

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 18, 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 Vice-President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

Vice-President Brown 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 Prendergast, and Charlotte, "Missie" Axelsson Financial Data Specialist. Also in attendance were six firefighters, and no other members of the public.

NEW BUSINESS (SPECIAL)

Conley read a letter of resignation of Commissioner Robert Nolan date November 30, 2017. Mr. Nolan cited the fact that he was elected to the office of Cape May County Sheriff and as such, he is not permitted, by law, to hold two elected offices. He stated he will miss the comradery that developed as we worked together to provide the necessary tools and equipment for the Town Bank Volunteer Fire Company in a prudent and cost effective manner to the tax payers of Lower Township Fire District No. 2.

Resolution 17-35 accepting Commissioner Nolan's resignation was offered by Conley and seconded by Andrews, voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

Conley read a letter expressing interest in filling the unexpired term of Nolan from George A. Barger, Jr. Mr. Barger is a long time member of the Town Bank Volunteer Fire Company and attends many of the Fire District meetings.

Resolution 17-36 appointing Mr. Barger to the unexpired term of Mr. Nolan was offered by Andrews and seconded by Prendergast voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

Mr. Barger was in the audience. Commissioner/Secretary Conley administered the oath of office to Mr. Barger. Commissioner Barger took his seat on the Dias and participated in the remainder of the meeting.

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MINUTES

The Commissioners reviewed the Minutes of the November 20, 2017 regular meeting, distributed earlier. A motion to approve the minutes was offered by Andrews and seconded by Prendergast; voting yes, Andrews, Brown, Conley, and Prendergast; abstaining Barger; 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 \$1,767.55 from the Crest Savings Bank account. A Lower Township tax check for \$3,918.72 as well as a \$40.00 petty cash reimbursement check from Nolan was received during the month. A motion to approve the report was offered by Conley seconded by Andrews; voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
- The Commissioners reviewed all bills submitted to the Treasurer in proper form. Resolution 17-01.11 authorizing payment of those bills, in the amount of \$313,936.86 was offered by Conley and seconded by Andrews; voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

The Secretary read the following correspondence:

1. Letter out to the Bureau of Authority Regulation dated 11/25/17 transmitting two copies of the District's proposed budget for 2018 with a copy to Julie Pickard, Lower Township Clerk.
2. Email out to Cape May Star & Wave dated 11/26/17 transmitting the notice for the 2018 budget hearing at the December 18, 2017 regular meeting.

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3. Email out to Julie Pickard, Lower Township Clerk dated 11/26/17 transmitting a pdf copy of the proposed 2018 budget, with a copy to the Division of Local Government Services.
4. Email out to Julie Pickard, Lower Township Clerk dated 11/26/17 with a copy to Donna Blackley, Fire Official at the Lower Township Bureau of Fire Safety transmitting a copy of the Public Notice for the 2018 budget hearing for posting.
5. Email out to Joyce Medial dated 11/26/17 transmitting a copy of the Public Notice for the 2018 budget hearing for posting on the website.
6. Copy of a letter from Donna Blackley, Fire Official to William Galestok, Planning Director dated 11/20/17 site plan comments for WAWA, block 499.02, Lot 33.13.
7. Notice in from South Jersey Gas Co. dated 11/20/17 announcing Constellation Newenergy Gas, LLC as 3rd party supplier.
8. Notice in dated 11/29/17 from Pepco holdings regarding transition to Exelon's Asset Suite tool.
9. Copy of a letter from Donna Blackley, Fire Official to William Galestok, Planning Director dated 12/05/17 revised site plan comments for WAWA, block 499.02, Lot 33.13.
10. Copy of the 2017 Census of Government's Local Government Finances completed electronically 12/17/17.
11. Notice, undated, from AT&T providing area code 609 overlay approval.
12. Letter in dated 12/12/17 from Emergency Vehicles, Inc. re: Annual follow up on our EVI custom walk-in rescue truck.

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.

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BUREAU OF FIRE SAFETY REPORT

- Conley distributed the minutes of the November regular meeting.
- Fire Official Donna Blackley has hired a new, experienced Fire Inspector on a temporary basis to see how he works out.

- **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 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)

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- *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)

Chief Megonigal reported the new pumper is scheduled for delivery in late December (12/17).

- *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

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)

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Brown will contact Mr. Tortorice regarding the repairs (12/17).

- *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 Magonigal 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)

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

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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)

Conley reported that he received email notification that we are approved by the State and CCEPS and can order from their vendors anytime.

Resolution 17-34 Awarding the new Security System installation Contract to CM3 Building Solutions, Inc. of Ft. Washington, PA, a CCEPS Co-Op vendor for \$77,159.00 was offered by Conley and seconded by Brown, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (11/17)

- *Chief Magonigal 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 reviewed, in detail, the approved proposed 2018 Annual Budget. The proposed budget does not contain any tax rate increase. It will remain the same as last year. The proposed 2018 Budget has been review by the Bureau of Authority Regulation and was approved.

Brown opened the meeting the public for questions or comments. There was none. The public portion of the hearing was closed.

Resolution 17-38 adopting the proposed 2018 Annual Budget was offered by Conley and seconded by Prendergast; voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

- Andrews led a discussion regarding removing former members who are not vest in the LOSAP program from the members list. He has compile a list of the former members who are not vested. Conley read the list for those in attendance requesting if anyone had any issue with

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removing the individuals listed. There were no comments from anyone. Resolution 17-38 Authorizing the LOSAP administrator to remove the listed former members who are not vested from the LOSAP program was offered by Conley and seconded by Andrews; voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

- The following purchases were authorized by consensus:
 1. From Microsoft, two (2) Microsoft Surface Pros with software, pens and covers for a total of \$5,247.11.

PUBLIC PORTION

- Nothing

There being no further business, the meeting adjourned at 20:25 hours by a motion by Andrews and a second by Barger.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner