

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the May 20, 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 Barger, Brown, Conley, Prendergast; Andrews was working and Charlotte, "Missie" Axelsson Financial Data Specialist was absent. Also present were three firefighters, and no other members of the public.

MINUTES

The Commissioners reviewed the Minutes of the April 15, 2019 regular meeting, distributed earlier. A motion to approve the minutes was offered by Barger and seconded by Prendergast, voting yes, 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 \$2,772.24 from the Crest Savings Bank account.
- A tax check was received from Lower Township in the amount of \$397,000.00.

A motion to approve the report was offered by Prendergast and seconded by Conley; voting yes, 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 19-01.05 authorizing payment of those bills, in the amount of \$51,244.25 was offered by Conley and seconded by Prendergast; voting yes, Barger, Brown, Conley and Prendergast; voting no, no one; abstaining, no one.

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CORRESPONDENCE

The Secretary read the following correspondence:

1. Outgoing email dated 4/28/19 to Anne Gordon (Lincoln Financial transmitting the submittal spreadsheet of the qualified members for 2018 and a new member information package for Dean Umscheid.
2. Outgoing letter to the Bureau of Authority Regulation dated 5/28/19, transmitting the 2018 Audit Report, the Audit Summary, the original executed Group Affidavit and the review of the LOSAP program for 2018.
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.
- Chief Megonigal reported that the Modem is not working and he has been in touch with Comcast to replace it.

BUREAU OF FIRE SAFETY REPORT

- The minutes of the April 2019 meeting were provided to the Commissioners.

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) Conley had the original building plans scanned and Brown will provide a copy to Rich Fire Protection so that they can prepare an accurate estimate of the replacement cost. (05-19)

- 3. Chief Magonigal reported that the sump pumps in the engine bays are defective and need to be replaced.*

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

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Brown reported that the plumber Schaeffer has not responded, he will contact CM3 Building Solutions to see if they can perform the repair/replacement. (05-19)

4. *The following purchase was authorized by a motion offer by Brown and seconded by Andrews:*

a. Office painting of the Command, Chief, Administrative and Commissioners offices by low quote Bill Adesso Painting & Power washing of North Cape May for \$1,350.00, total.

Brown reported that he has talked with Bill Adesso and he will begin painting in about 2-3 weeks and estimates he will need about two days to paint the four offices. (05-19)

5. Conley reported that he has emailed the PO to the sales representative from HON for the new furniture and requested an estimated delivery date so that we can coordinate the painting with the furniture delivery. He has not received an estimated delivery date yet. (05-19)
6. Brown reported that all the known “bat access openings” have been seal up. The last of the openings along the roofline were sealed with expanding foam that the firefighters installed from the aerial tower. (05-19)

NEW BUSINESS

- Conley reviewed the 2018 Audit in detail as well as the LOSAP review from Ford Scott & Associates. There are no conditions to be complied with and no corrective actions are required from the audit.
- The Group Affidavit was distributed to the commissioners for execution.
- Conley continued by reporting that the Synopsis of the 2018 Audit has been published on May 1, 2019, in the Cape May Star & Wave.
- Conley reported that a representative of Lincoln Financial will be at the Erma Fire house on Tuesday May 21, 2019 at 6:00 pm to discuss “Issues and Questions” that Erma/Fire District No. 3, Lower Township has. We are all welcome to attend and ask questions if we are interested. Conley will be attending.

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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