

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the September 19, 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" Axelsson Financial Data Specialist. Also in attendance were four firefighters, and no other members of the public.

### **MINUTES**

The Minutes of the August 15, 2016 regular meeting was 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; 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 \$690.71 from the Crest Savings Bank account. A motion to approve the report was offered by Conley and seconded by Prendergast; 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 16-01.09 authorizing payment of those bills, in the amount of \$24,428.08 was offered by Conley and seconded by Andrews; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

### **CORRESPONDENCE**

The Secretary read the following correspondence:

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1. 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:

- Email Stream between Conley, Sam Squire, David Russell and Tom Shand from August 30 to September 19, 2016 regarding the purchase of the new 1500 GPM Pumper through the HGAC and compliance with Tom Shand's report/specifications.
- Letter out dated 7/11/16 to Leon Costello regarding the information provided relative to the LOSAP review.
- Letter out dated 8/05/16 to Leon Costello regarding the information provided relative to the Annual Audit.
- Copy of the Governmental Unit Deposit Protection Act, Notification of eligibility from Crest Saving Bank dated 08/01/16.
- Letter in dated 8/05/16 from Leon Costello regarding information contained in the Annual Audit.
- Email out dated 9/07/16 to Richard Braslow, Esq., Chief Megonigal, & Tom Shand regarding purchasing of the 1500 GPM new pumper through the HGAC and filing an application with the Local Finance Board for the lease purchase.
- Email out dated 9/11/16 Conley to Cape May Star & Wave requesting publishing the Synopsis of the Annual Audit.
- Email out dated 9/10/16 from Conley to AVAYA Renewals Team notifying them of termination of our contract with them effective immediately.
- Email out dated 9/18/16 to Jane Haberle of CM3 Building Solutions transmitting their Customer Satisfaction Survey, executed.

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## **BUREAU OF FIRE SAFETY REPORT**

- Conley who is the Board's representative to the Bureau distributed and reviewed the June, July, and August financial reports and minutes of the May meeting. He also distributed and reviewed the preliminary 2017 budget for the Bureau, which will require the same financial commitment as last year.

## **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 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)*

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- *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 and 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)*

*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 reported that Barber Consulting has installed the new network switches, new server, and battery backup. New server software and a backup hard drive was needed for the server, which was purchase and installed on the new server. Barber Consulting also upgraded the Edmond's accounting software, cleaned, scanned all of the pcs in the Fire District office, and tied them all into the new network all for a fee of \$1,510.00. (09/16)*

- *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)*

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*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)*

*Conley reported that the parking lot is now 100% complete. (09/16)*

- 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)*
- 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)*

- 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)*

*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)*

*Nolan asked if anyone has seen the bat specialist from Western Pest Control now that the bats are done nesting. No one has seen the specialist. Nolan will follow up with Western Pest Control to get them back to the firehouse. (09/16)*

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- *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 19<sup>th</sup> at 1:00 pm for the pick-up truck and 1:30 pm for the pumper. (07/16)*

Conley reported the results of the bids received on 8/19/16. 1-bid was received for the new Pickup Truck that was from Mall Chevrolet of Cherry Hill, NJ for \$34,300.00, he has reviewed the bid with the solicitor and recommends awarding the contract to Mall Chevrolet.

Conley also reported that 1-bid was received for the lease-purchase of a 1500 GPM pumper from Fire & Safety Services (Pierce) for \$814,772.71 with trade in and pre-payment discounts it would be \$747,442.71. Fire & Safety Services in their bid indicated that the identical unit can be purchased for \$799,518.07 and when the trade in and pre-payment discounts are applied the net price will be \$732,712.06, a savings of \$14,730.65. A separate proposal was submitted at Conley's request from Fire & Safety Services confirming the net cost of \$732,712.06. Conley has reviewed the proposal to lease/purchase from the HGAC with our specification specialist, Tom Shand and solicitor Richard Braslow and have been able to confirm that the HGAC proposal is for the same 1500 GPM pumper specified in the bid and they all recommend pursuing the lease-purchase from the HGAC. (09/16)

- *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)*

Andrews reported that he is working on proposals for replacing the parking lot lighting with new LED fixtures and hopes to have three proposals for consideration at the September or October meeting. (09/16)

### NEW BUSINESS

- Conley distributed, in advance of the meeting, the 2016 Audit for Calendar year 2015 and the LOSAP review dated 7/11/16. He reviewed each document in detail and notified the Board that the Synopsis of the Annual Audit has been published in the Cape May Star & Wave and copies will be provided to the Bureau of Authority Regulation, the Lower Township Clerk and posted on the Fire District's website. (09/16)
- Conley reviewed the bid received from Mall Chevrolet, Cherry Hill, NJ for the 2017 Chevrolet Pickup Truck for \$34,300.00 in detail. Resolution No. 16-34 Authorizing the Award of

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Contract to Mall Chevrolet was offered by Nolan and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

- Conley reviewed in detail the 1-bid received from Fire & Safety Services for the 1500 GPM pumper and the recommendation to purchase the same pumper through the HGAC for an additional savings of \$14,730.65 below the bid price after discounts. (see detail above in old business)
- Resolution No. 16-35 Authorizing the Local Finance Board Application was offered by Andrews and seconded by Brown, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- Resolution No. 16-36 Authorizing participation in the Houston-Galveston Area Council (HGAC) Cooperative purchasing program was offered by Brown and seconded by Prendergast, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- Resolution No. 16-37 Authorizing Bids for Financing the Lease/Purchase of the 1500 GPM pumper was offered by Nolan and seconded by Prendergast voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- Conley reminded those in attendance that we must provide 10 days notice for public comment before signing a contract through the HGAC.
- Nolan suggested that we set out budget preparation workshop on 10/03/16 at 7:30 pm, all agreed.
- A proposal was received from Beautiful Homes, Ricky Sargent for \$920.00 to paint the fitness room of the firehouse. The expenditure was approved by motion by Nolan and second by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- Nolan reported that he is working with Murphy Fence for a proposal to replace a portion of our fence on the rear property line. It is over grown with ivy and the neighbor is installing a new swimming pool along with a landscape wall with a fence on top. We will be replacing the rear line fence adjacent to our east parking lot.

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### **PUBLIC PORTION**

- Nothing

There being no further business, the meeting adjourned at 20:55 hours by a motion by Brown and a second by Andrews.

Respectfully submitted,

Lewis H. Conley, Jr.  
Secretary/Commissioner