

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 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 President Nolan at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

President Nolan 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, Nolan and Prendergast, also Charlotte, "Missie" Taylor-Axelsson Financial Data Specialist. Also in attendance were two firefighters, and 1 other members of the public.

MINUTES

The Minutes of the November 16, 2015 special and regular 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, Nolan 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 \$423.80 from Crest Savings Bank account, Bank of America had service fees in the amount of (-\$281.92) for the account. A reimbursement for a medical exam paid in error was received for \$170.00.

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

- Prendergast reported that all funds have been transferred from the Bank of America account to the Crest Savings Bank account.
- Conley reported that he has received the updated GUDPA certification for the Crest Saving Bank account.
- The Commissioners reviewed all bills submitted to the Treasurer in proper form. Resolution 15-01.12 authorizing payment of those bills, in the amount of \$65,619.07 was

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

offered by Conley and seconded by Prendergast; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

The Secretary read the following correspondence:

1. Memo in from Richard Braslow dated 11/28/15 transmitting copies of two forms of resolutions.
2. Email and memo dated 12/01/15 from Melissa Ford of the Bureau of Authority Regulation informing us that the proposed 2016 annual budget was approved for adoption at our December meeting.
3. Copy of a letter dated 12/07/15 from Donna Blackley, Fire Official to William Galestok, Planning Director regarding site plan comments for James & Bernadette Kerman and Rustin & Karen Cassway for Block 751, Lot 2.01.
4. Email out dated 12/15/15 to Cape May Star & Wave transmitting the first election notice for publication.
5. Email out dated 12-15-15 to Mike Kennedy of the County Election Board requesting the use of a voting machine for our annual election.
6. Copy of the Crest Savings Bank's Government Unit Deposit Protection Act Notification of Eligibility dated 10/30/15.
7. An outline of dates and items that need to be followed for the annual election was received from the Cape May County Clerk's Office.

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.

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

BUREAU OF FIRE SAFETY REPORT

- Conley who is the Board's representative to the Bureau distributed the minutes of the October meeting, medical insurance is still a primary concern and a meeting with the Township was held with the Township Manager Jim Ridgeway, Richard Braslow, Esq., representing the Fire Bureau, Township Solicitor Belasco, Township CFO Lauren Reed, Auditor Leon Costello, Fire Official Donna Blackley and Fire Bureau President Commissioner Conley were in attendance. It was determined that the existing ordinance that defines the relationship between the Fire Bureau and Lower Township needed to be expanded to describe the financial responsibility regarding healthcare benefits. Conley is working on a draft of the ordinance language with the two attorneys.
- Conley reported that the revised and updated ordinance was updated and has been adopted. He also reported that the Township will be joining the State's healthcare plan beginning in February 2016.

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)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

- *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 Prendergast voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (01/22/13)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

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)

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)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

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)

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)

Conley reported that the driveway reconstruction is well underway, the first three bays have been poured and waiting to reach strength before the apparatus can utilize them. The contractor will then work on the three east bays and hopes to complete the project by the first of the year, weather conditions permitting. (11/15)

Conley reported that two Change Orders have been received for the project that were based upon an attempt to preserve the concrete apron and to include replacement of damaged sidewalk and curb in the area of construction. Change Order No. 1 was for adding Aquapel+Plus to the

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

concrete as a sealer for an increase cost of \$4,423.20. Change Order No. 2 is for removing and replacing concrete curb and sidewalks where directed and 2 detectable warning surfaces for ADA compliance, topsoil, seed and mulch for the areas adjacent to the curb and sidewalk that need to be repaired, for an increased cost of \$4,799.00. The total cost for the project, including change order numbers 1 & 2 is \$82,296.09, an increase of approximately 12 ½ %. Both change orders were reviewed and approved by the Fire District's Special Projects Engineer. A motion was offered by Brown and seconded by Prendergast to approve Change Orders 1 & 2, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. A copy of the change orders are attached to the original of these minutes (12/15)

- *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 Megoigal and President Marchino for review and to generate some comments. (09/14)

- *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 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> |

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

3. All-in-One Desktop	<u>\$1,237.26</u>
Total	\$5,271.94

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. (10/15)

Conley reported that the desktop computer and battery backup have been received and we are just waiting for the computer tech to hook everything up. (11/15)

- *Nolan reported that the TIPS training/certification needed to be updated. Prendergast will see to it that it is set up. (08/15)*

Brown reported that the TIPS training originally scheduled for December 14 has been rescheduled to sometime after the first of the year. The rescheduling was requested by the instructor. (11/15)

NEW BUSINESS

1. Conley led a discussion on the proposed 2016 Annual Budget. He reviewed the budget in detail including the fact that this year's budget contains anticipated capital improvements which include some capital repairs and improvements to the firehouse site, purchase of upgraded fitness equipment and the purchase of a new utility truck (pickup). These capital expenditures received voter approval for such improvements and purchases in 2008 and 2009 and are in the District's Restricted Capital Reserve Fund. The total 2016 Budget is \$1,254,090.00 and the amount to be raised by taxation is \$934,090.00. The total budget amount of \$1,254,090.00 is \$160,500.00 higher than last year, but is offset by \$145,000.00 of Capital Reserve. This will result in a minimal increase in the tax rate from 2015 of \$0.001 (from 2015 rate of \$0.062 to 2016 rate of \$0.063) which equates to approximately \$3.00 for a \$300,000.00 home.

A motion was offered by Conley and seconded by Brown to open the meeting to the public for questions or comments, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

No one in attendance had any questions or comments.

A motion was offered by Conley and seconded by Prendergast to close the public portion of the meeting, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 21, 2015 Meeting

Resolution 15-37 adopting the proposed 2016 Annual Budget was offered by Conley and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

2. Resolution 15-39 Authorizing the removal of items under \$2,000.00 from the Fixed Assets Inventory was offered by Conley and seconded by Andrews voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
3. The following new purchases were authorized to be made:
 - From low quote American Diving Supply of Egg Harbor Township, NJ for dive gear amounting to \$3,189.07.
 - From low quote American Diving Supply of Egg Harbor Township, NJ for dive dry-suit and dry-suit package and undergarment for a total of \$2,459.00.
 - From American Diving Supply of Egg Harbor Township, NJ for 10 PADI Public Safety Diver Text and 10 Public Safety Diver Classes for a total of \$6,713.91.
 - From United Uniforms of NJ, Rio Grande, NJ, for purchase of junior firefighter badges, shirts & pants for a total of \$1,270.00.
 - From Electronic Measurements of 2 BW Technologies Gas Alert Quattro gas detector for a total cost of \$1,133.50.
 - From low quote Nat Alexander of Laurel Springs, NJ for the purchase of 80 Harrington HPHA50-45NH/Cap (Storz permanent hydrant adaptors) for a total cost of \$9,188.00

PUBLIC PORTION

- President Nolan noted the attendance of Committeeman Dave Perry at the meeting and thanked him for attending.

There being no further business, the meeting adjourned at 20:45 hours by a motion by Brown and a second by Andrews.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner