

JANUARY 4 , 2023

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Mr. Marini led all present with the salute to the Flag . Chairman Hogan 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 : Di Girolamo , Geyer, Sorscher , Frueh , Keaney , Marini , Ellison , Tom Kirkland & Sarti . Sign in sheet was on table for attendance.

Chairman Hogan asked if there was any questions regarding the minutes of 12/7/22 & 12/28/22 . **YES** . Mr. Kirkland stated in minutes of 12/7/22 under Equipment 2, c. portables haven't been received yet . With corrections to be made . Mr. Kirkland made a motion to accept minutes of 12/ 7/22 & 2nd by Mrs. Flannery , approved by all. Minutes of 12/28/22 **NO**. Mr. Kirkland made a motion to accept minutes as read & 2nd by Mrs. Flannery, approved by all.

CHIEF'S REPORT-

Sta, 26-2.....Chief Keaney reported responding to 44 calls w/51.12 manhrs.

TRAINING & DRILLS

Jan. 9thFire Co. Meeting

Jan. 16th....CPR Recertification

Jan .23rd....BBP , RTK , HAS MAT Refresher

**Drivers Training will continue and the Annual Recerts on the Apparatus
Will start in April.**

Sta.12-1....Chief Sarti reported responding to 21 calls w/36.20 staff hrs.in
26-2 area & 5 calls w/20.56 staff hrs. in PRA.

TRUCK REPORT- Sorscher

1. 26-2-66.... Chassis Service & Top off All Fluids..... Manalapan Quick Lube
2. 26-2-78....Monthly Regen System..... IN HOUSE
3. 26-2-82....Top off ½ gal D.E.F. fluid..... “ ”
4. 26-2-93....Replace module for front bumper monitor.. Fire Apparatus

New Insurance cards put in All Vehicles, Deicer put in all Active Firemen’s lockers

PRESIDENT of the Fire Co. – Frueh

1. I’m William Frueh , newly Elected President of the Fire Co. and Vice Pres. is Chris Cherbini for 2023 .
2. The Firehouse meeting room/living area is now completed
3. WE had a Girl scout troop visit the firehouse on December 27, 2022

IT OFFICER- Hall

1. We have had ZERO instances of the internet dropping since last reported
2. We are slowly receiving email data back from the 3rd party provider.
3. The Conference computer was replaced.
4. As per the Board of Fire Comm. request . Mr. Hall submitted this letter outlining additional service to Community Relations postings on the Board’s behalf, which would be in addition to maintaining the District’s Website. Letter attached to minutes.

INSURANCE- Soden/Marini

Everything is good at this time

ADMINISTRATOR’S REPORT- Marini

1. Anyone have problems with cellphonesMr. Kirkland has problems with his cellphone, checking on a new Cellphone for him
2. Traffic Light being hit at Millhurst Rd. & Woodward. Report from Tom Kirkland . attached to minutes.
3. Rear building. Mr. Marini needs to meet with contractor , before completion
4. Mr. Spevak asked if leak was ever found , that Mr. DiGirolamo , brings up all the time . Mr. Marini stated it was the AC leak , that was repaired.

LEGAL - Yousouf

1. Mr. Yousouf / Attorney read the Annual Budget introduced reflects Total Revenues of \$ 1,549,566,.00 which includes an amount to be raised by taxation of \$ 1, 350, 971.00 and Total Appropriations of \$ 1,549,566.00 to support the District Budget . The local Fire Tax is estimated to be 0.0410 Per \$100 Assessed Valuation.
2. **The Fire District Budget 2023 Hearing will convene now , No comments** from Public and None from Board ,Close Public Portion at 8:35 pm
3. Adoption of Annual Budget on January 4 , 2023 , Motion made by Mr. Kirkland & 2nd by Mrs. Flannery. Roll Call Vote – Kirkland ,Flannery, Primiano, Hogan & Spevak voted **YES**
4. No Capital Projects
5. Mr . Yousouf asked who was up for Election of the three year term of office He asked if I had the updated forms . Richard Hogan is up for Election. I gave Mr. Hogan the form to be filled out with signatures. Mr. Yousouf stated I need to contact him before Jan. 20, 2023 , if anyone wanting to run for Election .
6. Annual Budget Election will be held on the third Saturday in February , Which is February 18, 2023 at the Firehouse , 5 Sweetman’s Lane , Manalapan , NJ . Hours are 2 pm to 9pm.
7. We received paperwork from Mon. County Clerk/ Election Office . It was discussed at our Dec. 28 th Workshop mtg. , I filled out the form & mailed on Dec. 29th .
8. Mr. Spevak will pickup Election stuff on Friday Feb. 17 , 2023.

AUDITOR - Petrics

1. Annual Fire District Budget prepared for tonite’s meeting.
2. Mr. Petrics asked Mr. Spevak if I had the updated forms , that need to be filled out after the Election , **YES....**Results of Election sent to DCA

BOOKKEEPER- Ellison

1. Uploaded revised budget into FAST.
2. Corresponded email between DCA, Treasurer & myself
3. Inputted the introduced budget into QuickBooks
4. Entered new CD into QuickBooks

5. Working on completing the Bank Reconciliation

OLD BUSINESS

1. District #2 merger with Sta. 12-1, Mr. Kirkland received paperwork from DCA , some type Grants available. Spevak & Kirkland were appointed to meet with Fire Comm from Englishtown Fire Comm. Deadline for Grant is March 15, 2023.

NEW BUSINESS

1. District Compliance/ Fire District Website Service , to integrate community relations postings on the Board's behalf. He initial setup cost of \$ 250.00 & will continue monthly at the rate of \$ 175.00 /per month which is in addition to the current website maintenance rate.

Mr. Kirkland made a motion to purchase the District Compliance Website Services package .& 2nd by Mrs. Flannery . Roll Call Vote- Kirkland , Flannery, Primiano, Hogan & Spevak voted YES Copy attached

2. Received Resolution Approving the Compensation Amount Fixed by the Fire District #2 Fire Commissioners for the Year 2023 , from the Twp. of Manalapan . Copy attached

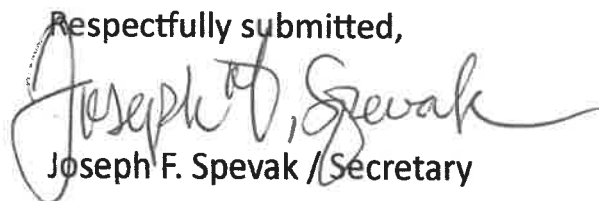
Mr. Primiano made a motion to OPEN PUBLIC PORTION at 8:44pm & 2nd by Mrs. Flannery , approved by all. No Business Mr. Primiano made a motion to CLOSE PUBLIC PORTION at 8:45pm & 2nd by Mrs. Flannery , approved by all.

TREASURER'S REPORT- Kirkland

Mr. Primiano made a motion to pay bills in the amount of \$181,316.86 & 2nd by Mrs. Flannery, approved by all.

Since there was no further business Mrs. Flannery made a motion for adjournment 8:55pm & 2nd by Mr. Primiano, approved by all.

Respectfully submitted,


Joseph F. Spevak /Secretary

BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP FIRE DISTRICT #2

P.O. BOX 54
Tennent, NJ 07763

January 4, 2023 Bill List

ADP	12,490.36
American Cloud Services	275.00
Auto King Parts & Supplies	163.54
Charles Sacco	70.37
Document Solutions Leasing	99.74
Englishtown Fire Department	12,117.00
First Responder Joint Insurance Fund	38,332.00
J. Swanton Fuel Oil Co.	516.45
Joseph Spevak	70.37
Knox Company	576.00
Manalapan Fire Company #1	36,043.50
Michael Digirolamo	70.37
NetLink IT Service, LLC	160.00
NetLink Web Services, LLC	439.00
SBP Industries	558.50
Timothy Kirkland	70.37
US Bank	91,625.00
Verizon	129.65

TOTAL

\$ 181,316.86

Respectfully submitted,


Timothy Kirkland
Treasurer

RESOLUTION APPROVING THE COMPENSATION AMOUNT FIXED BY THE FIRE DISTRICT NO.2 FIRE COMMISSIONERS

Mr. Nelson offered the following resolution and moved its adoption:

WHEREAS, on November 10, 2022, the Manalapan Township Board of Fire Commissioners District No. 2 adopted a Resolution Establishing Commissioners Compensation for 2023; and

WHEREAS, N.J.S.A 40A:14-88 provides that the board shall fix the amount of compensation each commissioner shall receive subject to review by the governing body wherein the fire district is located; and

WHEREAS, the board has carefully reviewed the compensation of each fire commissioners and has determined that for the year 2023 the compensation to be paid each commissioner shall be eleven thousand three hundred four dollars (\$11,304); and

WHEREAS, the Township Committee of the Township of Manalapan has reviewed the aforesaid Resolution adopted by the Board of Fire Commissioners in accordance with N.J.S.A. 40A:14-88; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Manalapan, County of Monmouth and State of New Jersey, hereby approves the 2023 annual compensation of the Manalapan Township Board of Fire Commissioners District No. 2.

BE IT FURTHER RESOLVED, that the Township Clerk forward certified copies of this Resolution to the Manalapan Township Board of Fire Commissioners District No. 2.

SECONDED by Mr. McNaboe and adopted on roll call by the following vote:

AFFIRMATIVE: Jacobson, McNaboe, Musich, Nelson, Cohen

NEGATIVE: None

ABSTAIN: None

ABSENT: None

DATED: November 30, 2022

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP OF MANALAPAN DURING A MEETING HELD ON NOVEMBER 30, 2022


MUNICIPAL CLERK
TOWNSHIP OF MANALAPAN



District Compliance

Fire District Website Services

A division of NetLink Web Services, LLC

180 Talmadge Road • Suite 521 • Edison, NJ 08817

24-Hour Support (800) 698-5852

www.DistrictCompliance.com

Board of Fire Commissioners
Manalapan Fire District 2
PO Box 54
Tennent, NJ 07763

Wednesday, January 4th, 2023

Dear Commissioners:

As per your request, I am submitting this letter outlining an additional service to integrate community relations postings on the Board's behalf, which would be in addition to maintaining the District's website as outlined per **New Jersey Statute, Title 40A:14-70.2 - Fire district to maintain Internet website, webpage; contents.**

As you already know, our service is completely hassle-free, and includes fast turnaround times for your postings, along with an account representative that posts your documents as you make them available.

In addition to our website service the Board already utilizes, the community relations service specifically:

- Create(s) additional sections on the Board's website for – Press releases, in addition to any other pages needed, including swapping pictures / video.
- Creates and/or configures social media accounts, specifically Facebook, Instagram & Twitter.
- Maintains and updates these services at the direction of the Board.

This service is offered to Manalapan Fire District #2 at an initial setup cost of \$250, and will continue monthly at the rate of \$175.00/per month, which is in addition to the current website maintenance rate.

I would like to thank the Board for the opportunity to maintain the Fire District's website and related services.

Sincerely,

Peter Hall
President

Ron Petrics

From: Ford, Melissa [DCA] <Melissa.Ford@dca.nj.gov>
Sent: Wednesday, January 4, 2023 5:15 PM
To: Ron Petrics
Subject: [EXTERNAL] RE: Manalapan Township 2

**This message is from an external sender and could be phishing.
Stop! Think! Act! If you think it's malicious, forward this email to phishing@withum.com.**

Perfect, they can proceed to adopt and I will change the status in FAST. Please make sure they upload this revised copy with the adopted budget.

Melissa

From: Ron Petrics <RPETRICS@Withum.com>
Sent: Wednesday, January 4, 2023 5:05 PM
To: Ford, Melissa [DCA] <Melissa.Ford@dca.nj.gov>
Subject: [EXTERNAL] Manalapan Township 2

Here it is.

Ron Petrics
Partner
rpetrics@withum.com





**TECHNA-PRO
ELECTRIC LLC**

www.techna-pro.com

Phone: 856-802-9940

Fax: 856-802-9944

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

ELECTRICAL
CONTRACTOR

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.

INVOICE # CASE#	T&M WORK UP	Time and Material Estimate Work Up							
LOCATION:		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

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