

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the November 16, 2020 Meeting**

A meeting of Fire District 2, Lower Township, Cape May County, New Jersey was called to order at 19:00 hours by President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, N. J.

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. Barger was ill and Charlotte, "Missie" Axelsson Financial Data Specialist was not in attendance. Also present were three firefighters, and no other members of the public.

### **MINUTES**

The minutes of the October 19, 2020 regular meeting were distributed earlier. A motion was offered by Andrews and seconded by Prendergast to approve the minutes as written, voting yes, Andrews, Barger, Conley and Prendergast; voting no, no one; abstaining, no one.

### **TREASURER'S REPORT**

The Treasurer's report was read by Prendergast, a copy of the report is attached hereto and made a part hereof. A motion to approve the Treasurer's report, as written, was offered by Prendergast and seconded by Conley, voting yes, Andrews, Brown, Conley and Prendergast; voting no, no one; abstaining, no one.

Interest earned for the month was \$1,060.68.

A tax check from Lower Township was received for \$3,918.17.

The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 20-01.11, authorizing payment of those bills totaling \$56,348.48, was offered by Conley and seconded by Andrews, voting yes, Andrews, Brown, Conley and Prendergast; voting no, no one; abstaining, no one.

### **CORRESPONDENCE**

The Secretary read the following correspondence:

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1. A copy of the New Jersey State Association of Fire Districts' September 19, 2020 Quarterly meeting.
2. A memo was received from Richard M. Braslow, Esq. dated May 11, 2020, transmitting his Business Entity Disclosure Certification.
3. Letter out dated 10/5/2020 to the City of Cape May, a letter of reference for Battalion Chief Dekon Fashaw, Lt. Fashaw as a police officer, for the position of Chief of the Cape May City Police Department.
4. Letter out, dated 11/05/2020, to Ford Scott & Associates regarding representation of the information provided for the 2019 Audit.
5. Letter out, dated 11/05/2020, to Leon Costello at Ford Scott & Associates regarding information provided relative to the 2019 LOSAP program.

## **TOWN BANK VOLUNTEER FIRE COMPANY REPORT**

- A report of the month's activities was read by Chief Megonigal, a copy of which are attached hereto and made a part hereof.
- The Chief also reported receiving 150 more N95 masks and 600 surgical masks.

## **BUREAU OF FIRE SAFETY REPORT**

- Conley reported that:
  - The draft 2021 Bureau budget was approved with no increase in the terminal leave or the Fire Districts' annual contribution.
  - The Directors approved Fire Official Blackley's recommended replacement of Shelby Brown and she will begin working next month to be up to speed when Sue retires.
  - The budget included another full-time inspector. One full-time inspector has been terminated, due to a medical issue and Jeremy Embs, a part time inspector, has stepped up to become full time. The budget currently and for 2021 contains a full-

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time position for another inspector. Donna's recommendation was to hire two part time inspectors instead of one full-time, and in the future possibly making one of the part time inspectors' full time. The Directors approved that action.

- A letter was received from Fire District No.1 indicating that they want to see no full-time hires and do not want to financially support the Fire Bureau in 2022, they want it to be self sufficient.
- The Directors decided that there should be a special meeting of the Fire Bureau advertised for and requiring all 15 Fire Commissioners, the Fire Bureau Staff and Richard Braslow, the Fire Bureau's Solicitor in attendance to discuss the intent of the letter and educate all of the Commissioners as to how the Fire Bureau is structured and how it works.

### **OLD BUSINESS**

1. *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*

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*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. They 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)*

*Brown reported that Rich Fire Protection will be at the firehouse tomorrow for fire system testing. (07-19)*

*Brown reported that Rich Fire Protection was hoping that we could provide them with the actual CADD files for the firehouse and not a PDF copy of the original construction drawings. The CADD files are not available, therefore their team visited the building and did some extensive investigating and reported that they would provide us with a proposal, and he has not received that proposal yet. (08/19)*

*Brown reported that he is still waiting for the proposal to provide the work. (09/19)*

*Brown reported that he has received a detailed proposal to provide the work from Rich Fire Protection in the amount of \$204,000, which did not include a performance bond, trash removal, as well as exceeding the bid threshold. The matter will need to be considered in the 2020 budget and possibly retaining an engineer to review and expand the specifications and prepare and monitor the bid process and inspect the installation. (10/19)*

*Conley recommend hiring a Fire Suppression System Engineer to prepare specifications, a bid package and monitor construction of the new sprinkler system. He reiterated that we are not specialists in that field, we need someone looking out for us, and to be sure, we get a product that is up-to-date and up-to the current fire code. (11/19)*

*Conley reported that he has been in touch with CM3 Building Solutions who performs pipe lining for fire suppression systems. He has received preliminary literature, which he shared with the Commissioners, and has requested a representative meet with him at the firehouse. (03/2020)*

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*Conley reported that the meeting with the CM3 Building Solutions representative has been delayed due to the COVID 19 Pandemic. (06/2020)*

*Brown reported that a representative, Jim Ferani, from Rich Fire Protection would attend at our September meeting to discuss the sprinkler system replacement. (08-2020)*

*Jim Ferrante of Rich Fire Protection attended the meeting. He discussed the possibility to perform the replacement of the sprinkler system in stages. He was informed that the proposal that Rich Fire Protection submitted earlier was fragmented and did not contain many things that we want included in the proposal, some of which was, full performance bonding, hauling away all waste, any touch up or repainting that was necessary and replacement of any ceiling tiles that were damaged as part of the construction. He was also told that any proposal would need to comply with the New Jersey Public Contracts Law including prevailing wage rates, performance guarantees, etc.*

*Jim will take all of the information back to the office and generate a new proposal or the contact information for a specification writer to prepare specifications for the work required so that the project can go out to bid. (09/2020)*

**Brown reported that he has not heard from Jim Ferani yet. Brown will reach out to him. (10/2020)**

2. *Conley and Chief Megonigal will be working on an updated mutual aid contract with the Cape May Point Volunteer Fire Company. (08/19)*
3. *Chief Megonigal reported that the breathing air compressor used to fill the firefighter's air-packs is no longer functioning and is beyond repair. The fire company needs to have breathing air for not only the air-packs but for the dive tanks also. The Chief presented a proposal from the HGAC Cooperative to purchase a new breathing air compressor; the cost of the new breathing air compressor, including trading in the old compressor, through the HGAC is \$57,942.63. There are sufficient funds for the purchase available under the Maintenance & Repairs line in the current budget.*

*A motion was offered by Conley and seconded by Andrews to authorize the purchase through the HGAC Cooperative for \$57,942.63, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (12/19)*

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4. *Conley reported that Town Bank Fire Company Treasurer Mark Delano for two properties reported to be owned by Lower Township Fire District No. 2 on a published "Unclaimed Property" list. Conley filed the appropriate Unclaimed Property Inquiry Form with the State of New Jersey electronically and has received a notice acknowledging the filing and providing notice that no further information is required. The notice also indicated that we would be notified of their finding in about 30 days. (02/2020)*

5. *Resolution 20-32, Approving the bid package for financing and authorizing the advertisement of those bids for financing a Lease with an option to purchase a firetruck, (Pierce Aerial Tower) was offered by Andrews and seconded by Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (06/2020)*

*Conley reported on the financing for the new Aerial, three bids were received and the apparent low bidder was US Bank Corp at an interest rate of 1.2314%, that amount to be financed for 3 years is \$472,046.99 with an annual payment of \$161,239.98. The bids are currently under review by Solicitor Braslow.*

*He also reported that somehow related to the COVID-19 Pandemic, we have been informed by Fire & Safety that the trade in for the old aerial is down \$30,000. (07/2020)*

6. *Scott Brown reported that the bats are back. He has contacted Western Pest Control and legally they cannot do anything about them until after August 1, 2020 as that ends the breeding season and they are protected. (07-2020)*

*Brown reported that the nets have been reinstalled by Western Pest Control to control the bats. (08-2020)*

7. *Andrews reported that someone from the mosquito commission contacted him regarding water ponding in the dumpsters and near the west downspout. It seems the water ponding in the dumpsters is due to COVID-19 pandemic. Since the fire company cannot rent the hall, there is no accumulation of trash in the dumpsters and they have not been emptied in a while. Andrews will talk to the Township Public Work department regarding a solution. It was also discussed that the cast iron downspout shoes are exceedingly difficult to clean out; we will have someone look at them to see if they can be removed. (08-2020)*

**8. Brown reported that the Fire Company has drilled holes in the dumpsters to allow them to drain and has contacted a couple of rain gutter/down spout specialists to submit**

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### **proposals for consideration to repair or replace the downspouts and drainage boots. (9/2020)**

9. Chief Magonigal requested authorization to sell our old air-packs on Gov-Deals as we were given trade-in credit for them when we purchased the new air-packs and the vendor asked us to keep them as the old air-packs are no longer supported and he has no market for them and they have no residual value to him. It would cost the vendor money to pick them up and dispose of them. A motion was offered by Andrews and seconded by Prendergast to advertise the air-packs on Gov-Deals for whatever the market will bear, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (8/2020)
10. Conley reported that he has talked with Wes Barber regarding setting up a virtual private network (VPN) to enable Missie to work from home during the COVID-19 Pandemic. Wes has been able to set up the VPN at our end but needs a laptop computer for Missie that would be used for the VPM and Edmond's Software. Wes forward Conley a quote from Dell Computers, under State Contract, for \$1,719.65. A motion was offered by Andrews and seconded by Barger to authorize the purchase, voting yes, Andrews, Barger, Brown, and Conley; voting no, no one; abstaining, no one. (9/2020)

**Conley reported that the laptop computer has been delivered, set up with the VPN and all the programs and picked up by Missie to use. (10/2020)**

### **NEW BUSINESS**

1. Prendergast reported that the draft 2021 annual budget has been sent to Leon Costello for set up to the Bureau's new digital format.
2. Conley presented a proposal for 2 new Dell desktop computers for a cost of \$2,859.98 to replace President Brown's computer that crashed and Fire Company President Godfrey's computer that is failing and its operating system is no longer supported. There is money in the budget line to support the purchase. The purchase was authorized by motion from Conley and seconded by Andrews, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one.
3. Andrews reported that a recent storm took out a neighbor's tree that caused damage to the Fire Districts fence. He notified Murphy Fence Co. who originally installed the fence to repair it and send us a bill. Once the bill is received, we will send it to the neighbor. That lot is vacant, and we will obtain the owner's name and address from the tax assessor. Murphy Fence Co. anticipates it will take 2 to 3 months to be able to repair the fence.
4. Conley reviewed the proposed 2021 Annual Budget, in detail, explaining the \$1Million for the down payment on the Aerial Tower purchase is a Capital Account and will carry over to this year as the COVID-19 pandemic has postponed the purchase. The annual budget will be \$1,275,100.00, but the amount to be raised by taxation will be \$1,015,100.00.

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Resolution 20-32 introducing the above 2021 Annual Budget and establishing December 21, 2020 as the date for the public hearing for the proposed budget, was offered by Prendergast and seconded by Andrews, voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (11/2020)

### **PUBLIC PORTION**

Nothing.

There being no further business, the meeting adjourned at 19:32 hours by a motion by Prendergast and a second by Barger.

Respectfully submitted,

Lewis H. Conley, Jr.  
Secretary/Commissioner