

**Commissioner Meeting**  
**January 7th, 2026**

The regular scheduled meeting was called to order by, Chairman Richard Hogan at 8pm. Commissioner Chief Tom Kirkland led the meeting with the salute to the flag. Attonery Peter Licata 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 zoom. 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 December 3<sup>rd</sup>, 2025. There were no questions. Commissioner Timothy Kirkland made a motion to approve the minutes and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by all.

Chief Tom Kirkland: Report was read and submitted. The total number of calls for the month were 51 calls with a total of 164.01 Staff Hours:

41 Calls in 26-2

5 Calls in 12-1

## 5 Calls in 32-1

### Training and Drills

Jan 5 - Work Detail

Jan 12 - Monthly business meeting

Jan 29 - CPR Certification

Jan 26 - Blood Born & RTK

Feb 2. - Work Detail

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

President Ian Erndel: Report was Read

Chief Matt O'Brian of Englishtown: Report was read and submitted.

IT Officer Peter Hall: Report was read

Administrator Mr. John Marini: All good with insurance. Need Insurance card from Soden. Insurance coverage is needed from outside vendors when any event is schedule to be at the firehouse. All vouchers need to be filled out and put in commissioner's mailbox for payment.

Legal: Legal Peter Licata: All is well with firehouse business.

Auditor Mr. Kyle Missry: The Budget is uploaded into Fast.

Bookkeeper: Connie Ellison: Report was read and submitted.

Old Business: None.

New Business: The following resolution approved by All.

No. 01 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Scheduling Meeting Date for the year 2026.

A Motion was made by Commissioner Timothy Kirkland and 2<sup>nd</sup> by Commissioner Joseph Spevak. Approved by All.

No. 02 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Appointing Withum Smith & Brown, PC. District Auditor For 2026.

A Motion was made by Commissioner Joseph Spevak and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

No. 03 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Appointing Oliver L.E, Soddan Agency Insurance Agent for the year 2026.

A Motion was made by Commissioner Joseph Spevak and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

No. 04 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Appointing Peter G. Licata, ESQ. Board Attorney for the year 2026.

A Motion was made by Commissioner Timothy Kirkland and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

No. 05 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Designating Official Depository of the Fire District Funds for the year 2026.

A Motion was made by Commissioner Timothy Kirkland and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

No. 06 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Designating Official Newspapers for the year 2026.

A Motion was made by Commissioner Timothy Kirkland and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

No. 07 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Appointing Richard W. Hogan Personnel Director.

A motion was made by Commissioner Carolyn Flannery and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

No. 08 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Appointing John Marini Fire District Administrator for the year 2026.

A Motion was made by Commissioner Joseph Spevak and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by all.

No. 09 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Appointing Consetta Ellison Bookkeeper for the year 2026.

A Motion was made by Commissioner Timothy Kirkland and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

No. 10 Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Appointing Officers for the year 2026 and Fixing Compensation.

A Motion was made by Commissioner Joseph Sprevak and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by All.

The above Resolutions were approved by a Roll Call vote resulting in 5 Ayes and 0 Nays:

Commissioner Joseph Spevak	Yes
Commissioner Timothy Kirkland	Yes
Commissioner Richard Primiano	Yes
Commissioner Carolyn Flannery	Yes
Chairman Richard W. Hogan	Yes

## Fire Protection Agreement

### Fire Protection Agreement /Englishtown Fire Department

Were also voted yes with a roll call vote of 5 Ayes and 0 Nays by Commissioners.

Commissioner Joseph Spevak	Yes
Commissioner Timothy Kirkland	Yes
Commissioner Richard Primiano	Yes
Commissioner Carolyn Flannery	Yes
Chairman Richard W. Hogan	Yes

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.

Treasure Report: Commissioner Timothy Kirkland Presented the Bill List in the amount of \$226,229.75. Commissioner Carolyn Flannery made a motion to pay bills in the amount of \$226,229.76 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by all.

Next Commissioners' Meeting will be held February 11, 2026, 8pm at the Firehouse.

There was no further business therefor Commissioner Timothy Kirkland made a motion to adjourn the meeting at 8:40 pm and 2<sup>nd</sup> by Commissioner Richard Primiano. Approved by all.

Respectfully submitted

Commissioner Carolyn Flannery



# 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 January 7<sup>th</sup>, 2025**

### **District 2 Incidents for December 2025**

**26-2's Area:** 17 Incidents

**26-2's Primary Response Area:** 4 Incidents

**Total Incidents for December in District 2: 21 Incidents**

### **District 2 Incidents for Full Year 2025**

**26-2's Area:** 167 Incidents

**26-2's Primary Response Area:** 86 Incidents

**Total Incidents for 2025 Year in District 2: 253 Incidents**

### **Training**

The Englishtown Fire Department has recently been training for Ice Rescue Emergencies. Should any of those incidents happen in District 2, we are more than happy to assist.

### **Purchase Requests**

**N/A**



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## **Other Notable Mentions**

- All Apparatus are in service, however some will be going for repairs this month.
  - Engine 12-74 Will be going for bodywork soon for accident repairs.
  - Engine 12-75's generator is OOS. No word yet on repair.

Regards,  
Chief O'Brien

Manalapan Fire District #2

Meeting Date: 01/07/2026

Bookkeeper's Report

Introduced Budget enter to FAST on 12/19/2025.

2026 Budget entered in QuickBooks.

End of year budget general appropriations transfer resolution completed in QuickBooks.

November bank statement completed.

Respectfully Submitted,

*Consetta Ellison*

Bookkeeper

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

January 7, 2026 Bill List

ADP	16,246.59
Advantage Fire & Security	1,250.00
American Cloud Services	335.00
Charles Sacco	75.70
Colts Neck Nursery	100.00
Craig Mortman	76.77
Englishtown Fire Dept.	14,728.25
Fire Apparatus Repair, Inc.	584.50
First Responder Joint Insurance Fund	46,781.00
Gordons Corner Water Co.	2,783.43
J Swanton Fuel Oil Co.	1,583.33
Jersey Auto Supply	24.77
Joseph Spevak	75.70
Manalapan Twp. Fire Co. #1	42,165.50
Michael Digirolamo	75.70
NetLink Web Services	1,440.00
Precision Home Tech Services, Inc.	475.00
SBP Industries	735.00
Stanley Sorscher	75.70
Timothy Kirkland	75.70
US Bank	95,374.97
Verizon	129.65
Verizon Wireless	1,037.50
<b>TOTAL</b>	<b>226,229.76</b>

Respectfully submitted,

Timothy Kirkland  
Treasurer