

**Commissioner Meeting**  
**December 3rd, 2025**

The regular scheduled meeting was called to order by, Chairman Richard Hogan at 8pm. Commissioner Timothy Kirkland led the meeting with the salute to the flag. Chairman Richard Hogan read the Sunshine Statement as follows: Notice of the Time, date, location and the agenda of this meeting know was duly published at least 48 hours in advance of this meeting, by posting in official newspaper of this district. This meeting was also setup as a Virtual Meeting by IT Officer Mr. Peter Hall.

Commissioner Carolyn Flannery took Roll Call: Commissioners, Spevak, Kirkland, Primiano, Flannery and Chairman Hogan were present. IT Officer Peter Hall was present. Also, in attendance were, Administrator Mr. John Marini and Bookkeeper Mrs. Connie Ellison. Sign in sheet was on the table for attendance.

Chairman Richard Hogan asked if there were any questions regarding the Meeting minutes for Nov 5th, 2025. There were no questions. Commissioner Carolyn Flannery made a motion to approve the minutes and 2<sup>nd</sup> by Commissioner Joseph Spevak. Approved by all.

Chief Tom Kirkland: Report was read and submitted. The total number of calls for the month were 37 calls with a total of 109.05 Staff Hours:

27 Calls in 26-2

- 2 Calls in 12-1
- 2 Calls in 16-1
- 6 Calls in 32-1

### Training and Drills

Dec 1. – Work Detail

Dec. 8 - Monthly business meeting

Dec. 15 – Drill

Dec. 22 – Off for the holidays

Dec. 29 – Off for the holidays

Engineer Sonny Sorscher: Report was read by Engineer Sonny Sorscher and submitted.

President Bill Frueh: Read and Submitted:

Next year Firefighter Ian Erndel will be President. Vice President position is open. James Messes is Treasure. Everything else remains the same.

Chief Lou Sarti of Englishtown: Report was read and submitted.

IT Officer Peter Hall: Report was read and submitted:

Administrator Mr. John Marini: All good with insurance. Boiler Certificate of Inspection was submitted.

Legal: New Legal Peter Licata will be present at January 7<sup>th</sup> 2026 meeting.

Auditor Mr. Kyle Missry: Working on finalizing the Budget

Bookkeeper: Connie Ellison: Report was read and submitted.

Old Business: None.

New Business:

Special Meeting Nov. 5<sup>th</sup> 2025 to discuss the purchase of new equipment. Paper work is attached to the minutes.

Commissioner Carolyn Flannery made a motion for the special meeting and 2<sup>nd</sup> by Commissioner Joseph Spevak.

Chief Thomas Kirkland request to purchase new Shelving for the Rescue Truck 26-2-82, in the amount of \$12,660.00.

IT Peter Hall requested a purchase for Vented Shelves, Panels and accessories in the estimated amount of \$978.62.

A Motion to Purchase the requests was made by Commissioner Timothy Kirkland and 2<sup>nd</sup> by Commissioner Joseph Spevak.

Approved by All.

A motion to open the meeting to the public was made by Commissioner Richard Primiano and 2<sup>nd</sup> by Commissioner Carolyn Flannery. There was no public present. A motion to close the public portion of the meeting was made by Commissioner Richard Primiano and 2<sup>nd</sup> by Commissioner Carolyn Flannery. Approved by all.

Treasure Report: Commissioner Timothy Kirkland Presented the Bill List in the amount of \$60,625.53. Commissioner Joseph Spevak made a motion to pay bills in the amount of

\$60,625.53 and 2<sup>nd</sup> by Commissioner Richard Primiano.  
Approved by all.

Next Commissioners' Meeting will be held January 7th, 2026,  
8pm at the Firehouse.

There was no further business therefor Commissioner Timothy Kirkland made a motion to adjourn the meeting at 8:45 pm and 2<sup>nd</sup> by Commissioner Joseph Spevak. Approved by all.

Respectfully submitted

Commissioner Carolyn Flannery



# Manalapan Fire Co #1

5 Sweetmans lane  
Manalapan, NJ 07726  
Station (732)426-1996  
Fax (732)462-2376

## December 2025 Chief's Report

### Calls for the Month

A total of 37 calls for service were responded to with a total of 109.05 Staff hours.

- 27 calls in 26-2 Manalapan District. 2
- 2 calls in 12-1 Englishtown Borough
- 2 calls in 16-1 Freehold District 1
- 6 calls in 32-1 Millstone Twp.

### Incident Type

- 4 Fires
- 4 Hazardous conditions
- 3 Service calls
- 10 Good intent
- 15 Alarm calls
- 1 Other

### Training and Drills

- Dec 1 – Work Detail
- Dec 8 – Monthly business meeting
- Dec 15 – Drill
- Dec 22 – Off for holidays
- Dec 29 – Off for holidays

Planned drills for the beginning of 2026 include CPR recertification, Annual Bloodborne & RTK training, defensive driving, and CEVO.

### Purchase Requests

N/A

### Equipment

N/A

### Miscellaneous

- Asst Chief Keaney & I are preparing for the January 2026 transition to NERIS from NFIRS reporting.
- SCBA compressor is experiencing a leak issue. Air Gas Technology has been requested for service and repair.
- 11/20 during an incident vehicle into a building an issue occurred with the dispatch center. We are working to rectify the issue.

- It has been reported during a multiagency training on 11/16 an issue occurred with a fill site at Monmouth Battlefield Park potentially causing damage to underground piping.

**Engineer's Report**

Provided by Engineer S. Sorcher

Respectfully submitted,  
Thomas Kirkland  
Chief

# FIRST DUE FABRICATION

226 Main St  
Lebanon, NJ 08833 USA  
+1 863 53778  
ina@firstduefabrication.com



## INVOICE

BILL TO  
Manalapan Township Fire Company 1  
PO Box 54 Tennent NJ 07763

SHIP TO  
Manalapan Township Fire Company 1  
61 Carriage Lane Englishtown NJ 07726

INVOICE 1471  
DATE 11/10/2025  
TERMS Net 30  
DUE DATE 12/10/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor and Materials	Fabricate, install and provide -		12,660.00	12,660.00
		RS3			
		- Remove exiting slide out shelf and floor mounted slide.			
		- Fabricate and install 3 vertical toolboards. Toolboards to be fabricated of 3/16 DA finish aluminum with 250lb bottom mounted slides.			
		- Provide and install mounts for 26 struts, 6 base plates, 1 sledge and misc pickets on slide out toolboards.			
		Rear			
		- Fabricate and install tubes for long struts in pike pole compartments. Tubes to be fabricated from 4" aluminum.			
		- Fabricate and install inner and side walls on rear slide out tray. Include velcro strap for airbags.			
<hr/>					
Payment Terms: Payment is due in full to schedule work.					
		SUBTOTAL			12,660.00
		TAX			0.00
		TOTAL			12,660.00
		BALANCE DUE			<b>\$12,660.00</b>

Pay invoice

# ENGINEERS TRUCK REPORT for Nov. /2025

<u># 67</u>	CHASIS SERVICE + TOP OFF ALL FLUIDS. RESET OIL LIFE ON DASHBOARD.	- Quality Lub - " "
<u># 80</u>	REPLACE DIESEL PRIMER PUMP. ① ② " FUEL FILTERS. ROAD TEST - CHECKED out OK	- FIRE APPARATUS - " " - IN HOUSE
<u># 82</u>	TOP OFF D.E.F. TANK ± GALL FLUID.	- IN HOUSE
<u># 90</u>	INSTALL NEW AIR COMPRESSOR GOVERNOR + ADJUST TO 120 LB. SPECIFICATION.	- FIRE APPARATUS - " "
<u># 96</u>	CHECK FOR ENGINE SURGING - UNFOUNDED. REPAIR R/REAR SLIDER DOOR STEP.	- FIRE APPARATUS - IN HOUSE
<u># 99</u>	REPLACE LEAKING FUEL LINE ALONG CHASIS RAIL.	- Quality Lub

Respectfully Submitted:



## **MANALAPAN TOWNSHIP FIRE COMPANY #1**

**5 Sweetmans Lane  
Manalapan, NJ 07726  
Office: (732) 462-1112  
Fax: (732) 462-2376**

**President: William Frueh**

**Chief: Thomas Kirkland**

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### **Manalapan township Presidents report for — Commissioner meeting December 3 2025**

- Santa run 12/20/2025
- Kids Christmas party 12/21/2025
- Next year President Ian; vice president open; treasurer Jimmy; rest of board stays same; officer same except for 2nd lieutenant Matt Bond.
- Went to Christmas light at manalapan town hall

# ENGLISHTOWN FIRE DEPARTMENT



POST OFFICE BOX 1 – 3 SOUTH MAIN STREET – ENGLISHTOWN, NEW JERSEY 07726  
732-446-4818 • FAX 732-446-8285

## Englishtown Chief's Report Manalapan Fire District #2 Meeting December 3<sup>rd</sup>, 2025

### District 2 Incidents for November 2025

**26-2's Area:** 6 Incidents

**26-2's Primary Response Area:** 7 Incidents

**Total Incidents for District 2 Calls: 13 Incidents for over 15 Man-Hours.**

### Training

N/A

### Purchase Requests

N/A

### Other Notable Mentions

- All Apparatus are in service, however some will be going for repairs this month.
  - Engine 12-74 has no heat, and will be going for bodywork soon for accident repairs. The heat issue will hopefully be repaired in house this month.
  - Engine 12-75's generator is OOS. No word yet on repair.

Regards,  
Chief O'Brien

## November's Month End Review

- We have had 0 instance(s) of the internet dropping since last reported.
- I received quotes on Getac & Panasonic from NewCom Global under Sourcewell Contract #030425-NEWCM and also Getac from Island Tech under NJ Contract #MNNVP-133, all attached.
- The Netgear 52-Port PoE Gigabit Ethernet Smart Switch was installed on November 15<sup>th</sup>. It comes with cloud monitoring software and has a trial period ending December 16<sup>th</sup>; it is \$10/yr to renew.
- The Starlink service was tested for failover and succeeded. Service is now paused as of December 1<sup>st</sup> and will require it to be un-paused to re-enable when needed. This requires logging into the account locally on a device. It is recommended to use one of the tablets being replaced by the Getac to use for this purpose.
- On Thursday, November 27<sup>th</sup>, the older Netgear GS724 switch had a port failure which caused the wifi and other connected devices to go offline. Service was restored by switching ports. It is recommended to retire the switch and move all devices to the new GS752.
- Recommend adding organizational & service redundant hardware to the IT rack:
  - (2) Vented Shelves, 28.75"
  - (1) GL.iNet GL-MT3000 (Beryl AX) for Starlink redundancy
  - (2) 24-Port Cat6A Patch Panels
  - (2) Power Surge Protectors, 12-Outlet
  - Network Patch Cables, Cat 6A
    - (24) 0.5'
    - (24) 1.0'
    - (24) 3.0'

Estimated Cost: \$ 978.62

Respectfully submitted,



Peter Hall  
Information Technology Officer

REFER TO THIS REGISTRATION NUMBER  
IN ALL CORRESPONDENCE

\* Print Registration Number on Equipment  
\*ORIG STATE NO.-



State of **New Jersey**

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
LABOR STANDARDS AND SAFETY ENFORCEMENT

BUREAU OF BOILER AND PRESSURE VESSEL COMPLIANCE

**CERTIFICATE OF INSPECTION**

IN ACCORDANCE WITH R.S. 34:7-14/34:7-25, et seq.

USER LOCATION  
Manalapan Twp. Vol Fire Co 1Etal  
5 Sweetmans Ln  
Manalapan, NJ 07726-8380  
Equipment Loc.: Garage

MAIL CERTIFICATE TO:  
Manalapan Twp. Vol Fire Co 1Etal  
5 Sweetmans Ln  
Manalapan, NJ 07726-8380  
OWNER:  
Board of Fire Commissioners  
PO Box 54  
Tennent, NJ 07763-0054

Built by Manchester

Type Air Tank

Last Inspected by State of New Jersey

Authorized Inspection Agency

Object Capacity 10

SQFT

SV Capacity

MAWP 200

PSIG.

SV 200

PSIG.

For the below identified object

Year Built 2007

NB/Serial No. 089949

Inspection Date 09/17/2025

Approved By Examining Board

Authorized By

*Michael Angelo*

Robert Asaro-Angelo, Commissioner

*Robert Asaro-Angelo*

THIS INSPECTION HAS BEEN DONE IN  
ACCORDANCE WITH THE PROVISIONS  
OF THE N.J.A.C 12:90 BY AN  
AUTHORIZED NEW JERSEY INSPECTOR.

POST THIS CERTIFICATE IN FULL VIEW IN THE BOILER ROOM OR IN THE ENGINEER OR PLANT OFFICE.

Penalty for Violation: \$500.00 to \$25000.00 (R.S. 34:7-26)

THIS CERTIFICATE EXPIRES: 09/17/2028  
CONTACT THE BUREAU OF BOILER & PRESSURE  
VESSEL COMPLIANCE IF THIS CERTIFICATE IS  
EXPIRED BY 30 DAYS. TO SCHEDULE AN  
INSPECTION WITH THE STATE CALL (609) 292-2921

34:7-1 - No unlicensed person shall operate a steam generator, similar equipment potentially capable of generating steam having relief devices set over 15psig, and rated at or developing over 6 boiler horsepower or a steam power generator, if over 6 horsepower; a refrigerating plant of over 24 tons of refrigerating capacity, utilizing refrigerants of a flammable or toxic nature; or a steam or hot water heating plant of which the indicated or rated capacity exceeds either 499 square feet of heating surface or 100 boiler horsepower or 1,000 kilowatts or 4,000,000 British thermal units input regardless of pressure or temperature conditions; and no owner, agent, superintendent, manager or other person having charge of any building or work in which such equipment is located, or used, shall use, or cause or allow to be used, any such equipment described in this section unless the same is in charge of a properly licensed person.

THIS CERTIFICATE IS ONLY VALID FOR 36 MONTHS

## **Board Of Fire Commissioners District # 2**

### **Manalapan Township**

### **Special Meeting**

**November 5 ,2025**

Chairman Richard Hogan started the Special Meeting at 8:15 pm , asked Chief Tom Kirkland to discuss the reason for the purchase. Chief Kirkland stated the SCBA air packs that we're using now are 16 years old. It's time for updated newer equipment . State Contract pricing for 35 packs with old used packs as a trade in came to \$ 365.000.00 total .

### **No questions from the Public**

Chairman Hogan stated that Engineer Primiano & Engineer Sorscher are handling Vehicle Purchase . Mr. Primiano stated at this time 2025 Ford Bronco / full size- State Contract \$ 45,000 .00

### **No questions from the Public**

Chairman Hogan stated that ALL 5 Fire Commissioners were in attendance at this Meeting. Chairman Hogan stated I need a motion on the floor to purchase the **35 SCBA AIR PACKS @ \$ 365,000.00 and**

**2025 Ford Bronco/ full size @ \$ 45,000.00.** Mr. Kirkland made a motion & 2<sup>nd</sup> by Mr. Spevak. Roll Call Vote- Kirkland YES

Spevak Yes

Primiano Yes

Flannery Yes

Hogan Yes

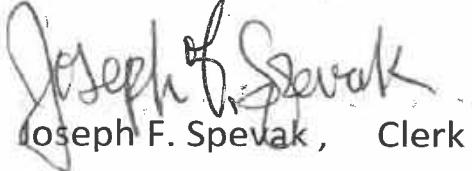
Approved by all with the Vote being : 5 Yes & 0 NO

Notice of Publication was put into the Asbury Park Press on 10/29/25

Notice of the Special Meeting was hung up at 5 locations in District 2 area of Manalapan Twp.

1. 5 Sweetmans Lane firehouse
2. Rt.33 Community Building
3. Kuschick Pavilion MRC
4. Wilson Ave. Englishtown Auction
5. 103 Pension Rd. ,Western Mon, Utility

Respectfully submitted ,



Joseph F. Spevak, Clerk

Manalapan Fire District #2

Meeting Date: 12/03/2025

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Bookkeeper's Report

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Audit report uploaded into FAST.

Reviewed check list for Introduced Budget to submit to FAST.  
Need the following Items.

1. Commissioner Compensation Municipal Resolution
2. Affidavit of Publication for Introduced budget
3. Introduced Budget

November bank statement is completed.

Respectfully Submitted,

*Consetta Ellison*

Bookkeeper

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

December 3, 2025 Bill List

<b>ADP</b>	<b>14,809.38</b>
American Cloud Services	335.00
Asbury Park Press	192.50
Charles Sacco	75.70
Craig Mortman	76.77
Document Solutions Leasing	104.71
Fire & Safety Services, LTD	245.56
Fire Apparatus Repair, Inc.	1,383.20
Gordons Corner Water Co.	2,783.43
International Association of Fire Chiefs	1,100.00
J Swanton Fuel Oil Co.	963.52
Joseph Spevak	75.70
Joseph Youssouf	9,535.00
Lee's Emergency Equipment, Inc.	7,535.39
Michael Digirolamo	75.70
NetLink	1,680.00
NetLink Web Services, LLC	614.00
Prendergast Landscape Contractors, Inc.	1,395.00
Quality Lube Plus	196.96
Richard Primiano	10.30
Stanley Sorscher	75.70
Timothy Kirkland	153.70
Verizon	129.65
Verizon Wireless	1,053.66
WithumSmith & Brown	16,025.00

<b>TOTAL</b>	<b><u>60,625.53</u></b>
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**Respectfully submitted,**

**Timothy Kirkland**  
**Treasurer**

# COMMISSIONER MEETING

DECEMBER 13 2025

- 1 Mark Newland
- 2 Michael Bisogna
- 3 Sonny Sorscher
- 4 Frank Toia
- 5 Richard Primus
- 6 Adam Keeley
- 7 Tom Kickler
- 8 Ryan Spivey

Craig Mortman

John J. Marini

William French

Joe Spevak

Carolyn Haney

Tim Lestain



## **COMMISSIONER WORKSHOP MEETING DECEMBER 17<sup>TH</sup>, 2025**

A Workshop meeting was called to order by: Chairman Hogan at 7:00 pm. Bookkeeper Connie Ellison led the meeting with the salute to the Flag.

Chairman Richard Hogan read the sunshine statement: Notice of the time, date, location and agenda of this meeting was known and duly published 48 hours in advance. Notice was posted in the official newspaper of the district. Virtual was set up on zoom by Mr. Hall.

Commissioner Flannery was asked to take roll call: Kirkland, Primiano, Flannery, Hogan, were present Spevak and Auditor Kyle Missry were Virtual. IT John Marini and Bookkeeper Connie Ellison were also present. The sign in sheet was on the table for attendance.

A motion to approve resolutions was made by Commissioner Carolyn Flannery and 2<sup>nd</sup> by Commissioner Joseph Spevak.

**Resolution Disbursements and Commitments  
Against the 2025 Budget  
Manalapan Township Fire District #2  
December 17<sup>th</sup>, 2025**

2026 Fire District Fire District Budget  
Adoption Resolution  
Manalapan Township District #2  
Fiscal Year January 1, 2026 to December 31, 2026

Bills were presented By Commissioner Timothy Kirkland in the amount of \$30,180.01.

Roll call vote: Spevak Yes  
Kirkland Yes  
Primiano Yes  
Flannery Yes  
Hogan Yes

Approved by all with 5 yes and 0 no response.  
All Paperwork is attached to these minutes.

There was no further business therefor Commissioner Carolyn Flannery made a Motion to close the meeting at 7:15 and 2<sup>nd</sup> by: Commissioner Primiano. Approved by all.

Respectfully Submitted:

Commissioner Carolyn Flannery

## RESOLUTION

### **MANALAPAN TOWNSHIP FIRE DISTRICT #2** **December 17, 2025**

WHEREAS, a survey of the disbursements and commitments against the <sup>2025</sup> ~~2023~~ 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. # 5040 - Office Expenses	2,000.00
Acct. # 5190 - Communication Equipment	500.00
Acct. # 5240 – Computer Expense	9,000.00
Acct. # 5250 – Rescue Equipment	3,000.00
<b>TOTAL</b>	<b>\$ 14,500.00</b>

##### TRANSFERS FROM:

Acct. # 5080 – Office Furn., File Cabinets, Ect.	6,000.00
Acct. # 5100 – Insurance	6,000.00

# 2026 FIRE DISTRICT BUDGET RESOLUTION

## Manalapan Township FD No. 2

**FISCAL YEAR: January 1, 2026 to December 31, 2026**

WHEREAS, the Annual Budget for Manalapan Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2026 and ending December 31, 2026 has been presented before the Board of Commissioners of the Fire District at its open public meeting of Dec. 17, 2025; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,086,334.00 which includes an amount to be raised by taxation of \$1,648,703.00 and Total Appropriations of \$2,086,334.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on Dec. 17, 2025 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2026 and ending December 31, 2026 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on Jan. 7, 2026.

Joseph Spevak  
(Secretary's Signature)

Dec. 17, 2025  
(Date)

### Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Richard Hogan	x			
Timothy Kirkland	x			
Joseph Spevak	x			
Richard Primiano	x			
Carolyn Flannery	x			

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

December 17, 2025 Workshop Meeting

NetLink	978.62
Continental Fire & Safety, Inc.	8,836.00
Jersey Auto Supply	27.08
First Due Fabrication	12,660.00
Quality Lube Plus	193.99
Apple, Inc.	129.00
Timothy Leitstein	103.40
Peter Hall	10.69
WithumSmith & Brown	4,525.00
Timothy Kirkland	2,200.81
NetLink Web Services, LLC	150.00
Pantano Nursery & Landscape Supply	365.42
<b>TOTAL</b>	<b>30,180.01</b>

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Respectfully submitted,

Timothy Kirkland  
Treasurer