

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the March 20, 2017 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, Charlotte, "Missie" Axelsson Financial Data Specialist. Andrews was on vacation. Also in attendance were four firefighters, and no other members of the public.

MINUTES

The Minutes of the January 23, 2017 regular meeting was distributed earlier and reviewed by the Commissioners. A motion to approve the minutes was offered by Prendergast and seconded by Brown; 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.

- Interest received for the month was \$644.81 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 17-01.03 authorizing payment of those bills, in the amount of \$24,472.17 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. Email in dated 03/08/17 from Robert Munson requesting minutes of all Fire District 2 back to 2011. Conley will provide those minutes that are not already on the Fire District's web site and will so inform Mr. Munson.
2. Copy of a letter dated 2/27/17 from the Bureau of Fire Safety to William Galestok, Planning Director regarding site plan comments for 638 Sea Grove Avenue (revised plans).

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 earlier distributed the minutes of the February 2017 meeting for review and comment.

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

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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 Marchina for review and to generate some comments. (09/14)

- *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)

Nolan reported that he is working on the situation with Todd of Western Pest Control. (12/16)

Nolan reported that Todd has restrung the net that covers the openings and will do additional sealing once the weather breaks (03/17).

- *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)*

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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 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 fiberglass 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 reported that the pickup is due in about 3 weeks from now and will have the equipment authorized above installed and will be delivered to the station ready to go into service. (12/16)

Conley reported that the front wench is on back order and is anticipated about mid-March and delivery will be shortly thereafter. (02/17)

- 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*

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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.

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

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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. (12/16)

Resolution 17-19 Approving the Findings of the Local Finance Board, which authorized the purchase of the 1500 GPM Pumper, was offered by Andrewes and seconded by Brown voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

Conley announced that the 1500 GPM pumper has been formerly ordered. (01/17)

- *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)

Nolan reported he has requested Tortorice Roofing of the repair completion but they have not been here yet. He will give him one more chance before going elsewhere out of concern for the roof warranty. In the interim, another leak has been reported over the engine bays. Nolan will let him know. 12/16

- *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. (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

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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)

Conley reported that he has obtained the zoning permit for the new sign and a purchase order for the new sign for \$17,495 to KC Sign & Awnings was authorized by consensus. (12/16)

Conley reported that KC Signs expect the digital board for the sign to be received by the end of March and will install the sign as soon as the digital board arrives. (02/17)

Conley reported that the new digital sign was installed on 3/17/17 and is operational.

- *The following purchases were approved on a motion by Prendergast and second by Brown:*
 - *Beautiful Homes-Ricky Sargent to paint the multi-purpose room as well as the men's and ladies restrooms for \$3,200.00 and the first floor hallways and the radio room for \$1,185.00 (02/17)*

Conley reported that he painting has been completed and looks good. (03/17)

- *Nolan reported on receipt of correspondence from the State indicating that all Public Agencies are required to have and designate a Public Agency Compliance Officer and on the appropriate form must notify the NJ Department of the Treasury. Nolan reported to the Treasury that we do not have such a position and are willing to comply if we could receive more information relative to the position on January 23, 1917. (02/17)*
- *Brian Wallace of VFIS Insurance was present at the February meeting to discuss our insurance coverage. He reviewed our coverage in detail and discussed some potential area to be reviewed by the Commissioners. He also discussed the expansive on-line training that VFIS provided at no cost. He will forward a list to Commissioner Brown for further discussion. (03/17)*

Brown reported that he cleared up the confusion with the insurance company regarding none of the pumpers are encumbered. He also was able to determine that the Fire District is covered for longshoreman's insurance through Worker's Compensation. He also verified that portable equipment on the boats are covered under the portable equipment policy up to \$30,000. (03/17)

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NEW BUSINESS

- The following resolutions were presented by consent and offered by Brown and seconded Prendergast voting yes, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining:
 - 17-20 Designating Surety Bonding for Treasurer, etc.
 - 17-21 Designating Official Newspapers
 - 17-22 Authorizing Payment of Claims
 - 17-23 Adoption of Cash Management Plan
 - 17-24 Authorizing Appointment of Auditor
 - 17-25 Authorizing Appointment of Auditor for LOSAP
 - 17-26 Authorizing Appointment of Attorney
 - 17-27 Authorizing Meeting Schedule
 - 17-28 Authorizing Appointment of Financial Data Specialist
 - 17-29 Reorganization of Commissioners Assignments

PUBLIC PORTION

- Nothing

There being no further business, the meeting adjourned at 21:41 hours by a motion by Prendergast and a second by Brown.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner