

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the December 17, 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 also in present. Also present were seven firefighters, and no other members of the public.

MINUTES

The Commissioners reviewed the Minutes of the November 19, 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 \$2,541.05 from the Crest Savings Bank account.
- A tax payment check from Lower Township for \$3,918.72 was received during the month.

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 18-01.12 authorizing payment of those bills, in the amount of \$28,558.86 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 in from Edmunds & Associates dated 10/01/18 transmitting contract info for 2019.
2. Promotional letter in dated 10/26/18 from the Cape May County Herald regarding legal advertisements.
3. Memo in from Richard Braslow, Esq. dated 11/05/18 transmitting draft resolutions.
4. Memo in from Richard Braslow, Esq. dated 11/05/18 transmitting budget and annual election timetable.
5. Copy of an email from Richard Braslow, Esq. dated 11/19/18 to the Cape May Star & Wave transmitting Notice to Mail-In Ballots and Application for Vote by Mail Ballot for publication.
6. Copy of a letter from Donna Blackley, Fire Official to William Galestok, Planning Director regarding site plan comments for 682 Petticoat Creek Lane.
7. Letter out dated 12/30/18 to the Bureau of Authority Regulation transmitting 2 copies of the adopted 2019 budget for review.

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.

BUREAU OF FIRE SAFETY REPORT

- The minutes of the November meeting was distributed to the Commissioners. Of special note, the draft budget was again reviewed and discussed; it requires no increase in the amounts paid by each of the three fire districts. Ms. Blackley prepared documentation for the methodology for the half-year clerk/typist position and to include that stipend paid for attendance at the Fire Bureau monthly meetings. The clerk/typist will be a replacement for Sue Bailey who will be retiring August 1, 2019. The other was documentation for the anticipated part time inspector anticipated at 21 hrs. (3-days) a week during the peak season.
- All three fire districts have approved of the budget for 2019.

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- The new Ford Explorer was ordered through HGAC for \$26,950. The build date is 12-20-18 and delivery in January 2019. \$30,000 is available through the capital account, which is more than enough to cover the purchase, transfer of radios, lettering, etc. The Dodge Durango was reported in worse condition than the older Explorer was, therefore the Durango will be replaced by the new Explorer when it comes in. We have received notice that the Explorer will be a 2019 model year vehicle.
- Receipts are up for the year due to the new fee schedule and more inspections and an increase in State fees.
- **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)

- *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)*

Brown reported that the fan was fixed; it was an electrical issue, however, Rich Fire Protection, when performing the 5-year internal inspection of the sprinkler system revealed that the system needed flushing and provided photographs to substantiate the need. Brown presented a letter from Rich Fire Protection dated 9/07/18 proposing a not to exceed fee of \$13,800, to furnish labor and materials to perform the repairs to the sprinkler system. They can begin the work as soon as a PO is issued.

Brown has performed a lot of checking and has had a couple of conversations with Rich Fire Protection and they are 90% sure that the flushing will correct everything with the system.

A motion to approve the proposal of Rich Fire Protection was offered by Andrews and seconded by Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (09/18)

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Brown reported that Rich Fire Protection would be here to flush the system on or about November 21, 2018. They originally were going to come earlier by he asked them to hold off until after the November elections since the building is used for a polling place for several districts and we did not want to inconvenience the election process.

- *Brown reported that he has been in touch with the bat exterminator to be pro-active during the non-breeding bat season to be sure that we do not have any issues later. (10/18)*

It has been rumored that there have been indications that some bats are back. Brown will have the bat exterminator investigate the matter. (11/18)

Brown met with the Bat exterminator. They walked the attic on the second floor and found no new bats and all of the residue was old. They did find some open joints in the roof. It was recommended that the openings be sealed will spray foam. (12/18)

- **Conley reported that the Bureau of Authority Regulation approved the preliminary 2019 Annual Budget and a signed copy has been received. (12/18)**

NEW BUSINESS

- Conley presented the proposed 2019 Annual Budget. He reviewed the budget in detail and pointed out that the proposed budget does not raise the tax rate to the residents of Fire District No. 2.

On a motion by Prendergast and a second by Andrews to meeting was opened to the public for comment on the proposed 2019 Annual Budget. No one had questions regarding the budget nor spoke for or against the budget. On a motion by Barger and a second by Andrews, the public portion was closed.

Resolution 18-34 adopting the proposed 2019 Annual Budget was offered by Conley and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

- Conley offered Resolution 18-35 providing for the disposal of old office furniture and a 1976 Dodge Brush Unit identified as 6121 which is no longer used and in need of costly repairs, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- New equipment purchases requested were approved as follows by motion by Conley and seconded by Andrews (voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one:

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Minutes of the Minutes of the December 17, 2018 Meeting

- a. From HON Furniture c/o Office Basics, Atlanta, GA, under State Contract No. A-81641 for \$6,228.82 for the administrative offices.
- b. From Gym Source USA, LLC, Boston, MA, low quote, an elliptical machine model C400X complete with 5-year warranty for parts and 2-year labor for \$4,544.00.
- c. From Midlantic Fire & Air, Laurel Springs, NJ., SCBA Annual inspection for \$3,000.00
- d. From Witmer Public Safety, Coatsville, PA, low quote for boots, safety ladder, tower hook, rescue saw, hose rack and pac mule quick release belts, totaling \$6,530.00.
- e. From JYD Industries, Montgomeryville, PA, SFCunet airbags, packexe smash kit and rapid response blanket totaling \$2,328.20.

PUBLIC PORTION

- Nothing.

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

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner