

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 15, 2016 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. Charlotte, "Missie" Taylor-Axelsson Financial Data Specialist was sick. Also in attendance were four firefighters, and no other members of the public.

MINUTES

The Minutes of the July 18, 2016 regular meeting was distributed earlier and reviewed by the Commissioners. A motion to approve the minutes was offered by Brown and seconded by Prendergast; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; abstained no one; voting no, 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 \$691.23 from the Crest Savings Bank account. A check was received from Lower Township in the amount of \$186,818.00. A motion to approve the report was offered by Prendergast and seconded by Conley; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- The Commissioners reviewed all bills submitted to the Treasurer in proper form. Resolution 16-01.08 authorizing payment of those bills, in the amount of \$31,004.72 was offered by Conley and seconded by Brown; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

The Secretary read the following correspondence:

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 15, 2016 Meeting

1. Email out dated 7/31/16 to Wes Barber of Barber Consulting transmitting a purchase order for ½ year of services for computer consulting.
2. Email out dated 7/31/16 to Joyce Media informing them that Wes Barber is our new computer consultant and to provide Wes with any information that he may need now or in the future.
3. Email confirmation dated 8/08/16 verifying submission that Fire District No. 2, Lower Township has completed the 2016 Government Units Survey for the 2017 Census.
4. Copy in of the New Jersey State Association of Fire District's 6/14/16 Quarterly meeting minutes.

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 reminded everyone that the Fire Bureau does not meet during the summer months due to the Bureau heavy work schedule. They will meet next in September.

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

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 15, 2016 Meeting

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)

- *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)

- *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)*

Conley reported that the new desktop computer, new server, new switches and new batter backup still has not been installed, we are waiting for the computer tech to hook everything up.(01/16)

Conley reported that we are still waiting for the computer tech to hook everything up. (04/16)

Conley reported that we are still waiting for the computer tech to hook everything up. (05/16)

A discussion was initiated by President Nolan regarding the non-performance of Nik Filipovic of Figytech our computer tech. It was unanimously decided to terminate his services and hire someone else. The new equipment has been in place for months and nothing has been completed. Most of the equipment has not even been installed. The lack of the installation of the new server has created an issue with the Edmond's Software wherein that it cannot be upgraded until the new server is operational. The secretary will send Figytech a notice of termination. (06/16)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 15, 2016 Meeting

Conley submitted the letter of Contract Termination to Nikola Filipovic of Figytech Computer Repair on 7/17/16 by email and US Postal Service. (07/16)

Conley reported that a contract was signed with Wes Barber of Barber Consulting for \$2,000.00/year for monthly maintenance of the MIS. This year will only be ½ year so the fee will be \$1,000.00. The installation of the server, battery backup, new programs, new high speed switches, realigning all of the pcs to the new system and updating the Edmond's software will be at an hourly basis, since the amount of time necessary to implement the installation is unknown at this time. He guesstimated it to be in the \$1,500 to \$2,500 range. (08/16)

- *Conley presented a proposal from Cape Seal Coating & Paving in Cape May Court House in the amount of \$5,060.00 to seal coat and repaint the pavement markings and striping as well as striping the engine bay aprons. A motion was offered by Prendergast and seconded by Brown to authorize the work voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (05/16)*

Conley reported that he is working on a schedule for the seal coating & striping that does not interfere with hall rentals. (06/16)

Conley reported that the parking lot is 95% complete, only some minor painting (striping) is remaining. (08/16)

- *Following the discussion and termination of Figytech for a computer technician (see discussion under old business above), President Nolan discussed having spoken with Wes Barber, the computer consultant for Lower Township, The Bureau of Fire Safety, and the West Cape MAY Fire Company. It was the consensus that it made sense to use the same computer consultant that the Township uses. President Nolan was authorized to pursue a contract with Mr. Barber. (06-16)*

Nolan reported that a meeting has been set up with Wes Barber of Barber Consulting Services of Mays Landing, NJ to negotiate a contract for services with the Fire District next week. (07-16)

- *Conley reported that the telephones are out of service and have been for about 4 weeks. He has tried on several occasions to get AVAYA to repair the phones. They are non-responsive. (07-16)*

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 15, 2016 Meeting

He contacted Ameriphone, Millennium Communications Group and Steelman & Company, LLC. to repair the phones. Only Steelman & Company would responded to his request and met with him at the firehouse this week. They looked at the 23-year old system and confirmed that it was unrepairable as parts for the existing AVAYA system are no longer available. They submitted a proposal dated 7/15/16 to replace the entire phone system for \$7,152.63, which includes all new phones, the updated system, 2 years of warranty service and installation of the system within 1 week of written authorization.

Resolution 16-32 Accepting the Proposal by Steelman & Company, LLC of Cape May Court House, NJ in the amount of \$7,152.63 was offered by Nolan and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (07/16)

Conley reported that the new telephone system has been installed and all of the phones are operational. (08/16)

- *A proposal dated 7/05/16 was received from CM3 Building Solutions of Fort Washington, PA to add computer controls to the HVAC system for the second floor offices in the amount of \$8,752.00. The system would be an add-on to the computer controlled HVAC system for the multipurpose room that we currently have. It was CM-3's recommendation after performing the air balancing tests on the second floor offices, which were very cold last year.*

Resolution 16-33 Authorizing the proposal of CM3 Building Solutions of Fort Washington, PA in the amount of \$8,752.00 was offered by Nolan and seconded by Prendergast, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (07/16)

- *Nolan reported that he has received a Notice of Violation from the Fire Official regarding the kitchen hood inspection. Prendergast will follow up with the Fire Official to get the issue resolved. (07/16)*

Prendergast reported that he was able to get the report that was necessary, the issue has been resolved. (08/16)

- *Chief Megonigal notified the Commissioners that the bats are back and has notified Western Pest Control. Nolan will follow up with Western Pest Control. (07/16)*

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 15, 2016 Meeting

Nolan reported that he contacted Western Pest Control and was informed the bats are protected and nothing can be done until they are done nesting. (08/16)

- *Conley reported that Solicitor Braslow would be publishing the advertisement for bids for the new pickup truck and new pumper, which are to be received here at the firehouse on Friday August 19th at 1:00 pm for the pick-up truck and 1:30 pm for the pumper. (07/16)*
- Captain Hayes mentioned that the parking lot lights are looking shabby and need to be replaced or upgraded. Chief Megonigal reported that he has talked to Marsden Electric earlier in the year regarding upgrading the outdoor lighting to LEDs that would be less expensive to operate and are generally more efficient lighting. (07/16)

NEW BUSINESS

- Conley reported that the annual audit would be ready later this week.

PUBLIC PORTION

- Nothing

There being no further business, the meeting adjourned at 20:25 hours by a motion by Brown and a second by Andrews.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner