

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the November 21, 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 Brown, Conley, Nolan and Prendergast, Andrews was absent, also present Charlotte, "Missie" Axelsson Financial Data Specialist. Also in attendance were five firefighters, and one other members of the public.

MINUTES

The Minutes of the October 12, 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, 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.

- A tax check was received from Lower Township for \$280,227.00 and a convention reimbursement check was received for \$2,018.00.
- Interest received for the month was \$746.62 from the Crest Savings Bank account. A motion to approve the report was offered by Conley and seconded by Prendergast; voting yes, 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 16-01.11 authorizing payment of those bills, in the amount of \$123,843.95 was offered by Conley and seconded by Brown; voting yes, 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 of a letter from the Bureau of Fire Safety to William Galestok, Planning Director dated 10/14/16 regarding site plan comments for 14/16 Racetrack Drive, North Cape May.
2. Promotional letter from the Cape May County Herald Times dated 10/25/16.
3. Memo in dated 10/31/16 from Richard Braslow, Esq. transmitting sample resolution concerning budget transfers and/or encumbrances and adoption of a temporary budget.
4. Memo in dated 10/31/16 from Richard Braslow, Esq. transmitting the Annual Budget and Election timetable.
5. Minutes of the 09/16/16 quarterly meeting of the State Association of Fire Districts held in Wildwood.
6. Copy of the prior correspondences to AVAYA services regarding termination of their services that was submitted to AVAYA in response to their dunning notice dated 11/01/16.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

- Report of the month's activities was presented to the Commissioners by Chief Lew Megonigal; 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 Septemeber and October 2016 minutes as well as the financial reports. He also distributed and reviewed the updated 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

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- *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)

- *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 multipurpose 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 Marchina 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)

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Conley reported that the system was installed and seems to be functioning as designed. (11/16)

- *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)

Nolan reported that he would be meeting with Todd next week; he now has Todd's cell phone number. (11/16)

- *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)*

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)

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Conley reported that he and Chief Megonigal have been working with Mall Chevrolet, the low bidder, regarding the additional equipment needed for the pickup before it is put into service. They have provided a detailed proposal to supply and install a fiberglas cap, light bar, grille guard, 9,500 lb. electric wench, rear LED lighting, siren with speakers, LED running board lighting, provide and install the graphics, the fire radio that we will supply, an antenna for the radio and will take the old pickup in trade. We will be responsible for the cash difference of \$6,925.00. The trade in value was \$3,000.00. A motion was offered by Brown and seconded by Prendergast to authorize the additional equipment detailed in their proposal; voting yes, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (11/16)

- *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.

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.

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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)

Conley reported that the Local Finance Board has approved our application. Resolution 16-39 awarding the financing proposal from low bid TD Equipment Finance was offered by Brown and seconded by Prendergast, voting yes, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

President Nolan opened the meeting to public comment regarding the purchase of the new pumper from the Houston-Galveston Area Cooperative (HGAC). There was no one in attendance that wanted to speak for or against the purchase. Nolan closed the public comment period for this topic on a motion by Prendergast and a second by Brown. Resolution 16-36 authorized the purchase of the 1500 gpm Pierce PUC Pumper through the HGAC, a motion was offered by Prendergast and seconded by Brown, to proceed with the purchase voting yes, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

- *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

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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)

Conley reported that he has received a grant application package that must be filed and approved by the State in order to receive a \$600.00 rebate as part of the cost of the new lighting. He will be working on the application this month, but the lights cannot be ordered from the supplier until the application is approved by the State. (11/16)

- *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)*

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)

Conley reported that the ivy and the large tree have been removed and the new fence has been installed. (11/16)

- *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)*

Nolan reported that the cause of the roof leak was repaired by CM3 Building Solutions and Tortorice Roofing will be returning to do the final repair on the roof. (11/16)

- *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*

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thanked him for the presentation and input. Prendergast will follow up on other proposals for the sign as a comparison. (11/16)

Three digital sign quotes have been received from Mercuri Sign and Awnings of Brigantine, NJ, Stuart Signs of Sarasota, FL and low quote by KC Sign & Awnings of Aston, PA for \$17,495.00. A motion was offered by Conley and seconded by Brown to authorize the purchase of the digital sign from KC Sign & Awnings of Aston, PA, voting yes, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (11/16)

- *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. 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. (10/16)*

Brown reported that the additional life insurance takes effect next week. (11/16)

NEW BUSINESS

- Conley introduced the proposed 2017 budget and discussed its content in detail. Following the review, resolution 16-38 approving the introduction of the proposed 2017 budget and establishing Monday December 19, 2016 as the date of the public hearing on the budget was offered by Prendergast and seconded by Brown, voting yes, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- Brown discussed the need to increase the general liability insurance limits on our insurance as TD Equipment Finance requires \$6 million single/\$8 million aggregate. The additional cost is \$1,000.00 for the year. A discussion followed as to the need to do further follow up to establish if the additional coverage is adequate. Brown will be following up to see if VFIS can provide that analysis. A motion was offered by Conley and seconded by Prendergast to approve the additional limits on the liability coverage, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- The following purchases were approved on a motion by Prendergast and second by Brown:
 - Beautiful Homes-Ricky Sargent to paint the red stripe around the exterior of the firehouse for \$810.00.

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- Replacement uniforms for \$504.95.
- Computer IT files backup to the cloud due to a potential virus threat for \$100.00.

PUBLIC PORTION

- Captain Hayes thanked the Commission for the quick work with the new lighting.

There being no further business, the meeting adjourned at 21:00 hours by a motion by Andrews and a second by Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner