

SEPTEMBER 3 , 2014

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Mr. Kirkland led all present with the salute to the Flag . Mr. Youssouf read the Sunshine Statement – Notice of the time , date location & agenda of this meeting known was duly published at least 48 hrs. in advance of this meeting held by posting in official newspaper of this District . 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 , Marini , Keaney , Kirkland , Sarti , & Sorscher. Hall excused

Chairman Hogan asked if all Fire Comm, had enough time to review minutes of August 6 ,2014 YES . Mr. Kirkland made a motion to accept minutes as read & 2<sup>nd</sup> by Mr. Flannery, approved by all.

CHIEF'S REPORT-

Sta. 26-2 .....Chief Keaney reported responding to 27 fire calls with 181.84 manhrs.

Upcoming Events : Reported by Chief Keaney

1. Sept. 8<sup>th</sup> ..... Fire Co. mtg at 8pm
2. Sept. 15<sup>th</sup> ..... Prep for Open House
3. Sept. 22<sup>nd</sup> ..... " " "
4. Sept. 29<sup>th</sup> ..... " " "
5. Oct. 1<sup>st</sup> ..... Fire Comm mtg at 8pm
6. Oct. 5<sup>th</sup> ..... Open House
7. Oct. 6<sup>th</sup> ..... Work Detail
8. Oct. 13<sup>th</sup> ..... Fire Co. mtg. at 8pm

Following items reported by Chief Keaney & his Line Officers :

1. Radio's are good
  2. Turnout gear came in & given out
  3. Frank Toia gear to be ordered.....cost of \$4,200.00
  4. Camera battery ..... for 26-2-67 \$ 118.74
  5. Fuel holders..... \$ 247.32 plus shipping of \$ 20.00 = \$ 267.32
  6. Smoke machine fluid..... 309.60
  7. Training Foam..... 488.00
  8. Shipping..... 180.00
  9. Combination Tool / Extrication.....\$ 4,417.50
  10. Ram unit..... 2,185.00
- Total \$ 12,166.16

Sta. 12-1.....Chief Kirkland reported responding to 3 fire calls in 26-2 primary response area with 7.44 manhrs & 5 fire calls in 26-2 area with 11.41 manhrs.  
All Equipment in Service

PRES. of the Fire Co.- Sacks

No Report

INSURANCE – Marini

1. Elite Body Shop working on 26-2-78
2. Committee for Driver Training



TRUCK REPORT- Sorscher

1. 26-2-66..... Oil & filter chg'd , top off all fluids, Scan computer system, test all Englishtown Auto Codes. Replace evaporator canister solenoid. New engine oil " "  
Cooler gasket, new frt. & rear brake pads & rotors..... " "  
New W/wiper blades installed..... IN House
2. 26-2-77.....Repair linkage to Drivers Door Latch..... In House
3. 26-2-78.....Sent out for Body & fender repairs ..... Elite Auto Body
4. 26-2-88.....New Hvy Duty wiper blades installed..... In House
5. 26-2-86.....New frt. Quartz bulb installed/ remove 2 underbody rear lites.....East Coast Lighting
6. 26-2-78.....Update on Truck / Joe from Elite said if parts come in , we might have Truck Back by the end of this week

ADMINISTRATOR'S REPORT- Marini

1. Cellphones Updated / free .....Hogan & Marini  
Mr. Kirkland asked Chief Genieczko & Mr. Sorscher if they use Fire Comm issued phones ? They Stated YES . Well there not being very much ,no charges
2. New Building
3. Taylor Mills Medical- Kirkland receiving phone calls , that past bills not being paid. All bills have been Paid , they internal problems.
4. Traffic Control / Marini asked Mr. Youssef if he heard anything? Mr. Youssef stated : No Word Yet
5. Mayor's Charity Ball on Sept. 20<sup>th</sup>

IT OFFICER- Hall

Excused / No Report

LEGAL- Youssef

1. Resolution – Awarding a contract for Professional Services to Concept Engineers. June 4 ,2014
2. Resolution – Awarding a contract for Professional Services to M & Z Engineering Associates. 8/16/14
3. Discussed Consolidation of all Fire Comm in Twp. of Manalapan

AUDITOR- Petrics

1. Annual audit Report .....signed by all Fire Comm.
2. Finance Notice # LFN 2014-13 .....Mr. Petrics stated we are in compliance
3. Finance Notice # LFN 2014-9.... Secondary Bond Market Continuing Disclosure Commitments
4. Discussed New 2015 Budget .....No Questions
5. Committee – Kirkland , Larson & Marini

BOOKKEEPER- Larson

1. Kathy setup for Gov Connect
2. Rec'd Finance Notice & paperwork from Brunswick Bank & Trust

OLD BUSINESS

1. Renew Cooper Power Contract for Generator .....cost \$ 666.00. Motion made by Mr. Flannery & 2<sup>nd</sup> by Mr. Warshany & approved by all.
2. New Building / Architect .....What type of Power needed – need demand report / Flannery. Boring was completed/report . done by M & Z Engineers....Heating / Infrared . Led lights . patio area. Concept Engineers.....Need survey of property/ Spevak to look for
3. Bailey's Janitorial , dissatisfied with them . Hogan & Flannery to meet with them.



4. Mr. Kirkland asked how are Renovation plans going on interior of Firehouse. Haven't been told about any meetings lately. Chairman Hogan stated to include Mr. Kirkland , when meetings are held.

NEW BUSINESS

1. Chief Keaney's list of Equipment: Turnout gear, camera battery , fuel holders , smoke machine fluid , Training foam, combination tool & ram for extrication .....Total cost . \$ 12,166.16 . Motion made by Mr. Kirkland to purchase equipment & supplies needed for Fire Co. need.& 2<sup>nd</sup> by Mr. Flannery, approved by all.
2. Chairman Hogan stated he will be replacing Mr. Warshany as Truck Liaison .
3. Dodge Ram /old plow Truck is out of Service
4. Discussed New Chief's Vehicle .....Ford Explorer / State Contract \$23,300.00
5. New Truck Committee/ Keaney .....Everything is done /waiting for spec's

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 9:18pm & 2<sup>nd</sup> by Mr. Kirkland ,approved by all. NO BUSINESS Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 9:20pm & 2<sup>nd</sup> by Mr. Kirkland , approved by all.

TREASURER'S REPORT- Kirkland

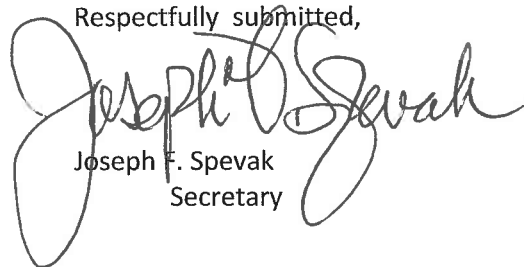
Mr. Flannery made a motion to pay all vouchers in the amount of \$ 26, 575.28 & 2<sup>nd</sup> by Mr. Warshany ,approved by all.

GOOD & WELFARE

No Workshop meeting on Sept.18, 2014

Since there was no further business Mr. Flannery made a motion for adjournment at 9:40pm & 2<sup>nd</sup> by Mr. Warshany , approved by all.

Respectfully submitted,



Joseph F. Spevak  
Secretary



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

Bill List  
Monthly Meeting September 3, 2014


ADP	8,672.00
Mayor's Charity Ball	1,500.00
Verizon	167.46
Document Solutions Leasing	132.82
Auto King Parts & Supplies	51.88
Stockels Lawn & Landscaping	308.83
Allied Oli, LLC	606.41
Joseph Spevak	858.05
Middlesex County Fire Academy	341.00
NetLink Web Services, LLC	199.00
Bailey's Janitorial Services	240.00
Peter Hall	658.52
Cablevision	84.90
Taylor Mills Family Medical, P.C.	1,050.00
James Thompson	67.41
Charles Sacco	67.41
Muyong Oh	60.99
John Marini	67.41
Peter Maresma	67.41
Richard Hogan	67.41
Douglas Frueh	67.41
Patrick Flannery	67.41
Edward Dillon	67.41
Adam Keaney	54.97
Cooper Power Systems	331.50
Verizon Wireless	964.79
M&Z Engineering Associates	4,350.00
Timothy Kirkland	4,111.96
Englishtown Automotive, Inc.	1,290.92

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TOTAL \$

26,575.28

Respectfully submitted,



Timothy Kirkland  
Treasurer





State of New Jersey

Department of Banking and Insurance  
Division of Banking - Depositories

PO Box 040  
Trenton, NJ 08625-0040

Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Kenneth E. Kobylowski  
Commissioner

Patrick J. Mullen  
Director

GOVERNMENTAL UNIT DEPOSIT PROTECTION ACT  
NOTIFICATION OF ELIGIBILITY

***BRUNSWICK BANK & TRUST CO.***

The above noted public depository is eligible to act as a depository for public funds. This notification is based on information submitted in the certification statement filed in this Department for the period ending June 30, 2014.

As required in the Act and regulations, subsequent certification statements must be electronically filed in the Department as of March 31, June 30, September 30, and December 31 of each year and at such other times as the Commissioner may require.

This notification will be in effect until a new notification of eligibility is issued by the Commissioner or the Commissioner rescinds the notification of eligibility.

Kenneth E. Kobylowski  
Commissioner

Dated: Monday, July 28, 2014



**GROUP AFFIDAVIT REGARDING  
ANNUAL AUDIT REPORT REVIEW**

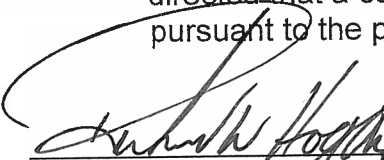
STATE OF NEW JERSEY

SS.

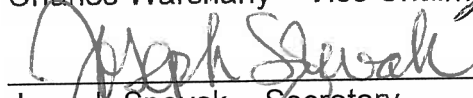
COUNTY OF MONMOUTH

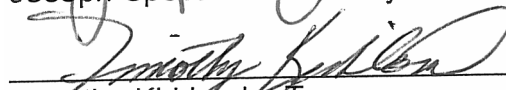
We, the undersigned members of the Board of Fire Commissioners of Fire District No.2 Manalapan Township, being duly sworn, according to law, upon our oath depose and say:

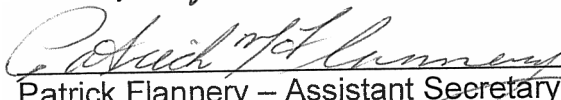
1. We are the duly elected members of the Board of Fire Commissioners of Fire District No. 2 Manalapan Township.
2. On the 3<sup>rd</sup> day of September 2014 we received and reviewed the annual report on audit for the year ended December 31, 2012 prepared by the District's Auditor, paying careful attention 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.

  
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Richard Hogan – Chairman (L.S.)

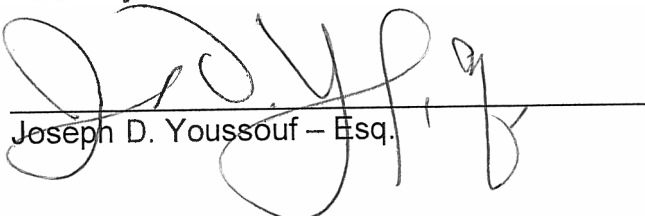
  
\_\_\_\_\_  
Charles Warshany – Vice Chairman (L.S.)

  
\_\_\_\_\_  
Joseph Spevak – Secretary (L.S.)

  
\_\_\_\_\_  
Timothy Kirkland – Treasurer (L.S.)

  
\_\_\_\_\_  
Patrick Flannery – Assistant Secretary (L.S.)

Sworn and subscribed to before the undersigned  
Authority on the 3<sup>rd</sup> day of September 2014.

  
\_\_\_\_\_  
Joseph D. Youssouf – Esq.



STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION

**2015 FIRE DISTRICT BUDGET CALENDAR**

<i>Actions</i>	<i>Statutory Date</i>	<i>Suggested Date</i>
Introduction and approval of budget by Fire Commissioners at least 60 days prior to the annual election. LOSAP resolution must be adopted. <b>The introduced budget must be "cap compliant."</b>	12/22/2014	11/01/2014
District submits two copies of budget as introduced and approved by the Fire Commissioners to the Director of the DLGS, at least 60 days prior to the annual election. Submit two copies of adopted LOSAP resolution to DLGS. In addition, submit a pdf copy of the complete budget package to <a href="mailto:authoritiesunit@dca.state.nj.us">authoritiesunit@dca.state.nj.us</a> with the name of the fire district in the subject line. <b>To place a property tax levy cap referendum on the budget, the submitted budget must include and identify the specific amounts and budget line items for which funds approved at referendum will be used.</b>	12/22/2014	11/01/2014
Advertisement of public hearing at least ten days prior to such hearing	01/09/2015	11/24/2014
A complete copy of the approved budget is posted and made available to each person requesting a copy during the week preceding the hearing and during the hearing.	01/12/2015 to 01/19/2015	11/27/2014 to 12/04/2014
Public hearing to be held not less than twenty-eight days after approval of the budget by Fire Commissioners. (After closing hearing, Fire Commissioners may adopt the budget without amendments, or may approve amendments).	01/19/2015	12/04/2014
Adoption of budget not later than twenty-five days prior to the annual election. <b>If a property tax levy referendum is included in the adopted budget, all amounts to be put out for public vote must be indicated. The Board of Commissioners must pass a resolution authorizing the referendum question at adoption. The amount to be raised by taxation must agree with the amount in the adopted budget.</b>	01/26/2015	12/11/2014
District submits two copies of complete adopted budget package to Director within seven days after adoption. In addition, submit a pdf copy of the adopted budget package to <a href="mailto:authoritiesunit@dca.state.nj.us">authoritiesunit@dca.state.nj.us</a> with the name of the fire district in the subject line.	02/02/2015	12/18/2014
Division returns one certified copy of adopted budget to District within seven days.	02/09/2015	12/27/2014
Advertisement of certified, adopted budget at least seven days prior to the annual election.	02/13/2015	01/25/2015
Annual Election and LOSAP ratification. <b>A public question for a cap levy referendum is handled as part of the annual fire district election.</b>	02/21/2015	02/21/2015
Submit annual election results to Director within five days after annual voter referendum and copy of official ballot. <b>Please note: Failure to submit election results will delay certification of taxes to the municipal assessor.</b>	02/26/2015	02/26/2015



Township of Manalapan Fire District No. 2

Synopsis of audit report of the Township of Manalapan Fire District No. 2, Monmouth County, New Jersey for the years ended December 31, 2013 and 2012 as required by N.J.S. 40A:5A-16.

Statements of Net Position

	<u>2013</u>	<u>2012</u>
<u>Assets</u>		
Cash and Investments	\$ 1,374,261	\$ 1,280,304
Prepaid Insurance	4,480	4,864
Capital Assets, Net	<u>2,316,703</u>	<u>2,436,836</u>
Total Assets	<u>\$ 3,695,444</u>	<u>\$ 3,722,004</u>
<u>Liabilities and Net Position</u>		
Current Liabilities:		
Accounts Payable	\$ 36,249	\$ 30,493
Encumbrances Payable	2,888	7,273
PERSPP	9,551	9,132
Reserve for LOSAP Trust	136,163	124,115
Accrued Interest	5,512	6,300
Capital Lease Payable - Current	43,796	41,810
Serial Bonds Payable - Current	<u>160,000</u>	<u>160,000</u>
	394,159	379,123
Other Liabilities:		
Capital Lease Payable - Long Term	-	43,796
Serial Bonds Payable - Long Term	<u>420,000</u>	<u>580,000</u>
Total Liabilities	<u>814,159</u>	<u>1,002,919</u>
Net Position:		
Net Investment in Capital Assets	1,687,395	1,604,930
Restricted for Capital Acquisitions	260,023	300,276
Unrestricted	<u>933,867</u>	<u>813,879</u>
Total Net Position	<u>2,881,285</u>	<u>2,719,085</u>
Total Liabilities and Net Position	<u>\$ 3,695,444</u>	<u>\$ 3,722,004</u>

Statements of Revenues, Expenses and Changes in Net Position

<u>Revenue and Other Financing Sources</u>		
District Taxes	\$ 1,076,763	\$ 1,057,156
Supplemental Fire Service Grant	2,631	2,631
Interest on Deposits and Investments	5,324	6,214
Miscellaneous Income	345	11,569
Loss on Disposition of Fixed Assets	<u>(5,768)</u>	<u>(2,280)</u>
Total Revenue and Other Financing Sources	1,079,295	1,075,290
<u>Expenditures</u>		
Operating	<u>917,095</u>	<u>931,863</u>
Changes in Net Position	162,200	143,427
Net Position - Beginning of Year	<u>2,719,085</u>	<u>2,575,658</u>
Net Position - End of Year	<u>\$ 2,881,285</u>	<u>\$ 2,719,085</u>

Recommendations

None

The above synopsis was prepared from the report of the audit of the Manalapan Township Fire District No. 2, County of Monmouth, for the years ended December 31, 2013 and 2012.

The report of audit, submitted by Ronald C. Petrics, CPA, RMA, is on file at the Board of Fire Commissioners office and may be inspected by any interested person.

J. Spevak  
Secretary of the Board  
Manalapan Township Fire District No. 2





# Cooper Power Systems

# Maintenance Agreement

42 Cindy Lane  
Ocean, NJ 07712

Number: 2817

(732) 774-1058 (732) 493-2625 (fax)

Status: Active

Agreement Type: PM Semi-Annually

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

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

Coverage Period: 9/1/2014 through 8/31/2015

Customer PO: 1107

**Special Instructions:**

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

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

- Inspect lube oil and filter
- Inspect fuel filter
- Inspect engine tune-up
- Inspect air cleaner
- Check coolant level and fill
- Test anti-freeze and adj.
- Inspect cooling system hoses
- Inspect belts
- Check engine heater operation
- Check generator set for fuel, oil, coolant leaks
- Check air intakes and outlets
- Drain exhaust line
- Inspect silencer
- Check battery charger operation and charge rate
- Check battery electrolyte levels and specific gravity
- Emergency system operation with load transfer

- Emergency system operation without load transfer
- Frequency check.gov. adj.
- Check transfer switch and accessory operation
- Check engine alternator charge rate
- Check engine and generator, gauge, and indicator operation
- Check generator set controller operation including shutdown functions and emergency stop
- Check generator output voltage and adjust as necessary
- Tune-up service - # per contract 1
- Change spark plugs (nat. gas only)
- Change rotor, cap, points, cond. (if applicable)
- Change engine oil
- Change oil and fuel filters

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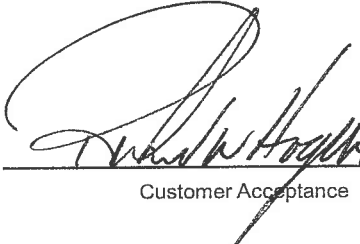
**Additional services available:**

- 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.

Rep: A. Young

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

  
\_\_\_\_\_  
Customer Acceptance

9/3/14  
\_\_\_\_\_  
Date

Subtotal:	\$663.00
Sales tax:	\$0.00
<b>TOTAL:</b>	<b>\$663.00</b>



**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 rise 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 each order, a tax exemption certificate, acceptable to the proper taxing authorities.

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





A Division of Cooper Electric Supply Co.

42 Cindy Lane • Ocean, NJ 07712  
Phone: (732) 774-1058 • Fax: (732) 493-2625  
www.coopergenerators.com

**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. Enclosed, please also find a credit card authorization form, to facilitate processing. If you choose to pay via credit card, fill out the form and return with the signed agreement by fax or email. 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.

Below are some contact numbers for your records.

**If you live in New York or the following New Jersey counties:**

- Bergen
- Essex
- Hudson
- Morris
- Passaic
- Sussex
- Union

**Please call the Secaucus Service Branch**

Tim Taggart, Manager (201)272-8981  
David Guzman, Service (201)272-8973  
Vianel Malespin, Service (201)272-8975

**If you live in Pennsylvania or the following New Jersey counties:**

- Atlantic
- Burlington
- Camden
- Cape May
- Cumberland
- Gloucester
- Hunterdon
- Mercer
- Middlesex
- Monmouth
- Ocean
- Salem
- Somerset

**Please call the Ocean Service Branch**

Mark Taylor, Manager (732)481-4622  
Rhona McHugh, Service (732)508-2374  
Debbie White, Service (732)481-4637  
Sheila Spatafora, Contracts (732)481-4616





A Division of Cooper Electric Supply Co.

42 Cindy Lane • Ocean, NJ 07712  
Phone: (732)774-1058 • Fax: (732)493-2625 Ocean  
Fax: (201)864-2605 Secaucus  
www.coopergenerators.com

## PREVENTIVE MAINTENANCE PROGRAM

**Customer Acct # 23708**  
**PO # Service Contract Paid**

**Generator Location:**

Manalapan Fire  
5 Sweetmans Lane  
Manalapan, NJ 07726

**Bill To:**

Manalapan Fire District #2  
PO Box 54  
Tennent, NJ 07763

**Generator Maintenance Schedule**

**1<sup>st</sup> Call:** February 2015 Tune Up  
**Final Call:** August 2015

Thank you for selecting our emergency generator service program. Please inform the service department if special arrangements must be made.

**If you live in New York or the following New Jersey counties:**

- Bergen
- Essex
- Hudson
- Morris
- Passaic
- Sussex
- Union

**Please call the Secaucus Service Branch**

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Sincerely Yours,

Service Department  
COOPER POWER SYSTEMS

