

January 2 , 2020

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Ms. Larson 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 – Primiano , Flannery , Kirkland , Hogan & Spevak were present . Sign in sheet was on table for attendance. Others in attendance were : Larson , Youssouf , Petrics , Keaney, Freuh, Marini , Sorscher, & Sarti 12/66.

Chairman Hogan asked all Fire Comm if they had enough time to review minutes of 12/4/19 & 12/26/19 . YES.. Mr. Kirkland made a motion to accept minutes of 12/4/19 & 2nd by Mr. Primiano , approved by all. Mr. Kirkland made a motion to accept minutes of 12/26/19 & 2nd by Mr. Primiano, approved by all.

CHIEF'S REPORT-

Sta. 26-2Chief Keaney reported responding to 33 fire calls w/44.38 manhrs

Upcoming Events : Reported by Chief Kirkland

1. Jan. 6thWork detail
2. Jan. 13thFire Co. mtg.
3. Jan. 20thScavenger hunt
4. Jan. 27th SCBA Refresher
5. Feb. 3rdBB RTK / Train the Trainer
6. Fire Fighter 1 Training
7. Mar. 20thCPR recert.

Following items reported by Chief Keaney & his Line Officers:

Chief Kirkland received letter from Board of Freeholders , County Of Monmouth . regarding installation on preemption systems at (4) County intersections . Letter attached to minutes

Sta. 12-1....Chief Sarti reported responding to 10 fire calls w/9.05 manhrs. In Sta. 26-2 area & 2 fire calls w/ 1.03 manhrs in PRA.

TRUCK REPORT- Sorscher

1. 26-2-78..... Monthly Regen SystemIN House
Repair R/Frt Officer seat compartment latch..... “ “
 2. 26-2-82.....Repair antifreeze leak @ 3 water valves on top ofFire & Safety
Engine . Repair water level indicator gauge on “ “
R/side of cab. “ “
 3. 26-2-90.....Install new latch on L/side of wheel chock compt door In House
 4. Install new Ins. ID cards in all vehicles..... “ “
- All Vehicles in Service at this time

PRES. of the Fire Co. – Freuh

1. We had a enjoyable Christmas party for the Kids & family.
2. Santa Run was on Sunday Dec. 22nd. The kids that came out of the houses were glad to see Santa. It was a very successful day.
3. Installation Dinner will be Jan. 25, 2020 at Knob Hill, cocktail hour will be 7pm.

INSURANCE- Marini/Soden

Mr. Kirkland received info that Insurance cost amount will be the same as last year.

ADMINISTRATOR’S REPORT- Marin

1. C. Flannery cellphone is good
2. The New Verizon Rep still hasn’t contacted Mr. Marini yet
3. Spevak’s phone is in Service.
4. Mr. Hall spoke about Government Plan Group ,would be for pricing.
5. Mr. Marini stated the alarms are going off recently at Auriema Scrap. Rt.522

IT OFFICER- Hall

Copy of Mr. Hall’s Report was given. Attached to minutes

LEGAL- Youssouf

1. Adoption of Budget of 2020 . Mr. Youssouf read the Annual Budget introduced reflects Total Revenues of \$ 1,573, 671.00, which includes an amount to be raised by taxation of \$ 1, 458,842.00 and Total Appropriations of \$1,573,671.00 to support the District Budget. The local Fire Tax is estimated to be \$0.052 per \$100 Assessed Valuation. Chairman Hogan Opened Budget Meeting to the Public , does anyone have any questions regarding the Budget. There were no

questions or comments on the 2020 Budget. Mr. Kirkland made a motion to accept Budget for 2020 & 2nd by Mrs. Flannery .Roll Call Vote- Kirkland, Flannery, Primiano, Hogan & Spevak voted YES.

2. Mr. Youssouf asked who were candidates for Election on February 15,2020. Mr. Spevak stated Richard Hogan (3 years) & Carolyn Flannery (2years unexpired)Chairman Hogan will contact the two poll workers for that day. Mr. Youssouf stated on Jan. 22, 2020 or before , if anyone is applying to run for any of the positions , I need to contact him.

3. Mr. Youssouf presented the State ,Mon. County, & Twp. of Manalapan . Resolution Agreement for the Traffic Light controlled eventually by the Fire Co. Motion made by Mr.Kirkland & 2nd by Mr. Primiano . Roll Call Vote. – Kirkland , primiano , Flannery , Hogan & Spevak voted YES. All paperwork needs to be signed by Hogan & Spevak . and Stamped with District #2 seal where needed. Then Mr. Spevak will drop off the complete package to Regina @ Clerk's Office , Twp. of Manalapan on Jan.3,2020.

AUDITOR- Petrics

1. Mr. Petrics stated the (4) Budgets that were given to Mr. Spevak were to be signed in marked areas by Hogan, Spevak & Kirkland. Then (2) to be sent to DCA as soon as possible, Mr. Petrics was mailing out.(1) copy for Petrics & (1) copy for Spevak.

2. Cash Management Plan & Adoption of Temporary Budget for 2020. Mr. Kirkland made a motion to accept the Plan & 2nd by Mrs. Flannery. Roll Call Vote_ Kirkland , Flannery, Primiano, Hogan & Spevak voted YES.

3. Adoption of Temporary Budget for 2020. Motion made by Mrs. Flannery & 2nd by Mr. Primiano. Roll Call Vote- Flannery, Primiano, Kirkland , Hogan & Spevak voted YES.

4. Resolution – Transfer of Funds from Acct# 5260\$20,000.00
Transfer of Funds to Acct # 5180 ,5065 , & 5160 \$20,000.00. Motion made by Mr. Primiano & 2nd by Mr. Kirkland . Roll Call Vote- Primiano, Kirkland, Flannery ,Hogan & Spevak voted YES.

BOOKKEEPER- Larson

1. 2020 Budget is setup in Quick books. Budget Transfers have been entered.
2. Final 2019 Tax payment received from Manalapan Twp.
3. Worked with Chief Keaney & I Hall to update fixed assets inventory for Audit

OLD BUSINESS-

Letter received from State , Mon. County & Twp. of Manalapan regarding traffic controls ,sent to Chief Kirkland.

NEW BUSINESS

1. Received notification from are fuel supplier(Allied LLC.) that they NO longer have State Contract for gas , they can supply diesel only. They recommended Swanton Fuel Oil Co. 37 Center Ave. ,Atlantic Highlands , NJ 07716 (732-708-0075) Jim is the contact person. Mr. called & sent the paperwork they to get paid.
2. Purchase items needed for IT Officer , locked cabinet to secure Electronic equipment upstairs up to \$3,000. Motion made by Mr. Kirkland & 2nd by Mr. Primiano, approved by all.
3. Purchase a laptop for 26-2-67 . Motion made by Mr. Kirkland & 2nd by Mr. Primiano, approved by all.

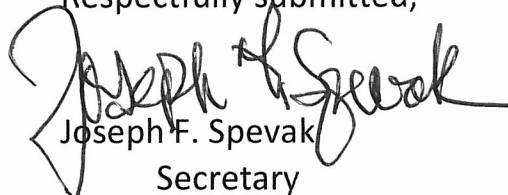
Mr. Primiano made a motion to OPEN PUBLIC PORTION at 8:49pm & 2nd by Mrs. Flannery, approved by all. NO BUSINESS Mr. Primiano made a motion to CLOSE PUBLIC PORTION at 8:50pm & 2nd by Mrs. Flannery ,approved by all.

TREASURER'S REPORT- Kirkland

Mr. Primiano made a motion to pay bills in the amount of \$ 182,307.82 & 2nd by Mrs. Flannery, approved by all.

Since there was no further business Mrs. Flannery made a motion for adjournment at 8:52pm & 2nd by Mr. Primiano, approved by all.

Respectfully submitted,


Joseph F. Spevak
Secretary

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

Bill List January 2, 2020

ADP	11,183.48
Air & Gas Technologies, Inc.	1,576.00
American Cloud Services	275.00
Carolyn Flannery	41.35
Charles Sacco	67.41
Continental Fire & Safety, Inc.	1,564.00
Conway Shield	159.97
Document Solutions Leasing	115.93
Edward Dillon	67.41
Englishtown Fire Department	10,990.50
FireCompanies.com	209.97
First Responder Joint Insurance Fund	33,289.00
International Association Of Fire Chiefs	1,100.00
Jersey Coast Fire Equipment	752.30
Joseph Spevak	190.02
Manalapan Twp. Fire Co. #1	33,324.25
Michael Digirolamo	67.41
NetLink Web Services, LLC	199.00
Richard Hogan	67.41
Timothy Kirkland	67.41
US Bank	87,000.00

\$ 182,307.82

Respectfully submitted,

Timothy Kirkland
Treasurer

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$18.24 Affidavit \$35.00

STATE OF WISCONSIN

Brown County

Personally appeared  at County of Brown, State of Wisconsin.

Of the **Asbury Park Press**, a newspaper printed in Freehold, New Jersey and published in Neptune, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

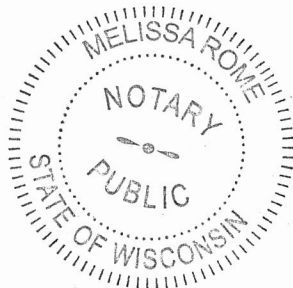
12/13/19 A.D 2019



Notary Public, State of Wisconsin, County of Brown

1-12-2021

My commission expires



TOWNSHIP OF MANALAPAN
MANALAPAN TOWNSHIP FIRE DISTRICT NO. 2
NOTICE OF FIRE DISTRICT BUDGET HEARING

TAKE NOTICE: On January 2, 2020 the Board of Fire Commissioners of Fire District No.2 Manalapan Township will convene a public hearing on the District's proposed budget for the year 2020. The hearing will commence at 8:00 p.m. at the Fire District's headquarters offices in the Manalapan Township Volunteer Fire Company No. 1 firehouse Sweetmans Lane Manalapan Twp.) N.J.

A copy of the proposed budget is available at the Firehouse for public review during regular business hours the week immediately preceding the Public Hearing date.

TAKE FURTHER NOTICE: The closing date for the filing of nominating petitions for persons wishing to run for the office of Fire Commissioner is January 20, 2020. Nominating petitions are available at the Firehouse from the Clerk of the Board,
Joseph Spevak, Clerk
(\$18.24)

Month End Review

- We have had 0 instance(s) of the internet dropping since last reported on December 4th.
- The update on the situation regarding the connectivity issue in the Commissioner's Office was due to a network patch cable having been physically removed from the patch panel which feeds into the network switch. The cable was replaced and the network is functioning normally.
- To prevent any further situations from occurring, it is recommended that the Board purchase a network cabinet which can be locked.
- A new printer was installed and configured on the Chief's Office computer.
- The printer in the Executive Office is reporting an issue with the print head being missing. It is recommended that the printer be replaced.

Respectfully submitted,



Peter Hall
Information Technology Officer

RESOLUTION

**MANALAPAN TOWNSHIP FIRE DISTRICT #2
December 26, 2019**

WHEREAS, a survey of the disbursements and commitments against the 2019 Budget Appropriations disclosed the necessity for certain adjustments to the Budget Appropriations; and

WHEREAS, Chapter 313, P.L. 1983 of the State of New Jersey permits transfers between certain line item appropriations.

Now, therefore be it resolved by the commissioners of the Manalapan Township Fire District #2, County of Monmouth in the State of New Jersey, that the following transfers be made to and from the line item appropriations indicated:

GENERAL APPROPRIATIONS

TRANSFERS TO:

Acct. # 5180 - Uniforms & Personal Equipment	13,000.00
Acct. # 5065 - Communication Expense	3,000.00
Acct. # 5160 – Training & Education	4,000.00

TOTAL **\$ 20,000.00**

TRANSFERS FROM:

Acct. # 5260 – Emergency Lights, Rope, Ect.	20,000.00
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TOTAL **\$ 20,000.00**

**Manalapan Township Fire District No. 2
Resolution
Adoption of Temporary Budget - 2020 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 \$ 1,179,550.00 excluding debt of \$ 173,850.00 and capital appropriations of \$ 300,000.00; and

Whereas, 14% of \$ 1,179,550.00 amounts to \$ 165,137.00; and

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 2020 year be adopted in the amount of \$ 165,137.00 excluding debt and capital appropriations.

**Manalapan Township Fire District # 2
2020 Temporary Fire District Budget
N.J.S.A. 40A:14-78.17**

"The total of the appropriations so made shall not exceed 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding, in both instances, appropriations made for interest and debt redemption charges and capital improvements."

Preceding Fiscal Year (2019)

Total Appropriations (including debt & capital) 1,653,400.00

Excluding Debt: (173,850.00)

Total 2019 year excluding debt 1,479,550.00

Excluding Capital Improvements:

Paving & Stripping Improvements (100,000.00)

Reserve For Future Capital Outlays (200,000.00)

Total 2019 year capital improvements (300,000.00)

Net 2019 yr Appropriations (excluding debt & capital improvements) 1,179,550.00

Multiplied by 14% 0.14

Temporary Appropriations 2020 year (excluding capital & debt) 165,137.00

Temporary Appropriations 2020 year (excluding capital & debt) 165,137.00

Including 2020 Debt: 172,325.00

Including Capital Improvements:

Other Improvements Improvements - Paving & Stripping 0.00

Reserve For Future Capital Outlays 200,000.00

Total 2020 year capital improvements 200,000.00

Temporary Budget 2020 year 537,462.00

Temporary Budget 2020 Year

Operating Appropriations 165,137.00

Debt 172,325.00

Capital 200,000.00

Temporary Budget 2020 year 537,462.00

TEMPORARY OPERATING BUDGET 2020 YEAR 165,137.00

TEMPORARY OPERATING BUDGET 2020 YEAR 165,137.00

**MANALAPAN TWP. FIRE DISTRICT NO.2
TEMPORARY BUDGET
2020 YEAR**

**TEMPORARY BUDGET - 2020 YEAR
Adopted Prior to January 15, 2020
40A:14-78.17**

TOTAL APPROPRIATIONS 2019 YEAR		1,653,400.00
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(LESS) :

PRINCIPLE ON DEBT - 2010 YR	(70,000.00)	
PRINCIPLE ON DEBT - 2017 YR	(65,000.00)	
INTEREST ON DEBT - 2010 YR	(4,725.00)	
INTEREST ON DEBT - 2017 YR	(34,125.00)	

CAPITAL IMPROVEMENTS:

RESERVE FOR FUTURE CAPITAL OUTLAYS	(200,000.00)	
CAPITAL PROJECTS - PAVING & STRIPPING	(100,000.00)	

TOTAL EXCLUSIONS		(473,850.00)
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APPROPRIATIONS APPLIED TO 14%		1,179,550.00
		X 14%

TEMPORARY APPROPRIATIONS (excluding debt & capital improvements)		165,137.00
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TEMPORARY APPROPRIATIONS		165,137.00
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SPECIFIC TEMPORARY APPROPRIATIONS:

PRINCIPAL ON DEBT - 2020 YEAR	140,000.00	
INTEREST ON DEBT - 2020 YEAR	32,325.00	
CAPITAL IMPROVEMENTS - 2020 YEAR	0.00	
CAPITAL IMPROVEMENTS - RESERVE 2020 YEAR	200,000.00	

DEBT & CAPITAL FOR 2020 YEAR		372,325.00
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TEMPORARY APPROPRIATIONS		165,137.00
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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 2020, 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

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.

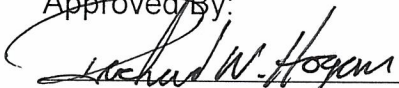
9.) Audit

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 day of issuance.

Approved By:



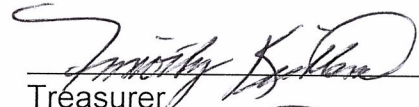
Chairman



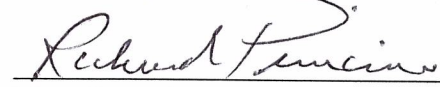
Vice – Chairman



Secretary



Treasurer



Vice Secretary

The Board of Chosen Freeholders of the County of Monmouth

DEPARTMENT OF PUBLIC WORKS & ENGINEERING

JOHN W. TOBIA
Director
Email: jwtoبيا@co.monmouth.nj.us



JOSEPH M. ETTORE
County Engineer
Email: engineer@co.monmouth.nj.us

**DIVISION OF ENGINEERING
& TRAFFIC SAFETY**
Hall of Records Annex
Freehold, New Jersey 07728
Telephone: (732) 431-7760
Fax: (732) 431-7765

December 13, 2019

Thomas Kirkland, Assistant Chief
Manalapan Township Fire Company 1
5 Sweetmans Lane
Manalapan, New Jersey 07726

Re: Traffic Signal Preemption System, Various County intersections in the Township of Manalapan

Dear Mr. Kirkland:

Pursuant to your request, Monmouth County hereby grants permission to install traffic signal priority control (preemption) systems at four (4) County intersections, specifically;

- CR 527/CR 527A (Smithburg Road) & CR 1/CR 527 (Sweetmans Lane)
- CR 527 (Millhurst Road) & CR 3 (Main Street)/Woodward Road
- CR 522 (Freehold Road) & CR 3 (Tennent Road/Main Street)
- CR 522 (Freehold Road) & Taylors Mills Road

This permission includes the installation of the equipment, but does not permit the activation of the equipment at this time. The system will be allowed to be activated upon the development, approval and implementation of signal timing directives and the signature of an agreement between the County, Township and the Board of Fire Commissioners.

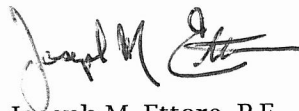
The conditions of the agreements to be signed include but are not limited to:

- Preemption systems will be permitted to be connected to County controller at the specified intersections.
- Access to the County controller cabinets will be through the County Traffic Safety Unit, i.e., no independent access to cabinets will be granted.
- Preemption systems will not be permitted to be activated until signal timing directives are completed and installed and the agreement between the Board, Township and County is signed.

Please be reminded to contact our office to coordinate the installation of the preemption systems.

Thank you again for your interest in traffic safety matters. I trust you find this information helpful. Should you have any questions or concerns, please do not hesitate to contact Debra Compton, Traffic Engineer at (732) 431-7761 or myself directly.

Very truly yours,

A handwritten signature in black ink, appearing to read "Joseph M. Ettore". The signature is fluid and cursive, with a prominent initial "J" and a stylized "E".

Joseph M. Ettore, P.E.
County Engineer

JME:DJC:lk

c: Ming Kao, P.E., Assistant County Engineer
Daria Jakimowska, P.E., Chief Engineer, Traffic Design
Debra Compton, Traffic Engineer
Log #T047-19; WO #24303