

MARCH 1 , 2017

The Re-Organization 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 on table for attendance. Others in attendance were: Youssouf, Petrics , Larson , Marini, Krause ,Sarti ,Keaney ,& Sorscher.

Mr. Youssouf swore Mr. Richard Hogan for being re-appointed as a Fire Comm. On Feb. 18 ,2017 , for a 3 year appointment. Everyone congratulated Mr. Hogan. Mr. Youssouf asked if all Fire Comm wanted to keep their designated postions , from 2016 to 2017. Motion was made by Mr. Kirkland & 2nd by Mr. Primiano, approved by all.

The following Designated Exec officers for the Year of 2017:

- Richard Hogan.....Chairman
- Patrick Flannery.....Vice Chairman
- Timothy Kirkland.....Treasurer
- Joseph SpevakSecretary
- Richard PrimianoAsst. Secretary

The following Vendors & People that help keep this Organization running smoothly for Year 2017:

1. Resolution : Scheduling Meeting Dates for the Year 2017: April 5th, May 3rd June 7th, July 5th, Aug.2nd,Sept. 6th,Oct.4th, Nov.1st, Dec. 6th, Jan.3rd,Feb.7th, & Mar. 7th. Motion made by Flannery & 2nd by Mr. Primiano. Roll Call Vote- Flannery, Primiano, Kirkland, Hogan & Spevak voted YES.

2.Resolution : Designating” Brunswick Bank & Trust “ as Official Depository of the Fire District Funds for the Year 2017. Mr. Flannery made a motion to accept & 2nd by Mr. Kirkland. Roll Call Vote- Flannery, Kirkland, Primiano, Hogan & Spevak voted YES.

3.Resolution : Designating Official Newspapers for the Year 2017: The Newark Star Ledger, News Transcript, & Asbury Park Press. Mr. Kirkland made a motion to accept & 2nd by Mr. Flannery. Roll Call Vote- Kirkland, Flannery, Primiano & Spevak Voted YES. Hogan voted NO.

4. Resolution: Appointing Ronald C. Petrics R.M.A. District Auditor for 2017. Mr. Kirkland made a motion to accept & 2nd by Mr. Flannery. Roll Call Vote- Kirkland , Flannery, Primiano, Hogan, & Spevak voted YES.

5. Resolution: Appointing John Marini Fire District Administrator for the Year 2017 Motion made by Mr. Kirkland & 2nd by Mr.Primiano. Roll Call Vote-Kirkland, Primiano, Flannery, Hogan & Spevak voted YES.

6. Resolution: Appointing Katherine A. Larson Board Bookkeeper for Year 2017. Motion made by Mr. Kirkland & 2nd by Mr. Flannery. Roll Call Vote- Kirkland, Flannery, Primiano, Hogan, & Spevak voted YES.

7. Resolution: Appointing Officers for the Year 2017 & Fixing Compensation:

Peter Hall	I.T. Officer	\$12,357.00
Stanley Sorscher	Engineer	\$ 5,954.00
Adam Keany	Training Officer	\$ 3,473.00

Motion made by Mr. Kirkland & 2nd by Mr. Primiano . Roll Call Vote-Kirkland, Primiano, Flannery, Hogan & Spevak voted YES.

8 Resolution: Appointing the Oliver L.E. Soden Agency Insurance Agent for the Year 2017. Motion made by Mr. Kirkland & 2nd by Mr. Primiano. Roll Call Vote-Kirkland, Primiano, Flannery, Hogan & Spevak voted YES.

9. Resolution: Appointing Joseph D. Youssouf ,ESQ. Board Attorney for the Year 2017 . Motion made by Mr. Primiano & 2nd by Mr. Kirkland. Roll Call Vote-Primiano, Kirkland, Flannery, Hogan & Spevak voted YES.

10. Professional Services Agreement for Attorney of the Board , Joseph D. Youssouf, Esquire. Signed by : Richard Hogan, Joseph Spevak & Joseph Youssouf

11. Fire Protection Agreement for the Englishtown Fire Dept. will provide first response Fire Suppression Services on a 24 hour per Day , seven day per week 24 hours per day basis to the described area of Manalapan Twp. Distrivt #2 area. For the sum of \$ 43,962.00 term of this Contract.

12. Fire Protection Agreement for the Manalapan Twp. Fire Co. #1 will provide fire protection /fire suppression services . Seven days a week , 24 hours a day. For the sum of \$133,297.00 , four equal payments.

Chairman Hogan asked all Fire Comm if they had enough time to review minutes of Feb. 1 , 2017 . YES. Mr. Kirkland made a motion to accept minutes as read & 2nd by Mr. Flannery, approved by all.

CHIEF'S REPORT-

Sta. 26-2Chief Keaney reported responding to 37 fire calls w/ 53.11 manhr

Upcoming Events: Reported by Chief Kirkland

- 1. March 6thWork Detail & Fit test w/ Mon. Cty
- 2. March 13thFire Co. mtg .at 8pm
- 3. March 20thDrill @ Middletown Fire Academy, Flashover Simulator or aerial placement & operation.
- 4. March 27thActive Shooter Awareness for Fire Co. w/ M.C.

Following items reported by Chief Keaney & his Line Officers

- 1. Kirkland stated that the State of NJ DOT has Info Class @ \$400 , If NJ State Police give the class ,its FREE. But there hard to get. SCBA Confidence Course for \$300.00
Traffic Incident Management Training /Morris Cty. Fire Academy @ \$ 400.00.
- 2. Radio's are good
- 3.Hose & Clothes rack are completed.
- 4. Leitstein & Kirkland need Class B uniforms.
- 5. need Gas for Meter.

Sta. 12-1Chief Sarti reported responding to 14 fire calls w/63.26 manhrs. & 5 fire calls w/44.13 manhrs. In Sta.26-2 area..Jan.2017
11 fire calls w/50.51 manhrs. & 3 fire calls w/ 12.10 manhrs. PRA, In Feb. 2017. Brush Truck out of Service/Other Equip.good shape.

TRUCK REPORT- Sorscher

- 1. 26-2-77.....Annual chassis , pump & generator service.....First Priority
- 2. 26-2-78.....Check all fluids & add 2 Qts. Trans. Fluid..... In House
New Tig camera mtd. In cab, monthly regen engine..... “ “
Six New Heavy Duty Bateries installed.....Blaze Auto.
Check out on Board Charger & Charging system..... “ “
- 3. 26-2-86.....Repair wiring to Fire radio,& leak in Hyd. Tank @ tailgate. In House
- 4. 26-2-87.....Tighten battery terminals & charge battery..... In House
- 5.26-2-88.....Replace Driver side Air Bag inflator / Recall.....Freehold Dodge
- 6.26-2-90.....Repair R/side compartment latch..... In House
Worked w/ U.L. Repair – To reinspect & Certify Aerial... “ “

7.26-2-98.....Mount up Salt Spreader onto Vehicle..... “ “
8.26-2-99.....Mount up s/plow on Vehicle , Ck all lights & Emer.Equip. “ “

1. Did Driver Training w/ Mike D. on 88 & 99.
2. Started & fueled up both snow blowers.
- 3.Repaired small snow blower.
- 4.Made up New Vehicle Regist. Expiration sheet.
- 5.Installed New Electric Reel & Repaired broken air line at ceiling above #78.
6. Chairman Hogan stated when first appt. was made , UL never called & didn't show up. Second time the Engineer had to be here to operate & drive Truck . Certification Technician couldn't drive the Apparatus. Reimburse for time wasted for Eng. Sorscher. Mr. Spevak asked wasn't that the problem last time with UL. YES.

PRES. of the Fire Co.- Krause

1. Renovation Committee will be meeting with the Contractor & among themselves, so things are moving along.
2. Discussing cleaning crews – Trustee's are handling , getting prices.. Will be eventually paid by Fire Co.

Insurance-Marini / Soden

1. Beneficiary cards need to be updated.
2. Group term life
3. Firemen that have Life Insurance / \$25,000.00. When they reach the age of 70 , the amount given to the Family is cut in half - \$12,500.00. Chairman Hogan asked Mr. Soden ,what the Premium would be to bring back up to \$25,000.00.

ADMINISTRATOR'S REPORT- Marini

1. It's hard getting in touch with Anthony /our Verizon State Contract guy.
2. LoSap
3. New physical for Fireman.
4. Price Quotes to change 3 lights on existing firehouse to 400 Watt LED lights . Sent out 3 bids , only 2 people showed up. Holiday Electric @ \$ 1,900.00 (labor & materials) & Best Electric @ \$1,635.00 (labor & materials).copy attached
- 5.Price Quotes for Room renovations for Upstairs /Training Room ceiling project. Received (3) Quotes: Helios Const.@ \$ 6,557.30 , Island Remodeling @ \$6,680.00, & Affordable Home Impr. Inc.@ \$7,000.00. copy attached

6. Someone had a concern regarding the old ceiling tiles being replaced. American Legion in Manalapan asked about them. A letter from the Commander would be nice, to have on file.

AUDITOR- Petrics

1. Need pkg. for Bonds to purchase New Fire Truck from Bond Council.
2. Excess \$65,000.00 in Budget , this money lays there & can't be used.

IT OFFICER- Hall

Report was given to Mr. Spevak

BOOKKEEPER- Larson

1. Pac Audit
2. First payment to the Board after Budget Election at end of the March.

OLD BUSINESS

None

NEW BUSINESS

1. Mr. Kirkland stated the copy machine that was in office, stopped working. Document Solutions /New copy machine –lease, \$ 110.63 per month. Mr. Kirkland made a motion to accept lease price of \$110.63 per month & 2nd by Mr. Flannery, Approved by all.
2. Middletown Fire Academy , cost of \$700.00 for Training purposes. Motion made by Mr. Kirkland & 2nd by Mr. Flannery, approved by all.
3. Need Class B uniforms for Leitstein & Kirkland . Motion made by Mr. Primiano & 2nd by Mr. Flannery, approved by all.
4. Purchase & install of (2) push guards for both Ford Explorer's , at \$1,850.00 from East Coast Lighting.
5. Work station /Excess point . \$1,210.00 . Motion made by Mr. Flannery to purchase & 2nd by Mr. Kirkland, approved by all.
6. Proposals for repairs to ceiling ,upstairs in Training room. plus painting of walls . Helios @ \$6,557.30., Island Remodeling @ \$6,680.00 & Affordable Home @ \$7,000.00 Low bidder was Helios Const . at \$ 6,557.30. Motion made by Mr. Kirkland to accept bid & 2nd by Mr. Flannery, approved by all.
7. Discussed about rear lighting .Mr. Kirkland stated some Electricals contractors are State Contract, give Municipal pricing . to Volunteer Organizations . At this time holding up on rear lighting replacement.

8. Franklin Auto Body , body repair & painting on Explorer \$1,277.45 . Motion made by Mr. Kirkland & 2nd by Mr. Flannery, approved by all.+

9. Testing of pump , hose & ladders cost of \$4,339.00 at Fire Flow , approved . Motion made by Mr. Kirkland & 2nd by Mr. Flannery, approved by all.

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 9:10pm & 2nd by Mr. Primiano , approved by all. NO BUSINESS Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 9:12pm & 2nd by Mr. Primiano, approved by all.

TREASURER'S REPORT- Kirkland

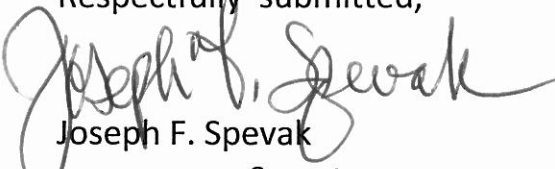
Mr. Flannery made a motion to pay all bills in the amount of \$134,776.60 & 2nd by Mr. Primiano, approved by all.

GOOD & WELFARE-

1. No Workshop meeting needed for March 16 ,2017.
2. Received Notice from Chief Keaney , firemen Stephen Haines resigned on Feb . 1 , 2017 from Manalapan Twp. Fire Co. #1.
3. NJ State Assoc. Fire Districts , nominations are OPEN for all Officers & Trustee's , will be open at March 4, 2017. To be held at Adelphia Fire Station ,993 Rt. 33, Freehold, NJ
4. Chairman Hogan thanked the Fire Co. & the Board of Fire Comm.for everything they have done ,while he was away out of Town. With the passing of his Dad in Tennessee
5. Chairman Hogan thanked all for coming out to Vote on Feb. 18 ,2017.

Since there is no further business Mr. Flannery made a motion for adjournment at 9:15 pm & 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
TENNETT, NEW JERSEY 07763

Bill List
Monthly Meeting March 1, 2017

ADP	11,061.30
Allied Oil, LLC	768.76
American Cloud Services	250.00
American Uniform & Supply	1,948.70
Auto King Parts & Supplies	25.96
Auto King Parts & Supplies	495.83
Brunswick Bank & Trust	76,300.00
Carol Flannery	150.00
Charles Sacco	67.41
Document Solutions Leasing	132.82
Douglas Frueh	67.41
Edward Dillon	67.41
Emergency Services Marketing Corp., Inc.	810.00
Especially For You Florist & Gift Shop, Inc.	80.00
Gordons Corner Water Co.	2,003.76
John Marini	67.41
Joseph Spevak	67.41
Katherine Larson	39.82
Maryann Marini	150.00
Michael Auletta	67.41
Michael Digirolamo	67.41
Monmouth County Treasurer	76.00
Monmouth County Treasurer	7,598.72
NetLink Web Services, LLC	199.00
Oliver L.E. Soden Agency	6,692.00
Patrick Flannery	67.41
Richard Hogan	67.41
Roy Press Printers	465.00
Staples Credit Plan	30.00

3/1/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP SCHEDULING
MEETING DATES FOR THE YEAR 2017**

WHEREAS; The Board of Fire Commissioners, as a political subdivision of the State of New Jersey, is required by N.J.S.A.10:4-18 to annually publish and post a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

WHEREAS; The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of the meeting dates to the municipal clerk for posting on the official bulletin board of the municipality.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that regularly scheduled meetings of the Board will be held on the first Wednesday of each month commencing at 8:00 p.m. at the Manalapan Volunteer Fire Company No.1 Firehouse, Sweetmans Lane Manalapan Township, New Jersey.

BE IT FURTHER RESOLVED that the regular monthly meetings of the Board are hereby scheduled for the following dates: April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, December 6, January 3, 2018, February 7 and March 7, 2018, which meeting shall serve as the annual reorganization meeting of the Board.

BE IT FURTHER RESOLVED that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by: FLANNERY Seconded by: PRIMIAND

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: 0 Abstain: 0

FLANNERY, PRIMMIAND, KIRKLAND, HOGAN, SPEVAK

Certified to be a true copy of a Resolution adopted on March 1, 2017 by the Board of Fire Commissioners Fire District No.2 Manalapan Township.

Joseph D. Spevak, Clerk

3/1/17

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP DESIGNATING OFFICIAL DEPOSITORY OF FIRE DISTRICT FUNDS FOR THE YEAR 2017

WHEREAS; the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

WHEREAS; N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit; " and

WHEREAS; the Board has determined that Brunswick Bank and Trust is a public depository legally eligible to receive and hold public funds on deposit.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that Brunswick Bank and Trust be and the same is hereby designated as the official depository of District funds for the year 2017.

BE IT FURTHER RESOLVED that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

BE IT FURTHER RESOLVED that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by: FLANNERY

Seconded by: KIRKLAND

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: 0 Abstain: 0

FLANNERY, KIRKLAND, PRIMIANO, HOGAN, SPEAK

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Township on March 1, 2017.

Joseph P. Szewak Clerk

3/1/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP DESIGNATING
OFFICIAL NEWSPAPERS FOR THE YEAR 2017**

WHEREAS; N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

WHEREAS; N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election, budget referendum and bond referendums as well as public hearings and other periodic events; and

WHEREAS; To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

WHEREAS; The Newark Star Ledger, the News Transcript and the Asbury Park Press are legally recognized newspapers having general circulation within Manalapan Township and are the publications most likely to inform the citizens of pending Board meetings and actions.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the Newark Star Ledger, the News Transcript and the Asbury Park Press be and the same are hereby designated the official newspapers of the Board of Fire Commissioners for the year 2017.

Moved by: KIRKLAND Seconded by: FLANNERY

Roll Call Vote: HOGAN

Ayes: 4 Nays: 1 Absent: Abstain:

KIRKLAND, FLANNERY, PRIMIANO, SPEVAK

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.2 Manalapan Township on March 1, 2017.

Joseph B. Spevak Clerk

3/1/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
RONALD C. PETRICS R.M.A. DISTRICT AUDITOR FOR 2017**

WHEREAS; the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

WHEREAS; Ronald C. Petrics is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

WHEREAS; adequate monies have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that Ronald C. Petrics C.P.A. be, and the same, is hereby appointed auditor for the year 2017.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by: **KIRKLAND**

Seconded by: **FLANNERY**

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

KIRKLAND, 5 FLANNERY, PRIMIANO, HOGAN, SPEVAR

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Manalapan Twp. on March 1, 2017.

Joseph A. Spevak Clerk

3/1/17

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 2 MANALAPAN TOWNSHIP APPOINTING JOHN MARINI FIRE DISTRICT ADMINISTRATOR FOR THE YEAR 2017

WHEREAS, The Board of Fire Commissioners of Fire District No.2 Manalapan Township is statutorily authorized to appoint professional staff to insure the orderly and proper functioning of the fire district; and

WHEREAS, The Board of Fire Commissioners believe that it is necessary and desirable to appoint an administrator to be primarily responsible for the day to day business operations and administration of the fire district; and

WHEREAS, John Marini has the requisite knowledge and experience to deal with the complex problems associated with the delivery of fire prevention/fire suppression services including the purchasing of supplies, and equipment, personnel administration and the maintenance and repairs of apparatus and equipment; and

WHEREAS, adequate funds have heretofore been appropriated in the fire district budget to fund said position

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No. 2 Township of Manalapan that John Marini is hereby appointed to the position of Fire District Administrator for a period of one year, commencing on March 1, 2017 and terminating, unless otherwise renewed and extended February 28, 2018.

BE IT FURTHER RESOLVED, That the compensation to be paid to John Marini for services rendered to the Board of Fire Commissioners on a part time basis is hereby fixed at \$18,817.00 per annum.

Moved By: **KIRKLAND**

Seconded By: **PRIMIANO**

Roll Call Vote:

Ayes: **5**

Nays: **0**

Abstain: **0**

Absent: **0**

KIRKLAND, PRIMIANO, FLANNERY, HOGAN, SPEVAK

Certified to be a true copy of a Resolution duly adopted by the Board of Fire Commissioners of Fire District No. 2, Township of Manalapan on March 1, 2017.

Joseph B. Spevak Clerk

3/1/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
KATHERINE A. LARSON BOARD BOOKKEEPER**

WHEREAS; The Board of Fire Commissioners requires the services of a fully qualified and experienced bookkeeper to assist in the preparation and maintenance of the Board's books and financial records; and

WHEREAS; Ms. Katherine A. Larson has the necessary training and experience to render the professional bookkeeping services required by the Board of Fire Commissioners; and

WHEREAS; Adequate funds exist in the current fire district budget to fund the position hereby created.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No. Manalapan Township that Katherine Larson is hereby appointed Bookkeeper for the year 2017.

BE IT FURTHER RESOLVED That the rate of compensation is hereby fixed at \$22,172.00 for the duration of this appointment.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to Ms. Larson by the Clerk of the Board.

Moved by: **KIRKLAND**

Seconded by: **FLANNERY**

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

5
KIRKLAND, FLANNERY, PRIMIANO, HOGAN, SPEVAK

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
Fire District No. Manalapan Township on March 1, 2017.

Joseph P. Spevak, Clerk

3/1/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
OFFICERS FOR THE YEAR 2017 AND FIXING COMPENSATION.**

WHEREAS; The Board of Fire Commissioners is authorized by statute to appoint and employ such staff and personnel as it deems necessary for the orderly conduct of fire district business; and

WHEREAS; Funds adequate to pay the compensation established hereby for the various positions established hereby have been appropriated in the current or previously approved budgets of the fire district.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following identified individuals be, and the same are hereby appointed to the following positions within the fire district for the year 2017:

NAME	POSITION	ANNUAL SALARY
Peter Hall	I.T. Officer	\$12,357.00
Stanley Sorcher	Engineer	\$5,954.00
Adam Keany	Training Officer	\$3,473.00

BE IT FURTHER RESOLVED that certified true copies of this resolution be forwarded to each of the above identified individuals by the Clerk of the Board.

Moved by: **KIRKLAND**

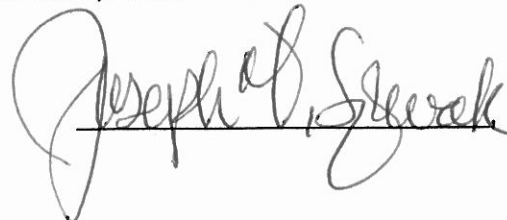
Seconded by: **PRIMIANO**

Roll Call Vote:

Ayes: **5** Nays: **0** Absent: **0** Abstain: **0**

KIRKLAND, PRIMIANO, FLANNERY, HOGAN, SPEVAK

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.2 Manalapan Township on March 1, 2017.


Clerk

3/1/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
THE OLIVER L.E. SODEN AGENCY INSURANCE AGENT
FOR THE YEAR 2017.**

WHEREAS; The Board of Fire Commissioners has determined that it requires the services of an insurance agent for the purpose of providing advise regarding the purchase and placement of insurance including, but not limited to, life insurance, hazard insurance, motor vehicle insurance, general liability insurance and workers compensation insurance; and

WHEREAS; Oliver L.E. Soden Agency is a licensed insurance agency which is legally qualified to provide the services required by the Board in compliance with New Jersey law; and

WHEREAS; N.J.S.A. 40A:11-5(1) (a) provides, in relevant part, that a contract or agreement for professional services may be made, negotiated and awarded without public bidding if the services to be provided are to be provided by a member of a recognized and licensed profession ; and

WHEREAS; adequate monies exist in the current or a previously approved budget of the board to fund the contract awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners Fire District No.2 Manalapan Township that the Oliver L.S. Soden Agency is hereby appointed insurance agent for the Board for the year 2017.

Moved by: *KIRKLAND*

Seconded by: *PRIMIAND*

Roll Call Vote:

Ayes

5

Nays

0

Absent

0

Abstain

0

KIRKLAND, PRIMIANO, FLANNERY, HOGAN, SPEVAK

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.2 Manalapan Township on March 1, 2017.

Joseph V. Grewak, Clerk

3/1/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP APPOINTING
JOSEPH D. YOUSOUF, ESQ. BOARD ATTORNEY FOR THE
YEAR 2017**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

WHEREAS; N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS; Joseph D. Youssouf is a duly licensed attorney admitted to the practice of law in the State of New Jersey.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2017.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by: PRIMIANO

Seconded by: KIRKLAND

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

PRIMIANO, 5 KIRKLAND, 0 FLANNERY, 0 HOGAN, 0 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 March 1, 2017.

Joseph D. Youssouf, Clerk

PROFESSIONAL SERVICES AGREEMENT

This Agreement, entered into this 1 day of March, 2017, by and between the **Board of Fire Commissioners, Fire District No.2 Manalapan Township**, hereinafter referred to as the "Board" and **Joseph D. Youssouf, Esquire, P.O. Box 809 137 Route 9 South Manalapan, New Jersey 07726** hereinafter referred to as "Attorney":

WITNESSETH:

1. The Board hereby retains the Attorney to provide legal services to it for the year commencing March 1, 2017 and terminating February 28, 2018 and the attorney agrees to provide such legal services as he is directed to provide by the Board.

2. Adequate funds have been appropriated in the current budget of the Board for the purpose of retaining the services of an attorney, and the amount to be paid hereunder shall not exceed the funds budgeted therefore.

3. The Board hereby agrees to compensate the Attorney as follows for the service performed by him:

A. Attendance at meetings, \$500.00 per meeting whether agenda, regular or special.

B. All other services including research, litigation, telephone conferences with Board members or secretary, preparation of resolutions, \$200.00 per hour.

4. In addition to the fees specified above, the Board agrees to pay all costs and expenses advanced by the attorney for filing fees, costs and other out of pocket expenses as the need may arise.

5. All payments to be made hereunder shall be made upon submission of an itemized voucher specifying the services rendered and the date upon which such services were rendered on such forms as may be provided by the Board.

6. *Statutorily required affirmative action clause:*

The attorney and the Board hereby incorporate all mandatory language of subsection 3.4(A) and the mandatory language of Section 5.3 of the Regulations Promulgated by the Treasurer of the State of New Jersey pursuant to P.L. 1975, c. 127 as

Month End Review

- There has been intermittent internet issues at the firehouse. I have placed a call to the engineers at Optimum to see if there was an issue on their end. All equipment on our end is working fine.
- The cloud service was switched to a new platform.
- ID cards were printed for the Chief.
- E. Belote & S. Haines were removed from the door access system as requested by the Chief.
- The commissioner's workstation is indicating system failure and it is recommended to be replaced ASAP. A comparable unit with 3yr warranty will cost ~\$1,200
- It would be advisable to expand the wireless network in the building by adding additional access points in the meeting room area & engine bays. We would need approximately (2) for the bays and (4) for the upstairs & downstairs meeting areas. Access points for the system are approx.. ~\$160ea, and the PoE controller for the access points is ~\$250.

Respectfully submitted,



Peter Hall
Information Technology Officer

FIRE PROTECTION AGREEMENT

THIS AGREEMENT dated this 1 day of March, 2017 by and between the Board of Fire Commissioners, Fire District No. 2, Township of Manalapan, County of Monmouth and State of New Jersey hereinafter designated as the "Board", and the Manalapan Township Volunteer Fire Company No. 1 hereinafter designated as the "Company".

WITNESSETH:

WHEREAS; the Board of Fire Commissioners, is a duly constituted public agency organized pursuant to the provisions of N.J.S.A. 40A:14-70 et. seq.; and

WHEREAS; N.J.S.A. 40A:14-70.1.b. authorizes a Board of Fire Commissioners to contract with a volunteer fire company for the purpose of providing fire protection services upon such terms and conditions as shall be deemed proper; and

WHEREAS; the Company is a duly constituted nonprofit corporation organized pursuant to the laws of the State of New Jersey for the purpose of fire suppression/fire protection services; and

WHEREAS; the parties hereto desire to enter into a contract to define the rights, duties and responsibilities of each regarding the furnishing of fire protection services to the residents of the fire district.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. **TERM:** This Agreement shall have a one year duration commencing on March 1, 2017 and terminating, unless otherwise renewed and extended, on February 28, 2018
2. **DUTIES:** The Company covenants and agrees to provide fire protection/fire suppression services to all persons and property situate within the borders of Fire District No. 2, Manalapan Township, Monmouth County, New Jersey and to provide said fire services seven days per week, 24 hours per day, in accordance with any and all applicable rules, regulations, standards and laws of the State of

New Jersey and any administrative agency having the necessary and proper jurisdiction to prescribe rules and regulations regarding the conduct of fire fighting services. The Company shall operate and utilize any and all equipment and apparatus supplied by the Board for the purposes of fire suppression in accordance with such rules and regulations as may be adopted by the Board. The Company shall provide such personnel as may be available for the purposes specified herein. The members of the Company shall be under the supervision and control of the Board and in performing fire duty shall be deemed to be exercising a governmental function.

3. **BUILDING USE**: The Company does hereby specifically grant to the Commissioners the right to use the public meeting room for holding meetings, both public and executive sessions, and to use the building as a polling place for such elections as may be required to be held within the District, subject only to the requirement that the Commissioners notify the Company in advance of their intention to use the building for such purposes and also subject to the requirement that such use will not interfere with normal operations of the fire company. The Company hereby leases to the Board the equipment bays and office space for the purpose of equipment and apparatus storage and the conduct of fire district business activities.

4. **CONSIDERATION**: The Board shall pay the Company, as and for consideration for the promises and covenants contained herein the sum of **\$133,297.00** for the year 2017. All payments hereunder shall be rendered in four equal installments and shall be due and payable on January 2nd, April 1st, July 1st and October 1st of each year covered by the terms of this Agreement.

5. **MAINTENANCE AND REPAIR**: The Commissioners shall be responsible for the payment of all costs for the maintenance and repair of all fire fighting equipment and apparatus in accordance with the budget adopted by the Board of Fire Commissioners at the annual referendum.

6. **INSURANCE**: The Commissioners shall provide, at no cost or expense to the individual members of the Volunteer Fire Company, such insurance as may be legally required, including but not limited to comprehensive liability, workers compensation and life insurance and shall fund the Length of Service Awards program approved by the voters.

7. **UTILITIES AND BUILDING MAINTENANCE**: The Company shall be

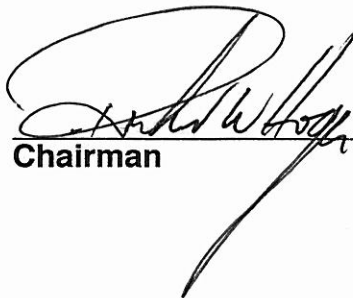
responsible for the maintenance of the fire house and shall make all utility payments for telephone, electricity and natural gas.

8. **ANNUAL ACCOUNTING**: The Company shall provide an annual accounting of all public moneys received and expenditures made by it to the Board.

9. **SAVINGS CLAUSE**: The terms and provisions of this Agreement are subject to such limitations as may be imposed upon either of the parties by statute or ordinance. Should any provision of this Agreement be ruled invalid by a court of competent jurisdiction, such ruling, shall not affect the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers and representatives on this 1 day of MARCH, 2017.

Manalapan Township Fire District No.2


Chairman


Clerk

Manalapan Township Volunteer Fire Co. No.1


President


Secretary



HELIUS CONSTRUCTION INC.

1315 ALLENHURST AVE, OCEAN NJ, 07712

TEL (732) 663-0200 FAX (732) 663-0206

Proposal

TO: John Marini Board of Fire Commissioners District #2 Twp of Manalapan PO Box 54 Tennent, NJ 07763 Sent By Email	JOB NAME & ADDRESS: 2nd Floor Training Room Ceiling Project 5 Sweetmans Lane Firehouse Manalapan, NJ 07726
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DATE: REVISED February 23, 2017	Requisitioner: Steve Sourias	Requester: John Marini
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Item	Description	Total
	Helios Construction proposes to perform all labor & material necessary to complete the following work: <u>Base Bid: Room Renovations</u> Remove Existing Ceiling Tiles & Insulation Replace Ceiling Tiles Replace Insulation Paint & Clean Room Base Bid Total	\$6,557.30
	<u>Alternate # 1</u> Replace Existing Ceiling Grid Replace Existing 2 x 4 Lights with LED by Home Depot for \$180 Each Alternate # 1 Total	\$2,609.00
	Total Labor & Material	\$9,166.30

Authorized by:

Steve Sourias, President
 Helios Construction, Inc.



HELIOS CONSTRUCTION INC.

1315 ALLENHURST AVE, OCEAN NJ, 07712

TEL (732) 663-0200

FAX (732)663-0206

heliosconstruction@yahoo.com

Fax Cover Sheet

Send to: BOARD OF FIRE Commissioners	From: Donna / Steve
Attention: John MARINI	Date: 2/27/17 Time:
Fax Number: 732-446-1366	Re: MANALAPAN FIREHOUSE

- URGENT
- REPLY ASAP
- PLEASE COMMENT
- PLEASE REVIEW
- FOR YOUR INFORMATION

TOTAL PAGES INCLUDING COVER: ___
COMMENTS

**IF YOU DID NOT RECEIVE ENTIRE FAX, OR IT IS ILLEGIBLE PLEASE CALL THE OFFICE
(732) 663-0200 OR FAX REQUEST TO (732) 663-0206**

**PROPOSAL
ISLAND REMODELING
3 Cooper Hawk Dr.
Manalapan, N.J. 07726
(732) 851-4915
13VH05479400**

Name: Manalapan TWSP BOFC Fire Dist. #2	Phone:	Date: 2/21/17
Street: PO Box 54	Contact:	
City: Tennent State: NJ, 07763	Job Location: 5 Sweetmans Lane.	

We hereby submit specifications and estimates for: Training Room Renovation

- Remove and replace ceiling tile like for like.*
- Clean ceiling grid*
- Remove and replace R19 insulation. (Insulation is to be secured to framing.)*
- Clean all HV/AC supply and return vents.*
- Paint walls doors and trim. (Training room side only.)*

*Supply and install new 2x4 Led light fixtures
LED 4000K
5000 Lumens
128 Watt Equivalence*

Add to below price - \$350.00 per fixture

Remove all debris to our dumpster on site.

*We propose to furnish material and labor - complete in accordance with above specifications
All taxes included for the sum of*

Six Thousand Six Hundred Eighty----- dollars \$6,680.00

*Acceptance of proposal- The above price, specifications and conditions are satisfactory and are hereby accepted
You are authorized to do the work as specified. Payment will be made as outlined above.*

Date of Acceptance: _____

Signature: _____

Signature: _____

AFFORDABLE HOME IMPR. INC.**59 13th. STREET****TOMS RIVER, NJ 08753****PH#732-604-5283****02-28-17****PROPOSAL****Fax#732-255-2857****TO: John Marini****Board of fire Commissioners****District #2 Twp of Manalapan****P.O.Box 54****Tennent, NJ 07763****Ref: 2nd floor Training room ceiling project****5 Sweetmaas Lane Fire House****Manalapan NJ 07726**

We propose to furnish all material and perform all labor necessary to complete the following work:

Base Bid: Room renovation

Remove all existing ceiling tiles and all insulation

Install all new insulation

Install all new tiles

Clean room, touch up walls and re-paint.

Alternate #1

Remove ceiling grid.

Replace ceiling grid with new.

Remove and replace all 2x4 lights with new LED lights at \$200.00 each.

Base bid Total \$7,000.00**Alternate #1 \$3,140.00**

Respectfully Submitter by:

Zoë Julie Arroyo



BEST ELECTRIC

Estimate

1 WEST POND ROAD HOPELAWN, NJ 08861 732-324-2600 FAX: 732-324-0211
WWW.BESTELECTRICNJ.COM

Date	Estimate No.
01/27/17	B4904

Site/Address
 ANALAPAN TOWNSHIP FIRE COMPANY
 SWEETMANS LANE
 ANALAPAN, NJ 07726

Project

 FIXTURES

Description

I HEREBY PROPOSE TO FURNISH LABOR AND MATERIAL FOR THE INSTALLATION OF THE FOLLOWING:

STALL THREE (3) RAB WPLED55 FIXTURES ON OUTSIDE OF BUILDING AND REMOVE EXISTING FIXTURES.

TOTAL AMOUNT: SIXTEEN HUNDRED THIRTY FIVE DOLLARS. \$1635.00

PAYABLE UPON COMPLETION

CONTRACTOR: _____
 JAMES R. BRYANT
 ACCEPTED BY: _____
 SALES TAX

IF THE PURCHASER DISPOSES OF THE PROPERTY BY SALE OR OTHERWISE BEFORE THIS CONTRACT HAS BEEN FULL FILLED, THE FULL UNPAID AMOUNT OF THE CONTRACT SHALL BECOME DUE AND PAYABLE AT ONCE. ALL EQUIPMENT AND DEVICES INSTALLED AS A PART OF THE PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 15 DAYS FROM DATE ABOVE. NO ALLOWANCE HAS BEEN MADE FOR NJ SALES TAX, IF APPLICABLE. IF JOB IS CAPITAL IMPROVEMENT, FORM MUST BE SIGNED AND RETURNED. NOT INCLUDED ARE ANY PERMIT AND INSPECTION FEES, IF NECESSARY. PREMIUM TIME IS NOT INCLUDED. IF FOR ANY REASON THE ACCOUNT GOES INTO COLLECTIONS, ANY COLLECTION FEES WILL BE ADDED TO THE ACCOUNT. THE PRICE OF WIRE OR

Holiday Electric, LLC.
801 Hulses Corner Rd.
Howell, N.J. 07731
(732) 536-6141- Office
(732) 367-9211- Fax
Lic. # 14878

12 / 28 / 16

ESTIMATE

Name: Board of Fire Commissioners

Address: P.O. Box 54

City: Tennent, N.J. 07763

Description of Work: Remove 3- 400 Metal Halide wall packs, front building. Wire and install 3- LED wall packs to match back building.

4000

Labor: \$
Materials: \$
S/Tax: \$
Total: \$ 1,900.00



—LAW OFFICES—

GLUCKWALRATH LLP

11 Wharf Avenue, Suite 4, Red Bank, New Jersey 07701

Tel: (732) 530-8822 Fax: (732) 530-6770

www.glucklaw.com

Reply To: Red Bank Office

Meghan Bennett Clark
Direct Dial 732-530-8822
Mclark@glucklaw.com

Trenton Office

428 River View Plaza
Trenton, New Jersey 08611
Tel: (609) 278-1900 Fax: (609) 278-9200

September 27, 2016

VIA REGULAR MAIL

Timothy Kirkland, Financial Officer
Township of Manalapan Fire District No. 2
P.O. Box 54
Tennent, NJ 07763

**RE: Manalapan Township Fire District No. 2, County of Monmouth, New Jersey,
Solicitation for Professional Service Contracts**

Dilworth Paxson LLP Proposal

**BOND COUNSEL TO THE MANALAPAN TOWNSHIP FIRE DISTRICT
NO. 2**

Dear Mr. Kirkland:

Please accept this Firm Proposal for Bond Counsel Services for the Manalapan Township Fire District No. 2 in response to the Fire District No. 2's solicitation for proposals for professional services contracts.

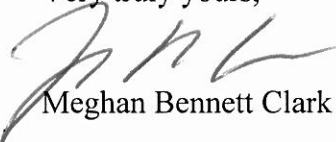
GluckWalrath LLP is a nationally recognized "Red Book" bond counsel firm with active client representation throughout New Jersey and Pennsylvania. Members of the Firm's Public Finance Group are actively involved as members of the National Association of Bond Lawyers.

The Firm's involvement in public finance work covers a span of more than twenty-five years and has involved all types of municipal bond issues including state, city, county and school district general obligation and revenue bonds, authority revenue bonds for airport, toll road, transportation, water and sewer projects, tax-increment resource recovery, health care and other non-profit and private activity financing. The Firm has acted as bond counsel and special tax counsel, and has represented underwriters, issuers, trustees, borrowers, developers and banks.

September 27, 2016
Page 2

If you require any additional information please contact me at your earliest convenience.

Very truly yours,


Meghan Bennett Clark

MBC/cb
Enclosures