

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the November 15, 2021

The regular monthly meeting of Fire District 2, Lower Township, Cape May County, New Jersey was called to order at 19:00 hours by Vice President Barger 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, Barger, Conley, and Prendergast. Charlotte, "Missie" Axelsson Financial Data Specialist was also in attendance. President Brown was on vacation. Also, present were three firefighters, and no other members of the public.

MINUTES

The minutes of the October 18, 2021, regular meeting was distributed earlier. A motion was offered by Commissioner Prendergast and seconded by Commissioner Barger to approve the minutes as written, voting yes, Andrews, Barger, Conley and Prendergast; voting no, no one.

TREASURER'S REPORT

1. The Treasurer's report was read by Commissioner Prendergast, a copy of the report is attached hereto and made a part hereof.

Interest earned for the month was \$950.67 and a Lower Township Tax Check was received for \$304,530.00.

A motion to approve the Treasurer's report, was offered by Commissioner Prendergast and seconded by Commissioner Conley, voting yes, Andrews, Barger, Conley and Prendergast; voting no, no one; abstaining, no one.

2. The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 21-01.10 authorizing payment of those bills totaling \$23,949.83, was offered by Commissioner Conley and seconded by Commissioner Prendergast, voting yes, Andrews, Barger, Conley and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

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**SECOND DISTRICT
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Minutes of the Meeting of the November 15, 2021

The Secretary read the following correspondence:

1. None.

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

1. A report of the month's activities was read by Chief Megonigal, a copy of which are attached hereto and made a part hereof.
2. The Chief reported that the new Aerial Tower is scheduled for an October preconstruction review meeting with an anticipated delivery date in June 2022. (08/2021)

BUREAU OF FIRE SAFETY REPORT

The Bureau of Fire Safety reports were distributed by Commissioner Conley to the commissioners, a copy of which is attached to the original of these minutes.

Carrise Mornick, the Commissioner from Fire District 1 was on vacation and Commissioner Joe Wareham attended in her absence. Joe is a prior representative to the Board from District 1 and familiar with the Bureau's operations.

Commissioner Conley reported the 2022 Budget was approved as attached to the original of these minutes. It eliminated the advancement of the Clerk Typist to Senior Clerk following much discussion by the Board on the matter. This reduced the budget by \$3,000.

Commissioner Conley also reported on the availability of additional office space due to the Lower Township Rescue Squad no longer being in the building. The lease was reviewed by Donna and reported that it does not contain a limit of office square footage, which the Board determined that a modification of the lease was not required. Donna also discussed the matter with Township Manager Mike Laffey regarding opening the wall for direct access to that area and Mike was going to discuss the work with public works.

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Minutes of the Meeting of the November 15, 2021

Fire Official Blackley reported that most of the computers in the office need to be replaced as Wes Barber of Barber Consulting, has reported to her that the existing computers are so old that they cannot manage the new cyber-security necessary to keep the information safe. Mr. Barber provided her with the specifications for the computers needed and they will be purchase through Dell Computers state contract.

OLD BUSINESS

1. Commissioner 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. Commissioner 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)

Commissioner 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)

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

Commissioner 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, did some extensive investigating, and reported that they would provide us with a proposal, and he has not received that proposal yet. (08/19)

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

Commissioner 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 retaining an engineer to review and expand the specifications and prepare and monitor the bid process and inspect the installation. (10/19)

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SECOND DISTRICT
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Minutes of the Meeting of the November 15, 2021

Commissioner 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)

Commissioner 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)

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

Commissioner 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 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)

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

Commissioner Conley will work with Richard Braslow to develop a specification and bid package for the repair/replacement and will work with Leon Costello for whatever needs to be done to be able to use the dedicated building maintenance capital fund to pay for the repairs (06/2021)

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Meeting of the November 15, 2021

Commissioner Conley reported that Solicitor Braslow is reaching out to Melissa Miller at DCA regarding an emergency process that can be used to get the work completed. (07/2021)

DCA determined the replacement of the fire suppression system was NOT an emergency and needed to follow the process for a capital expenditure, which includes a special capital meeting and itemization in the 2022 budget. Conley has coordinated that effort with Solicitor Braslow and Auditor Leon Costello and has advertised the special capital meeting for December 13, 2022, between the hours of 6 pm to 9 pm. (11/2022)

2. Commissioner 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 Commissioner Conley and seconded by Commissioner 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)

4. 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 Commissioner Andrews and seconded by Commissioner Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (06/2020)

Commissioner 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)

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SECOND DISTRICT
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Minutes of the Meeting of the November 15, 2021

Commissioner Conley reported that he has reviewed the preliminary submission package to the Local Finance Board for the new Pierce Aerial Tower and reviewed same with the other commissioners. Commissioner Conley offered Resolution 20-34 Authorizing the package to be submitted to the Local Finance Board, seconded by Commissioner Andrews, voting yes, Andrews, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (12/2020)

Commissioner Conley reported that the Fire District is scheduled to appear at the Local Finance Board (a Zoom meeting) in February. He and Richard Braslow, Esq. have collaborated on the application package and will appear on behalf of the Fire District (01/2021)

Commissioner Conley reported that the purchase of the new Aerial Tower received unanimous approval from the Local Finance Board, and he is working on the Lease/Loan Documents.

Resolution #21-19 Authorizing the Award of Contract to the Fire & Safety Services for the Pierce Aerial Tower to be purchased through the HGAC was offered by Andrews and seconded by Barger, voting yes, Andrews, Barger, Brown, Conley, and Prendergast; voting no, no one; abstaining, no one. (02/2021)

Commissioner Conley reported that the purchase order has been processed and emailed to Fire & Safety Services to be submitted to the HGAC. Construction is estimated to be 13 months. (03/2021)

Commissioner Conley reported that he has closed on the financing with US Bank and the funds are now in escrow w/US Bank and will be released when requested when the new Aerial Tower has been constructed. (05/2021)

Chief Megonigal reported that the new Aerial Tower is scheduled for an October preconstruction review meeting with an anticipated delivery date in June 2022 (08/2021).

1. The Gear extractor (washing machine) and kitchen water filters need to be serviced. Commissioner Andrews will see to it that those items are serviced and the cost of the filters, etc. will be covered under equipment maintenance. (09/2021)

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**SECOND DISTRICT
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Minutes of the Meeting of the November 15, 2021

NEW BUSINESS

1. Commissioner Conley reported that the special capital meeting for the expenditure of the \$400,000 for the fire suppression system replacement needs to be scheduled and advertised for Monday December 13, 2021, from 6pm to 9pm at which time public voting on the matter will be conducted. A motion was offered by Commissioner Conley and seconded by Commissioner Andrews to schedule the previously mentioned special meeting, voting yes, Andrews, Barger, Conley, and Prendergast; voting no, no one; abstaining, no one.
2. Commissioner Conley reviewed the proposed 2022 Annual Budget in detail for those in attendance, a motion was offered by Commissioner Conley and seconded by Commissioner Andrews to approve Resolution 21-32 approving the 2022 budget and scheduling a public hearing on same for December 20, 2021 and possible adoption at that meeting, voting yes, Andrews, Barger, Conley, and Prendergast; voting no, no one; abstaining, no one.

PUBLIC PORTION

Nothing.

There being no further business, the meeting adjourned at 19:33 hours by a motion by Commissioner Barger and a second by Commissioner Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner