

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY
Resolution #17-20
Designating Surety Bonding for Treasurer, Etc.**

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, deem it necessary to provide bonding for the President, Vice President and Treasurer of the fire district as well as the Financial Data Specialist (Accounts Clerk) as said Treasurer and Financial Data Specialist are responsible for the handling of funds for the fire district.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

(1) The Commissioners' President, Vice President, Treasurer and the Financial Data Specialist (Accounts Clerk) shall be bonded in the amount of approximately \$500,000.00.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY
Resolution #17-21
Designation of Official Newspapers for
Publications for the 2017-2018 Year**

WHEREAS, the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish it's various items during the 2017-2018 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2, in the Township of Lower, County of Cape May, as follows:

The official newspapers in which the Commissioners will publish all required notices or other items during the 2017-2018 year pursuant to New Jersey statutes shall be CAPE MAY STAR AND WAVE, THE CAPE MAY COUNTY HERALD OR THE PRESS OF ATLANTIC CITY, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER , COUNTY OF CAPE MAY
Resolution #17-22
Authorizing Approval and Payment of Claims**

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which and the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

- (1) The checks as issued by the Commissioners for payment of claims shall be signed by two (2) of the following: President, Vice President or Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

- (2) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY
Resolution #17-23
Adoption of Cash Management Plan**

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be:

- (1) The State of New Jersey Cash Management Fund
- (2) Crest Savings Bank
- (3) Any other financial institution located within the State of New Jersey, which meets the requirements of the Government Unit Deposit Protection Act.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY
Resolution #17-24
Authorizing Appointment of Auditor
For the 2017-2018 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2017-2018 years; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, an the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

(1) Leon Costello, of Ford, Scott and Associates, LLC is hereby appointed to provide auditing services to the Commissioners, for assistance in preparation of the Annual budget, and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY
Resolution #17-25
Authorizing Appointment of Auditor for LOSAP
For the 2017-2018 Year**

WHEREAS, there exists a continuing need for certain auditing services regarding the Length of Service Award (LOSAP) program to be provided to the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2017-2018 years; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

(1) Leon Costello, of Ford, Scott and Associates, LLC is hereby appointed to provide auditing services to the Commissioners, for assistance in preparation of the Annual budget, and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER , COUNTY OF CAPE MAY
Resolution #17-26**

**Authorizing Appointment of Attorney
For the 2017-2018 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2017-2018; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

(1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

LOWER TOWNSHIP FIRE COMMISSION

SECOND DISTRICT

P.O. BOX 724

NORTH CAPE MAY, NEW JERSEY 09204

Contract for Employment

This contract is made on this 21st day of March 2016, by and between
Richard M. Braslow, 516 Fielders Lane, in the Township of Toms River,
County of Ocean and State of New Jersey, hereinafter referred to as
ATTORNEY;

and

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 in the Township of
Lower, County of Cape May and State of New Jersey, hereinafter referred to
as the COMMISSIONERS.

It is hereby agreed by and between the parties as follows:

(1) That the COMMISSIONERS desire to employ the services of the ATTORNEY to represent them in all aspects of law to be provided for the year of 2017-2018. This agreement shall represent the entirety of the agreement between the parties hereto with any amendments to be made thereof in writing and executed with the same formality as the within agreement.

(2) That the ATTORNEY shall receive for the providing of legal services the sum of \$175.00 per hour, together with all out-of-pocket expenses such as photocopies, telephone charges, filing fees, publication fees, etc. The ATTORNEY shall submit monthly billing statements to the COMMISSIONERS for payment of said services rendered. The ATTORNEY shall bill separately for said out-of-pocket expenses incurred and same shall be listed on said monthly billing statements.

(3) That this agreement is entered into between the parties hereto for the providing of legal services set forth as professional services pursuant to the New Jersey statutes, and, therefore, this contract may be awarded without public bidding. A publication of same shall be undertaken in a newspaper setting forth the advertisement of the award of contract, and the award of contract shall be, furthermore, memorialized by resolution duly adopted by the COMMISSIONERS.

Contract for Employment (continued)

(4) That any alterations to be made to the terms of this agreement shall be first approved by both parties.

Witness:

Richard M. Braslow

Attest: THE COMMISSIONERS OF FIRE DISTRICT
NO. 2 IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY

By: _____
Lewis H. Conley, Jr Secretary/Commissioner

By: _____
Robert Nolan, President/Commissioner

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY
Resolution #17-27
Authorizing Regular Meeting Schedule for the 2017-2018 year.**

WHEREAS, Public Law 1985, Chapter 231, Section 13, requires a public body to post and maintain posted and to distribute to designated newspapers and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and

WHEREAS Public Law 1985, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Lower, County of Cape May, as follows:

(1) All regular meetings of the Commissioners shall take place at 8:00 p.m. prevailing time at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey, on the following dates:

| | | |
|-----------------------|---------------------------|--------------------------|
| April 17, 2017 | August 21, 2017 | December 18, 2017 |
| May 15, 2017 | September 18, 2017 | January 22, 2018 |
| June 19, 2017 | October 16, 2017 | February 26, 2018 |
| July 17, 2017 | November 20, 2017 | March 19, 2018 |

(2) All executive workshop meetings of the Commissioners shall take place in the meeting room of the Commissioners at the aforesaid location at 7:00 p.m. prevailing time prior to the regular meetings, which are scheduled above.

(3) A copy of this resolution shall be forwarded to the Cape May Star and Wave and the Cape May County Herald for publication.

(4) A copy of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Lower and shall be posted on the official website of the Commissioners, and shall be kept on file by the Municipal Clerk for purposes of public inspection.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER,
COUNTY OF CAPE MAY - STATE OF NEW JERSEY
RESOLUTION # 17-28**

Authorizing Appointment of Financial Data Specialist for the Year 2017-2018

WHEREAS, there exists a continuing need for Financial Data Specialist (Accounts Clerk) services to be provided to the Commissioner of Fire District No. 2, in the Township of Lower; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the operating year 2017-2018, and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40a:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5 (1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE BE IT RESOLVED by the Commissioners of Fire District No. 2, Lower Township:

(1) Charlotte Taylor-Axelsson is hereby appointed to provide Financial Data Specialist Services (Accounts Clerk) to the Commissioners relative to any and all issues presented to the Fire District pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF LOWER,
COUNTY OF CAPE MAY - STATE OF NEW JERSEY
RESOLUTION # 17-29
Reorganization of Commissioners Assignments
For the Year 2017-2018**

WHEREAS, all Fire Districts in the State of New Jersey are required to hold their annual budget election and annual Commissioner(s) election on the third Saturday in February; and

WHEREAS all newly elected commissioners officially begin office on the first Monday in March; and

WHEREAS the Commissioners of Fire District No. 2, Lower Township hold their reorganization meeting at their regularly scheduled March meeting,

NOW THEREFORE BE IT RESOLVED that the following Commissioners will hold the following offices for the 2017-2018 year.

Robert A. Nolan, President

R. Scott Brown, Vice President

Lewis H. Conley, Jr., Secretary

Charles Prendergast, Treasurer

James H. Andrews, Jr., Asst. Secretary/Treasurer

Lewis H. Conley, Jr., Representative Bureau of Fire Safety

RECORD OF VOTE

| Members | ANDREWS | BROWN | CONLEY | NOLAN | PRENDERGAST |
|-------------------|----------------|--------------|---------------|--------------|--------------------|
| Yes | | | | | |
| No | | | | | |
| Not Voting | | | | | |
| Absent | | | | | |

CERTIFICATION

I, LEWIS H. CONLEY, JR., SECRETARY OF THE COMMISSIONERS OF FIRE DISTRICT NO. 2, IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE COMMISSIONERS AT A MEETING HELD ON 3/20/2017.

LEWIS H. CONLEY, JR. SECRETARY/COMMISSIONER