

JANUARY 4, 2012

The regular scheduled meeting was called to order by Chairman Hogan at 8:05pm & Mr. Petrics led all present with the salute to the Flag . Mr. Youssof read the Sunshine Statement – Notice of the time , date , location & agenda of this meeting known was duly published at least 48 hrs. in advance of this meeting held by posting in official newspaper of this District . Mr. Spevak was asked to take Roll Call- Flannery , Kirkland , Warshany , Hogan & Spevak were present . Sign in sheet was on table for attendance. Others in attendance were : Youssof , Petrics , Larson , Marini , Keaney, Sorscher, Auletta, & Hall.

Chairman Hogan asked all Fire Comm if they had enough time to review all the minutes . YES. Chairman Hogan stated a correction of spelling to be done on Dec. 7th minutes , second paragraph , first line- personal reasons / change to personnel reasons . Mr. Kirkland made a motion to accept minutes after spelling change to Dec. 7th minutes & 2nd by Mr. Flannery , approved by all. Mr. Flannery made a motion to accept minutes of Dec. 17th & 2nd by Mr. Warshany, approved by all Kirkland was absent from that meeting. Mr. Kirkland made a motion to accept minutes of Dec. 29th & 2nd by Mr. Flannery, approved by all.

ADMINISTRATOR'S REPORT- Marini

1. Received a quote to install tile in upstairs bathroom , overtop existing epoxy floor / cost of \$752.00 materials & labor .
2. List of 5 locations for the Special Election on Dec. 17,2011. They were posted on Dec. 8,2011 . Copy attached to minutes of Dec. 17th
3. Chief Keaney still having problems with cellphone
4. Engine Bay & upstairs hallway painting – somewhat completed / will check out after meeting.

INSURANCE- Warshany/ Marini

1. Insurance for new Husqvarna 4x4 Utility Vehicle to be checked out by Chief Keaney
2. New Insurance cards given to Mr. Sorscher to be put into all vehicles
3. Price cost for year 2012
4. Rock broke window south side of engine bay /was repaired free of charge by Yorktowne Hardware
5. Alarm going off in Kitchen area.

CHIEF'S REPORT-

Sta. 26-2... Chief Keaney reported responding to 37 fire calls with 481.67 manhrs

Upcoming Events: Reported by Chief Keaney

- Jan. 7thFundraiser for Justin Foley & family
- Jan. 9thFire Co. mtg. at 8pm
- Jan. 16thTo be announced
- Jan. 23rdFire Academy
- Jan. 30thRecertifications
- Feb. 1stFire Comm mtg at 8pm

Feb. 6th Work Detail

Feb. 13th Fire Co. mtg. at 8pm

Following items reported by Chief Perrone & his Line Officers

1. Lt. Auletta / Radio's- Problems with Spevak Minitor V, not charging
2. Lt. Belote / Turnout gear- complete set was damaged at House fire on Dec. 20th at 3 McCaffery Rd...to be ordered
3. SOP & training for new Husqvarna
4. Getting price quote lights
5. Harry's Sign Shop / price quote for painting Huskie

Sta. 12-1.....Chief Tom Kirkland reported responding to 16 fire calls with 98.29 Manhrs to 26-2 area & 9 fire calls with 45.08 manhrs in 26-2 P
All trucks are up & running

FIRST AID – Sacks

New Ambulance bids were opened today

TRUCK REPORT- Sorscher

26-2-67.....(4) New tires & wheel alignment.....B & S Goodyear
 26-2-77.....Installed rebuilt motor for trash line.....First Priority
 Replaced (12) comptmt lite switches..... “ “ “
 Repaired damaged comptmt wiring..... “ “ “
 26-2-80.....Replaced fuel filter & strainer..... “ “ “
 Ordered new strainer & cover..... “ “ “
 26-2-99.....Lubr, oil, filter. Top off all fluids / (2) new rear “ “ “
 Axle seals installed. Installed new rear brake linings “ “

Drained all pumps in Trucks parked outside when Engine Bays were being painted

PRESIDENT of the Fire Co. – Auletta

1. Fundraiser on Jan. 7th 5 – 9 pm (spag / meatballs cost \$10.00)for Justin Foley family
2. Installation Dinner on Jan. 14th at South Gate Manor/ Freehold
3. (2) new members
4. Mr. Auletta asked if the Fire Comm could help out with expenses for the Fundraiser. Mr. Petrics stated we can't give monies towards things like that .

LEGAL – Youssouf

1. Letter was sent to Melissa Ford , regarding Special meeting on Dec. 17,2011 copy attached to minutes.
2. The Budget Hearing was held , Mr. Youssouf read the Budget . Chairman Hogan asked the people in attendance , if there was any questions or comments. There were NO questions or comments Mr. Flannery made a motion to accept the Budget Hearing & 2nd by Mr. Kirkland. Roll Call Vote- Flannery, Kirkland, Warshany, Hogan & Spevak voted YES.
3. Mr. Spevak needs to contact Mr. Youssouf on Jan. 22,2012

4. Adopting Temporary Budget for the Year 2012 Mr. Warshany made a motion to adopt the Temporary Budget for year 2012 & 2nd by Mr. Kirkland. Roll Call Vote- Warshany, Kirkland, Flannery , Hogan & Spevak voted YES.

AUDITOR – Petrics

The Cash Management Plan was signed by all 5 Fire Comm of the Board of Fire Commissioners, Dist. 2 & Mr. Spevak has signed copy for his minutes.

BOOKKEEPER- Larson

Local Finance paperwork states NO Bids are to be accepted the day after a Holiday

IT OFFICER- Hall

Excused from meeting

OLD BUSINESS- NONE

NEW BUSINESS-

1. Chief Keaney presented one quote for a enclosed 20 ft trailer. Must have at least 3 quotes. To be brought up at next meeting.
2. Installation of tile in upstairs bathroom floorlabor & materials /cost of \$752.00. Mr. Flannery made a motion to accept & 2nd by Mr. Warshany, approved by all.

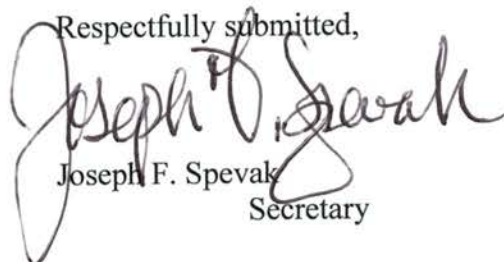
Mr. Flannery made a motion to OPEN PUBLIC PORTION at 8:45pm & 2nd by Mr. Warshany, approved by all NO BUSINESS Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 8:47pm & 2nd by Mr. Warshany, approved by all.

TREASURER'S REPORT- Kirkland

Mr. Flannery made a motion to pay all bills in the amount of \$121,695.80 & 2nd by Mr. Kirkland , approved by all.

Since there was no further business Mr. Warshany made a motion for adjournment at 9:30pm & 2nd by Mr. Flannery , approved by all.

Respectfully submitted,



Joseph F. Spevak
Secretary

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

Bill List
Monthly Meeting January 4, 2012

ADP	7,493.55
Belasco Petroleum	2,412.60
Charles Sacco	67.41
Chase Manhattan Bank	80,000.00
Chase Manhattan Bank	5,980.00
FireCompanies. Com	239.97
First Responder Joint Insurance Fund	24,661.00
J. O'Brien Company, Inc.	257.75
John Marini	67.41
Joseph Spevak	67.41
Michael Auletta	67.41
New Jersey State Fire Chief's Association	105.00
Patrick Flannery	67.41
Richard Hogan	67.41
Verizon	141.47

TOTAL \$ 121,695.80

Respectfully submitted,



Timothy Kirkland
Treasurer

MANALAPAN TOWNSHIP FIRE DISTRICT NO. 2

MONMOUTH COUNTY, NEW JERSEY

CASH MANAGEMENT PLAN

Be it resolved by the Board of Fire Commissioners Fire District No. 2 of the Township of Manalapan, County of Monmouth, that for the year 2012, the following shall serve as the cash management plan of the Manalapan Township Fire District No. 2.

1. Cash Management and Investment Objectives

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

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

2. Designation of Official Depositories

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

3. Designation of Security Broker/Dealers

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

4. Cash Management

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

5. Permissible Investments

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

6. Authority for Investment Management

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

7. Safekeeping

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

8. Reporting

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

9. Audit

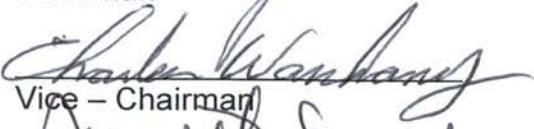
1. The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.

10. Disposition of Abandoned Property


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

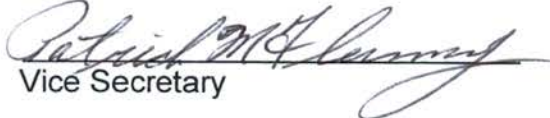
Approved By:


Chairman


Vice - Chairman


Secretary


Treasurer


Vice Secretary



Joseph D. Youssouf

Attorney at Law

137 Route 9 South • P.O. Box 809

Manalapan, New Jersey 07726

732/972-3010

Fax 732/972-1521

January 4, 2012

State of New Jersey
Department of Community Affairs
Division of Local Government Services
Bureau of Authority Regulation
101 S. Broad St., P.O. Box 800
Trenton, N.J. 08625-0800

Attn: Melissa Ford

VIA TELEFAX: (609) 984-7388

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

Dear Ms Ford:

Please be advised that the undersigned is attorney for the Board of Fire Commissioners of Fire District No.2 Manalapan Township. The District's Auditor, Mr. Ron Petrics has informed the Board of your concerns regarding the inclusion of certain capital expenditures in the budget proposed for 2012. You have requested that the Board provide "...proof of publication and results of the Special Meeting held on 12/17/11 for Sewer and Building Improvements."

Enclosed herewith please find the following documents submitted in response to your request:

1. A copy of the Resolution of the Board of Fire Commissioners of Fire District No.2 Manalapan Township Scheduling A Special Meeting For December 17, 2011. This Resolution was adopted by unanimous vote of the Board of Fire Commissioners at its regularly scheduled public meeting held on 12/7/11. Please note that the Resolution was read aloud at that meeting and adopted by Roll Call Vote.

2. A copy of the Notice of Special Meeting which was posted in five public places within the Fire District immediately after the meeting.

Please be further advised that at the Special Meeting the question was passed unanimously by all voters in attendance. If you require, the Clerk will submit a sworn certification of the results of the Special Meeting.

The "Special Meeting" was conducted pursuant to and in accordance with the provisions of N.J.S.A. 40A:14-84 which statute provides in relevant part as follows:

"Any such special meeting shall be called on ten days' notice by the board of fire commissioners, to be posted in five public places in the district, setting forth the time, place and object of the meeting and the legal voters shall determine the amount of money to be raised."

Please note that this statute does not require any additional nor supplementary publication beyond the public posting of the required notice.

Should you have any questions or require any additional information, please feel free to contact the undersigned at your convenience.

Very truly yours,


Joseph D. Youssouf

cc: Brd. F. Comm.
Ronald Petrics, RMA

12/7/11

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP SCHEDULING A
SPECIAL MEETING FOR DECEMBER 17, 2011**

WHEREAS; The Board of Fire Commissioners has received a request from the Manalapan Township Volunteer Fire Company No.1 to repair the firehouse parking lot, install new concrete pads in front of the equipment bays and repair the firehouse sewer line at the Sweetmans Lane firehouse; and

WHEREAS; The estimated costs of these capital projects is approximately \$125,000.00; and

WHEREAS; N.J.S.A. 40A:14-84 permits fire districts to seek voter approval of proposed capital projects such as the acquisition of equipment used in connection with fire suppression activities by way of a "special meeting" called for such purposes; and

WHEREAS; Said statute provides that if the capital projects proposed to the voters at a "special meeting" are approved, the revenues so approved shall be included in the next succeeding annual budget of the fire district in the section of the budget reserved for capital appropriations; and

WHEREAS; It is the considered opinion of the Board of Fire Commissioners that the above specified capital improvements are necessary, desirable and in the public interest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that a "special meeting" be and the same is hereby scheduled for December 17, 2011 commencing at 11:00 a.m. at the Manalapan Township Volunteer Fire Company No.1 Firehouse, Sweetmans Lane Manalapan Twp. for the purpose of requesting voter approval of the above specified capital project at a total cost not to exceed \$125,000.00.

BE IT FURTHER RESOLVED that notice of this special meeting be posted in five public places within the Fire District as required by N.J.S.A.40A:14-85.

BE IT FURTHER RESOLVED that at said special meeting the assembled voters will be asked to vote upon the following question:

SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP BE AUTHORIZED TO REPAIR THE FIREHOUSE PARKING LOT, INSTALL NEW CONCRETE PADS IN FRONT OF THE EQUIPMENT BAYS AND REPAIR THE SEWER LINE AT THE FIREHOUSE AT A TOTAL COST NOT TO EXCEED ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$125,000.00), WITH THE COSTS THEREOF TO BE INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE FIRE DISTRICT AS CAPITAL PROJECTS?

Moved by:

Seconded by:

Roll Call Vote:

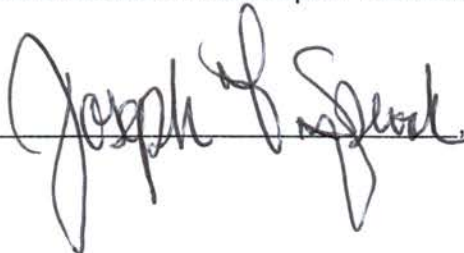
Ayes:

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 the 7th day of December, 2011.

 Clerk of the Board

MANALAPAN TOWNSHIP FIRE DISTRICT NO.2

NOTICE OF SPECIAL MEETING

TAKE NOTICE: The Board of Fire Commissioners of Fire District No.2 Manalapan Township have scheduled a special meeting pursuant to the provisions of N.J.S.A. 40A:14-84. The Special Meeting will commence at 11:00 a.m. on December 17, 2011 at the Manalapan Township Volunteer Fire Company No.1 Firehouse, Sweetmans Lane, Manalapan, New Jersey. The meeting will be open to the public.

The purpose of this meeting is to seek voter approval of capital projects to repair the concrete pads at the firehouse; repair a sewer line and repair the firehouse parking lot. The estimated costs of these capital projects will not exceed **ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$125,000.00)** with the amount so approved to be included as items of capital expenditure in the next succeeding annual budget of the Board of Fire Commissioners. The funds will be appropriated from capital project reserve funds. The legal voters in attendance will be polled regarding the proposed project.

Richard Hogan, Chairperson

**Manalapan Township Fire District No. 2
Resolution
Adoption of Temporary Budget - 2012 Year**

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

Whereas, adoption of a temporary budget may be made by resolution adopted prior to January 15, to make appropriations to provide for the period between the beginning of the fiscal year and budget approval by the voters; and

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

Whereas, the total appropriations for the preceeding fiscal year amounts to \$ 905,969.00 excluding of \$ 309,488.00 and capital appropriations of \$ 188,000.00; and

Whereas, 14% of \$ 905,969.00.00 amounts to \$ 126,836.00;

Now, therefore, be it resolved by the commissioners of the Manalapan Township Fire District No. 2 of the County of Monmouth that a temporary budget for the 2012 year be adopted in the amount of \$ 126,836.00 excluding debt and capital appropriations.

**Manalapan Township Fire District # 2
2012 Temporary Fire District Budget
N.J.S.A. 40A:14-78.17**

Preceding Fiscal Year (2011)

Total Appropriations (including debt & capital)

1,403,457.00

Excluding Debt:

(309,488.00)

Total 2011 year excluding debt

1,093,969.00

Excluding Capital Improvements:

Restoration Floors & Walls

(125,000.00)

Reserve For Future Capital Outlays

(63,000.00)

Total 2011 year capital improvements

(188,000.00)

Net 2011 yr Appropriations (excluding debt & capital improvements)

905,969.00

Multiplied by 14%

0.14

Temporary Appropriations 2012 year (excluding capital & debt)

126,835.66

Including Debt:

186,895.00

Including Capital Improvements:

Sewer & Building Improvements

125,000.00

Reserve For Future Capital Outlays

63,000.00

Total 2012 year capital improvements

188,000.00

Temporary Budget 2012 year

501,730.66

Temporary Budget 2012 Year

Operating Appropriations

126,835.66

Debt

186,895.00

Capital

188,000.00

Temporary Budget 2012 year

501,730.66

TEMPORARY OPERATING BUDGET 2012 YEAR

126,836.00

1/4/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP ADOPTING A
TEMPORARY BUDGET FOR THE YEAR 2012.**

WHEREAS; the Board of Fire Commissioners has introduced and approved its proposed budget for the year 2012 and has submitted same to the State of New Jersey, Department of Community Affairs, Division of Local Government Services for review and approval as required by administrative regulations; and

WHEREAS; it is necessary for the Board of Fire Commissioners to appropriate and expend funds to meet various contractual obligations including the payment of insurance bills, public utilities charges and professional fees while awaiting voter approval of the 2012 budget; and

WHEREAS; N.J.S.A. 40A:14-78.17 permits fire districts to adopt, prior to January 15 of any given year, a resolution creating a temporary budget for the purpose of making payment of bills and expenses for the period between the beginning of the fiscal year and the adoption of the budget; and

WHEREAS; the total appropriations so made may not exceed 14% of the total appropriations made for all purposes in the budget for the preceding fiscal year excluding appropriations made for interest and debt redemption charges and capital improvements; and

WHEREAS; 14% of the prior year's operating appropriations budget, excluding prohibited appropriations, is **\$126,836.00**.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that a temporary operating budget in the amount of **\$126,836.00** be and the same is hereby adopted to fund Board expenses for the period commencing January 1 through March 1, 2012.

Moved by: **WARSHAWY** Seconded by: **KIRKLAND**

Roll Call Vote:

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

WARSHAWY, KIRKLAND, FLANNERY, HOGAN, SPEVAK

Certified to be a true copy of a Resolution adopted on the 4th day of January, 2012 by the Board of Fire Commissioners Fire District No.2 Manalapan Township.

Joseph D. Spevak clerk