

JANUARY 3, 2024

The regular scheduled meeting was called o order by Chairman Hogan at 8pm & Mr. Kirkland led all present with the salute to the Flag. Mr. Youssouf 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. Mrs. Flannery will be taking the minutes this evening , Mr. Spevak will be Virtual attendance. This meeting was setup as a Virtual Meeting by Mr. Hall. Mr. Primiano is Virtual attending ,also.

Mrs. Flannery was asked to take Roll Call- Flannery , Hogan , Kirkland were at meeting . Primiano & Spevak were in attendance but Virtual. Sign in sheet was on table for attendance. Others in attendance were : Marini, Sorscher, Frueh , Ellison, Keaney, Mesis , Toia , Tom Kirkland & Di Girolamo . Sarti was excused.

Chairman Hogan asked if any questions regarding minutes of 12/6/23 & 12/28/23. **NO** . Mr. Spevak made a motion to accept minutes of 12/6/23 & 2nd by Mr. Primiano ,approved by all. Mr. Primiano made a motion to accept minutes of 12/28/23 & 2nd by Mr. Spevak, approved by all.

CHIEF’S REPORT- Keaney

Sta. 26-2.....Chief Keaney reported responding to 42 calls w/138.36 Staff hrs.

Training & Drills: Reported by Chief Keaney

Jan. 22nd BBP , RTK Recert

Jan. 29th..... Walk thru

Feb. 5th..... Work Detail

Sta. 12-1.....Chief Sarti was excused

TRUCK REPORT- Sorscher

1. 26-2-66....New oxygen sensor installed & Chassis Service...Englishtown Auto

2. 26-2-78....Tech brought down to diagnose faulty foamFire & Safety Gauge. Parts on order..... “

3. 26-2-82....Top off D.E.F. Tank w/ 1 gal. Def Fluid..... In House

Lubed R/rear side window glass track..... In

House

4. 26-2-88....Remove roof lite Bar , Fire radio & control Box.... “ “
From vehicle. All parts are stored in Engineers rm. In House

Replaced 50 ft garden hose with New 100 ft Heavy Duty hose in bays

Put New Insurance Cars in all Vehicles

All Vehicles are in Service at this time

Pres. of the Fire Co.-Frueh

1. We had a successful Santa Run

2. Kids enjoyed the Holiday party

3. Fire Co. has set date for Installation Dinner for February 10 ,2024

IT Officer – Hall

1. Website is up to date , Internet is working fine

2. New monitor for Chief’s computer

3. Looking for Vendors . Need Audit & Budget .

INSURANCE- Soden/ Marini

1. Workman's Comp. Marini and Flannery
2. May need Accident Report completed in a timely Manner.

ADMINISTRATOR'S REPORT – Marini

1. Bulletin Board will be reposted
2. Generator was taken care of.
3. W2 is ready

LEGAL- Youssouf

No Report

AUDITOR- Petrics

Next Meeting will have Budget (temporary)

BOOKKEEPER- Ellison

1. Email Attorney in regards to Commissioners salary Resolutions copied
Treasurer & Chief on email.
2. Introduced Budget , was submitted to FAST
3. 2024 Budget was created & updated in Quick Books
4. November Bank Statement Completed
5. Did not get email from Melissa Ford

OLD BUSINESS- NO BUSINESS

NEW BUSINESS-

Workshop Meeting to be held on January 18 , 2024 at 8pm

Mr. Kirkland made a motion & 2nd by Mrs. Flannery, approved by all.

Mrs. Flannery made a motion to **OPEN PUBLIC PORTION at 8:24pm & 2nd** by Mr. Kirkland , approved by all. **No Business** Mrs. Flannery made a motion to

CLOSE PUBLIC PORTION at 8:25pm & 2nd by Mr. Kirkland, approved by all.
TREASURER'S REPORT- Kirkland

Mr. Primiano made a motion to pay bills in the amount of \$ 211,659.90 & 2nd by Mr. Spevak , approved by all.

ALL FIRE COMMISSIONERS ARE WELL !!

NEXT MEETING WILL BE FEBRUARY 7 ,2024 at7pm

Since there was NO further business Mr. Spevak made a motion for adjournment at 8:30pm & 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 3, 2024 Bill List

ADP	13,498.49
American Cloud Services	275.00
Charles Sacco	73.57
Document Solutions Leasing	101.24
Englishtown Fire Department	12,722.75
First Responder Joint Insurance Fund	42,872.00
Joseph Spevak	73.57
Manalapan Twp. Fire Co. #1	37,485.00
Michael Digirolamo	73.57
NetLink Web Services	764.00
Stanley Sorscher	73.57
Thomas Kirkland	73.57
Timothy Kirkland	73.57
US Bank	103,500.00

TOTAL	\$ 211,659.90
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Respectfully submitted,

Timothy Kirkland



Manalapan Twp Fire Co #1



**5 Sweetmans Lane
Manalapan, NJ 07726**

**Chief Adam Keaney President
Fax: (732)462-1112**

William Frueh Phone: (732) 462-1112

January Chief's Report

We responded to 42 calls last month with 138.36 man hours.

Drills for the month of January 15th- Meters/Work Detail

January 22nd BBP, RTK Recert

January 29th Walk Through

Feb 5th Work Detail

Engineers Report

Thank You

Chief Adam M Keaney



MANALAPAN TOWNSHIP FIRE COMPANY #1

**5 Sweetmans Lane
Manalapan, NJ 07726
Office: (732) 462-1112
Fax: (732) 462-2376**

President: William Frueh

Chief: Adam Keaney

Manalapan Township Presidents Report for - Commissioner Meeting January 3rd 2023,

- We had a successful Santa run
- Kids enjoyed the holiday party.
- We have set fire dinner February 10th

Respectfully Submitted,

President William Frueh
Manalapan Twp. Fire Company #1

ENGINEERS TRUCK REPORT FOR DEC./2023

- #66 NEW OXYGEN SENSOR INSTALLED. — ENGLISH. AF
CHASSIS SERVICE. — " "
- #78 TECH BROUGHT DOWN TO DIAGNOSE FAULTY, — FIRE + SAFE
FOAM GAUGE. PARTS ARE ON ORDER. — " "
- #82 TOP OFF D.E.F. TANK W/ 1 GALL. DEF. FLUID. — IN HOUSE
LUBRICATED R/REAR SIDE WINDOW GLASS TRACK. — " "
- #88 REMOVE ROOF LITE BAR, FIRE RADIO, AND — IN HOUSE
RADIO CONTROL BOX FROM VEHICLE. — " "
ALL OF THESE PARTS ARE BEING STORED IN — " "
ENGINEERS ROOM.

REPLACED 50' GARDEN HOSE W/ NEW 100' HEAVY DUTY
HOSE IN BAYS.

POT NEW INS. CARDS IN ALL VEHICLES.

ALL VEHICLES ARE IN SERVICE @ THIS TIME.

Respectfully Submitted:

Manalapan Fire District #2

Meeting Date: 01/03/2024

Bookkeeper's Report

Email Attorney in regards to Commissioners salary resolutions copied Treasury and Chief on the email.

Introduced Budget was submit to FAST.

2024 Budget was created and update in QuickBooks.

Year-end transfer resolution figures was entered into Quick books.

November Bank Statement Completed.

Respectfully Submitted,

Consetta Ellison

Bookkeeper



POWER SOLUTIONS

~~908 412-1894~~

908 412-8630

fax 908 412-8635

1301 New Market Ave. South Plainfield, NJ 07080

www.sbp4juice.com

sbp@sbp4juice.com

December 19, 2023

Board of Fire Commissioners

Manalapan Township Fire District #2

PO Box 54

Tennent, NJ 07763

Re: Emergency Generator Service Contract Renewal

Dear Sir:

Enclosed please find the Generator Service Renewal quote for your emergency generator(s).
Please review the quote and if it meets with your approval please sign and return one copy.
Please feel free to contact me with any questions you may have with regards to this quote and
as always, we look forward to working with you again this year.

Sincerely,

Nancy L. Kunzle

SBP Industries

SBP Industries



Service Quote

1301 New Market Ave.
 South Plainfield, NJ 07080
 Phone: 908-412-8630
 Fax: 908-412-8635

Date	Quote #
12/18/23	196851

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

Service Address
Kohler 100 KW Kohler ROZJ Work order 184907 Please call Tim Kirkland to meet you at Firehouse 732-803-6177

Rep
NK

Qty	Description	Cost Each	Total
1	We are pleased to submit the following quote for Emergency Generator Maintenance Services for: Model: 100 ROZJ SN: 0648224 Semi annual Emergency Generator Maintenance Contract includes: (1) Annual Maintenance service, per attached including mileage and tolls. (1) Semi-annual Inspection, per attached including mileage and tolls. All repairs done outside of the maintenance service contract will be done time and material at current part prices and the following labor rates: Straight Time: \$ 125.00/Hr. Time and a half: \$187.50/Hr. Double Time: \$250.00/Hr. Mileage: \$ 1.00/Mi. SBP Industries reserves the right to pass on the cost of fuel in case of extreme increases in fuel cost. Contract Period: January 1, 2024 to December 31, 2024	586.80	586.80
1	Waste removal Disposal fee : removal of oil, anti-freeze, and other wastes	25.00	25.00

Quote is valid for 30 days from original date.

Accepted by: Richard W. Hogan

Signature: [Signature]

Date: 12/28/23

SBP Industries Authorized Signature: _____

Subtotal	\$611.80
Sales Tax (6.625%)	\$0.00
Total	\$611.80

A 5% surcharge will be added to amex payments.

GENERATOR PREVENTATIVE MAINTENANCE SERVICE LOG

DATE _____

COMPANY _____

CONTACT _____

LOCATION _____

PHONE _____

BRAND _____

MODEL NUMBER _____

SERIAL # _____

LOCATION _____

NOTES: _____

- _____ 1. Change oil and oil filter.
- _____ 2. Remove used oil from job site.
- _____ 3. Change fuel filter, inspect fuel quality.
- _____ 4. Check and/or replace air filter if needed, not included in major service pricing.
- _____ 5. Check and/or replace coolant if needed, not included in major service pricing.
- _____ 6. Inspect all belts and hoses.
- _____ 7. Inspect pulley hub bearings, lube if required.
- _____ 8. Inspect for leaks, oil, water & fuel.
- _____ 9. Inspect block heater.
- _____ 10. Inspect battery and replace if needed, not included in service pricing.
- _____ 11. Inspect battery charger.
- _____ 12. Start generator and note voltage, frequency, engine temperature and oil pressure.
- _____ 13. Check operation of transfer switch (only by consent of the customer).
- _____ 14. System can be checked either by transferring load or not. SBP does not repair ATS.

MAJOR SERVICE INCLUDES ITEMS 1 THRU 14.

MINOR SERVICE INCLUDES ITEMS 5 THRU 14.

Oil pressure _____

Rated power in kilowatts _____

Water temp _____

Hour meter _____

Voltage Phase 1 _____ Phase 2 _____ Phase 3 _____ Frequency _____

Current (if under building load) Phase 1 _____ Phase 2 _____ Phase 3 _____

Technician signature _____

Customer signature _____

2024 FIRE DISTRICT BUDGET RESOLUTION

Manalapan Township FD No. 2

FISCAL YEAR: January 1, 2024 to December 31, 2024

WHEREAS, the Annual Budget for Manalapan Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2024 and ending December 31, 2024 has been presented before the Board of Commissioners of the Fire District at its open public meeting of Dec. 6, 2023; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$3,636,991.00 which includes an amount to be raised by taxation of \$1,560,868.00 and Total Appropriations of \$3,636,991.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on Dec. 6, 2023 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 1, 2024.

(Secretary's Signature)



December 6, 2023
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Richard Hopan	✓			
Timothy Kirkland	✓			
Josenh Spevak	✓			
Richard Primiano	✓			
Carolyn M. Flannery	✓			

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE
DISTRICT NO.2 MANALAPAN TOWNSHIP FIXING FIRE
COMMISSIONERS COMPENSATION FOR THE YEAR 2024**

WHEREAS; N.J.S.A. 40A:14-88 provides that boards of fire commissioners shall fix the amount of compensation each commissioner shall receive annually subject to review by the municipal governing body; and

WHEREAS; The Board has carefully reviewed the compensation of each fire commissioner and has determined that that for the year 2024 the compensation to be paid each Commissioner shall be eleven thousand three hundred four dollars (\$11,304.00).

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan. Township that the annual Commissioners compensation shall be **ELEVEN THOUSAND THREE HUNDRED FOUR DOLLARS (\$11,304.00)** per Commissioner for the upcoming budget year.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the municipal governing body of Manalapan Township by the Clerk of the Board and then included in the annual budget proposed to the voters for the year 2024.

Moved by: **KIRKLAND**

Seconded by: **FLANNERY**

Roll Call Vote: **KIRKLAND, FLANNERY, PRIMIANO, HOGAN, SPEVAK**

Ayes: **5**

Nays: **0**

Absent: **0**

Abstain: **0**

*Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
Fire District No.2 Manalapan Township on the 6th day of DECEMBER*

(Secretary's Signature)

Joseph B. Spevak

1/3/24

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #2 MANALAPAN TOWNSHIP SCHEDULING A SPECIAL MEETING REGARDING THE PROPOSED PURCHASE OF TWO (2) NEW FIRE CHIEF'S COMMAND VEHICLES

WHERE AS; The Board has determined that it is necessary ,proper and in the Public interest to purchase (2) New Fire Chiefs Command Vehicles , to replace the (2) outdated Fire Chief Command Vehicles . Which has reached the end of its expected useful period ; and

WHERE AS; N.J.S.A. 40 :14-85 permits fire districts to acquire fire apparatus by Resolution but requires the approval of the voters by way of a Special Meeting called for That purpose ; and

WHERE AS ; A resolution requesting voter approval of a proposed purchase may be Submitted to the voters at a Special Meeting called for that purpose ; and

WHERE AS ; The Board , acting in consultation with the fire company has determined That it should purchase (2) two New Fire Chiefs Command Vehicles through the HGAC Cooperative purchasing agency at a total cost not to exceed ONE HUNDRED SIXTY THOUSAND DOLLARS (\$ 160,000.00) to be paid from accumulated capital reserve funds held by the Board

From prior budgets ; and

WHERE AS ; By using accumulated capital reserve funds the (2) Fire Chief Command Vehicles can be bought without incurring any long term debt and without issuing bonds or notes of the District ; and

WHERE AS; The Board can make this purchase without increasing taxes on District Property owners.

NOW BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District #2 Manalapan Township that a capital referendum is scheduled to be held on January 23, 2024At which referendum the voters shall be asked to vote upon the following question.:

SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #2 MANALAPAN TOWNSHIP BE AUTHORIZED TO PURCHASE TWO (2) NEW FIRE CHIEF'S COMMAND VEHICLES AT A TOTAL COST NOT TO EXCEED \$ 160,000.00 AND PAYTHE PURCHASE PRICE USING ACCUMULATED CAPITAL RESERVE FUNDS ?

_____ **YES**

_____ **NO**

BALLOT EXPLANATION

A YES VOTE will authorize the Board to purchase two new Chief's command vehicles to replace two older command vehicles and to pay for them from funds already in its possession.

A NO VOTE will prohibit the Board from purchasing the new replacement vehicles.

Moved by: Kirkland
Roll Call Vote:

Seconded by: Flannery

Ayes: -5-

Nays: -0-

Certified to be a true copy of a resolution adopted by the Board of Fire Commissioners
Fire District No.2 Manalapan Township on Jan. 3, 2024.


CLERK
CLERK

AFFIDAVIT OF POSTING AND PUBLISHING NOTICE OF SPECIAL MEETING

I, the undersigned, hereby certify that a Special Meeting has been called by the Board of Fire Commissioners of MANALAPAN Fire District # 2 scheduled for 1/23/24 at 6 pm - to 9pm [LOCATION]. 5 SWEETMAN'S LANE MANALAPAN, N.J. 07726

I further certify that the District's annual election for the Board of Fire Commissioners is held on the (check one):

third Saturday in February

November general election

I further certify that on DATE 1/13/24, I posted notices in the 5 following locations pursuant to N.J.S.A. 40A:14-84 (the following are potential examples of five public places in the district):

- Fire District Notices Board
- Anytown Town Hall Notices Board
- Anytown Free Public Library
- Anytown Municipal Court Bulletin Board
- Anytown Post Office

MANALAPAN FIREHOUSE
 BATTLEFIELD STATE PARK RT. 33
 KNOB HILL CLUBHOUSE
 VILLAGE ROAD CLUBHOUSE / MEADOW CREEK
 COMMUNITY CENTER RT. 33

I further certify that notice of the special meeting was published pursuant to N.J.S.A. 40A:14-84 on the following date(s) NA.

I understand that I am subject to punishment pursuant to law if any of the above statements are willfully false.

Joseph F. Spevak
Signature

JOSEPH F. SPEVAK
Printed Name

SECRETARY/CLERK
Title

Dated: 1/17/24

Please provide a copy of the notice that was posted, as well as proof of publication for the newspaper notice(s) required for special meetings held by fire districts with annual elections coinciding with the November general election. A separate certification is required to report the results of the special meeting.

* Notice publication is mandatory for special meetings held by a fire district whose annual election coincides with the November general election.

NOTICE OF WORKSHOP MEETING OF THE BOARD OF FIRE
COMMISSIONERS OF FIRE DISTRICT No. 2 MANALAPAN TOWNSHIP

TAKE NOTICE: The Board of Fire Commissioners Fire District No. 2 Manalapan Township have scheduled a WORKSHOP MEETING FOR January 23, 2024 commencing at 9:00 pm at the fire districts offices, 5 Sweetmans Lane Manalapan Township. The purpose of this meeting will be a Final Public Hearing and Adoption of the 2024 Fire District Budget and such other business as may come before the board.

Richard Hogan

Chairman

Publication Dates

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*This Notice will be advertised January 19, 2024
in the newspaper.*

Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: _____

Year Ending: _____

December 31, 2022

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

NONE

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here

and certify below.

1/10/24
Date


Clerk/Secretary to the Governing Body

Appendix to Budget Document