

**NOVEMBER 3 , 2021**

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Mr. Spevak led all present with the salute to the Flag. Mr. Youssef 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 , Hogan , Kirkland & Spevak were present .Sarti & Soden were excused. Chairman Hogan stated Sardi will send his reports to Spevak. Others in attendance were: Sorscher , Frueh , Keaney, Tom Kirkland , Larson, Petrics , Youssef , Marini, & Hall.

Chairman Hogan asked if anyone had any questions on minutes of Oct. 6 ,2021. **NO** . Mrs. Flannery made a motion to accept minutes as read & 2<sup>nd</sup> by Mr . Kirkland , approved by all.

Virtual Zoom – Mr. Hall is in attendance .

#### **CHIEF'S REPORT-**

Sta. 26-2 .....Chief Keaney reported responding to 37 calls w/54.43 manhrs.

#### **Training & Drills**

1. Nov. 15<sup>th</sup> .....Hydrant Drill
2. Nov. 22<sup>nd</sup> .....Tanker Drill
3. Nov. 29<sup>th</sup> .....Stabilization drill
4. Dec. 6<sup>th</sup> .....Work Detail

Chief Keaney will continue Driver's Training with Lt. Leitstein & M. Krause on Trucks 78 & 90.

#### **Equipment**

Would like to purchase the following items :

1. (2) 1 ¾ Nozzles for 78 & 90, \$ 1,111.80 from Continental
2. Mini Extrication Cutter for 82 . Cost of \$4,758.42 from ESI.
3. (10) Nomex hoods for \$480.00 from Continental
4. (10) Streamlight Mini Flashlights for \$ 553.40 from Continental
5. (5) year 30,000 mile Extended Warranty for pickup 26-2-97 from Freehold Ford for \$ 3,910.00 .



### **ADMINISTRATOR'S REPORT-** Marini

1. Cellphones – Mr. Primiano received a new phone
2. Mr. Marini asked Mr. Youssouf if he received any word from Mr. Pape regarding the Sewer Easement yet. Youssouf stated nothing yet. JCPL is Working on Sweetman's Lane across from firehouse setting in Power Line poles.
3. Don't leave certain paperwork laying around , shredd if not needed
4. Oct. 2021 / Policies Training Classes.
5. Air & Gas Systems / Breathing Air. Certifications -okay , every 6 months

### **LEGAL** – Youssouf

1. Fire District Budget Calendar , read by Mr. Youssouf
2. Youssouf checked Traffic Control Agreements , to be signed by Chairman Hogan & witness by Clerk Spevak . then given to Tom Kirkland. To be dropped off at Mon. County.
3. Mr. Spevak emailed to Mr. Youssouf on October 7 ,2021 at 10:55 am , all information regarding the News Transcript to publish the Synopsis of the Audit Report . Manalapan District #2 for the years ending Dec. 31,2020 & 2019. Copy attached.

### **AUDITOR-** Petrics

Mr. Petrics handed out the 2022 Fire District Budget Calendar to everyone on the Board.

### **BOOKKEEPER** – Larson

1. LFN -16 Local Finance Notice : 2022 Fire District Budget & Elections Guidance. Outlines procedures for completing & submitting the Budget Workshop & support documentation by a designated fire district official . Also, included are the requirements for Elected Commissioner Compensation & instructions for reporting election results through FAST.
2. LFN 2021-20 Local Finance Notice : Public Works Contracting Updates.
3. Municipal "Best Practices Inventory" included new questions this year Regarding Fire Districts .
4. Received email re: NJ Fire District Survey & forwarded to Treasurer for follow up.
5. Requested & received CNC-3 Form from Manalapan Township Tax Assessor & forwarded it to Auditor for 2022 Budget.

6. Preparing for Budget Workshop.

**OLD BUSINESS** - No Business

**NEW BUSINESS-**

1. Mr. Primiano made a motion to purchase (2) nozzles for \$ 1,111.80 & 2<sup>nd</sup> by Mrs. Flannery , approved by all.
2. Mrs. Flannery made a motion to purchase Mini Extrication cutter for \$ 4,758.42 & 2<sup>nd</sup> by Mr. Kirkland , approved by all.
3. Mr. Primiano made a motion to purchase (10) Nomex hoods for \$ 480.00 & 2<sup>nd</sup> by Mrs. Flannery , approved by all.
4. Mr. Kirkland made a motion to purchase (10) Streamlight mini flashlights for \$ 553.40 & 2<sup>nd</sup> by Mrs. Flannery , approved by all.
5. Mr. Kirkland made a motion to purchase a Year update on our Extrication Software for \$ 1,005.00 & 2<sup>nd</sup> by Mr. Primiano, approved by all.

Mr. Primiano made a motion to OPEN PUBLIC PORTION at 9:08 pm & 2<sup>nd</sup> by Mrs. Flannery , approved by all. **Ladder Truck meeting to be held on Tuesday , Nov. 9, 2021 at 7pm** . Mr. Primiano made a motion to CLOSE PUBLIC PORTION at 9:11pm & 2<sup>nd</sup> by Mrs. Flannery , approved by all.

**TREASURER'S REPORT-** Kirkland

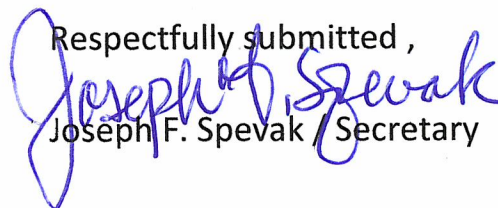
Mrs. Flannery made a motion to pay bills in the amount of \$ 41,602.32 & 2<sup>nd</sup> by Mr. Primiano, approved by all.

**GOOD & WELFARE-**

1. Workshop meeting on Tuesday Nov. 30,2021 at 7pm
2. Next meeting will be Wednesday December 1, 2021 at 8pm

Since there was no further business Mr. Primiano made a motion fo adjournment at 9:12pm & 2<sup>nd</sup> by Mrs. Flannery, approved by .

Respectfully submitted ,

  
Joseph F. Spevak / Secretary

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

**P.O. BOX 54  
Tennent, NJ 07763**

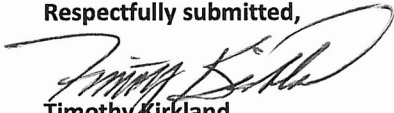
**November 3, 2021 Bill List**

<b>ADP</b>	<b>13,194.70</b>
<b>Air &amp; Gas Technologies</b>	<b>241.54</b>
<b>American Cloud Services</b>	<b>275.00</b>
<b>Auto King Parts &amp; Supplies</b>	<b>303.59</b>
<b>Barg's Lawn &amp; Garden Shop, Inc.</b>	<b>62.76</b>
<b>Charles Sacco</b>	<b>67.17</b>
<b>Continental Fire &amp; Safety, Inc.</b>	<b>7,242.25</b>
<b>Document Solutions Leasing</b>	<b>122.79</b>
<b>Englishtown Automotive, Inc.</b>	<b>395.64</b>
<b>Fire Apparatus Repair, Inc.</b>	<b>1,740.00</b>
<b>J Swanton Fuel Oil Co.</b>	<b>1,978.06</b>
<b>John Marini</b>	<b>58.18</b>
<b>Joseph Spevak</b>	<b>67.17</b>
<b>NetLink Web Services, LLC</b>	<b>199.00</b>
<b>Prendergast Landscape Contractors, Inc.</b>	<b>342.00</b>
<b>State of NJ Dept. of Labor Division of Employer Accounts</b>	<b>15.00</b>
<b>Taylor Mills Family Medical</b>	<b>415.00</b>
<b>Timothy Kirkland</b>	<b>1,027.39</b>
<b>Verizon</b>	<b>129.65</b>
<b>Verizon Wireless</b>	<b>1,210.43</b>
<b>WithumSmith &amp; Brown</b>	<b>12,515.00</b>

\$ 41,602.32

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Respectfully submitted,



Timothy Kirkland  
Treasurer

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

**2022 FIRE DISTRICT BUDGET CALENDAR**

<i>Actions</i>	<i>Statutory 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>	12/21/2021
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. <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>	12/21/2021
Advertisement of public hearing at least ten days prior to such hearing	01/12/2022
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.	01/14/2022 to 01/21/2022
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).	01/22/2022
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>	01/25/2022
District submits two copies of complete adopted budget package to Director within seven days after adoption.	02/01/2022
Division returns one certified copy of adopted budget to District within seven days.	02/08/2022
Advertisement of certified, adopted budget at least seven days prior to the annual election.	02/12/2022
Annual Election and LOSAP ratification. <b>A public question for a cap levy referendum is handled as part of the annual fire district election. (only if required)</b>	02/19/2022
Submit annual election results to Director within three 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. (only if required)</b>	02/22/2022

**From:** joes61946@verizon.net,  
**To:** joes61946@verizon.net,  
**Subject:** Fwd: News Transcript  
**Date:** Thu, Oct 7, 2021 9:59 am

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-----Original Message-----

**From:** Joseph Spevak <joes61946@verizon.net>  
**To:** jyoussouf@aol.com <jyoussouf@aol.com>  
**Sent:** Thu, Oct 7, 2021 10:55 am  
**Subject:** News Transcript

Good Morning Guys.

News Transcript / Michelle ...Cell # 856-237-6025

(email address) man-legalnotice@newspapermediagroup.com

Joe , Please advertise Synopsis of Audit Report , Manalapan District #2 for the years ending Dec. 31, 2020 & 2019 , that Joe has.

Thx Joe Spevak



## November 30 ,2021

The Budget Workshop meeting was called to order by Chairman Hogan at 7pm & Mrs. Flannery 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 , Primiano , Kirkland , Hogan & Spevak were present. Sign in sheet was on table for attendance . Others in attendance were: Petrics , Marini, Hall , Larson , Keaney ,Sarti, Sorscher, Di Girolamo, Frueh & Tom Kirkland .

Chairman Hogan asked Certain Individuals if they have upcoming Projects before the end of the Year 2021.

1. Chief Keaney would like to purchase :
  - a. (5) pagers @ \$500.00 ea.
  - b. (1) 24 ft. aluminum ground ladder
  - c. (4) GFC 450 Meters , rebuilt at \$ 2,413.00 Vs \$2,967.76 NEW
2. IT Officer Hall-
  - a. Mr. Spevak 's computer was recently updated.
  - b. Replacement of (2) New Computers@ \$7,500.00
3. Engineer's Primiano & Sorscher-
  - a. Items that were ordered from last meeting , haven't arrived yet.
4. Chief Kirkland / Opticom – Traffic lights
  - a. Pricing of our portion cost from State DOT was \$6,000.00 Estimated per light , but there may be a increase.
  - b. Received a cost of (5) intersections of \$78,000.00 from Signal Control.

The Budget Workshop was turned over to Mr. Petrics our Auditor. Each line item of the Proposed 2022 Budget was discussed by the Board Members.

Received No estimate for Insurance from Soden Insurance / Jamesburg, N.J.

Mr. Petrics worked on his Calculations of the upcoming Budget 2022.

Tax Rate stays the same for 2022 at 0.050

The amount to be raised by Taxation is \$ 1,428,702.00

Unreserved Fund Balance ..... \$ 74,774.00

Total Revenues..... \$ 1,506,107.00

Chairman Hogan asked if all Board members are in agreement with the Proposed 2022 Budget . The Board of Fire of Fire Comm District #2 . Consisting of Flannery ,Kirkland , Primiano, Hogan & Spevak approved.

Mr. Petrics/ Auditor – Will have prepared 2022 Budget at our Dec. 1, 2021 mtg.

Chairman Hogan thanked everyone for coming to the Workshop meeting.

Since there was no further business Mrs. Flannery made a motion for adjournment at 8:16 pm & 2<sup>nd</sup> by Mr. Kirkland , approved by all.

Respectfully submitted ,

  
Joseph F. Spevak  
Secretary