

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the August 20, 2018 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 Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

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, Barger, Brown, Conley and Prendergast; Charlotte, "Missie" Axelsson Financial Data Specialist was absent, her husband is in the hospital. Also present were five firefighters, and no other members of the public.

MINUTES

The Commissioners reviewed the Minutes of the July 16, 2018 regular meeting, distributed earlier. A motion to approve the minutes was offered by Andrews and seconded by Barger, voting yes, Andrewes, Barger, Brown, Conley and Prendergast; 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 \$2,571.33 from the Crest Savings Bank account.

A motion to approve the report was offered by Prendergast and seconded by Conley; 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 18-01.08 authorizing payment of those bills, in the amount of \$22,806.31 was offered by Conley and seconded by Prendergast; voting yes, Andrews, Barger, Brown, Conley and Prendergast; voting no, no one; abstaining, no one.

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CORRESPONDENCE

The Secretary read the following correspondence:

1. Letter out dated 7/19/18 to Ford Scott & Associates documenting the representations provided for the audit.
2. Letter in dated 7/19/18 from Ford Scott & Associates regarding the annual audit.
3. Email out to Cape May Star & Wave transmitting a copy of the Synopsis of the Annual Audit for publication.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

- Report of the month's activities was submitted and reviewed by Chief Megonigal, a copy of which is attached to the original of these minutes.
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BUREAU OF FIRE SAFETY REPORT

- No report was available as the Fire Bureau meetings are discontinued during the months of June, July & August due to the summer workload.

• OLD BUSINESS

- *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)

- *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*

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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)

- Brown reported that Rich Fire Protection has performed their inspection and determined that there is an issue with the kitchen hood not working properly. It may be an electrical issue and the Chief will have Marsden Electric look at it and if it is electrical to repair it (08/18)

NEW BUSINESS

1. Conley reviewed the 2018 Audit for calendar year 2017 in detail with the Commissioners. The short version of the annual audit is there were no issues and no corrective action is required. Conley circulated the Group Affidavit, which was signed by a five commissioners.
2. Conley reviewed the LOSAP review from the auditors, in detail. There are no reportable incidents in the review.
3. Brown offered a proposal from Northstar Environmental Services to clean and flush the engine bay floor drains, the oil separator and the oil catchment tank for a not to exceed cost of \$2,500.00. A motion was offered by Conley and seconded by Andrews, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
4. Conley discussed the need to replace the firehouse coffeemaker. He has a low quote from Kelly Products in Cape May Court House for \$800.00 for the same Bunn coffeemaker that is in the firehouse now. A motion was offered by Conley and seconded by Andrews to purchase the Bunn coffeemaker from Kelly Products, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
5. Chief Megonigal presented a low quote from UCI of Richmond, VA for Master underwater criminal investigator and Advanced Public Safety Diver courses for a total of \$2,540.00. A motion was offered by Conley and seconded by Andrews to authorize the purchase, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.

PUBLIC PORTION

- Nothing

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There being no further business, the meeting adjourned at 20:18 hours by a motion by Andrews and a second by Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner