

AUGUST 3, 2011

The regular scheduled meeting was called to order by Chairman Hogan at 8:05pm & Mr. Dillon 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- Flannery, Kirkland, Warshany, Hogan & Spevak were present. Sign in sheet was on table for attendance. Others in attendance were: Youssouf, Petrics, Larson, Sorscher, Perrone, Auletta, T. Kirkland, Hall & Marini.

Chairman Hogan asked if all Fire Comm had enough time to review minutes of July 6th. YES. Mr. Flannery made a motion to accept & 2nd by Mr. Warshany, approved by all.

CHIEF'S REPORT-

Sta. 26-2Chief Perrone reported responding to 48 fire calls with 224.29 manhr

Upcoming Events: Reported by Chief Keaney

- Aug 8 th.....Fire Co. mtg. @ 8pm
- Aug. 15thSprinkler Drill
- Aug. 22 nd.....Smoke House Drill / masks recertification
- Aug. 29thWalkthru @ Brandywine w/Sta.12-1
- Sept. 5thLabor Day / nite off
- Sept. 7thFire Comm mtg. @ 8pm
- Sept. 12thFire Co. mtg @ 8pm

Following items reported by Chief Perrone & his Line Officers:

1. Keaney reported received turnout gear & gave out to firepeople
2. Keaney stated he needs items for 26-2-90 tools/etc. cost of \$2600.00
3. Perrone reported that Marion Manor on Rt33 is safe to enter now.
4. First Responder quotes
5. Class "B" Summer time shorts & shirt / quote of \$ 90- 100 ea.set
6. Box Alarms

Sta.12-1.....Asst.Chief Tom Kirkland report was given but didn't receive
Truck 12-74 still out of Service

PRESIDENT of the FIRE CO.- Auletta

1. Fire Co. picnic to be held on Aug. 14th at Black Bear Campgrounds
2. Thank You for attendance at Baltimore Expo
3. Open House /Blood Drive on Oct.2,2011
4. Chairman Hogan asked about projector upstairs in Training Room . Auletta stated waiting for bracket.

FIRST AID- Sacks

No Report

TRUCK REPORT- Sorscher

1. 26-2-66.....Check brakes & bleed system.....Freehold Chev.
2. 26-2-67.....Replace frt.seat adjuster on seat motor.....Freehold Chev.
3. 26-2-77.....Check & add air in all tires.....In House
4. 26-2-80.....Replaced missing hardware at R/frt wheel cover.....In House
Install new air ejector..... In House
5. 26-2-78.....Repair R/ Side rear small window latch.....Fire & Safety
Replace L/ Frt. Mudflap & hardware..... “ “ “
6. 26-2-87.....Regular chassis service / minor Engine tuneup.....Freehold Ford
7. 26-2-88.....Reprogrammed computer for oil pressure liteEnglishtown Auto
8. 26-2-93.....Regular chassis service.....Freehold Ford
9. 26-2-95.....Annual chassis, pump,& generator service.....First Priority
10. 26-2-96.....Install new power supply for side strobes.....PeterBilt

Millhurst Warehouse

1. Owner replaced door saddle & bottom door seal
2. Air compressor for 26-2-95 & trailer is needed
Marini & Flannery stated we have that ,plus hoses

EQUIPMENT- Flannery

Mr. Flannery stated that he saw a Helmet Band / that glows in dark at Baltimore Expo

INSURANCE- Warshany / Marini

Met with Don Ruprecht on July 14th /JIF . Various items need to be done : Initial all fire extg tags monthly , safety glasses, earplugs , eyewash station in engine bay.

LEGAL- Youssouf

1. Letter from Ron Petrics (copy attached)
2. Resolution - Audit Report (copy aqttached)
3. Bid spec's for painting / Marini (copy attached)

AUDITOR – Petrics

Audit Report/ Financial Statement : Dec.31,2010 & 2009 / DCA

1. Build up surplus
2. Keep tax rate the the same amount
3. Keep surplus / don't spend it

Chairman Hogan thanked Mr. Petrics for a great job

Mr. Youssouf to make a Resolution . he asked to have a motion to accept & a 2nd ,then Roll Call vote. Mr. Kirkland made a motion to accept & 2nd by Mr. Warshany. Roll Call- Kirkland . Warshany , Flannery , Hogan & Spevak voted YES , approved.

BOOKEEPER- Larson

No Business

IT OFFICER- Hall

Report was given (copy attached)

ADMINISTRATOR'S REPORT- Marini

1. Problems with Firehouse Alarm
2. Painting of walls in Engine Bay
3. Flannery to contact same person who did downstairs handrail ,to give price quote for new handrail & installed.
4. Any problems with cellphones : Kirkland cellphone lasted 15 days ,was replaced in Florida.
5. Engine room floor to be replaced

OLD BUSINESS- NONE

NEW BUSINESS -

1. Purchase the following items ; Software , Class "B" summer uniform / shorts & shirt, & hose.
2. Chairman Hogan asked if Chief Perrone could get price quotes regarding ,some type of transportation ,that holds at least 4 people, with a roof . To be used at different functions that the Fire Co & Fire Comm attend . Also, check who has State Contract for these vehicles.

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 8:58pm & 2nd by Mr. Warshany, approved by all. NO BUSINESS Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 8:59pm & 2nd by Mr. Warshany , approved by all.

TREASURER'S REPORT- Kirkland

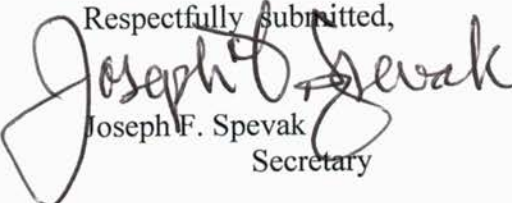
Mr. Flannery made a motion to pay all bills in the amount of \$ 60,122.00 & 2nd by Mr. Warshany, approved by all.

GOOD & WELFARE-

1. Workshop mtg. to be held on Aug. 18th at 7pm
2. Mr. Spevak read a thank you card ,for the flowers sent to Bertha Spevak who passed away , from the Spevak family.

Since there was no further business Mr. Warshany made a motion for adjournment at 9:15pm & 2nd by Mr. Flannery, approved by all.

Respectfully submitted,


Joseph F. Spevak
Secretary

AUGUST 18, 2011

The Workshop meeting was called to order by Chairman Hogan at 7:15pm & Mr. Cooke 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- Flannery, Kirkland , Warshany , Hogan & Spevak were present. Sign in sheet was on table for attendance . Others in attendance were: Marini, Perrone, Cooke, Belote, Gesualdo, Keaney, Sacks, Carlos, & Hall.

Chairman Hogan stated the Workshop meeting tonite consists of Fire Operations & Treasurer's Report.

Chief Perrone took the floor & the topic would be Box Alarms for District #2 . Perrone handed out packets to all in attendance of designated areas ; # 2661,2671, 2680, 2690, & 2695 . Large map was displayed on wall & discussed . Communications on meetings. The next meeting to discuss will consist of ; Perrone, Hall , Kirkland , Hogan , & Flannery. Sta. 12-1 to response to all calls. Incident command system must be followed : First Officer or Driver could take charge of scene . Marini to setup meeting between Perrone & Hall. Chairman Hogan thanked everyone for attending discussion of Box Alarms .

First Responder Class

Capt. Sacks submitted (2) price quotes for teaching the First Responder Class . Chairman Hogan requested to have (3) quotes available at our Sept. 7,2011 Fire Comm mtg.

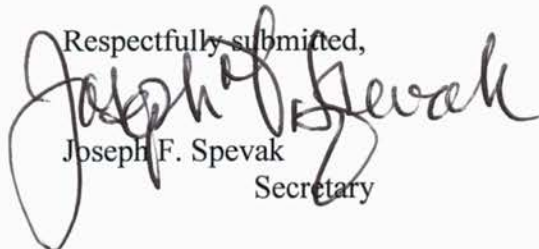
Atlanta I- Chiefs Convention - 8 firemen leaving on thurs, Aug. 25th & 7 returning on Aug. 28th. Six people staying at Showboat / Atlantic City on Wed Aug.24th for early flight

Discussion of parking lot lights : Spevak received letter from JCPL that light bulbs for our light poles are no longer available . So they will no longer service them as needed . Spevak will give letter to Marini so he could handle it.

Burglar alarm went off at Sta.26-2 on Aug. 4,2011 Manalapan Twp. Police arrived.

Since there was no further business Mr. Flannery made a motion for adjournment at 9:20pm & 2nd by Mr. Warshany, approved by all.

Respectfully submitted,



Joseph F. Spevak

Secretary

MANALAPAN TOWNSHIP FIRE DISTRICT NO. 2

COUNTY OF MONMOUTH, NEW JERSEY

FIXED ASSETS SCHEDULE

December 31, 2010

DESCRIPTION	12/31/09	ADDITIONS	TRANSFER IN (OUT)	DELETIONS	12/31/10	TB CHECK
Equipment	844,878	\$ 52,490	\$ 6,467	\$ 23,866	879,969	879,969
Vehicles	2,404,115	-	-	-	2,404,115	2,404,115
Leasehold Impr	555,776	12,460	18,547	-	586,783	586,783
Land	420,903	-	-	-	420,903	420,903
CIP - Leasehold Impr	32,952	285,491	(18,547)	-	299,896	299,896
CIP - Equipment	6,467	8,606	(6,467)	-	8,606	8,606
Total	\$ 4,265,091	\$ 359,047	\$ -	\$ 23,866	\$ 4,600,272	
Investment in Fixed Assets	\$ (4,265,091)	\$ (359,047)	\$ -	\$ 23,866	\$ (4,600,272)	(4,600,272)

K-02

K-01

see "Equipment" tab
 see "Vehicles" tab
 See "Bidg add" tab
 See "Land" tab
 See "CIP leasehold" tab
 See "CIP equip" tab

**BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP DISTRICT #2**

**ENCUMBRANCES PAYABLE / ACCOUNTS PAYABLE
OPEN PURCHASE ORDER LISTING
For The Year Ended December 31, 2010**

Scope: review voucher > \$6,000 for proper year expenditures.
Blue and tickmarks are WS+B audit work.

Invoices dated 2010, considered as Accounts Payable.
Invoices dated 2011, but billed for 2010 expense recorded as Encumbrances Payable

P.O. #	VENDOR	ACCT CHARGED IN 2010	P.O. AMOUNT	DATE PAID	CHECK NO	EXPENSE ACCOUNTS	A/P	E/P	Expenditures to be capitalized (fixed assets threshold \$400).	Amount to be capitalized
	The Star Ledger	2000	\$ 132.92	01/06/11	6450	5040	x			
	Joe Spevak	2000	359.78	01/06/11	6451	5060	x			
	Verizon	2000	141.19	01/06/11	6457	5065	x			
	Net Link	2000	3,539.00	01/06/11	6458	5240		x	(1) Konica Minolta Magcolor Printer/Copier/Scanner \$845 (1) HP Elitebook 8530p laptop - 1,650 (1) hp 6005 Pro desktop - \$1,044	3,539.00
	Englishtown Bd. F Commissioner	2000	1,108.76	02/04/11	6461	5065	x			
	Monmouth Truck Equipment Acquisition	2000	4,369.00	02/04/11	6467	5223	x			
	Continental fire & Safety, Inc	2000	7,665.44	02/04/11	6475	5260	x		(1) Elevator support unit adapter - \$3,264.16 (4) Paratech acme thread strut - \$1,803.20	5,066.46
	WithumSmith+Brown	2000	8,877.50	02/04/11	6476	5050	x			
	Campus Coordinates, LLC	2000	1,800.00	02/04/11	6481	5180		x		
	John Marini	2000	134.82	02/04/11	6484	5130	x			
	Sean Sullivan	2000	134.82	02/04/11	6486	5130	x			
	Michael Auletta	2000	134.82	02/04/11	6487	5130	x			
	Elliot Belote	2000	134.08	02/04/11	6488	5130	x			
	Pat Flannery	2000	134.82	02/04/11	6489	5130	x			
	Timothy Kirkland	2000	134.82	02/04/11	6491	5130	x			
	Douglas Frueh	2000	134.82	02/04/11	6493	5130	x			
	Charles Sacco	2000	134.82	02/04/11	6493	5130	x			
	Thomas Merker	2000	134.82	02/04/11	6497	5130	x			
	Timothy Kirkland	2000	270.31	04/06/11	6562	5240	x			
	AMI Plumbing	2000	859.00	05/05/11	6568	5227	x			
	Timothy Kirkland	2000	2,209.95			5240		x		
	Total		\$ 32,545.49						total capitalized	8,905.46

MANALAPAN TOWNSHIP FIRE DISTRICT NO. 2
 DEBT SERVICE SCHEDULE - SUMMARY (BOND ONLY)
 December 31, 2010

Prepared by WS+B

Principal:	Account #:	Short Term			Long Term			Totals
		2010	2011	2012	2013	2014	2015	
Series 1996 ✓	2510/1610-1630	90,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00
Series 2002 ✓	2520/1650	70,000.00	80,000.00	80,000.00	90,000.00	90,000.00	0.00	260,000.00
Series 2010 ✓	2515/1660	0.00	70,000.00	70,000.00	70,000.00	70,000.00	350,000.00	630,000.00
Totals		160,000.00	250,000.00	150,000.00	160,000.00	160,000.00	350,000.00	890,000.00
			TB					
Interest:								
Series 1996 ✓	6030	10,785.00	5,700.00	0.00	0.00	0.00	0.00	0.00
Series 2002 ✓	6040	17,250.00	13,800.00	10,120.00	6,210.00	2,070.00	0.00	18,400.00
Series 2010 ✓	6039	15,793.00	29,925.00	26,775.00	23,625.00	20,475.00	17,325.00	127,532.00
Totals		43,828.00	49,425.00	36,895.00	29,835.00	22,545.00	17,325.00	145,932.00
		TB						
		203,828.00	299,425.00	186,895.00	189,835.00	182,545.00	87,325.00	1,035,932.00
✓	Traced and agreed to bond document at M-03.							



MAILING ADDRESS:
PO Box 295
TRENTON, NJ 08625-0295

LOCATION:
50 WEST STATE STREET
TRENTON, NEW JERSEY

ANDREW P. SIDAMON-ERISTOFF
State Treasurer


FLORENCE J. SHEPPARD
Acting Director

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524 TDD (609) 292-7718
www.state.nj.us/treasury/pensions

June 17, 2011

TO: Certifying Officers of the State-administered Retirement Systems
FROM: Florence J. Sheppard, Acting Director 
Division of Pensions and Benefits
SUBJECT: Required Training Under Chapter 52, P.L. 2011

This letter contains new information about **required employer training** under the provisions of Chapter 52, P.L. 2011¹. Please carefully review the following procedures to assure that you, and other staff affected by this law, are able to access the required training.

EMPLOYER TRAINING REQUIREMENT

Effective June 19, 2011, before a new *Enrollment Application or Report of Transfer* form can be submitted to the Division of Pensions and Benefits Chapter 52 requires that **both the Certifying Officer² and the immediate Supervisor of the Certifying Officer³ must** complete required training on eligibility for enrollment in the retirement system(s) and certify eligibility of the enrollment.

The enrollment training presentations are currently being prepared by the Division and will soon be available over the Internet **at no charge to employers**. Access will be through the **eLearning** program designed by the State of New Jersey's Human Resources Development Institute (HRDI).

- In order for the Division to properly identify — and provide training to — the Certifying Officer **and** the Supervisor of the Certifying Officer, employers were previously asked to return the *Employer Database Update Form* before the deadline of June 10, 2011. **If you have not yet returned the *Employer Database Update Form*, please do so immediately so the Division may schedule you for the required training.**

¹ Chapter 52, P.L. 2011, (N.J.S.A. 43:3C-15) establishes new procedures and employer training requirements for the enrollment and/or transfer of employees into the State-administered retirement systems. Information about the specific changes contained within the law and guidance to employers for meeting the new requirements were provided in the Division's Certifying Officer Letter *Enrollment Certification and Training Requirements Under Chapter 52, P.L. 2011*, of May 26, 2011.

² "Certifying Officer" is defined in the law to mean an officer or employee of the State or of an employer other than the State who is responsible for submitting information to and performing the duties relating to matters concerning the retirement system with respect to each of the employees of the employing location, as required by law, the board of trustees or commission, and the Division of Pensions and Benefits.

³ "Supervisor of the Certifying Officer" is designated by the employing location and is required to be the immediate supervisor of the Certifying Officer as defined above.

Once the Certifying Officer and the Supervisor of the Certifying Officer have been properly identified to the Division, these individuals will **receive two (2) e-mail notifications** from *NJ.eLearningApplication@treas.state.nj.us* with detailed instructions on how to access **HRDI eLearning** through the State of New Jersey official Web site, *myNewJersey*.

- The first e-mail confirms that an HRDI Training Account has been established for you.
- The second e-mail contains instructions on how to access **HRDI eLearning** through a new or existing *myNewJersey* portal account. PLEASE DO NOT DELETE THIS E-MAIL as it will contain your unique **Authorization Code** that is needed to access **HRDI eLearning** and complete this important training program.

Note: If you already have a *myNewJersey* account to access the Division of Pensions and Benefits through EPIC, MBOS, or other State resources, **please do not create another portal account**. You will only need to add the **HRDI eLearning** link to your existing portal account by using your unique **Authorization Code**. Under no circumstance should you give your Authorization Code to another user — it is unique to your account and **can be used only once**.

- Employers will have up to 30 days to access **HRDI eLearning** and complete the required enrollment training.
- The online training has embedded video so you must have headphones or speakers for your PC or laptop to participate in the course.

Because of the differences in the retirement systems, if you are the Certifying Officer or the Supervisor of the Certifying Officer for more than one retirement system, separate enrollment training will be required for each retirement system. However, you will only need to authorize **HRDI eLearning** access through your *myNewJersey* portal account one time, after which you can view enrollment training for all applicable retirement systems (based upon your administrative profile).

Note: *Enrollment Applications* and/or *Transfer Forms* received after June 19, 2011 will not be accepted for processing until both the Certifying Officer and the Supervisor of the Certifying Officer for the employing location have completed the required training.

ENROLLMENT CERTIFICATION REQUIREMENTS

After the **Certifying Officer** and the **Supervisor of the Certifying Officer** have completed training, all enrollments and/or transfers into a New Jersey State-administered retirement system — whether by online application or a paper form — must be certified by both the Certifying Officer and the Supervisor of the Certifying Officer prior to being submitted to the Division.

- **Online Enrollments** — Access to the online Enrollment Applications in EPIC will be restored with the understanding that the Certifying Officer and the Supervisor of the Certifying Officer acknowledge responsibility for all enrollments pending programming changes that will require specific action from the Certifying Officer and the Supervisor of the Certifying Officer.

Note: Please hold any enrollments that would normally be submitted online until your EPIC access is restored.

- **Paper Enrollments and Transfers** — For employees who require manual enrollment or transfer processing, paper *Enrollment Applications* and *Transfer Forms* will be accepted when they bear the designated signatures of both the Certifying Officer and the Supervisor of the Certifying Office.

Note: *Enrollment Applications* and/or *Transfer Forms* received after June 19, 2011, that do not have signatures from both the Certifying Officer and the Supervisor of the Certifying Officer — or bear signatures that are not of the designated Certifying Officer and/or Supervisor of the Certifying Officer — will not be accepted for processing. In addition, do not substitute paper applications for enrollments that are required to be submitted online through EPIC.

- **Annual Certification** — Chapter 52 requires the Certifying Officer and the Supervisor of the Certifying Officer to annually certify for each member of the retirement system, that the person enrolled is eligible for enrollment in the retirement system in accordance with the statutes and regulations of the retirement system. The Division of Pensions and Benefits will provide this annual certification online and is currently in the process of developing the programming needed to produce and certify an annual roster of employees. Additional details on this process will be provided when the programming nears completion.

Under Chapter 52, the certification process requires acknowledgement that any person who knowingly makes a false statement, or falsifies or permits to be falsified any record, application, form, or report of a pension fund or retirement system, in an attempt to defraud the fund or system will be guilty of a crime of the fourth degree.

ADDITIONAL INFORMATION

If you have questions regarding the information provided in this letter, contact the Division's Employer Education Unit at (609) 292-7524, or e-mail the Division at: pensions.nj@treas.state.nj.us

Enclosure

Employer Database Update Form – with Certification Required Under N.J.S.A. 43:3C-15

EMPLOYER DATABASE UPDATE FORM

Employer Pension and Benefits Information Connection (EPIC)

EMPLOYING LOCATION INFORMATION (Please print legibly or type)

Location Name _____ Location #(s) _____

Street Address, PO Box _____

City _____ State _____ ZIP _____

ABP Location Number _____ ABP Contact Person _____
(if applicable) *(if applicable)*

CERTIFYING OFFICER INFORMATION

(Read requirements on page two, complete form, and sign below)

Certifying Officer _____ Title _____

Phone Number _____ Ext. _____ Fax Number _____

E-Mail Address _____

Payroll/Personnel Phone Number _____ Ext. _____

Member of a Pension Fund? Yes No Pension Membership Number _____

Is this Certifying Officer also the contact for the
State Health Benefits Program or School Employees' Health Benefits Program? Yes No

If not, please list the SHBP/SEHBP contact person _____
(if applicable)

Should the **former** Certifying Officer still have access to EPIC? Yes No

CERTIFYING OFFICER'S SUPERVISOR *(Required by N.J.S.A. 43:3C-15)*

(Read requirements on page two, complete form, and sign below)

Name _____ Title _____

Phone Number _____ Ext. _____ Fax Number _____

E-Mail Address _____

Member of a Pension Fund? Yes No Pension Membership Number _____

Should the **former** Supervisor still have access to EPIC? Yes No

SIGNATURES

I certify that I have read and agree to the requirements pursuant to N.J.S.A. 43:3C-15 (see next page); that I must complete all required training; and I acknowledge that I am subject to penalty for falsifying or permitting to be falsified any record, application, form, or report in an attempt to defraud the retirement system. *(Two Signatures Required)*

Signature of Certifying Officer _____ **Date** _____

Signature of Supervisor _____ **Date** _____

CERTIFICATION AS REQUIRED UNDER N.J.S.A. 43:3C-15

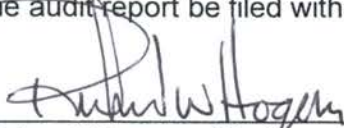
- 1) As the designated Certifying Officer for the employing location indicated on this form, I acknowledge that I am responsible for performing the duties relating to matters concerning the New Jersey State-administered Retirement Systems with respect to each of the employees of this employing location, as required under the provisions of N.J.S.A. 43:3C-15.
- 2) As the designated Supervisor of the Certifying Officer for the employing location indicated on this form, I acknowledge that I am responsible for performing the duties relating to matters concerning the New Jersey State-administered Retirement Systems with respect to each of the employees of this employing location, as required under the provisions of N.J.S.A. 43:3C-15.
- 3) I understand that I must complete all required training on the eligibility, enrollment, and/or transfer of employees into the retirement systems, or any other training that may be required, in accordance with the statutes governing the retirement systems and the regulations promulgated thereto.
- 4) I understand that the Certifying Officer — at the time of the enrollment and/or transfer of each member of the retirement systems — must certify that the person is eligible for enrollment in accordance with the provisions of the statutes and regulations promulgated thereto.
- 5) I understand that upon the certification of an enrollment and/or transfer of each member of the retirement systems, the immediate Supervisor of the Certifying Officer must approve the enrollment and/or transfer before the application or form may be submitted to the Division of Pensions and Benefits in accordance with the provisions of the statutes and regulations promulgated thereto.
- 6) I understand that a certification of eligibility for enrollment and continued membership is required annually for all employees.
- 7) I understand that any time there is a change in the designation of Certifying Officer or his/her Supervisor, notice of such a change must be immediately made to the Division of Pensions and Benefits.
- 8) I understand that the information to which I have access in my capacity as Certifying Officer or as the Supervisor of the Certifying Officer is confidential and may not be shared with anyone for purposes other than described herein.
- 9) I acknowledge that if I knowingly make a false statement, or falsify or permit to be falsified any record, application, form, or report of a pension fund or retirement system, in an attempt to defraud the fund or system as a result of such act, I shall be guilty of a crime of the fourth degree.

**GROUP AFFIDAVIT REGARDING
ANNUAL AUDIT REPORT REVIEW**

STATE OF NEW JERSEY
SS.
COUNTY OF MONMOUTH

We, the undersigned members of the Board of Fire Commissioners of Fire District No. 2 Manalapan Township, being duly sworn, according to law, upon our oath depose and say:

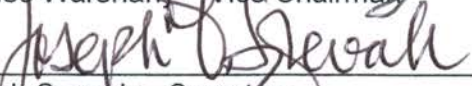
1. We are the duly elected members of the Board of Fire Commissioners of Fire District No. 2 Manalapan Township.
2. On the 3rd day of August 2011 we received and reviewed the annual report on audit for the year ended December 31, 2010 prepared by the District's Auditor, paying careful attention to the sections of the audit entitled "General Comments" and "Recommendations".
3. We have familiarized ourselves with the contents of the entire report and directed that a copy of the audit report be filed with the municipal clerk pursuant to the provisions of N.J.S.A. 40A:5A-15.



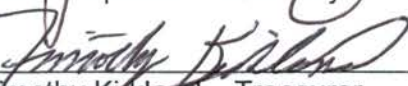
Richard Hogan – Chairman (L.S.)



Charles Warshany – Vice Chairman (L.S.)



Joseph Spevak – Secretary (L.S.)

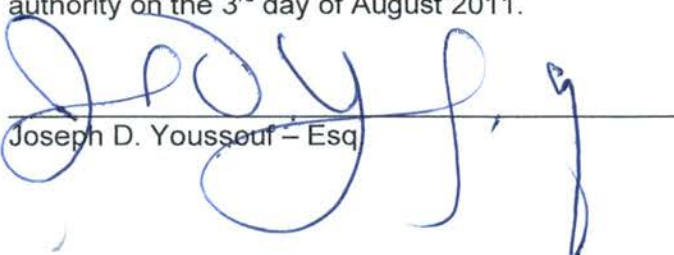


Timothy Kirkland – Treasurer (L.S.)



Patrick Flannery – Vice Secretary (L.S.)

Sworn and subscribed to before the undersigned authority on the 3rd day of August 2011.



Joseph D. Youssef – Esq



Joseph D. Youssef

Attorney at Law

137 Route 9 South • P.O. Box 809

Manalapan, New Jersey 07726

732/972-3010

Fax 732/972-1521

August 3, 2011

Withum Smith and Brown
1144 Hooper Avenue
Suite 202
Toms River, New Jersey
08753

Attn: Ronald C. Petrics, CPA, RMA

Re: Manalapan Twp. F.D. No.2

Dear Mr. Petrics:

This letter is written in response to your request for information concerning the legal affairs of Manalapan Township Fire District No.2 for the year ended December 31, 2010.

As of December 31, 2010 the Board of Fire Commissioners of Fire District No.2 Manalapan Township was not a named party defendant in any litigation of any nature whatsoever, nor was the Board a party plaintiff in any pending or contemplated litigation. I know of no pending claims, either asserted or unasserted, which could adversely affect the District's financial position at this point in time.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read 'J. D. Youssef', written over the printed name.

Joseph D. Youssef

cc: Brd. F. Comm.

Month End Review

Purchase order requests for the following items were made in the month of June:

Purchase Order #	Date:	Description:
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N/A

To date, the following items have been received in good condition:

N/A

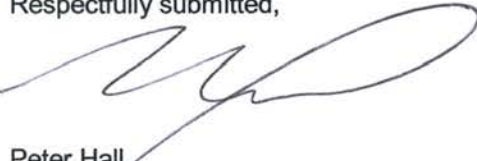
Items still waiting to be received:

N/A

ACS Firehouse Software

Contact was made with ACS Firehouse Solutions at Firehouse Expo in Baltimore. Our current maintenance "subscription" expired October 2010. The new maintenance agreement will cover updates through August of 2012. The quote from ACS Firehouse Software is attached.

Respectfully submitted,



Peter Hall
Information Technology Officer

ACS FIREHOUSE Software

2900 100th Street, Suite 309

Urbandale, IA 50322

Contact: Forrest J. Nace / forrest@firehousesoftware.com

Regional Office (800) 285-8685 / (724) 283-9086(fax)

FIREHOUSE Software Direct (800) 921-5300

To: Manalapan Twp Fire Company #1 Fire District #2
7 Cooper Hawk Drive
Manalapan, NJ 07726

c/o Chief Peter Hall

Date: 7/25/2011
Terms: n15
Quote: Q2011ManalapanNJ0725MH
Valid For: 60 Days

Your Authorized FIREHOUSE Software Dealer

QUOTE FOR FIREHOUSE SOFTWARE RENEW MAINTENANCE AGREEMENT

Renew Maintenance Agreement 10/1/10 to 8/1/12

\$810.00

Maintenance going from 8/1/12 to 8/1/13 will be \$440.00

The Annual Maintenance Agreement On This System Includes:

Unlimited Toll Free tech support via 800# during the Maintenance Agreement period

All upgrades/new releases of FIREHOUSE Software during the Maintenance Agreement period

Quarterly Newsletter

BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP FIRE DISTRICT #2
P.O. BOX 54
TENNENT, NEW JERSEY 07763

Bill List
Monthly Meeting August 3, 2011

ADP	7,493.55
Belasco Petroleum, Inc.	1,503.20
Cablevision	149.80
Charles Sacco	67.41
Charles Warshany	755.67
Continental Fire & Safety, Inc.	607.00
Document Solutions	45.00
Douglas Frueh	67.41
Elliott Belote	67.41
First Priority Emergency Vehicles, Inc.	1,498.13
First Responder Joint Insurance Fund	25,240.00
Freehold Ford	461.73
Generation Consultants, LLC	150.00
George Kline Sales	66.65
Gordons Corner Water Co.	1,888.92
High Angle Associates	180.00
Hunter Jersey Peterbilt	3,304.83
John Marini	1,424.27
Joseph Spevak	400.00
Joseph Spevak	1,396.11
Michael Auletta	435.37
Michael Gesualdo	895.56
Millhurst Mills, Inc.	625.00
Millhurst Mills, Inc.	6.17
New Jersey Fire Equipment Co.	64.00
Patrick Flannery	1,630.69
Peter Hall	94.60
Richard Hogan	1,410.08
Ryan Perrone	1,646.10
Timothy Kirkland	4,762.56

US Healthworks	432.00
Verizon	141.83
Verizon Wireless	1,210.95

TOTAL \$	60,122.00
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Respectfully submitted,



Timothy Kirkland
Treasurer



Distributor of KOHLER Generators • Transfer Switches • Switchgear
1924 Heck Avenue • Neptune, New Jersey 07753
(732) 774-1058 • Fax (732) 774-8334
www.kohler@cooper-electric.com

August 1, 2011

Subject: Generator Maintenance Agreement

Dear Sir or Madam:

Enclosed please find your emergency generator maintenance agreement for the upcoming year. Please review your contract and return with your signature to Cooper Power Systems. Once we receive your signed contract we will then mail you a schedule for service calls.

If you have any questions or you need to make any special arrangements, please feel free to contact the service department. We are looking forward to providing your service needs for the upcoming year. Thank you in advance for your business.

Cooper Power Systems

Maintenance Agreement

1924 Heck Avenue
Neptune, NJ 07753

Number: 2817

(732) 774-1058 (732) 774-8360 (fax)

Status: Active

Agreement Type: PM Semi-Annually

Bill to: MANALAPAN FIRE DISTRICT #2
PO BOX 54
TENNENT, NJ 07763

Eqp. Location: MANALAPAN FIRE
5 SWEETMANS LANE
MANALAPAN, NJ 07726

Coverage Period: 11/1/2011 through 10/31/2012

Customer PO:

Special Instructions:

Manufacturer	Equipment Type	Model	Date Installed	Amount
Kohler	Diesel Generator	100ROZJ		
John Deer	Engine	6059TF003		
Asco	Automatic Transfer Swit	A3003400416		

Services are to be performed per equipment manufacturer's applicable instruction manuals.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Inspect, lube oil and filter <input type="checkbox"/> Inspect fuel filter <input type="checkbox"/> Inspect engine tune-up <input type="checkbox"/> Inspect air cleaner <input type="checkbox"/> Check coolant level and fill <input type="checkbox"/> Test anti-freeze and adj. <input type="checkbox"/> Inspect cooling system hoses <input type="checkbox"/> Inspect belts <input type="checkbox"/> Check engine heater operation <input type="checkbox"/> Check generator set for fuel, oil, coolant leaks <input type="checkbox"/> Check air intakes and outlets <input type="checkbox"/> Drain exhaust line <input type="checkbox"/> Inspect silencer <input type="checkbox"/> Check battery charger operation and charge rate <input type="checkbox"/> Check battery electrolyte levels and specific gravity <input type="checkbox"/> Emergency system operation with load transfer | <ul style="list-style-type: none"> <input type="checkbox"/> Emergency system operation without load transfer <input type="checkbox"/> Frequency check/gov. adj. <input type="checkbox"/> Check transfer switch and accessory operation <input type="checkbox"/> Check engine alternator charge rate <input type="checkbox"/> Check engine and generator, gauge and indicator operation <input type="checkbox"/> Check generator set controller operation including shutdown functions and emergency stop <input type="checkbox"/> Check generator output voltage and adjust as necessary <input type="checkbox"/> Tune-up service - # per contract _____ <input type="checkbox"/> Change spark plugs (nat. gas only) <input type="checkbox"/> Change rotor, cap, points, cond. (if applicable) <input type="checkbox"/> Change engine oil <input type="checkbox"/> Change oil and fuel filters <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
|---|--|

Additional services available:

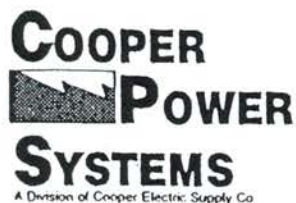
- 4 hour load bank test \$ _____
- Engine oil analysis \$ _____
- Fuel oil analysis \$ _____
- Engine coolant change \$ _____

Upon acceptance of this agreement, the Servicing Agent will perform the specified services on described equipment, at intervals specified.

Please read terms and conditions on reverse side -- This proposal is valid for 30 days.

Subtotal:	\$650.00
Sales tax:	\$0.00
TOTAL:	\$650.00

_____ Date
Customer Acceptance



1924 Heck Avenue
Neptune, NJ 07753
(732) 774-1058 • (732) 774-8360 (fax)

INSPECTION AGREEMENT

Customer Responsibility

The customer or customer's authorized agent shall maintain a visual service procedure to ensure that unit is operational between service calls. These procedures should include, but not limited to, observing fluids leaking from the unit, debris and landscape material from accumulating in and around the unit, unit exercises as programmed, and any warning lights or sound that would indicate a problem. These procedures should be followed to help minimize possible emergency service needs and assure minimum maintenance costs. A record of these maintenance procedures should be maintained for reference.

Servicing Agent Responsibility

Insofar as practical, the Servicing Agent shall maintain a complete service history and necessary drawings and service procedure data for reference in service of the equipment. It is agreed that the agreement covers only those items as outlined and it does not include any expense to repair damage caused by abuse, accident, theft, acts of a third person, forces of nature, alteration of equipment, or improper operation.

The Servicing Agent agrees to maintain a representative stock of replacement parts and a competent factory-trained service organization. The Servicing Agent shall not be responsible for failure to render the service due to causes beyond its control including strikes, labor disputes, acts of God, etc., or any consequential damages.

After each inspection, the customer will be furnished a written report detailing any conditions found and advising further service required, if any, to assure operating dependability of the equipment under contract.

While periodic service and maintenance should result in maximum availability of generating equipment, the Servicing Agent makes no warranties or guarantees as to availability of plant for loss of the use of equipment covered under this contract.

The agreement is not subject to alteration except as mutually agreed in writing. It may be terminated at any time by either party upon thirty days' written notice, or other notice as required by law addressed to the last known address of the other party. And no claim for damages on account of such termination shall arise against either party.

Emergency Service

We offer 24-hour emergency service, exclusively for our preventative maintenance customers. (After hours number is 732-571-8672) Emergency service between scheduled service dates will be provided at rates in effect at time of service for labor, parts and travel time. (Service agreement customers receive a reduced labor rate) Travel rates shall only apply for travel to locations accessible by public roads. Lodging and miscellaneous expenses shall be billed at cost plus a handling fee.

Service Charges

No services or materials are under this contract unless specifically referred to herein. Replacement parts will be billed at prices prevailing at time of use. It is agreed that the Servicing Agent will supply Labor, and Test Equipment, as necessary to perform the above-indicated Preventative Maintenance.

Taxes

Prices do not include federal, state, or local sales, use, property, or excise taxes. If any such taxes are imposed, the Servicing Agent will bill them to the customer as separate item. In lieu of such taxes, the customer shall provide with each order, a tax exemption certificate, acceptable to the proper taxing authorities.

Renewal

This contract is self renewing unless canceled in writing by either party with 30 days notice, and is subject to a 4% annual increase.

Board of Fire Commissioners
Manalapan Township Fire District #2
P.O. Box 54
Tennent, New Jersey 07763

The Board desires to solicit bids for the painting of engine bays and hallway to the second floor located at 5 Sweetmans Lane, Manalapan, New Jersey 07726 commonly known as Manalapan Twp. Fire Company #1 Headquarters.

Contact individuals:

Legal – Mr. Joseph D. Youssouf, Esq. 137 Hwy. 9S, Marlboro, NJ office 732-972-3010, fax 732-972-1521

Facility – John J. Marini 5 Sweetmans Lane, Manalapan, NJ cell 732-803-6173, fax 732-462-2523

Facility description is provided as a guideline only, please contact the above for access to the Fire Station so that you may take accurate measurements and inspect the present conditions. Currently the walls have a splatter paint finish and are to be prepared as per manufactures recommendations for application of the new paint. Peeling and scaling of the painted surfaces is to be included as a warranty/guarantee condition for 5 years from date of completion.

1. 1640 square feet of ceiling area is to be painted a "WHITE EXPOXY". This area is the rear facing 3 engine bay areas and is to match the front ceiling.
2. 400 linear feet of wall area is to be painted with "EXPOXY SPLATTER" paint. (color to be selected) wall height is 14 feet
3. 3 exterior side hinged 3'0" x 6'8" man doors with frames are to be painted (color is to be similar as current application)
4. 9 windows with trim are to be painted on the interior only to match exterior doors
5. All areas are to be prepared for paint, existing cement block and sheetrock walls are to be prepared for a smooth painted finish. Patching, spackling and sanding is to be included.
6. location of the 2 old bay doors – remove all trim and soffit material, prepare walls and ceiling for a painted finish
7. All conduit, pipes, waste lines etc. are to be painted to match walls and ceiling as needed.
8. Hallway to the second floor training room – area from engine room door to the door at the top of the staircase. Paint to match existing color on walls, ceiling and both doors with metal bucks.

Additional notes: trucks, lockers and moveable equipment will be the responsibility of the Fire Co. to relocate during painting operations. Stationary equipment and machinery shall be protected by the contractor. A continuous paint operation from start to finish is available for those interested as our neighbors are reasonable and the work is limited to the interior of the building.

Please provide a minimum of 5 verifiable, recent government and or commercial painting jobs performed by your company.

Facility inspection may be made by contacting during normal business hours:

John J. Marini – cell # 732-803-6173

Starting Monday August 15, 2011

Bids will be received at the regular scheduled Board of Fire Commissioners Meeting set for September 7, 2011 at 8:00pm 5 Sweetmans Lane, Manalapan, NJ 07726

8/3/11

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.2 TOWNSHIP OF MANALAPAN ACCEPTING THE REPORT ON AUDIT FOR THE YEAR ENDED 12/31/10

Whereas; N.J.S.A. 40A:14-89 requires boards of fire commissioners to have prepared annually a report on audit of the District's financial books and records; and

Whereas; The Board of Fire Commissioners heretofore appointed the firm of Withum, Smith and Brown to serve as auditors, Ronald Petrics, C.P.A., R.M.A. being auditor in charge, to perform the audit required by statute and administrative regulations; and

Whereas; The Board received the audit for the year ended December 31, 2010 at its regularly scheduled meeting of August 3, 2011 and reviewed same, paying careful attention to the sections of the audit report entitled "General Comments" and "Recommendations" ; and

Whereas; The Board finds the Report on Audit to be accurate and acceptable as prepared and notes that there were no recommendations which would require the adoption of a corrective action plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the audit for the year ended December 31, 2010 be, and the same is hereby accepted.

BE IT FURTHER RESOLVED, that a synopsis of said audit be published in the official newspaper of the Fire District and a copy of the proof of publication be filed with the Division of Local Government Services, State of New Jersey as soon as practicable.

Moved by: **KIRKLAND**

Seconded by: **WARSHANY**

Roll Call Vote:

KIRKLAND, WARSHANY, FLANNERY, HOGAN, SPEAK
Ayes: 5 Nays: 0 Absent: 0 Abstain: 0

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No. 2 Township of Manalapan on the 3RD day of AUGUST, 2011.

Joseph B. Spevak, Clerk