

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the October 16, 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 Andrews, Brown, Conley, and Nolan. Prendergast was recovering from surgery and Charlotte, "Missie" Axelsson Financial Data Specialist absent due to her husband's illness. Also in attendance were five firefighters, and no other members of the public.

### **MINUTES**

The Commissioners reviewed the Minutes of the September 18, 2017 regular meeting, distributed earlier. A motion to approve the minutes was offered by Andrews and seconded by Brown; voting yes, Andrews, Brown, Conley, and Nolan; abstaining 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 \$1,616.41 from the Crest Savings Bank account. A motion to approve the report was offered by Prendergast and seconded by Conley; voting yes, Andrews, Brown, Conley, and Nolan; voting no, no one; abstaining, no one.
- The Commissioners reviewed all bills submitted to the Treasurer in proper form. Resolution 17-01.10 authorizing payment of those bills, in the amount of \$78,569.02 was offered by Conley and seconded by Andrews; voting yes, Andrews, Brown, Conley, and Nolan; voting no, no one; abstaining, no one.

### **CORRESPONDENCE**

The Secretary read the following correspondence:

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1. Copy of a letter dated 9/12/17 from Donna Blackley, Fire Official to William Galestok, Planning Director regarding site plan comments for FCF Realty, Inc. on Block 776, Lots 10-20 & 34-38.
2. Letter out dated 9/15/17 to Ford Scott and Associates regarding representations of information provided regarding the 2017 Audit.
3. Copy of a letter dated 9/19/17 from Donna Blackley, Fire Official to William Galestok, Planning Director regarding site plan comments for Acme Markets at Bayshore Mall.
4. Letter in dated 9/22/17 from Atlantic City Electric regarding Rate Options Available.
5. Email out to Joyce Medial dated 10/08/17 transmitting a copy of the LOSAP Review and 2017 Audit for posting on the Fire District's website.
6. Email out to Cape May Star and Wave dated 10/08/17 transmitting the synopsis of the 2017 Audit for publication.
7. Letter out dated 10/06/17 to the Bureau of Authority Regulation transmitting a copy of the 2017 Audit and the Synopsis of Audit to be published in the Cape May Star & Wave, with a copy of each to Julia Picard, Lower Township Clerk.
8. Email out dated 10/08/16 transmitting a PDF copy of the Fire District's 2017 Audit and Synopsis of Audit to Bureau of Authority Regulation and Julie Picard, Lower Township Clerk.
9. Email out dated 10/08/17 to the Houston Galveston Association Cooperative (HGAC) transmitting an executed contract form and required attachments.
10. Letter out dated 10/10/17 to Patrick Madden, Business Administrator for Camden County Educational Services Commission transmitting an application package for membership in the Cooperative Pricing system.
11. Email in dated 10/13/17 from Patrick Madden, Business Administrator for Camden County Educational Services Commission acknowledging receipt of the application package we submitted.

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12. Email in dated 10/13/17 transmitting notice of Interlocal Contract No. 17-6284 for the HGACBuy.
13. Letter in from Constellation dated 10/03/17 regarding Notice of assignment of natural gas supply agreement.

### **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 reminded everyone that there are no Fire Bureau meetings during the months of June, July and August due to the summer tourist season workload; however, copies for the financial documents for the month were distributed to the commissioners.

### **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).*

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

- *Conley announced that the new 1500 GPM pumper has been formally ordered. (01/17)*

*Conley reported that he has reviewed with Chief Megonigal the Statement of Exemptions from NFPA 1901, Standard for Automotive Fire Apparatus, 2016 Edition, and signed the document on 5/31/17. This is a compendium of items that are not being provided on the new pumper when it leaves Pierce Manufacturing in Appleton, WI. Most of the exemptions (not being provided) will be installed by Fire & Safety Services once the unit is delivered by Pierce to them. Some are dealer provided and some will be removed from the trade in unit and installed by Fire & Safety.*

**Conley also reported that the anticipated delivery date is November 2017. (06/17)**

Conley reported that he received a call from the Houston-Galveston Cooperative stating that they do not have a valid membership for the Fire District. Conley will follow up with Fire & Safety Services to be sure they are not submitting the application and if not, he will submit the application. (08/17)

**Conley reported that he has filed the necessary forms and documentation required for an Interlocal purchasing agreement with the HGAC and received an email in dated 10/13/17 transmitting notice of Interlocal Contract No. 17-6284 with the HGACBuy. (10-17)**

- *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)*

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*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*

**Conley raised the question as whether or not the roof has been repaired. No one has seen any leaking throughout the summer. Chief Megonigal will follow up, the roof may have been repaired and Mr. Tortorice didn't send a bill. (08/17)**

- *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)*
- *Conley discussed the simple version of the specifications for the new security system for the firehouse and grounds. The new system would be integrated with the HVAC network that we now have which will provide the option to activate the HVAC system when the member swipes his card to open an outside door. The proposed system would have 18 indoor large cameras, 11 indoor small camera for small rooms and 11 outdoor cameras. It will also include card swipe locks on all doors so that for example we could provide a vendor with a card that would give him access to one outside door and whatever room he need to enter for the delivery. The system will time stamp the system with the vendors' i.d. that would correlate with the camera video.*

*Chief Megonigal has worked long and hard over many years to put this system together. The system will obviously exceed the bid threshold and will need to go out to bid.*

*Conley introduced Resolution 17-30 authorizing the Fire District to bid for the new security system and approving the specification reviewed. Resolution 17-30 was offered by Andrews and seconded by Brown, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (06/17)*

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*Conley reported that he has been made aware that the new security system can be purchased through the Camden County Educational Services Commission (CCESC), which is a purchasing coop. He has talked with Patrick Madden, Business Administrator for CCESC and Mr. Madden feel we are a good fit for their program. We must adopt a resolution authorizing the Fire District to join and provide Mr. Madden with a copy of the resolution and a copy of the minutes of the meeting indicating the adoption of the resolution and forward it to him with the application form. He will process the application through to DCA, Local Government Services for concurrence. Once authorized by DCA we will officially be accepted into the coop.*

*Resolution 17-32 Authorizing Lower Township Fire District No. 2 to join (become a member of) the Camden County Educational Services Commission's approved Cooperative Pricing System, Co-Op #66 CCEPS was offered by Conley and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (08/17)*

**Conley reported that he has submitted the necessary application and supporting documents to Patrick Madden, Business Administrator and received an email dated 10/13/17 from Patrick Madden, Business Administrator for Camden County Educational Services Commission acknowledging receipt of the application package we submitted and indicating that the documents will be submitted to Bureau of Authority Regulation for approval. (10/17)**

- *Chief Megonigal reported that the new data lines were installed by Marsden Electric and is ready to for the MIS team. Conley will follow up with Wes Barber and notify that he can schedule the connections to the server, etc.(07/17)*

### **NEW BUSINESS**

- Conley reported that the 2017 Annual Audit and LOSAP review have been completed. He reviewed each document in detail with the other Commissioners and summarized both documents that the Fire District is in good financial condition and no corrective actions are necessary or required. He further reported that he has submitted copies of both documents to the Bureau of Authority Regulation and the Lower Township Clerk.

He also pointed out the resolution that was adopted last year permitting us to only list items of value in excess of \$2,000.00 on our inventory required a significant effort for our Financial

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Data Specialist, which delayed submitting some of the documents for the audit. He asked that the Commissioners and the Administrative and Firematic Officers of the Town Bank Fire Company work with Missie Axelsson this year to update the inventory for next year.

- The following purchases were authorized by consensus:
  1. From American Diving Supply totaling \$1,500.00:
    - a. 1 - 7607RK-MD-BD-ZEAGLE 911 Black Med @ \$525.00
    - b. 1 - 7607RK-LG-BD-ZEAGLE 911 Black Large @ \$525.00
    - c. 6 – HL409 – Pony Mount XS SCUBA 4.4” Highland @ \$75.00 ea. (\$450.00)

### **PUBLIC PORTION**

- Nothing

There being no further business, the meeting adjourned at 20:30 hours by a motion by Brown and a second by Andrews.

Respectfully submitted,

Lewis H. Conley, Jr.  
Secretary/Commissioner