

SEPTEMBER 2 , 2015

The regular scheduled meeting was called to order by Chairman Hogan at 8pm. & Mr. Soden 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 , Hogan & Spevak were present . Warshany & Hall were excused. Sign in sheet was on table for attendance. Others in attendance were : Bob Soden/ Insurance, Marini, Sorscher, Keaney, Sarti/ 12-66, Larson , Youssouf, & Petrics.

Chairman Hogan stated he was changing order of the Business meeting ; WE would like our Insurance agent / Bob Soden to have the floor at this time. Mr. Soden handed out to the Chief & Fire Comm. Insurance cards in case of an injury on the fire , it would be filled out & sent to our insurance Co.

Chairman Hogan thanked Mr. Soden for coming out to our meeting tonite. Chairman Hogan stated we are Closing meeting for a short period of time for personal reasons, so if everyone except for a few clear the meeting room, Thank You.

Mr. Flannery made a motion to Close Meeting to go into Executive Session at 8:15pm & 2nd by Mr. Spevak. Roll Call Vote- Flannery, Spevak, Kirkland & Hogan voted YES. Warshany was excused.

Mr. Flannery made a motion to Close Executive Session & Open Regular Meeting at 8: 35pm ,2nd by Mr. Spevak, approved by all.

Chairman Hogan asked if all Fire Comm. Had enough time to review minutes of Aug. 5, 2015. YES. Mr. Flannery made a motion to accept minutes as read, & 2nd by Mr. Kirkland , approved by all.

CHIEF'S REPORT-

Sta. 26-2Chief Keaney reported responding to `44 fire calls with 100.17 manhrs.

Upcoming Events; Reported by Chief Genieczko

1. Sept. 7th OFF / Labor Day
2. Sept. 14th Fire Co. meeting at 8pm
3. Sept. 21st Drill / Dry Hydrants
4. Sept. 28th Patient care
5. Oct. 5thWork Detail
6. Oct. 7thFire Comm mtg. at 8pm
7. Oct. 12thFire Co. meeting at 8pm

Following items reported by Chief Keaney & his Line Officers:

1. Keaney stated all gear is ok.
2. New Ford Explorer for 26-2-67- Radio's to be switched from vehicle to Another, when it arrives. Chairman Hogan stated the New vehicle is in , Waiting for light bar.
3. Chairman Hogan asked about boxes in engine bay, Keaney stated old radio's

Sta. 12-1Chief Sarti reported responding to 13 fire calls with 22.04 manhrs.in 26-2 Area & 6 fire calls in primary response area with 20.08 manhrs.

TRUCK REPORT- Sorscher

1. 26-2-96..... Eng. Sorscher explained repairs to inside of tank on Tanker. The tank is Fiberglass. 8 of the baffles in tank that prevents the water from moving Around a lot ,a safety issue , had broken apart. It was discussed to change Thickness of baffles from 1 / 4 " to 3/8 " & change material to poly .
Replace all 16 baffles , to all be the same. Cost of labor & parts / \$ 8,500.00
Repairs done by : Blaze Automotive
2. 26-2-90.....Three steel lines left side of Truck leaking from being rusted from age & from Road elements. There are 5 major lines on each side, it was agreed to replace All 10 steel lines. Sorscher stated the Truck should be back this week.
Repairs done by ; Blaze Automotive

Chairman Hogan expressed concerns that vehicles & equipment being borrowed by members are being returned damaged , & no one knows of this . Chief Keaney must relay to membership of the Fire Co.

IT OFFICER- Hall was excused

Marini read Mr. Hall's Report /copy attached to minutes.

ADMINISTRATOR'S REPORT- Marini

1. At the Atlanta's I Chief's Conv. We attended . the group of Hogan, Kirkland, Spevak , Flannery Keaney & myself met with various vendors , that we deal with. Possibility of maybe dealing with in the near future.
2. Air bags for extrication , have expiration dates, must always be checked out.
3. Checked out different mfg. companys regarding roll up doors , how they are .
4. Holmatro air & battery extrication tools
5. Firehouse engine bay garage doors, safety light system fitted in the floor, safety reasons .

Pres. of the Fire Co.- Belote

1. Everything going smoothly.
2. Chairman Hogan asked how is everything with Bailey's janitorial , ok no problem
3. Mr. Spevak stated we had work done at property line in rear. If Fire Comm or Fire Co. approach Gus'S Diner. There employees resting at break time , on other side of fence. There has been much litter across fence on our side ,in there area of chairs . We're not blaming them . Since its cleaned up , we want to keep it clean. Mr. Belote stated he would handle it.

LEGAL- Youssouf

1. Apex Enterprizes / ContractSpevak has Bid Bond & spec's in safe place
2. Mr. Youssouf stated there is a vacant seat of the Board of Fire Comm . Mr. Flannery made a motion to retire Mr. Warshany as a member of the Board of Fire Comm.& 2nd by Mr. Kirkland . Roll Call Vote- Flannery, Kirkland , Spevak & Hogan voted YES.
3. Chairman Hogan recommended the appointment of Richard Primiano to fill the Open Seat

Mr. Kirkland made a motion to accept Richard Primiano to fill Open Seat, until election on Feb. 20, 2016 & 2nd by Mr. Flannery. Roll Call Vote- Kirkland, Flannery, Spevak & Hogan voted YES.

4. Chairman Hogan asked Mr. Primiano to approach the table. You need to resign from the position of Engineer, Primiano stated he would resign that position. Mr. Kirkland made motion to accept resignation of Richard Primiano as Truck Engineer & 2nd by Mr. Flannery, approved by all.

5. Mr. Youssouf swore in Richard Primiano as a member of the Board of Fire Comm on Sept. 2, 2015. Complete Board of Fire Comm. congratulated him.

6. Budget- introduced on Nov. 1st.....deadline Dec. 22nd / Jan. 9th to be advertised

7. Chairman Hogan advised Mr. Youssouf that he had to change, Resolution – separate Rescue Truck & Building. Mr. Spevak made a motion to separate Truck & Building on Resolution & 2nd by Mr. Kirkland. Roll Call Vote- Spevak, Kirkland, Primiano, Flannery & Hogan voted YES.

Need to have hearing as soon as possible. Mr. Petrics stated he hasn't heard anything yet from Bond Counsel

AUDITOR- Petrics

1. Audit 2014
2. Nov. 2015 – Budget Workshop

BOOKKEEPER- Larson

1. New cellphone
2. Referendum Report- Copies made by Spevak
3. Local Finance Report
4. Need Resolution – for application to Local Finance Board, for building of new garage, to be sent to them.

OLD BUSINESS-

1. Chief Keaney stated various items were discussed regarding New Rescue.
2. Mr. Marini advised the Board that a Building Permit was issued by Apex Enterprises, as that's needed to start New Construction.

NEW BUSINESS

1. Mr. Kirkland made a motion to purchase new "02" Sensor & 2nd by Mr. Primiano, approved by all.
2. Purchase of a new work station for the Secretary, in the amount of \$ 1,695.00. Motion made by Mr. Flannery to purchase new unit & 2nd by Mr. Primiano, approved by all. Spevak feels its only the Monitor giving problems. Mr. Kirkland will take a look at it, this week.
3. Chairman Hogan stated the Manalapan Township "Mayor's Ball" will be held on Oct. 24, 2015. Mr. Flannery made a motion to purchase tickets at cost of \$ 1,500.00 & 2nd by Mr. Primiano, approved by all.
4. Eng. Sorscher stated he received a price quote from "UL In – Service Testing" in the amount of \$ 1,175.00. To do Annual Aerial testing of 26-2-90. Motion made by Mr. Primiano to have this completed & 2nd by Mr. Flannery, approved by all.

5. Mr. Spevak is explaining the work to be completed under tree buffer at rear of property .Cleanup of debris under pine trees , weedwack weeds & spray weed killer. Edge area from rear wall to garage. Approx. 15 ft. x 200 ft. / 30 yards – Black mulch. Received 4 quotes- J & K Landscape - \$ 2,300. , Stockel - \$ 2,400.00 , Paul's Landscape - \$ 1,800.00 & Rick Garvey - \$ 1,650.00.....Low Bid \$ 1,650.00 Rick Garvey. Mr. Spevak made a motion to accept low bid of \$ 1,650.00 from Rick Garvey & 2nd by Mr. Kirkland, approved by all. Mr. Spevak will contact Mr. Garvey he can start any time. Also, contact other 3 vendors & thank them for Bidding.

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 9:25 pm & 2nd by Mr. Primiano , approved by all. NO BUSINESS Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 9:27pm & 2nd by Mr. Primiano, approved by all.

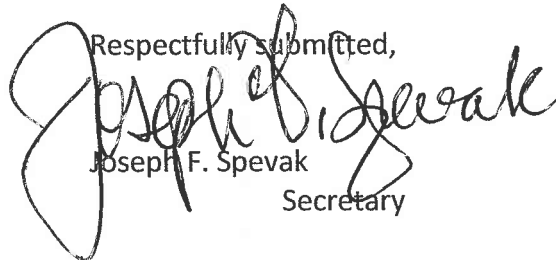
TREASURER'S REPORT- Kirkland

Mr. Primiano made a motion to pay bills in the amount of \$ 37,987.01 & 2nd by Mr. Flannery ,approved by all.

GOOD & WELFARE-

1. No Workshop meeting on Sept. 17,2015.

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

Respectfully submitted,

Joseph F. Spevak
Secretary

9/2/15

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
RICHARD PRIMIANO TO THE OFFICE OF FIRE COMMISSIONER**

WHEREAS; N.J.S.A.40A:14-70 provides that any vacancy in the membership of a Board of Fire Commissioners shall be filled by the remaining members until the next succeeding annual election, at which time a resident of the district shall be elected for the unexpired term; and

WHEREAS; It is the considered opinion of the Board that appointing a resident of the District to fill the vacancy on the Board is necessary and desirable to insure that the Board has a full complement of Commissioners to conduct its business; and

WHEREAS; Richard Primiano is a registered voter and resident of Fire District No.2 and is qualified to hold the office of fire commissioner and has agreed to serve as a member of the Board for the balance of the current term which expires on March 1, 2016.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that Richard Primiano is appointed to the office of Fire Commissioner and that he shall hold said office until the next succeeding annual election of the Board of Fire Commissioners which scheduled to be held in February of 2016, at which time said seat shall be deemed open for election.

Moved by: KIRKLAND Seconded by: FLANNERY

Roll Call Vote: WARSHAWY

Ayes: 4 Nays: 0 Absent: 1 Abstain: 0

KIRKLAND, FLANNERY, HOGAN, SPEVAK

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 2nd day of September 2015.

Joseph B. Szewak Clerk

9/2/15

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP DECLARING
A SEAT ON THE BOARD VACANT BY OPERATION OF
"THE MUNICIPAL VACANCY LAW" (N.J.S.A. 40A:16-1)**

WHEREAS; N.J.S.A. 40A:16-3 provides, in relevant part, as follows: "The office of... a member of the governing body of a municipality shall be deemed vacant: g. Whenever... a member of the governing body, fails to attend and participate in any meetings of the governing body for a period of 8 consecutive weeks without being excused from attendance by a majority of the members of the governing body, at the conclusion of such period..." and

WHEREAS; Meeting minutes maintained by the office of the Clerk reveal that Commissioner Charles Warshany has failed to attend and participate in meetings of the Board of Fire Commissioners for a period in excess of 8 consecutive weeks; and

WHEREAS; In Corvelli v. Fonseca, 323 N.J. Super. 342 (L. Div. 1999) the Court ruled "Representative government imposes a responsibility upon elected official to give proper attention to the duties of their office, one of which is the regular attendance at and participation in the meetings of the body to which they have been elected. The public is entitled to know it is being represented and not neglected by those it has placed in office. The Municipal Vacancy Law creates a vacancy in the office when a member has neglected that duty and failed to attend meetings for a consecutive eight week period."; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the seat on Board of Fire Commissioners held by Commissioner Charles Warshany is hereby declared vacant in accordance with the terms and provisions of the Municipal Vacancy Law, N.J.S.A. 40A:16-3.g.

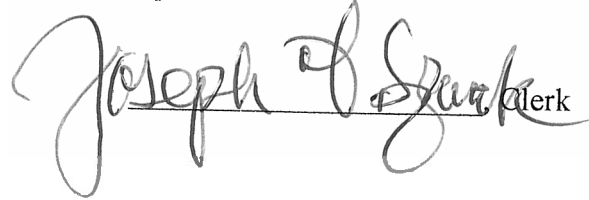
Moved by: **FLANNERY**

Seconded by: **KIRKLAND**

Roll Call Vote:

Ayes: 4 Nays: 0 Absent: 1 Abstain: 0
WARSHANY
FLANNERY, KIRKLAND, SPEVAK, HOGAN

Certified to be a true copy of a Resolution duly adopted by the Board of Fire Commissioners Fire District No.2 on the 2nd day of September 2015.

 Clerk



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

September 10, 2015

Apex Enterprises of Union, Inc.
2254 Corlies Ave.
Neptune City, NJ 07753
Attn: S. Petrou

Dear Mr. Petrou:

Enclosed please find a fully executed copy of a Contract between Apex Enterprises and my client, the Board of Fire Commissioners of F.D. #2. This letter will also acknowledge the fact that I received your bond for the project and insurance certificate. All documents are in order and acceptable to the Board of Fire Commissioners.

Very truly yours,

Joseph D. Youssouf
JOSEPH D. YOUSOUF

Encl.
cc: Bd. of Fire Comm.

8/5/15

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP COUNTY
OF MONMOUTH, MAKING APPLICATION TO THE LOCAL
FINANCE BOARD PURSUANT TO N.J.S.A. 40A:5A-6**

WHEREAS; The Board of Fire Commissioners of Fire District No.2 Manalapan Township in the County of Monmouth desires to make application to the Local Finance board for its review and/or approval of a proposed resolution authorizing the issuance of bonds or notes of the District to finance the construction of a new garage; and

WHEREAS; The Board of Fire Commissioners believes that:

- (a) It is in the public interest to accomplish such purpose;
- (b) Said purpose or improvement is for the public health, safety and welfare of the inhabitants of the Township of Manalapan
- (c) The amount to be expended for said purpose or improvement is neither unreasonable nor exorbitant;
- (d) The proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the District and will not create an undue financial burden to be placed upon the District.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF
FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP** as follows:

1. The application to the Local Finance Board is hereby approved, and the Board of Fire Commissioner's Bond Counsel and Solicitor, along with other representatives of the Fire District are hereby authorized to prepare such application and to represent the Fire District in matters pertaining thereto.
2. The Clerk of the Board of Fire Commissioners is hereby directed to prepare and file a copy of the proposed resolution with the Local Finance Board as part of such application.
3. The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by applicable New Jersey Statutes.

Moved by: Comm. **SPEVAK**

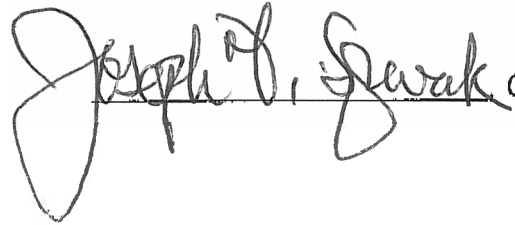
Seconded by: Comm. **KIRKLAND**

Roll Call Vote:

SPEVAK, KIRKLAND, FLANNERY, PRIMIANO, HOGAN

Ayes 5 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 August 5, 2015.

 Clerk

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

Bill List
Monthly Meeting September 2, 2015

Adam Keaney	32.00
ADP	8,655.83
Allied Oil,LLC	849.40
American Uniform & Supply	288.96
Bailey's Janitorial Services	240.00
Blaze Emergency Equipment, LLC	2,701.76
Cablevision	84.90
Charles Sacco	67.41
Document Solutions Leasing	132.82
Douglas Frueh	67.41
Dragon Fire	1,514.61
Edward Dillon	67.41
Englishtown Automotive, Inc.	883.74
Freehold Ford, Inc.	76.36
Gordons Corner Water Co.	2,003.76
International Association of Fire Chiefs	209.00
John Marini	670.53
Joseph Spevak	721.88
Mayors Charity Ball	1,500.00
Monmouth Truck Equipment Acquisition, LLC	587.00
Motorola Solutions, Inc.	5,945.13
NetLink	344.00
NetLink Web Services, LLC	199.00
Patrick Flannery	881.36
Richard Hogan	741.22
Rick Garvey	2,750.00
State of New Jersey Department of Labor	16.50
StockelsLawn & Landscaping	308.83
Timothy Kirkland	4,053.69

Board of Fire Commissioners
Manalapan Twp Fire District #2
IT Report – September 2015

Month End Review

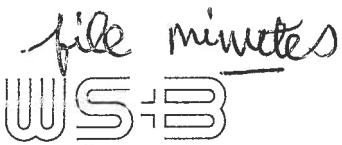
- 26-2-66's printer was reinstalled to the computer in that office and verified working
- The new cell phone for the bookkeeper was configured with the Board's email account.
- A new Ethernet line was run from the communications closet to the engine bays for the IamResponding application
 - The line is currently connected tot the computer in the bays, however, it may also be connected to the tv. The port on the tv seems to be inaccessible without removing the tv from the mount to connect it.
- A replacement for the workgroup switch in the Commissioner's Office was installed.
- The fire company president indicated there was an issue with the WiFi in the building. After investigating, it was found that the operating temperature of the wireless access point was over 150°F. The access point was rebooted and verified working. The fire company president was advised that there is no airflow in the attic area where the access point is located and temperatures are routinely ~130°F
- The District's cloud service was upgraded and the data from the old system was migrated.
- The Board Secretary is in need of a replacement workstation. It is recommended that the Board replace the current obsolete system with the same workstations that were purchased for both the Administrator's office and Commissioner's office. The cost is the same as previous, \$1,695 for the unit and \$195 for the monitor.

Respectfully submitted,



Peter Hall
Information Technology Officer

Tuesday, September 01, 2015



WithumSmith+Brown, PC
Certified Public Accountants and Consultants

1144 Hooper Avenue
Suite 202
Toms River, New Jersey 08753 USA
732 341 8728 . fax 732 341 8787
www.withum.com

Additional Offices in New Jersey,
New York, Pennsylvania, Maryland,
Florida, and Colorado

July 22, 2015

Department of Community Affairs
Division of Local Government Services
Bureau of Authority Regulation
P.O. Box 803
Trenton, NJ 08625-0803

Re: Manalapan Township Fire District No. 2

Audit (December 31, 2014) submitted
Synopsis (December 31, 2014) submitted
Audit Questionnaire (December 31, 2014) submitted
Group Affidavit (December 31, 2014) submitted

Gentlemen:

Enclosed please find two copies of the audit, synopsis, group affidavit, and audit questionnaire for the Manalapan Township Fire District No. 2 for the 2014 year as required by N.J.S. 40A: 5A -16. If you should have any questions, please contact me.

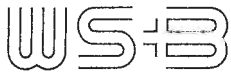
Very truly yours,

Ronald C. Petrics, CPA, RMA

Withum Smith + Brown

Enclosure

cc: Board of Commissioners



WithumSmith+Brown, PC
Certified Public Accountants and Consultants

1144 Hooper Avenue
Suite 202
Toms River, New Jersey 08753 USA
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Additional Offices in New Jersey,
New York, Pennsylvania, Maryland,
Florida, and Colorado

July 22, 2015

Joseph D. Youssouf, Esquire
P.O. Box 809
Manalapan, NJ 07726

Re: Manalapan Township Fire District No. 2
Audit Report - 2014

Dear Joe:

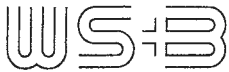
Enclosed please find one (1) copy of the annual audit for the 2014 year regarding the Manalapan Township Fire District No.2. Also enclosed is a copy of the synopsis of the annual audit which must be published in a newspaper that has circulation within the district. In addition, a group affidavit has been executed and a copy submitted to DCA. A corrective action plan is not required to be adopted by the board. If you have any questions, please contact me.

Very truly yours,

Ronald C. Petrics, CPA, RMA

Enclosures

cc: Board of Fire Commissioners



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Certified Public Accountants and Consultants

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Toms River, New Jersey 08753 USA
732 341 8728 . fax 732 341 8787
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New York, Pennsylvania, Maryland,
Florida, and Colorado

July 22, 2015

Township of Manalapan
120 State Highway 522 & Taylor Mills Road
Manalapan, NJ 07726

Attn: Ms. Regina Preteroti, RMC

Re: Manalapan Township Fire District # 2
Audit Report – 2014

Dear Ms. Preteroti:

Enclosed please find two (2) copies of the annual audit for the 2014 year regarding the Manalapan Township Fire District No. 2. One copy is for the clerk, and the other copy is for the finance officer.

If you should have any questions, please contact me.

Very truly yours,

Ronald C. Petrics, CPA, RMA

Enclosure