

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Respectfully submitted,

Lewis H. Conley, Jr.  
Secretary/Commissioner