

FEBRUARY 1 , 2023

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Capt. Geyer led all present with the salute to the Flag. Mr. Youssof read the Sunshine Statement – Notice of the time , date., Location & agenda of this meeting known was duly published at least 48 hrs, in advance of this meeting held by posting in official newspaper of this District.

Mr. Spevak was asked to take Roll Call – Primiano, Flannery, Kirkland , Hogan & Spevak were present. Others in attendance were : Ellison , Keaney , Frueh , Geyer, Sarti , Petrics & Youssof. Sign in sheet was on table for attendance.

Chairman Hogan congratulated Dave Geyer , for his Retirement of 32 years as a Paid Fireman in the Bayonne Fire Company, living in District #2 , Manalapan Township.

Chairman Hogan asked if there was any questions regarding the minutes of Jan. 4 , 2023. **YES.** Mr. Kirkland stated under Legal ... Budget Hearing , Close Public Portion , the time was wrong . With corrections to be made . Mr. Kirkland made a motion to accept minutes of Jan. 4 ,2023 & 2<sup>nd</sup> by Mrs. Flannery, approved by all .

### **CHIEF'S REPORT-**

Sta.26-2.....Chief Keaney reported responding to 30 calls w/13.20 manhrs.

Tom Kirkland report was given regarding Opticom replacement

Received (2) quotes : (1) Techna -Pro Electric LLC.,..... \$ 4,016.00

(1) Signal Control Products,LLC \$ 4,025.00

Repairs regarding insurance.

### **TRAINING & DRILLS**

Feb. 6<sup>th</sup>..... **CPR Recert**

Feb. 13<sup>th</sup>....Fire Co. Meeting at 8pm

Feb. ,20<sup>th</sup>....Buddy Breathing Drill with our **SCBA**

Feb. 27<sup>th</sup>....**MAZE**

March 6<sup>th</sup>.....Work Detail

**Gear / Equipment**

**Awaiting on the portables to be delivered.**

Sta. 12-1...Chief Sarti reported responding to 9 calls w/14.02 staff hrs. in 26-2 Area & 2 calls w/3.12 staff hrs in PRA.

**TRUCK REPORT- Sorscher**

- 1. 26-2-66.....Replaced gas tank , upper neck pipe & ck for leaks. Freehold Ford
- 2. 26-2-82.....Lube linkage for R/side upper ladder rack..... In House  
                   Refill D.E.F. tank w/1/2 gal DEF fluid..... " "
- 3. 26-2-99.....Replaced rotten brake line from ABS control.....Englisht Auto  
                   Module to rear axle . bleed brake system ..... " "  
                   Ck for leaks ---OK & Road Test..... " "  
                   Install S/ Plow onto Vehicle..... In House

**All Vehicles are in Service at this time**

**Winter cleanup in old barn**

**Purchased (3 )new 50ft. air hose lines from Eppies Tools**

**PRESIDENT of the Fire Co.- Frueh**

The new meeting room chairs are currently on order & should be here by the end of the month.

**I T OFFICER- Hall**

- 1. We still have Zero instances of the internet dropping since last reported.
- 2. Additional service to the Community Relations Postings on the Board's behalf , which would be in addition to maintaining the District's Website.
- 3. Creates and/or configures social media accounts , Press Releases ,etc.

**INSURANCE – Soden/Marini**

Dealing with insurance claim , damage with Opticom unit

### **ADMINISTRATOR'S REPORT-Marini**

1. Anyone having problems with there cellphones.....None
2. Still dealing with repairs with Opticom system on traffic light , Woodward & Millhurst
3. **Price quotes received by Chief Kirkland, copies attached.**

### **LEGAL- Youssouf**

1. Received phone call from Mr. Spevak , No other candidate running against Richard Hogan .
2. Election Ballots were ordered
3. Election paperwork will be picked up by Mr. Spevak on Friday 2/17/23 for the Election on Saturday 2/18/24 , Hours of Voting are 2 to 9pm.
4. Mr. Youssouf read Daniel's Law ..... Copy Attached
5. Monmouth County "Shared Services". 3 year Contract Agreement ( 2% per year) All signatures applied on (3) applications . Mr. Spevak applied seal to all (3) Agreements then mailed out. Motion made by Mr. Kirkland to approve 3 year Agreement & 2<sup>nd</sup> by Mrs. Flannery , approved by all.

### **AUDITOR- Petrics**

1. Cash Management Plan for the Year 2023 , for Manalapan Twp. for Fire District #2. All 5 Fire Comm. signed the paperwork .
2. Adopt Temporary Budget for 2023 year. Motion made by Mr. Kirkland & 2<sup>nd</sup> by Mr. Primiano . Roll Call Vote- Kirkland ,Primiano, Flannery, Hogan & Spevak voted **YES**.

### **BOOKKEEPER- Ellison**

1. 2022 Bank reconciliation completed
2. Fixed Assets list given to Adam & Pete.
3. NJ Anchor Program extended to February 28, 2023.

### **OLD BUSINESS- None**

### **NEW BUSINESS-**

Mr. Kirkland asked Chairman Hogan if Driver / Firemen position job posted yet , No not yet still working on it . Hogan stated wait till after Election.

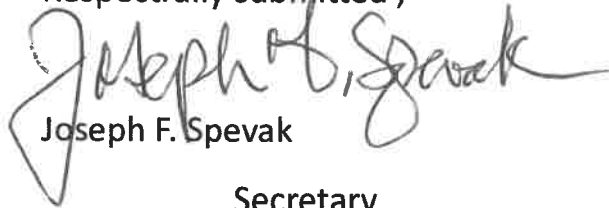
Mrs. Flannery made a motion to OPEN PUBLIC PORTION at 8:25 pm & 2<sup>nd</sup> by Mr. Primiano , approved by all. **NO BUSINESS** Mr. Primiano made a motion to CLOSE PUBLIC PORTION at 8:26pm & 2<sup>nd</sup> by Mrs. Flannery at 8:27pm , approved by all.

**TREASURER'S REPORT-** Kirkland

Mrs. Flannery made a motion to pay bills in the amount of \$ 25,638.83 & 2<sup>nd</sup> by Mr. Primiano , approved by all .

Since there was no further business Mrs. Flannery made a motion for adjournment at 8:35pm & 2<sup>nd</sup> by Mr. Primiano , approved by all .

Respectfully submitted ,

A handwritten signature in cursive script that reads "Joseph F. Spevak". The signature is written in dark ink and is positioned above the printed name and title.

Joseph F. Spevak

Secretary

BOARD OF FIRE COMMISSIONERS  
MANALAPAN TOWNSHIP FIRE DISTRICT #2  
P.O. BOX 54  
Tennent, NJ 07763

February 1, 2023 Bill List


ADP	12,490.36
American Cloud Services	275.00
American Uniform & Supply	1,558.32
Charles Sacco	73.57
Document Solutions Leasing	99.74
Eppy's Tool & Equipment Warehouse, Inc.	149.85
Freehold Ford, Inc.	627.39
Gordons Corner Water Co.	2,163.09
International Asso. Of Fire Chiefs	1,100.00
Joseph Spevak	73.57
Motorola Solutions, Inc.	874.19
NetLink Web	77.00
NetLink Web Services	864.00
Peter Hall	47.96
Stanley Sorscher	73.57
Timothy Kirkland	73.57
Verizon	129.65
WithumSmith & Brown	4,888.00

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TOTAL	<u>\$ 25,638.83</u>
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Respectfully submitted,

  
Timothy Kirkland  
Treasurer

## Connie Ellison

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**From:** egg@dca.nj.gov  
**Sent:** Wednesday, January 11, 2023 6:02 PM  
**To:** Connie Ellison  
**Subject:** Reminder- Daniel's Law

Reminder to all municipalities: it's time to comply with Daniel's Law!

If you have not appointed or registered as a redactor for your municipal government agency, please scroll down to the bottom of this webpage: <https://nj.gov/dca/oip/>.

Watch the Daniel's Law Redactor Portal demo and follow the instructions to register as a redactor.

Questions? Call the Office of Information Privacy: 609-815-3939.

Notice sent to: Administrators/Managers; Municipal & County CFOs; Municipal Clerks; Clerks - Boards of County Commissioners; Authorities; Fire Districts; Procurement Officials; DLGS Listserv; Tax Collector's; Auditor Listserv

MANALAPAN TOWNSHIP FIRE DISTRICT NO.2

MONMOUTH COUNTY, NEW JERSEY

CASH MANAGEMENT PLAN

Be it resolved by the board of Fire Commissioners Fire District No. 2 of the Township of Manalapan, County of Monmouth, that for the year 2023, the following shall serve as the cash management plan of the Manalapan Township Fire District No. 2.

1.) Cash Management and Investment Objectives

The Manalapan Township Fire District No. 2 objectives in this area are:

- A. Preservation of Capital
- B. Adequate safekeeping of assets
- C. Maintenance of liquidity to meet operating needs
- D. Diversification of the District's portfolio to minimize risks associated with individual investments.
- E. Investment of assets in accordance with State and Federal Laws and regulations.

2.) Designation of Official Depositories

1. The following Government Unity Depository Protection Act (GUDPA) approved banks are authorized depositories for deposit of funds: The Brunswick Bank & Trust.
2. Designated official depositories are required to submit to the treasurer a copy of the Governmental Unit Deposit Protection Act Notification of eligibility, which is filed semi-annually with the Department of Banking each June 30<sup>th</sup> and December 31<sup>st</sup> of each year.
3. Designated official depositories are required to submit to the treasurer a copy of the institution's "Annual Report" on an annual basis.

### 3.) Designation of Security Broker/Dealers

1. The following are approved security broker/dealers: None

### 4.) Cash Management

1. All funds shall be deposited with 48 hours of receipt in accordance with N.J.S.A. 40A:5-15
2. The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.
3. The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.
4. Investment decisions shall be guided by the cash flow projections prepared by the Treasurer.

### 5.) Permissible Investments

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
2. Government money market mutual funds.
3. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
4. Bonds or other obligations of the local unit or school districts of which the local unit is a part of.
5. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
6. Local government investment pools



7. New Jersey State Cash Management Fund.
8. Repurchase agreements of fully collateralized securities.

6.) Authority for Investment Management

1. The treasurer is authorized and directed to make investments on behalf of the District. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

7.) Safekeeping

1. Securities purchased on behalf of the District shall be delivered electronically or physically to the District's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the District.

8.) Reporting

1. The Treasurer shall report to the Board of Fire Commissioners all purchases of investments in accordance with N.J.S.A. 40A: 5-15.2.

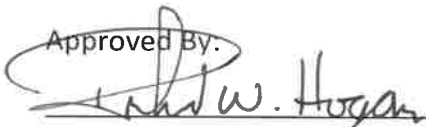
9.) Audit

1. The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.

10.) Disposition of Abandoned Property

1. The Treasurer shall escheat to the State of New Jersey Checks which remain outstanding for twelve or more months after the day of issuance.

Approved By.

  
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Chairman

  
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Vice – Chairman

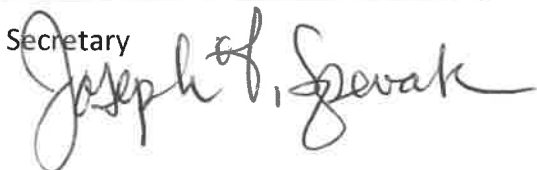
  
\_\_\_\_\_

Treasurer

  
\_\_\_\_\_

Vice Secretary

Secretary

  
\_\_\_\_\_

**Manalapan Township Fire District No. 2  
Resolution  
Adoption of Temporary Budget - 2023 Year**

**Whereas, N.J.S.A. 40A:14-78.17 provides for the adoption of a temporary budget prior to voter approval of the adopted budget; and**

**Whereas, adoption of a temporary budget may be made by resolution adopted prior to February 18, 2023 to make appropriations to provide for the period between the beginning of the fiscal year and budget approval by the voters; and**

**Whereas, the total appropriations of the temporary budget so made shall not exceed 14% of the total of the appropriations made for all purposes in the budget for the preceeding fiscal year excluding, in both instances, appropriations made for interest and debt redemption charges and capital improvements; and**

**Whereas, the total appropriations for the preceeding fiscal year amounts to \$ 1,194,806.00 excluding of \$ 98,625.00 and capital appropriations of \$ 183,000.00; and**

**Whereas, 14% of \$ 1,194,806.00.00 amounts to \$ 167,273.00**

**Now, therefore, be it resolved by the commissioners of the Manalapan Township Fire District No. 2 of the County of Monmouth that a temporary budget for the 2023 year be adopted in the amount of \$ 167,273.00 excluding debt and capital appropriations.**

**Manalapan Township Fire District # 2  
2023 Temporary Fire District Budget  
N.J.S.A. 40A:14-78.17**

"The total of the appropriations so made shall not exceed 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding, in both instances, appropriations made for interest and debt redemption charges and capital improvements."

**Preceding Fiscal Year (2022)**

**Total Appropriations (including debt & capital) 1,476,431.00**

**Excluding Debt 2022 year: (98,625.00)**

**Total 2022 year excluding debt 1,377,806.00**

**Excluding Capital Improvements 2022 year: (183,000.00)**

**Net 2022 yr Appropriations (excluding debt & capital improvements) 1,194,806.00**

**Multiplied by 14% 0.14**

**Temporary Appropriations 2023 year (excluding capital & debt) 167,272.84**

**Temporary Appropriations 2023 year (excluding capital & debt) 167,272.84**

**(Including the 2023 Debt) 99,750.00**

**Including Capital Improvements:**

Other Improvements 0.00

Reserve For Future Capital Outlays 190,000.00

**Total 2023 year capital improvements 190,000.00**

**Temporary Budget 2023 year 457,022.84**

**Temporary Budget 2023 Year**

**Operating Appropriations 167,272.84**

**Debt 99,750.00**

**Capital 190,000.00**

**Temporary Budget 2023 year 457,022.84**

**TEMPORARY OPERATING BUDGET 2023 YEAR (Excluding Debt & Capital) 167,272.84**

**TEMPORARY OPERATING BUDGET 2023 YEAR - (Rounded) 167,273.00**



**TECHNA-PRO  
ELECTRIC LLC**

www.techna-pro.com

ELECTRICAL  
CONTRACTOR

Phone: 856-802-9940

Fax: 856-802-9944

100 PIKE ROAD, BUILDING "B", MOUNT LAUREL, NJ 08054

NJ LICENSE # 8863C - NJ DOT, DPMC and ESB PRE-QUALIFIED

Approximate T&M Work-up

Mill Hurst Rd & Woodward Rd. Installation cost with equipment supplied by intersection owner.

**Time and Material Estimate Work Up**

INVOICE # CASE#	T&M WORK UP									
<b>LOCATION:</b>		Location: Mill Hurst Rd & Woodward Rd								
		Description: Installation								
		This is an estimate based on Time and Material. This is not a quote or an invoice.								
	NAME	DATE					TOTAL HOURS	RATE	TOTAL	
	Electrician	RT	8.00				8.00	\$ 190.00	\$ 1,520.00	
		OT					0.00	\$ 279.00	\$ -	
		DT					0.00	\$ 395.00	\$ -	
	Laborer	RT	8.00				8.00	\$ 190.00	\$ 1,520.00	
		OT					0.00	\$ 279.00	\$ -	
		DT					0.00	\$ 395.00	\$ -	\$ 3,040.00

CONTRACT ITEM #	EQUIPMENT	VEHICLE #					TOTAL HOURS	RATE	TOTAL	
54	Bucket Truck		8				8.00	\$ 61.00	\$ 488.00	
54	Service Truck		8				8.00	\$ 61.00	\$ 488.00	\$ 976.00

<b>LABOR</b>	\$ 3,040.00
<b>EQUIPMENT</b>	\$ 976.00
<b>CONTRACT AND NON-CONTRACT MATERIAL</b>	\$ -
<b>25% MARKUP ON NON-CONTRACT MATERIAL</b>	\$ -
<b>TOTAL</b>	\$ 4,016.00

**SIGNAL CONTROL PRODUCTS, LLC**  
**199 EVANS WAY**  
**BRANCHBURG, NEW JERSEY 08876**  
 Tele: 908-231-1133 Fax: 908-707-0333  
 Jim Pinelli / jim@signalcontrol.com / 732-995-6910  
 David Case / dave@signalcontrol.com / 908-285-2301

**Manalapan Fire District #2**  
**Opticom GPS Activated Traffic System**

**Quote Date**  
**12/21/22**

Item No.	Qty	DESCRIPTION	Unit Price	Total Price
<b>CR 527 / Woodward Rd Opticom knockdown</b>				
1	1	Replacement of the following Opticom GPS preemption system equipment: 1 - model 3100 radio unit	\$4,025.00	\$4,025.00
***Installation of above equipment is not included***				
Techna-Pro Electric to send quote for installation of intersection equipment				
<b>GRAND TOTAL</b>				<b>\$4,025.00</b>

**Additional Notes:**

Prices are firm for 30 days from quote date for immediate shipment.  
 Terms are 30 days net after shipment of goods. Order acceptance subject to credit approval.  
 Monthly interest charges of 1-1/2% due on unpaid balance over 60 days.  
 Please provide a copy of the applicable New Jersey tax resale certificate for this project.  
 Delivery is estimated to be 3-4 weeks after receipt of order and receipt of approved submittal sheets and/or catalog cuts.