

Commissioner Meeting and Reorganization Meeting
March 6, 2024

The regular scheduled meeting was called to order by, Chairman Richard Hogan at 8pm. Chief Adam Keaney led the meeting with the salute to the flag. Chairman Richard Hogan read the Sunshine Statement as follows: Notice of the Time, date, location and the agenda of this meeting know was duly published at least 48 hours in advance of this meeting, by posting in official newspaper of this district. This meeting was also setup as a Virtual Meeting by Mr. Peter Hall.

Commissioner Carolyn Flannery was asked to take Roll Call: Spevak, Kirkland, Primiano, Flannery and Hogan were present. Also, in attendance: Mr. John Marini, IT. Mr. Peter Hall and Bookkeeper Connie Ellison. Sign in sheet was on the table for attendance.

Chairman Richard Hogan asked if there were any questions regarding the Meeting minutes. There were no questions, a motion to accept the minutes was made by Commissioner Carolyn Flannery and was 2nd by Commissioner Richard Primiano. Approved by all.

Board of Fire Commissioners order of officers remains the same:

Chairman Richard W. Hogan
Treasure Timothy Kirkland
Secretary Joseph Spevak
Vice Chairman Richard Primiano
Vice Secretary Carolyn Flannery

A motion was made to accept the resolution by, Richard Primiano and second was made by, Timothy Kirkland.
Approved by All.

Resolution of the Board of Fire Commissioner Fire District No. 2 Manalapan Twp. scheduling meeting dates for the year 2024.

A motion was made to accept the resolution by, Commissioner Carolyn Flannery and second was made by Commissioner Joseph Spevak. Approved by All.

Resolution of the Board of Fire Commissioners of Fire District No. 2 Manalapan Twp. Designating Official Depository of Fire District Funds for the year 2024.

A motion was made to accept the Resolution by, Commissioner Richard Primiano and second by, Commissioner Timothy Kirkland.
Approved by All.

Resolution of the Board of Fire Commissioners Fire District No. 2 Manalapan Twp. Designating Official Newspapers for the year 2024.

A motion was made to accept the Resolution by, Commissioner Richard Primiano and second by Commissioner Carolyn Flannery.
Approved by all.

Resolution of the Board of Fire Commissioners Fire District No. 2 Manalapan Twp. Appointing Ronald C. Petrics R.M.A. District Auditor for the Year 2024.

A motion was made to accept the Resolution by, Commissioner Joseph Spevak and second by, Commissioner Timothy Kirkland.
Approved by All.

Resolution of the Board of Fire Commissioners Fire District No. 2 Manalapan Twp. Appointing Joseph D. Youssouf, ESQ Board Attorney for the Year 2024.

A motion was made to accept the Resolution by, Commissioner Carolyn Flannery and second by, Commissioner Richard Primiano.
Approved by All.

Resolution of the Board of Fire Commissioners Fire District No. 2 Manalapan Twp. Appointing Richard W. Hogan Personnel Director.

A motion was made to accept the Resolution by, Commission Carolyn Flannery and second by Commissioner Richard Primiano.
Approved by All.

Resolution of the Board of Fire Commissioners Fire District No. 2 Manalapan Twp. Appointing The Oliver L.E. Soden Agency Insurance Agent for the Year 2024.

A motion was made to accept the Resolution by, Commissioner Joseph Spevak and second by, Commissioner Carolyn Flannery
Approved by All.

Insurance: Mr. John Marini

A motion was made by, Commissioner Richard Primiano and second by, Commissioner Timothy Kirkland.
Approved by All.

Bookkeeper: Mrs. Connie Ellison

A motion was made by, Commissioner Carolyn Flannery and Second by, Commissioner Richard Primiano.
Approved by All.

IT Officer: Peter Hall

A motion was made by Commissioner Timothy Kirkland and second was made by Commissioner Richard Primiano.
Approved by All.

Fire Protection Agreement of Englishtown

A motion was made by, Commissioner Carolyn Flannery and second by, Commissioner Richard Primiano.
Approved by All.

Chairman Richard Hogan disgusted the defeated 2024 Budget. He asked that all be present March 13, 2024 at 7:30 pm at Town Hall to address the Township Committee concerning this matter.

Commissioner Timothy Kirkland Read the notice from the election.

Commissioner Joseph Spevak submitted the results of the February 26, 2024 Voting as follows:

Commissioner Joseph Spevak	176 Votes Yes
Commissioner Timothy Kirkland	174 Votes Yes
2024 Budget was defeated	126 Votes No
	91 Votes Yes

Chief Adam Keaney:

Station 26-2 responded to 33 calls with 66.57-man hours. Drills for the month of February.

March 11, Meeting

March 25th Search and Rescue

April 2nd Work Detail

Equipment 3 De Fid Units for the Trucks Continental F&S in the amount of \$4981.50.

Truck Report was submitted by Sony Sorscher and read by Commissioner Richard Primiano.

President Bill Frueh: Thanked everyone for attending the annual insulation of Officers dinner on February 10, 2024. The Fire Company is looking forward to more events as this is our 75th year.

Chief Lou Sardi of Englishtown was Excused

IT Officer Peter Hall: Internet working fine no instances since last month. New Key fobs were added to the system, 26 totals in inventory. A hard disk in the 4-disk Network attached Storage has gone bad and in need of replacement at the cost of \$1,750.00. QuickBooks needs to be up dated at the cost of \$85.00

Insurance: Mr. John Marini: The Truck is fixed and stripping is on the truck. Construction is due to start after March 15, 2024. Roads will be busy. Drive carefully, be aware of your surroundings. Commissioner Timothy Kirkland need paper work for audit, John Marini will forward them to Attorney Joseph Youssof.

Legal: Mr. Joseph Youssof: Excused

Auditor: Mr. Ron Petrics: We need to Begin the Audit.

Bookkeeper: Connie Ellison: Election Results were uploaded to Fast. Connie informed everyone about the Senior Tax Freeze.

Old Business: Chief Adam Keaney is looking onto pricing for a large fan. Mr. John Marini set up a meeting with the Insurance.

New Business: Emergency purchase of Equipment of 3 De Fid Units In the amount of \$4981.50.

A motion was made to purchase the equipment by, Commissioner Richard Primiano and second by, Commissioner Timothy Kirkland.
Approved by All.

IT equipment in the amount of \$1835.00 will be disgusted after the Budget is settled.

Commissioner Tim Kirkland made a motion to open the meeting to the public and 2nd by Commissioner Richard Primiano. Approved by All.

No public present, Commissioner Tim Kirkland made a motion to close the public portion of the meeting and was 2nd by Commissioner Richard Primiano. Approved by all.

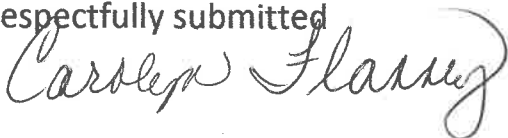
Treasure Report: Commissioner Timothy Kirkland.

Commissioner Carolyn Flannery made a motion to by bills in the amount of \$154,562.83 and was second by Commissioner Richard Primiano. Approved by all.

Next Commissioner Meeting will be held April 6, 2024 at 8pm at the Firehouse.

There was no further business therefor Commissioner Tim Kirkland made a motion to adjourn at 8:30pm and was 2nd Commissioner Richard Primiano.
Approved by all.

Respectfully submitted

A handwritten signature in cursive script that reads "Carolyn Flannery". The signature is written in black ink and is positioned below the text "Respectfully submitted".

Commissioner Carolyn Flannery

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP SCHEDULING
MEETING DATES FOR THE YEAR 2024**

WHEREAS; N.J.S.A.10:4-18 requires fire districts to annually publish and post a schedule of meetings to be held during the succeeding year specifying therein the location of each meeting, its date, time and agenda to the extent then known; and

WHEREAS; Boards are also required to mail a schedule of meeting dates to the official newspapers designated by the board and to provide a copy of the meeting dates to the municipal clerk for posting on the official bulletin board of the municipality.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that regularly scheduled meetings of the Board will be held on the **first Wednesday** of each month commencing at **8:00 p.m.** at the Manalapan Volunteer Fire Company No.1 Firehouse, Sweetmans Lane Manalapan Township, New Jersey.

BE IT FURTHER RESOLVED that the regular monthly meetings of the Board are hereby scheduled for the following dates: April 3, May 1, June 5, July 3, August 7, September 4, October 2, November 6, December 4, January 8, February 5, and March 5, 2025 which meeting shall serve as the annual reorganization meeting of the Board.

BE IT FURTHER RESOLVED that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted on 3/6/24 by the Board of Fire Commissioners Fire District No.2 Manalapan Township.

_____, Clerk

3/6/24

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP DESIGNATING OFFICIAL DEPOSITORY OF FIRE DISTRICT FUNDS FOR THE YEAR 2024

WHEREAS; the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

WHEREAS; N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit; " and

WHEREAS; the Board has determined that Brunswick Bank and Trust is a public depository legally eligible to receive and hold public funds on deposit.

Mid Penn Bank

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that Brunswick Bank and Trust be and the same is hereby designated as the official depository of District funds for the year 2024.

BE IT FURTHER RESOLVED that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

BE IT FURTHER RESOLVED that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Township on 3/6/24.

_____, Clerk


3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP DESIGNATING
OFFICIAL NEWSPAPERS FOR THE YEAR 2024**

WHEREAS; N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

WHEREAS; N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election, budget referendum and bond referendums as well as public hearings and other periodic events; and

WHEREAS; To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

WHEREAS; The Newark Star Ledger, the ~~News Transcript~~ and the Asbury Park ~~Press~~  are legally recognized newspapers having general circulation within Manalapan Township and are the publications most likely to inform the citizens of pending Board meetings and actions.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the Newark Star Ledger, the and the Asbury Park Press be and the same are hereby designated the official newspapers of the Board of Fire Commissioners for the year 2024.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.2 Manalapan Township on 3/6/24.

Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
RONALD C. PETRICS R.M.A. DISTRICT AUDITOR FOR 2024**

WHEREAS; the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

WHEREAS; Ronald C. Petrics is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

WHEREAS; adequate moneys have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that Ronald C. Petrics C.P.A. be, and the same, is hereby appointed auditor for the year 2024.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Twp. on _____.

_____, Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
JOSEPH D. YOUSSEUF, ESQ. BOARD ATTORNEY FOR THE
YEAR 2024**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services"; and

WHEREAS; N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS; Joseph D. Youssouf is a duly licensed attorney admitted to the practice of law in the State of New Jersey.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2024.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Township on _____.

_____, Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2 MANALAPAN TOWNSHIP APPOINTING
RICHARD W. HOGAN PERSONNEL DIRECTOR**

WHEREAS; The Board of Fire Commissioners requires the services of a fully qualified and experienced Personnel Director to assist in the management of District Personnel matters; and

WHEREAS; Richard W. Hogan has the necessary training and experience to render the Personnel services required by the Fire Commissioners; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No. 2 Manalapan Township that Richard W. Hogan is appointed Personnel Director for the year 2024 at and annual salary of \$.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to Director Hogan by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
Fire District No.2 Manalapan Township on 3/6/24.

_____, Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TWP. APPOINTING
THE OLIVER L.E. SODEN AGENCY INSURANCE AGENT
FOR THE YEAR 2024**

WHEREAS; The Board of Fire Commissioners has determined that it requires the services of an insurance agent for the purpose of providing advise regarding the purchase and placement of insurance including, but not limited to, life insurance, hazard insurance, motor vehicle insurance, general liability insurance and workers compensation insurance; and

WHEREAS; Oliver L.E. Soden Agency is a licensed insurance agency which is legally qualified to provide the services required by the Board in compliance with New Jersey law; and

WHEREAS; N.J.S.A. 40A:11-5(1) (a) provides, in relevant part, that a contract or agreement for professional services may be made, negotiated and awarded without public bidding if the services to be provided are to be provided by a member of a recognized and licensed profession ; and

WHEREAS; adequate moneys exist in the current or a previously approved budget of the board to fund the contract awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners Fire District No.2 Manalapan Twp. that the Oliver L.S. Soden Agency is hereby appointed insurance agent for the Board for the year 2024.

Moved by:

Seconded by:

Roll Call Vote:

Ayes

Nays

Absent

Abstain

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.2 Manalapan Twp. on 3/6/24.

_____, Clerk

TOWNSHIP OF MANALAPAN

NOTICE IS HEREBY GIVEN IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, THAT THE BELOW ITEM WILL BE ON THE AGENDA OF THE MANALAPAN TOWNSHIP COMMITTEE PUBLIC MEETING OF WEDNESDAY, MARCH 13, 2024. THE MEETING WILL BEGIN AT 7:30 P.M. AND WILL BE HELD IN THE MUNICIPAL BUILDING, 120 ROUTE 522, MANALAPAN, NJ.

PUBLIC HEARING FOR FIRE DISTRICT NO. 2 BUDGET DEFEAT AND THE CONSIDERATION AND ADOPTION OF A RESOLUTION DETERMINING AMOUNT NECESSARY TO BE RAISED BY TAXATION IN THE TOWNSHIP OF MANALAPAN FOR THE FIRE DISTRICT NO. 2 ANNUAL BUDGET WHICH WAS DEFEATED BY THE DISTRICT NO. 2 VOTERS, AS REQUIRED BY N.J.S.A. 40A:14-78.5B.

SHARI ROSE
MUNICIPAL CLERK

3/6/24 (\$19.36)

Order Confirmation

Not an Invoice

Account Number:	1122030
Customer Name:	Manalapan Township
Customer Address:	Manalapan Township 120 County Road 522 Manalapan NJ 07726-3417
Contact Name:	MANALAPAN TOWNSHIP
Contact Phone:	
Contact Email:	
PO Number:	MC-24-09

Date:	02/27/2024
Order Number:	9899918
Prepayment Amount:	\$ 0.00

Column Count:	2.0000
Line Count:	22.0000
Height In Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
ASB Asbury Park_Press	1	03/06/2024 - 03/06/2024	Govt Public Notices
ASB local.app.com	1	03/06/2024 - 03/06/2024	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$54.36
Service Fee 3.99%	\$2.17
Cash/Check/ACH Discount	-\$2.17
Payment Amount by Cash/Check/ACH	\$54.36
Payment Amount by Credit Card	\$56.53

Order Confirmation Amount

\$54.36

Board of Fire Commissioners District # 2

Manalapan Twp.

P.O. Box 54

Tennent , N.J. 07763

Richard Hogan / Chairman

February 26 , 2024

Regarding the voting of the Budget & Election on Feb. 17 ,2024 . The results were: 36 people signed in & voted at the firehouse for approval of the Budget . Also , Timothy Kirkland and Joseph Spevak were running for two positions with a 3 year term of office.

Mail in Ballots were available from Monmouth County Elections.

Budget Voting 2024

<u>Walk in @ Firehouse</u>	<u>FIRST Mail In & Late Mail In</u>	<u>Total</u>
YES Votes = 34	57	91
NO Votes = 2	124	126

Results of Election

Timothy Kirkland 32 votes @ Firehouse & 142 votes Mail = 174 votes

Joseph Spevak 29 votes " " & 147 votes Mail = 176 votes

(1} Walk In as a write in for R.P. (1)

(5) Mailers sent in = Drajor (2), Folik (1), Romano (2), Budyszewik (2)

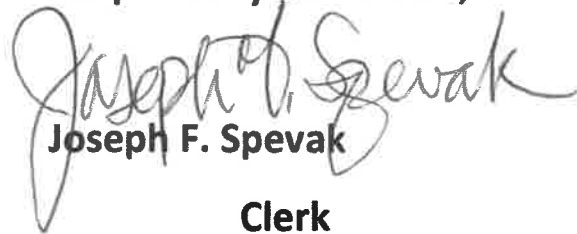
Joe Spevak (1)

No Provisional votes at all.

2024 Budget was defeated 126 NO to 91 YES

Timothy Kirkland and Joseph Spevak were both re-appointed to a 3 year term each.

Respectfully submitted,


Joseph F. Spevak
Clerk



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

March Chief's Report

We responded to 33 calls last month with 66.57 man hours.

Drills for the month of March 11th- Meeting

March 18th Hoselines

March 25th Search n Rescue

April 2nd Work Detail

Equipment 3 De fid Units for the Trucks Continental F&S

\$4,981.50.

Engineers Report

Thank You

Chief Adam M Keaney

ENGINEERS TRUCK REPORT FOR FEB./2024:

#66 INSTALL NEW LETTERING, STRIPES + logo, - VIGG DESIGN ON LEFT SIDE OF VEHICLE.

#78 FOLLOW UP ON REPORTED ELECT. SYSTEM MALFUNCTION. NO POWER TO KNOX BOX, FLASHLIGHTS, + TIG. — UNFOUNDED. — In HOOD — " " — " "

#82 REPAIR 1/2 SIDE AUXILIARY INTAKE CAP. TOP OFF DEF TANK w/ 1/2" GALL. FLUID. — In HOUSE — " "

#86 ROAD TEST + CHECKED REAR BRAKES - O.K. ADJUSTED CLEARANCE @ MUFFLER HEAT SHIELD. REAR TIRES STILL HAVE ABOUT 5K MILES BEFORE NEED TO BE REPLACED. — In HOOD — " " — " "

#99 INSTALL NEW w/wIPER SWITCH ON COLUMN. — Eng. Auto.

DRIVER TRAINING w/ CAPT. DAVE ON #90.
ALL VEHICLES ARE IN SERVICE AT THIS TIME.

Respectfully Submitted:



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 March 6th 2024,

- Thank you for attending the annual insulation dinner for officers
- As this is our 75th anniversary year we are looking to hold more events this year.

Respectfully Submitted,

President William Frueh
Manalapan Twp. Fire Company #1

February's Month End Review

- We have had 0 instance(s) of the internet dropping since last reported.
- New keyfobs were added to the system, with a total of 26 fobs in inventory.
- A Universal Power Supply battery backup was added to the Chief's computer.
- It was last reported that a hard disk in the 4-disk Network Attached Storage (NAS) array has gone bad and is in need of replacement. The controller unit which is a Western Digital Sentinel is no longer supported by the manufacturer, so it is recommended to replace the unit entirely along with new drives. It is recommended to replace the unit with a QNAP TS-473A-8G with (4) x 4Tb Seagate SATA drives for a cost of ~\$1,750
- The current version of Quickbooks 2013 desktop is no longer supported after July of 2024 and the following is recommended: Quickbooks Enterprise Silver 2024 integrated with the cloud – \$ 85 /mo

Respectfully submitted,



Peter Hall
Information Technology Officer

Manalapan Fire District #2

Meeting Date: 03/06/2024

Bookkeeper's Report

The 2024 Budget was approved by DCA- pending the election results.

Election Results uploaded to FAST.

Senior Freeze application was mailed out by the State on Feb 12.

- To qualify you must be age 65 years or older as of Dec 31, 2022 and owned your home as of Dec 31, 2019.
- Deadline to file is Oct 31, 2024
- Beginning in year 2023, income limit for year 2022 was increased to \$150,000
- Household income cap for 2023 is \$163,050.

Respectfully Submitted,

Consetta Ellison

Bookkeeper

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

March 6, 2024 Bill List

ADP	13,498.49
American Cloud Services	275.00
Asbury Park Press	590.80
Charles Sacco	74.57
Document Solution, LLC	17.05
Document Solutions Leasing	102.89
Emergency Services Marketing Corp., Inc.	735.00
Englishtown Automotive, Inc.	720.62
Gordons Corner Water Co.	2,639.70
GSB	6,677.78
J Swanton Fuel Oil Co.	536.45
Kristina L. Mueller	150.00
Lynnette Thompson	150.00
Michael Digirolamo	74.57
Monmouth County Treasurer	95.00
NetLink Web Services	614.00
NetLink Web Services	290.00
New Jersey Fire Equipment Co.	1,670.32
New Jersey Fire Equipment Co.	89,807.94
Oliver L. E. Soden Agency	5,370.00
Pantano Outdoor Supply	477.25
Public Employees Retirement System	17,148.00
Stanley Sorscher	74.57
Timothy Kirkland	53.96
Timothy Leitstein	31.98
Verizon Wireless	1,085.24
Verizon Wireless	129.65
Vigg Marketing Pros, Inc.	615.00
WithumSmith & Brown	10,857.00

3/6/24

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP DESIGNATING OFFICIAL DEPOSITORY OF FIRE DISTRICT FUNDS FOR THE YEAR 2024

WHEREAS; the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

WHEREAS; N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit; " and

WHEREAS; the Board has determined that ^{MID PENN} Brunswick Bank and Trust is a public depository legally eligible to receive and hold public funds on deposit.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that Brunswick Bank and Trust be and the same is hereby designated as the official depository of District funds for the year 2024.

BE IT FURTHER RESOLVED that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

BE IT FURTHER RESOLVED that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.


Moved by: PRIMIANO

Seconded by: SPEVAK

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Township on 3/6/24.

 Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP DESIGNATING
OFFICIAL NEWSPAPERS FOR THE YEAR 2024**

WHEREAS; N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

WHEREAS; N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election, budget referendum and bond referendums as well as public hearings and other periodic events; and

WHEREAS; To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

WHEREAS; The Newark Star Ledger, the News Transcript and the Asbury Park Press are legally recognized newspapers having general circulation within Manalapan Township and are the publications most likely to inform the citizens of pending Board meetings and actions.

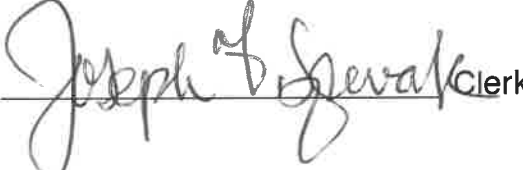
NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the Newark Star Ledger, the and the Asbury Park Press be and the same are hereby designated the official newspapers of the Board of Fire Commissioners for the year 2024.

Moved by: PRIMIANO Seconded by: SPEERAK

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.2 Manalapan Township on 3/6/24.


Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
RONALD C. PETRICS R.M.A. DISTRICT AUDITOR FOR 2024**

WHEREAS; the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

WHEREAS; Ronald C. Petrics is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

WHEREAS; adequate moneys have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that Ronald C. Petrics C.P.A. be, and the same, is hereby appointed auditor for the year 2024.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by:

SPEVAK

Seconded by: KIRKLAND

Roll Call Vote:

Ayes:

5

Nays:

0

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Twp. on 3/6/24.

Joseph B. Spevak, Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
JOSEPH D. YOUSOUF, ESQ. BOARD ATTORNEY FOR THE
YEAR 2024**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

WHEREAS; N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS; Joseph D. Youssouf is a duly licensed attorney admitted to the practice of law in the State of New Jersey.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2024.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by: HOGAN

Seconded by: SPEVAK

Roll Call Vote:

Ayes: 4 Nays: 1 Absent: Absain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Township on 3/6/24.

Joseph D. Spevak clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2 MANALAPAN TOWNSHIP APPOINTING
RICHARD W. HOGAN PERSONNEL DIRECTOR**

WHEREAS; The Board of Fire Commissioners requires the services of a fully qualified and experienced Personnel Director to assist in the management of District Personnel matters; and

WHEREAS; Richard W. Hogan has the necessary training and experience to render the Personnel services required by the Fire Commissioners; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No. 2 Manalapan Township that Richard W. Hogan is appointed Personnel Director for the year 2024 at and annual salary of \$.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to Director Hogan by the Clerk of the Board.

Moved by: PRIMIANO Seconded by: FLANNERY

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
Fire District No.2 Manalapan Township on 3/6/24.

 , Clerk

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TWP. APPOINTING
THE OLIVER L.E. SODEN AGENCY INSURANCE AGENT
FOR THE YEAR 2024**

WHEREAS; The Board of Fire Commissioners has determined that it requires the services of an insurance agent for the purpose of providing advise regarding the purchase and placement of insurance including, but not limited to, life insurance, hazard insurance, motor vehicle insurance, general liability insurance and workers compensation insurance; and

WHEREAS; Oliver L.E. Soden Agency is a licensed insurance agency which is legally qualified to provide the services required by the Board in compliance with New Jersey law; and

WHEREAS; N.J.S.A. 40A:11-5(1) (a) provides, in relevant part, that a contract or agreement for professional services may be made, negotiated and awarded without public bidding if the services to be provided are to be provided by a member of a recognized and licensed profession ; and

WHEREAS; adequate moneys exist in the current or a previously approved budget of the board to fund the contract awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners Fire District No.2 Manalapan Twp. that the Oliver L.S. Soden Agency is hereby appointed insurance agent for the Board for the year 2024.

Moved by: SPEVAK

Seconded by: KIRKLAND

Roll Call Vote:

Ayes

5

Nays

0

Absent

Abstain

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.2 Manalapan Twp. on 3/6/24.

Joseph B. Spevak Clerk

FIRE PROTECTION AGREEMENT

THIS AGREEMENT dated this 1st. day of March 2024 by and between the Board of Fire Commissioners, Fire District No. 2, Township of Manalapan, County of Monmouth and State of New Jersey hereinafter designated as the "Board", and the Manalapan Township Volunteer Fire Company No. 1 hereinafter designated as the "Company".

WITNESSETH:

WHEREAS; the Board of Fire Commissioners, is a duly constituted public agency organized pursuant to the provisions of N.J.S.A. 40A:14-70 et. seq.; and

WHEREAS; N.J.S.A. 40A:14-70.1.b. authorizes a Board of Fire Commissioners to contract with a volunteer fire company for the purpose of providing fire protection services upon such terms and conditions as shall be deemed proper; and

WHEREAS; the Company is a duly constituted nonprofit corporation organized pursuant to the laws of the State of New Jersey for the purpose of fire suppression/fire protection services; and

WHEREAS; the parties hereto desire to enter into a contract to define the rights, duties and responsibilities of each regarding the furnishing of fire protection services to the residents of the fire district.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. **TERM:** This Agreement shall have a one year duration commencing on March 1, 2024 and ending, unless otherwise renewed and extended, on February 28, 2025.

2. **DUTIES:** The Company covenants and agrees to provide fire protection/fire suppression services to all persons and property situate within the borders of Fire District No. 2, Manalapan Township, Monmouth County, New Jersey and to provide said fire services seven days per week, 24 hours per day, 365 days per

in accordance with any and all applicable rules, regulations, standards and laws of the State of New Jersey and any administrative agency having the necessary and proper jurisdiction to prescribe rules and regulations regarding the conduct of fire fighting services. The Company shall operate and utilize any and all equipment and apparatus supplied by the Board for the purposes of fire suppression in accordance with such rules and regulations as may be adopted by the Board. The Company shall provide such personnel as may be available for the purposes specified herein. The members of the Company shall be under the supervision and control of the Board and in performing fire duty shall be deemed to be exercising a governmental function.

3. **BUILDING USE:** The Company does hereby specifically grant to the Commissioners the right to use the public meeting room for holding meetings, both public and executive sessions, and to use the building as a polling place for such elections as may be required to be held within the District, subject only to the requirement that the Commissioners notify the Company in advance of their intention to use the building for such purposes and also subject to the requirement that such use will not interfere with normal operations of the fire company. The Company hereby leases to the Board the equipment bays and office space for the purpose of equipment and apparatus storage and the conduct of fire district business activities.

4. **CONSIDERATION:** The Board shall pay the Company, as and for consideration for the promises and covenants contained herein the sum of ~~\$144,474.00~~ ^{155,937.00}. All payments hereunder shall be rendered in four equal installments.

5. **MAINTENANCE AND REPAIR:** The Commissioners shall be responsible for the payment of all costs for the maintenance and repair of all fire fighting equipment and apparatus in accordance with the budget adopted by the Board of Fire Commissioners at the annual referendum.

6. **INSURANCE:** The Commissioners shall provide, at no cost or expense to the individual members of the Volunteer Fire Company, such insurance as may be legally required, including but not limited to comprehensive liability, workers compensation and life insurance and shall fund the Length of Service Awards program approved by the voters.

7. **UTILITIES AND BUILDING MAINTENANCE:** The Company shall be responsible for the maintenance of the fire house and shall make all utility payments for telephone, electricity and natural gas.

8. **ANNUAL ACCOUNTING:** The Company shall provide an annual accounting of all public moneys received and expenditures made by it to the Board.

9. **SAVINGS CLAUSE:** The terms and provisions of this Agreement are subject to such limitations as may be imposed upon either of the parties by statute or ordinance. Should any provision of this Agreement be ruled invalid by a court of competent jurisdiction, such ruling, shall not affect the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers and representatives:

Manalapan Township Fire District No.2


Chairman


Clerk

Manalapan Township Volunteer Fire Co. No.1


President


Secretary

FIRE PROTECTION AGREEMENT
ENGLISHTOWN FIRE DEPARTMENT

WHEREAS; the Board of Fire Commissioners of Fire District No. 2, Township of Manalapan desires to contract with the Englishtown Fire Department for the provision of first response fire protection services to a designated portion of Manalapan Township F.D. No.2; and

WHEREAS; N.J.S.A. 40A:14-26 authorizes the establishment of a contractual relationship between a Fire District and a Volunteer Fire Co. located in a contiguous municipality to insure the provision of first response fire protection services and permits payment therefore.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein it is hereby agreed as follows:

1. Fire Suppression Services:

The Englishtown Fire Department will provide first response fire suppression services on a 24 hour per day, seven day per week 24 hours per day basis to the hereinafter described area of Manalapan Township. All services rendered by the Englishtown Fire Department will be rendered with the greatest efficiency and care possible and in compliance with all applicable rules, regulations and standards governing fire suppression activities.


In addition to first response services specified above, the Englishtown Fire Department does hereby covenant and agree to provide fire protection in the form of "mutual aid and assistance" to the remaining portion of Fire District No. 2, Township of Manalapan. Said mutual aid and assistance will be provided at no additional cost to the Board of Fire Commissioners of Fire District No. 2, Township of Manalapan. All structural fires in District No. 2 will be dual toned to insure adequate manpower.

2. That portion of Manalapan Fire District No. 2 to be serviced on a first response basis by the Englishtown Fire Department is described as follows:

a. *Beginning at the boundary line between the Borough of Englishtown and the Township of Manalapan on County Route 522 and proceeding in a southeasterly direction along said road to the intersection of County Route 522 and Taylors Mill Road; thence in a southwesterly direction across Country to the location of the Yorktown Club on County Route 527, and Dye Grove Road; thence proceeding in a westerly direction to the intersection of Iron Ore Road, alternate Route 527, and Dye Grove Road; thence following Dye Grove Road in a westerly direction to the border between Middlesex County and Monmouth County; thence proceeding in a northeasterly direction along said border to Pension Road; thence in a southerly direction along Pension Road to its intersection of Corner Road; thence in a westerly direction along said road to the border of the Borough of Englishtown and the Township of Manalapan; thence in a southerly direction along said border to the starting point of this description at County Route 522.*

3. Term: This agreement shall remain in full force and effect for a period of **one (1)** year commencing March 1, 2024 to February 28, 2025.

4. Consideration: The Board of Fire Commissioners of Fire District No. 2, Township of Manalapan shall pay as consideration ^{53,436.00}~~\$48,469.00~~ for the term of this contract. Payments shall be rendered to the Englishtown Fire Department in two equal installments per year with the first installment being due and payable upon receipt by Manalapan Township Fire District No. 2 of the first payment of tax proceeds from Manalapan Township; the second installment shall be due and payable upon the payment of the third installment of tax receipts by Manalapan Township.



CHAIRMAN, F.D. NO. 2, MANALAPAN TWP.



PRESIDENT, ENGLISHTOWN FIRE DEPT.

3/6/24

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP SCHEDULING
MEETING DATES FOR THE YEAR 2024**

WHEREAS; N.J.S.A.10:4-18 requires fire districts to annually publish and post a schedule of meetings to be held during the succeeding year specifying therein the location of each meeting, its date, time and agenda to the extent then known; and

WHEREAS; Boards are also required to mail a schedule of meeting dates to the official newspapers designated by the board and to provide a copy of the meeting dates to the municipal clerk for posting on the official bulletin board of the municipality.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that regularly scheduled meetings of the Board will be held on the **first Wednesday** of each month commencing at **8:00 p.m.** at the Manalapan Volunteer Fire Company No.1 Firehouse, Sweetmans Lane Manalapan Township, New Jersey.

BE IT FURTHER RESOLVED that the regular monthly meetings of the Board are hereby scheduled for the following dates: April 3, May 1, June 5, July 3, August 7 , September 4, October 2, November 6, December 4, January 8, February 5, and March 5, 2025 which meeting shall serve as the annual reorganization meeting of the Board.

BE IT FURTHER RESOLVED that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by: *PUMIANO*

Seconded by: *KIRKLAND*

Roll Call Vote:

Ayes: *5* Nays: *0* Absent: Abstain:

Certified to be a true copy of a Resolution adopted on 3/6/24 by the Board of Fire Commissioners Fire District No.2 Manalapan Township.

Joseph B. Szewak Clerk

Contract

P.O. Box 162
 Manalapan, NJ 07726
 732-446-9040
 www.prendergastlandscapes.com
 carol@prendergastlandscaping.com
 HIC#13VH01811000 • Pest. Lic#91774B



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NAME Manalapan Fire Department District #2	DATE 2/7/2024
STREET 5 Sweetmans Lane	PHONE
CITY, STATE AND ZIP CODE Manalapan, NJ 07726	E-MAIL joes1946@verizon.net
APPROX. START DATE	APPROX. FINISH DATE

LAWN SERVICE

Spring Clean-Up: Remove dead branches & tree debris. Cut lawn 1' to 2' removing any top thatch. Remove debris from landscape bed. \$ 85.00

Lawn Services: Mowing, trimming, edging & blowing off grass clippings from sidewalk, driveway & patios. Approx. 33 cuts @ \$ 52.00 = \$ 1716.00

Leaf Removal: Starting in October, all leaves will be picked up with regular lawn service. There is a leaf charge, depending on the amount of leaves your lawn accumulates.
\$ 120.00

Please return signed contract and applicable payment prior to March 1, 2024.

No work will be started without receipt of signed contract and applicable payment.

Sq. Ft. 13000 of entire property.

FERTILIZER PROGRAM

EARLY SPRING: Round 1
Balanced Fertilization • Broadleaf Weed Control • Pre-emergent Crabgrass Control 1st Split Application

SPRING: Round 2
Balanced Fertilization • Broadleaf Weed Control • Pre-emergent Crabgrass Control 2nd Split Application

LATE SPRING: Round 3
Balanced Fertilization • Surface Insect Control
Fungus Inspection • Pre-emergent Crabgrass Control (if needed)

SUMMER: Round 4
Balanced Fertilization • Grub Control • Nutgrass Inspection

FALL: Round 5
Balanced Fertilization • Broadleaf Weed Control

LATE FALL: Round 6
Winterize Fertilization • Fertilizer with Lime
CRABGRASS WILL BE A PROBLEM WHEN STARTING PROGRAM AFTER APRIL 1st THIS YEAR

\$ 990.00

FULL APPLICATION OF FUNGUS CONTROL WILL BE AN ADDITIONAL COST. OTHER \$ _____

ALL SEEDING IS EXTRA. SEEDING IS NEVER INCLUDED. \$ _____

	Subtotal: <u>2911.00</u>
	Tax: _____
	Total Cost: <u>2911.00</u>
	Down Payment: _____
	Balance: _____

Comment for Customer: Must Be Billed monthly

WE ARE NOW OFFERING TICK AND MOSQUITO SERVICES.

It is agreed as part of the contract for lawn service, that the price shown above shall be paid on or before the due date. If payment is not received within 15 days of due date, there will be a \$50.00 late fee per month until payment is received. Bounced checks will incur a \$100.00 fee per instance.

Acceptance of Contract The above price specifications are satisfactory and are hereby accepted. I authorize Prendergast Landscape Contractors, Inc. to do the work as specified. I agree to the conditions and payment terms indicated above.

Date of Acceptance 3/6/2024

Signature [Signature]

Signature _____



Dear Valued PLC Customer,

Spring is upon us, and we are looking forward to providing you with complete lawn and landscaping services. I would like to announce that we are a fully licensed Mosquito Company in 2024. Unfortunately, due to the increase in material prices and labor costs, we had to increase some of our prices. Please feel free to contact our office staff for your free estimate and to reserve your spring pruning date as our schedule fills up fast. Please review the enclosed contracts, sign and return via email or mail with applicable payment. We ask that you include your email on the signed contract. In the meantime, feel free to contact us at 732-446-9040 or email us at carol@prendergastlandscaping.com. We look forward to hearing from you and appreciate your continued patronage and loyalty.

Kind Regards,

Scott Prendergast

President