

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the April 15, 2019 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, Prendergast and Charlotte, "Missie" Axelsson Financial Data Specialist. Also present were two firefighters, and no other members of the public.

MINUTES

The Commissioners reviewed the Minutes of the March 18, 2019 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 \$2,629.36 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 19-01.04 authorizing payment of those bills, in the amount of \$33,188.28 was offered by Conley and seconded by Andrews; 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. Incoming letter from TE Equipment Finance regarding the Certificate of Insurance for the 3rd year of financing.
2. Outgoing email dated 04/10/19 from Conley to Pam Brown as VFIS of NJ Inc. our insurance carrier transmitting a copy of the letter above.
3. Copy of an email dated 04/10/19 from Pam Brown to Lisa Brach of TD Equipment Finance informing her that a copy of the actual policy endorsement was submitted to them with the original contract and in addition provided a new Certificate of Insurance attached to the email.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

- Report of the month's activities is attached to the original of these minutes.
- The sump pumps in the engine bays are defective and need to be replaced.

BUREAU OF FIRE SAFETY REPORT

- The minutes of the March 2019 meeting were provided to the Commissioners.
- Fire Official Blackley reported that the Fire Bureau is catching quite a few Air B & B's that are not registered and therefore not inspected. They have caught up with them by monitoring Social Media whenever possible.

OLD BUSINESS

1. *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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2. *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)

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 Rich Fire Protection has performed the flushing of the fire suppression system and the system is functioning as designed. The also reported that the system will need major work sooner than later. They believe it will be necessary to replace the entire system from the entry manifold back. Brown will try to get a preliminary cost for the replacement so that we have an idea of the cost, which will most probably exceed the bid threshold. (01/19)

3. *Andrews reported that he has reached to several commercial plumbers and has not had a response back yet. (04/19)*

NEW BUSINESS

- *Conley reminded everyone of the need to complete the annual Financial Disclosure Statements. All of the Commissioners have submitted them as required.*

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- On a motion by Andrews and seconded by Prendergast, the Commissioners approved the annual (2019) donation of \$250.00 to the Guts & Glory 5K benefitting the Crohn & Colitis Foundation, which will reduce our fee by \$250.00 to Edmunds & Associates for 2020 maintenance.
- The following purchase was authorized by a motion offer by Brown and seconded by Andrews:
 - Office painting of the Command, Chief, Administrative and Commissioners offices by low quote Bill Addresso Painting & Power washing of North Cape May for \$1,350.00, total.
- Conley reviewed Local Finance Notice (LFN 219-02) regarding Prompt Payment.

PUBLIC PORTION

- Nothing.

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

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner