

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the October 17, 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 was absent due to family illness. Also in attendance were four firefighters, and one other members of the public.

### **MINUTES**

The Minutes of the September 19, 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 \$659.63 from the Crest Savings Bank account. A motion to approve the report was offered by Conley and seconded by Andrews; 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 16-01.10 authorizing payment of those bills, in the amount of \$46,422.86 was 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. Email in dated 09/19/16 from Sam Squire (Pierce Manufacturing) regarding his response to Tom Shand's review of the last revision of the pumper specifications.

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the October 17, 2016 Meeting**

2. Letter out dated 9/21/16 to NJ DCA, Bureau of Authority Regulation, transmitting the 2016 Audit, an executed copy of the Group Affidavit, a copy of the Audit summary as published in the Cape May Star & Wave and a copy of the LOSAP financial review.
3. Copy of the Special Purpose Government Survey conducted by the U.S. Navy completed and submitted by Commissioner Conley on October 10, 2016

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

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

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

- Conley who is the Board's representative to the Bureau distributed and reviewed the April, May and June 2016 minutes as well as the financial reports from the September 28, 2016 meeting. He also distributed and reviewed the preliminary 2017 budget for the Bureau, which will require the same financial commitment as last year, including the contribution to the Terminal Leave fund.

### **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).*

# LOWER TOWNSHIP FIRE COMMISSION

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

## Minutes of the Minutes of the October 17, 2016 Meeting

*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)*

- *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 for \$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)*

**Nolan reported that he reached out to Todd at Western Pest Control and has not received a call back yet, he will call again (10/16)**

# LOWER TOWNSHIP FIRE COMMISSION

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

## Minutes of the Minutes of the October 17, 2016 Meeting

- *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.(08/16*

*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 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. (09/16)*

### **Conley reported that a purchase order has been submitted to Mall Chevrolet for the new pickup truck (09/16)**

- *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)*
- *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.*

# LOWER TOWNSHIP FIRE COMMISSION

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

## Minutes of the Minutes of the October 17, 2016 Meeting

*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.*

*Conley reminded those in attendance that we must provide 10 days' notice for public comment before signing a contract through the HGAC.*

*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. (09/16)*

**Conley reported that there were four bidders on the financing of the new pumper received on October 7, 2016. The low bid for a 3-year term was T D Equipment Finance of Cherry Hill, NJ at a rate of 1.52% or \$251,699.50/year.**

**Conley reported that an application has been filed with the Local Finance Board. I hope that we will be on the November meeting agenda. (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. (08/16)*

**Andrews presented three quotes for replacement of the six pole mounted parking lot lights with new fixtures all dark sky compliant and LEDs. The low quote was Marsden & Sons Electric of Cape May Court House, dated 8/16/16 for \$10,146.60, which includes removing the old lights from the site. A motion was offered by Brown and seconded by Prendergast to approve the purchase, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (10/16)**

- *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. (08/16)*

# LOWER TOWNSHIP FIRE COMMISSION

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

## Minutes of the Minutes of the October 17, 2016 Meeting

Andrews reported that he has had the landscaper remove the ivy along the fence. Proposals were received for removing a large tree at the east end of the parking lot from the landscaper for \$1,200.00 and from Murphy Fence for \$4,927.11 to remove the old fence and replace it with a new 6' high vinyl fence. Both proposals were approved by a motion by Andrews and seconded by Brown, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (10/16)

### NEW BUSINESS

- Nolan reported that he had contacted Tortorice Roofing because of roof leak, since they installed the roof several years back. The roofer determined there was a leaking air condenser on the roof that was leaking oil that damaged the rubber roof. CM3 Building Solutions was contacted to repair the air condenser. That work is now accomplished and Tortorice Roofing has been notified that they can come back to repair the damaged roof. (10/16)
- A presentation on Digital Message Signs was made by Dominick Mercuri of Dominick Mercuri Signs and Awnings of Brigantine, NJ. Mr. Mercuri constructed and installed the new digital sign at the Villas Volunteer Fire Company, which is very similar to the 32 square foot sign that Lower Township Fire District No. 2 has been looking to install at the Town Bank Fire House. Essentially, a 32 sq. ft. sign, with the static display approximately 18" high and the digital display approximately 32" high and approximately 86" wide with 3 lines of text, radio-remote control will cost \$18,000 to \$20,000 installed on the existing sign posts. The Commission thanked him for the presentation and input. Prendergast will follow up on other proposals for the sign as a comparison.
- The following purchases were approved on a motion by Andrews and second by Brown:
  - Beautiful Homes-Ricky Sargent to paint the engine bay, east wall for \$1,350.00.
  - Replacement gym equipment for the fitness room \$15,157.80.
  - South Coast Mirror for mirrors for the fitness room \$2,925.00.
  - Avalon Tile for new flooring for the fitness room \$3,148.16.
  - Witmer Public Safety for replacement turn out gear \$11,731.00.
  - Kraft Power Corporation Maintenance & Repairs to Marine 61-1 Jet Drives \$12,000.00.
- Brown reviewed a proposal from VFIS Insurance to increase the life insurance we carry on the members of the Town Bank Volunteer Fire Company from \$10,000 to \$15,000.

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the October 17, 2016 Meeting**

Using the 11/01/16 roster, the premium would increase from \$16,691.64 to \$25,210.92 an increase of \$8,519.28. Given that it has been quite a number of years since the coverage has been increased, a motion was offered by Brown and seconded by Andrews to approve the increased coverage, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

### **PUBLIC PORTION**

- Nothing

There being no further business, the meeting adjourned at 20:28 hours by a motion by Andrews and a second by Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.  
Secretary/Commissioner