

APRIL 5 , 2017

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Mr. Kirkland led all present with the salute to the Flag. Mr. Youssof 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. Others in attendance were: Youssof, Petrics, Larson, Keaney, Carlos/ Sta. 12-1, Marini, Sorscher, & Krause. Sign in sheet was on table for attendance. Chairman Hogan asked if all Fire Comm had enough time to review minutes from March 1, 2017. Yes. Chairman Hogan stated here was one correction : Line Officers had to be changed to Executive Officers. Mr. Flannery made a motion to accept minutes after the change from Line to Executive & 2nd by Mr. Primiano, approved by .

CHIEF'S REPORT-

Sta. 26-2Chief Keaney reported responding 37 fire calls w/ 67.11 manhrs.

Upcoming Events: Reported by : Chief Kirkland
1. April 10th.....Fire Co. mtg. at 8pm
2. April 17th.....Middletown F.D. / Flashover
3. April 24th.....State Police class
4. May 1st.....Work Detail
5. May 8thFire Co. Mtg. at 8pm.

Following items reported by Chief Keaney & his Line Officers:
1. Equipment needed for New Rescue, Radio & Extrinsication stuff.
2. Chief Keaney stated starting 4/10/17 the bridge on Dey Grove Rd. will be closed. Bridge Replacement. Station 57 will be added To all calls 24/7 days a week ,to House # 44,52,53,56,&62. Until Further notice. Approx. 210 days.

Sta. 12-1.....Chief Carlos reported responding to 12 fire calls w/37.21 manhrs. In Sta. 26-2 area. & 4 fire calls w/ 20.35 manhrs. In PRA.

TRUCK REPORT- Sorscher

1. 26-2-66 .. Replace & paint front bumper & side trim.....Franklin Auto
 2. 26-2-77.....Replaced R/Side view mirrorIn House
 3. 26-2-78.....Opened up all drain valves & Deluge for water leak .. " "
 4. 26-2-80.....Annual Chassis , pump, & Gen. Service.....First Priority
 5. 26-2-93.....Put (3) New sets of Trucker Chains in L/Side Comp.....In House
 6. 26-2-99....(2) New upper control arms installed & wheel align.....Eng. Auto.
- Brush guard parts for 26-2-66 & 26-2-67 are in need to be installed by East Coast Equip. on April 18,2017.
- Letter from Underwriters Laboratories
- All Vehicles in Services at this time.z

PRES. OF THE FIRE CO. -Krause

1. Renovations- Met with Architech last Wednesday , he's writing up plans – once we pay him upon plan approval , construction can start.
2. Cleaning Crews: No update yet , as far as outside cleaning crew yet, Trustee's is working on that. Fire Co. cleaning lists yet, lists weekly.
3. The Fire Co. is trying to fix up back , near gas pumps . Voted to have fence built , relocated Dumpster to right side of Oak tree. Andrew Wehmann is contractor.

INSURANCE- Marini

Everything is good.

ADMINISTRATOR'S REPORT- Marini

1. Cellphone – Tom Kirkland & Ryan Perrone switched. Also, Tom Kirkland phone problems.
2. Ceilings & walls completed in upstairs area.
3. LoSap – lists for individuals that are qualified as of Dec. 31, 2016.

IT OFFICER- Hall

1. Report was handed to Mr. Spevak
2. There was a situation that came about with the Fire Co. Website & the Board of Fire Comm Website. Chairman Hogan stated Mr. Hall only works for the Board of Fire Comm.

LEGAL- Youssouf

1. Received letter from Mr. Pape regarding property Deed . There has not been any progress on anything as of yet. Chairman Hogan suggested that Mr. Youssouf Contact Mr. Pape ,on this matter.
2. Received Hearing Date Of 4/5/2017 , Stephen Dubois , Workman's Comp. case. Legal suit. Copy attached.

AUDITOR- Petrics

1. Upcoming Audit
2. Still need full pkg. from Bond Council , Documents for New Pierce Rescue Pumper.

BOOKKEEPER- Larson

1. Ms. Larson thanked Mr. Hall , for setting up Computer for her.
2. Local Finance /Disclosure Statements must be completed on line by all paid people before end of month April 30,2017.

OLD BUSINESS

1. Pictures of New Truck ,were sent to all Board members on cellphone.
- Inspection dates to look over truck were April 20-22,2017 .Dates are not good for anyone to go. Chairman Hogan will call our salesman : John O'Keefe. Final inspection will be May 7-9 ,2017. Marini, Keaney & Kirkland will go.
2. Mr. Kirkland will work on the " On line Auction " for stuff we need to get rid of.

NEW BUSINESS-

1. Registration for 26-2-90 was denied , need a IRS form to be sent in , Mr. Spevak going to Freehold MVC. Received form from Mr. Petrics , stating Fire Trucks are Tax Exempt from any Fees. Form & New Regist. Card was resent in.
2. Mr. Flannery discussed where the dumpster was located, that we purchase a shed to put in misc. stuff inside. Chairman Hogan asked there isn't enough room in the Fire Co. rear garage. That was tabled.
3. Someone brought up that one of the overhead doors in New Garage, vibrates & throws off eye. Mr. Flannery will contact . Tony the Door Guy, to check it out.
4. Mr. Kirkland made a motion to purchase new Holmatro equip. \$57,987.00 , Motorola radio \$8,262.25 & Equip. for wireless network upgrade /expansion . approx. \$2,500.00...Netlink. & 2nd by Mr. Flannery, approved by all.

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

TREASURER'S REPORT- Kirkland
Mr. Primiano made a motion to pay bills in the amount of \$121,561.93 & 2nd by Mr. Flannery, approved by all.

GOOD & WELFARE-

1. Workshop mtg. is not needed on 4/20/17.
2. Received a Thank You card from The Halo Family, for flower arrangement in Honor of Ex Chief George's Wife Pat.

Since there is no further business Mr. Flannery made a motion for adjournment at 9:30pm & 2nd by Mr. Primiano, approved by all.

Respectfully submitted,

Joseph F. Spevak
Secretary

Month End Review

- The commissioner's workstation was replaced.
- New copier was delivered. It has settings to scan directly to email, including one for the website.
- Equipment for the wireless network upgrade / expansion is scheduled for install. In addition, it would be advisable to further expand the wireless infrastructure by adding additional access points in the meeting room area & engine bays to completely separate the internal network from the guest / personnel network. To accomplish this, we would need an additional (2) access points for the bays and (4) access points for the upstairs & downstairs meeting areas, along with a separate network switch. Access points for the system are approx. ~\$160ea, and the PoE controller for the access points is ~\$250. An unmanaged 24-port switch is ~\$450.
- The annual security subscription for the firewall is due to be renewed. A 1-yr subscription is \$590

Respectfully submitted,



Peter Hall
Information Technology Officer

BOARD OF FIRE COMMISSIONERS
 MANALAPAN TOWNSHIP FIRE DISTRICT #2

P.O. BOX 54
 TENNENT, NEW JERSEY 07763

Bill List
 Monthly Meeting April 5, 2017

ADP	9,746.56
Advantage Fire & Security, Inc.	336.00
Allied Oil, LLC	475.83
American Cloud Services	250.00
American Uniform & Supply	42.99
Auto King Parts & Supplies	257.51
Barg's Lawn & Garden Shop, Inc.	165.42
Blaze Emergency Equipment, LLC	1,148.82
Cablevision	201.18
Charles Sacco	67.41
Douglas Fueh	67.41
Edward Dillon	67.41
Englishtown Automotive, Inc.	685.98
Englishtown Fire Department	11,513.75
Especially For You Florist & Gift Shop	58.99
FireCompanies.com	239.97
First Priority Emergency Vehicles	1,350.00
First Responder Joint Insurance Fund	32,809.00
Franklin Auto Body, Inc.	1,277.45
Gluck Walrath, LLP	8,875.00
Gordons Corner Water Co.	4,042.06
Hellos Construction, Inc.	6,557.30
International Association of Fire Chiefs	209.00
Joseph Spevak	67.41
Manalapan Twp. Fire Co. #1	34,606.00
Netlink Web Services, LLC	199.00
Netlink Web Services, LLC	2,578.40
Patrick Flannery	67.41
Prince of Pools, Inc.	530.00

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKERS' COMPENSATION
ATTORNEY CALENDAR NOTICE**

HEARING DATE: 04-05-2017
JUDGE: LIONEL SIMON III

HEARING LOCATION:
WORKERS' COMPENSATION COURT - FREEHOLD
2 PARAGON WAY
FREEHOLD NJ 07728-0000

TEL: 732-462-9321
FAX: 732-303-0810

Check website for directions:

<http://lwd.dol.state.nj.us/lab/wc/content/offices.html>

**MANALAPAN TWP, FIRE CO.
MILLHURST ROAD
MANALAPAN NJ 07726**

- 9:00 AM PROCEEDINGS**
- 1 MTN MED/TEMP COCO VS LACEY TOWNSHIP BOARD OF EDUCATION
CP 2014 - 16988 D/A 02/08/2013 PA-SHEBELL & SHEBELL
 - R- LACEY TOWNSHIP BOARD OF EDUCATION - BROWN & CONNERY
 - R- LACEY TOWNSHIP BOARD OF EDUCATION - NEW JERSEY SCHOOLS INSURANCE GR
 - 2 MTN MED/TEMP MOOS VS TENDER TOUCH REHAB
CP 2015 - 10665 D/A 01/08/2014 PA-SHEBELL & SHEBELL
 - R- ERICA MOOS
 - R- TENDER TOUCH REHAB
 - 3 TRIAL RODRIGUEZ VS UNITED PARCEL SERVICE
CP 2015 - 12215 D/A 04/13/2015 PA-MICHAEL J HANUS
 - R- UNITED PARCEL SERVICE
 - 4 TRIAL DUNCAN V KEANSBURG BD OF ED
CP 2003 - 17859 D/A 04/16/2003 PA-ROBERT A OLKOWITZ ESQ
 - R- KEANSBURG BD OF ED
 - 5 PRE-TRIAL JOSEPH-AVRIL VS GENESIS HEALTH CARE
CP 2013 - 19677 D/A 12/02/2012 PA-THE TASHLY LAW FIRM LLC
 - R- GATEWAY CARE CENTER LLC
 - R- GENESIS HEALTH CARE
 - R- GENESIS HEALTH CARE
 - 6 PRE-TRIAL DOCKERY V HAZLET TWP BD OF ED
CP 2000 - 33899 D/A 05/25/1999 PA-MANNING CALIENDO THOMSON
 - R- HAZLET TWP BD OF ED
 - 7 PRE-TRIAL DOCKERY VS HAZLET TWP, BD, OF ED,
CP 2016 - 5340 D/A 05/25/1999 PA-MANNING CALIENDO THOMSON
 - R- STEPHEN DOCKERY
 - R- HAZLET TWP, BD, OF ED,
CP 2016 - 30020 D/A 04/14/2015 PA-BROWN & CONNERY
 - R- HAZLET TWP, BD, OF ED,
CP 2016 - 30020 D/A 04/14/2015 PA-MANNING CALIENDO THOMSON
 - 8 PRE-TRIAL KELLY VS RED BANK REGIONAL BOARD OF EDUCATION
CP 2016 - 30020 D/A 04/14/2015 PA-CHAMLIN ROSEN ULIANO ET AL
 - R- MARTHA KELLY
 - R- RED BANK REGIONAL BOARD OF EDUCATION - BROWN & CONNERY
 - 9 PRE-TRIAL STABENE VS COLORTYME
CP 1998 - 21351 D/A 07/01/1996 PA-DRAZIN & WARSHAW PC
 - R- JOSEPH STABENE
 - 10 PRE-TRIAL MARTER VS MONMOUTH COUNTY
CP 2010 - 3560 D/A 01/27/2010 PA-ANDREW S BLUMER
 - R- RICKY MARTER
 - R- MONMOUTH COUNTY
 - O- ROBERT A OLKOWITZ ESQ

- 11 PRE-TRIAL SMITH V MARLBORO TWP BD OF ED
CP 2004 - 20898 D/A 06/08/2004 PA-MANNING CALIENDO THOMSON
- R- BOBBIE LYNN SMITH
- R- MARLBORO TWP BD OF ED
- 12 PRE-TRIAL SMITH V MARLBORO TWP BD OF ED
CP 2004 - 20901 D/A 05/28/2004 PA-MANNING CALIENDO THOMSON
- R- BOBBIE LYNN SMITH
- R- MARLBORO TWP BD OF ED
- 13 PRE-TRIAL DUBOIS V ELITE TREE SERVICE, INC.
CP 2006 - 30113 D/A 09/2005 PA-JOHNSON LAW FIRM
- R- STEPHEN DUBOIS
- R- ELITE TREE SERVICE, INC.
- R- SECOND INJURY FUND
- RA-ANN DEBELLIIS/NJM INS GROUP
- RA-DEPUTY ATTY GENERAL-2ND INJURY FI
- 14 PRE-TRIAL DUBOIS V HENDERSON'S SERVICE CENTER
CP 2006 - 30117 D/A 04/15/2005 PA-JOHNSON LAW FIRM
- R- STEPHEN DUBOIS
- R- HENDERSON'S SERVICE CENTER
- R- HENDERSON'S SERVICE CENTER
- RA-STAR INSURANCE CO
- RA-DEPUTY ATTY GENERAL-2ND INJURY FI
- 15 PRE-TRIAL DUBOIS V HENDERSON'S SERVICE CENTER
CP 2006 - 30244 D/A 12/31/2004 PA-JOHNSON LAW FIRM
- R- STEPHEN DUBOIS
- R- HENDERSON'S SERVICE CENTER
- R- HENDERSON'S SERVICE CENTER
- RA-STAR INSURANCE CO
- RA-DEPUTY ATTY GENERAL-2ND INJURY FI
- 16 PRE-TRIAL DUBOIS V MANALAPAN TWP, FIRE CO.
CP 2006 - 30644 D/A 01/01/2005 PA-JOHNSON LAW FIRM
- R- STEPHEN DUBOIS
- R- MANALAPAN TWP, FIRE CO.
- R- MANALAPAN TWP, FIRE CO.
- RA-STAR INSURANCE CO
- RA-DEPUTY ATTY GENERAL-2ND INJURY FI
- 17 PRE-TRIAL DUBOIS V MANALAPAN TWP FIRE CO.
CP 2006 - 30646 D/A 01/02/2005 PA-JOHNSON LAW FIRM
- R- STEPHEN DUBOIS
- R- MANALAPAN TWP FIRE CO.
- R- MANALAPAN TWP FIRE CO.
- RA-STAR INSURANCE CO
- RA-DEPUTY ATTY GENERAL-2ND INJURY FI
- 18 PRE-TRIAL DUBOIS VS MANALAPAN TOWNSHIP BOFC DISTRICT #2
CP 2008 - 20804 D/A 01/01/2005 PA-JOHNSON LAW FIRM
- R- STEPHEN DUBOIS
- R- MANALAPAN TOWNSHIP BOFC DISTRICT
- R- MANALAPAN TOWNSHIP BOFC DISTRICT
- 19 PRE-TRIAL DUBOIS VS MANALAPAN TOWNSHIP BOFC DISTRICT #2
CP 2008 - 20814 D/A 01/02/2005 PA-JOHNSON LAW FIRM
- R- STEPHEN DUBOIS
- R- MANALAPAN TOWNSHIP BOFC DISTRICT
- R- MANALAPAN TOWNSHIP BOFC DISTRICT

52	PRE-TRIAL	MARVULLI VS WEST LONG BRANCH BOARD OF ED.	PA - CHAMLIN ROSEN ULIANO ET AL	D/A 11/19/2014	CP 2016 - 22148
53	PRE-TRIAL	COHEN VS AMAZON	PA - JOHNSON LAW FIRM	D/A 09/24/2015	CP 2015 - 30308
54	PRE-TRIAL	MILLER VS CHAPIN HILL AT RED BANK	PA - DANIEL GEDDES LLC	D/A 09/22/2015	CP 2016 - 7977
55	PRE-TRIAL	TIPAN VS SCHWAN COSMETICS USA, INC.	PA - WYSOKER GLASSNER & WEINGARTNER	D/A 2015	CP 2015 - 32082
56	PRE-TRIAL	TIPAN VS ARROW WOVEN LABEL	PA - WYSOKER GLASSNER & WEINGARTNER	D/A 2004	CP 2016 - 18458
57	PRE-TRIAL	SULLIVAN VS FREEHOLD AUTO GROUP	PA - LEVINSON AXELROD	D/A 08/16/2013	CP 2016 - 7394
58	PRE-TRIAL	SWIGER VS MIDDLETOWN TOWNSHIP BOARD OF ED	PA - SCHNEIDER & FREIBERGER PA	D/A 06/09/2015	CP 2016 - 7896
59	PRE-TRIAL	AVETTYSAN VS ALL SEASONS HVAC	PA - GREGG A WILLIAMS	D/A 04/18/2016	CP 2016 - 12295
60	PRE-TRIAL	PRINCE VS CHILDREN OF AMERICA	PA - SHEBELL & SHEBELL	D/A 05/13/2016	CP 2016 - 12594
61	PRE-TRIAL	SMITH VS UNITED PARCEL SERVICE	PA - THE TASHJY LAW FIRM LLC	D/A 06/07/2016	CP 2016 - 16070
62	PRE-TRIAL	HICKS VS NJ AMERICAN WATER COMPANY	PA - SHEBELL & SHEBELL	D/A 02/08/2016	CP 2016 - 19725
63	PRE-TRIAL	AGUILAR VS DTZ CUSHMAN & WAKEFIELD	PA - GARCES & GRABLER PC	D/A 05/18/2016	CP 2016 - 19745
64	PRE-TRIAL	PEGUERO DE LA CRUZ VS DTZ, INC	PA - GINARTE GALLARDO GONZALEZ WINO	D/A 05/22/2016	CP 2016 - 21841
65	MTN TO DISMISS	GRAHAM V NJ TRANSIT BUS OPERATIONS	PA - BENDIT WEINSTOCK	D/A 09/26/1995	CP 1996 - 15694
66	MTN TO DISMISS	JONES VS CHAPIN HILL AT RED BANK	PA - DONZELLA JONES	D/A 04/15/2014	CP 2015 - 19069
67	MTN TO DISMISS	GOMES V NHL VINYL SIDING & ALUMINUM	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820
68	MTN TO DISMISS	PODOLLA VS TOWNSHIP OF MARLBORO - BOARD OF ED	PA - THOMAS PODOLLA	D/A 10/2013	CP 2016 - 7538
69	MTN TO DISMISS	BURKE VS UNITED PARCEL SERVICES	PA - DANIEL GEDDES LLC	D/A 09/22/2015	CP 2016 - 7977
70	PRE-TRIAL	WEST LONG BRANCH BOARD OF ED.	PA - BROWN & CONNERY		
71	PRE-TRIAL	RICHARD MARVULLI	PA - CHAMLIN ROSEN ULIANO ET AL	D/A 11/19/2014	CP 2016 - 22148
72	PRE-TRIAL	COHEN VS AMAZON	PA - JOHNSON LAW FIRM	D/A 09/24/2015	CP 2015 - 30308
73	PRE-TRIAL	ALAN COHEN	PA - JOHNSON LAW FIRM	D/A 09/24/2015	CP 2015 - 30308
74	PRE-TRIAL	ELANOR MILLER	PA - CHAMLIN ROSEN ULIANO ET AL	D/A 05/30/2014	CP 2015 - 30316
75	PRE-TRIAL	CHAPIN HILL AT RED BANK	PA - JOSEPH RACIOPPI ESQ	D/A 05/30/2014	CP 2015 - 30316
76	PRE-TRIAL	TIPAN VS SCHWAN COSMETICS USA, INC.	PA - WYSOKER GLASSNER & WEINGARTNER	D/A 2015	CP 2015 - 32082
77	PRE-TRIAL	TIPAN VS ARROW WOVEN LABEL	PA - WYSOKER GLASSNER & WEINGARTNER	D/A 2004	CP 2016 - 18458
78	PRE-TRIAL	ARROW WOVEN LABEL	PA - ANN DEBELLIS/NJM INS GROUP		
79	PRE-TRIAL	SULLIVAN VS FREEHOLD AUTO GROUP	PA - LEVINSON AXELROD	D/A 08/16/2013	CP 2016 - 7394
80	PRE-TRIAL	EDWARD SULLIVAN	PA - LEVINSON AXELROD	D/A 08/16/2013	CP 2016 - 7394
81	PRE-TRIAL	FREEHOLD AUTO GROUP	PA - LEVINSON AXELROD	D/A 08/16/2013	CP 2016 - 7394
82	PRE-TRIAL	SWIGER VS MIDDLETOWN TOWNSHIP BOARD OF ED	PA - SCHNEIDER & FREIBERGER PA	D/A 06/09/2015	CP 2016 - 7896
83	PRE-TRIAL	RALPH SWIGER	PA - SCHNEIDER & FREIBERGER PA	D/A 06/09/2015	CP 2016 - 7896
84	PRE-TRIAL	MIDDLETOWN TOWNSHIP BOARD OF ERA - BROWN & CONNERY	PA - SCHNEIDER & FREIBERGER PA	D/A 06/09/2015	CP 2016 - 7896
85	PRE-TRIAL	AVETTYSAN VS ALL SEASONS HVAC	PA - GREGG A WILLIAMS	D/A 04/18/2016	CP 2016 - 12295
86	PRE-TRIAL	ALL SEASONS HVAC	PA - GREGG A WILLIAMS	D/A 04/18/2016	CP 2016 - 12295
87	PRE-TRIAL	ALL SEASONS HVAC	PA - GREGG A WILLIAMS	D/A 04/18/2016	CP 2016 - 12295
88	PRE-TRIAL	CHILDREN OF AMERICA	PA - SHEBELL & SHEBELL	D/A 05/13/2016	CP 2016 - 12594
89	PRE-TRIAL	SMITH VS UNITED PARCEL SERVICE	PA - THE TASHJY LAW FIRM LLC	D/A 06/07/2016	CP 2016 - 16070
90	PRE-TRIAL	HICKS VS NJ AMERICAN WATER COMPANY	PA - SHEBELL & SHEBELL	D/A 02/08/2016	CP 2016 - 19725
91	PRE-TRIAL	AGUILAR VS DTZ CUSHMAN & WAKEFIELD	PA - GARCES & GRABLER PC	D/A 05/18/2016	CP 2016 - 19745
92	PRE-TRIAL	PEGUERO DE LA CRUZ VS DTZ, INC	PA - GINARTE GALLARDO GONZALEZ WINO	D/A 05/22/2016	CP 2016 - 21841
93	PRE-TRIAL	JONES VS CHAPIN HILL AT RED BANK	PA - DONZELLA JONES	D/A 04/15/2014	CP 2015 - 19069
94	PRE-TRIAL	GOMES V NHL VINYL SIDING & ALUMINUM	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820
95	PRE-TRIAL	BUNO GOMES	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820
96	PRE-TRIAL	NHL VINYL SIDING & ALUMINUM	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820
97	PRE-TRIAL	NHL VINYL SIDING & ALUMINUM	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820
98	PRE-TRIAL	NHL VINYL SIDING & ALUMINUM	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820
99	PRE-TRIAL	NHL VINYL SIDING & ALUMINUM	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820
100	PRE-TRIAL	NHL VINYL SIDING & ALUMINUM	PA - KEVIN E GLORY	D/A 08/08/2009	CP 2010 - 24820

Manalapan Township Fire Co. #1
5 Sweetmans Lane
Manalapan, New Jersey 07726

April 5, 2017

Board of Fire Commissioners
Township of Manalapan, Fire Dist. #2
Chairman Richard W. Hogan

Dear Chairman Hogan,

The following individuals have qualified for the year ending December 31, 2016 to participate in the Losap program. Attached is the documentation to support the percentages, work details, drills and meetings.

Edward Dillon	142-30-6361
Michael Auletta	125-66-2517
Ian Erndl	143-78-8587
Eliot Belote	152-86-9474
Patrick Flannery	121-36-2206
Doug Freuh	137-86-2471
Ken Genieccko, Jr.	158-82-8765
Adam Keaney	149-80-4513
Hans Krohn	152-22-7181
Mitchell Lang	551-80-4203
Peter Maresma, Jr.	149-98-4478
John Martini	059-54-8896
Ryan Perrone	070-60-6642
Charles Sacco	050-80-3348
Stanley(Sonny) Sorscher	132-40-0500
Joseph Spevak	156-34-1559
Brian Toia	151-80-9792
Frank Toia	139-48-5365
William Freuh	137-86-3164
Thomas Kirkland	143-74-6564
Megan Krause	140-94-6446

John Marini
Administrator for The Board Dist. #2

Sincerely,

David Epstein
Richard Primiano
Andrew Wehmann
152-02-4077
136-42-4369
155-74-0285

2016			
WORK DETAILS		Total	Percent
DATE:			
ACTIVE			
M Auletta	10	83%	
E Dillon	12	100%	
M Digirolamo	9	75%	
I Erndl	10	83%	
P Flannery	0	0%	
D Frueh	7	58%	
W Frueh	12	100%	
J Foley	5	42%	
K Genieczko Jr	12	100%	
S Haines	5	42%	
A Keaney	12	100%	
T Kirkland	11	92%	
F Krause	6	50%	
M Krause	9	75%	
M Lang	12	100%	
S Lessiohadi	1	8%	
T Leitstein	2	17%	
P Maresma Jr	12	100%	
J Marini	9	75%	
M Oh	0	0%	
R Perrone	5	42%	
R Primiano	8	67%	
C Sacco	10	83%	
S Sorcher	8	67%	
J Spevak	2	17%	
S Sullivan	0	0%	
F Tansey Jr	0	0%	
J Thompson	10	83%	
B Tola	8	67%	
F Tola	10	83%	
A Wehmann	5	42%	

EXEMPT/CHARTER			
H Krohn	0	0%	
H Saurborn	0	0%	
E Belote	10	83%	
D Epstein	8	67%	

2016 DRILLS			Total	Percent
DATE:				
ACTIVE				
M Auletta	24	100%		
E Dillon	20	83%		
M Digirolamo	14	58%		
I Erndl	21	88%		
P Flannery	1	4%		
D Frueh	23	96%		
W Frueh	19	79%		
J Foley	13	54%		
K Genieczko Jr	20	83%		
S Haines	6	25%		
A Keaney	24	100%		
T Kirkland	21	88%		
F Krause	8	33%		
M Krause	18	75%		
M Lang	22	92%		
S Lessiohadi	5	21%		
T Leitstein	10	42%		
P Maresma Jr	23	96%		
J Marini	21	88%		
M Oh	5	21%		
R Perrone	15	63%		
R Primiano	17	71%		
C Sacco	17	71%		
S Sorcher	20	83%		
J Spevak	16	67%		
S Sullivan	1	4%		
F Tansey Jr	0	0%		
J Thompson	19	79%		
B Toia	17	71%		
F Toia	18	75%		
A Wehmann	4	17%		

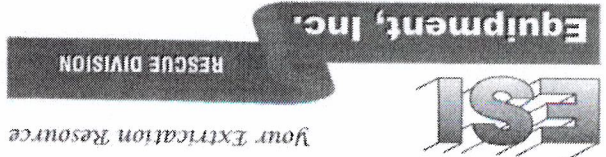
EXEMPT/CHARTER			
H Krohn	0	0%	
H Saurborn	0	0%	
E Belote	19	79%	
D Epstein	11	46%	

2016 MEETINGS		
DATE:	Total	Percent
ACTIVE		
M Auletta	11	92%
E Dillon	12	100%
M DiGirolamo	10	83%
J Erndt	11	92%
P Flannery	12	100%
D Frueh	12	100%
W Frueh	12	100%
J Foley	8	67%
K Genieczko Jr	12	100%
S Haines	5	42%
A Keaney	12	100%
T Kirkland	12	100%
F Krause	7	58%
M Krause	10	83%
M Lang	12	100%
S Lessiohadi	10	83%
T Leitstein	4	33%
P Maresma Jr	11	92%
J Marini	12	100%
M Oh	0	0%
R Perrone	9	75%
R Primiano	11	92%
C Sacco	10	83%
S Sorcher	12	100%
J Spevak	11	92%
S Sullivan	2	17%
F Tansey Jr	12	100%
J Thompson	12	100%
B Tota	6	50%
F Tota	10	83%
A Wehmann	8	67%

EXEMPT/CHARTER		
H Krohn	6	50%
H Saurborn	6	50%
E Belote	11	92%
D Epstein	10	83%

2016		SPECIAL ASSIGNMENTS	
DATE:	Total	Percent	
ACTIVE			
M Auletta	0	0%	
E Dillon	1	17%	
M Digrolamo	1	17%	
I Erndl	1	17%	
P Flannery	0	0%	
D Frueh	2	33%	
W Frueh	1	17%	
J Foley	0	0%	
K Genieczko Jr	0	0%	
S Haines	0	0%	
A Keaney	0	0%	
T Kirkland	0	0%	
F Krause	0	0%	
M Krause	0	0%	
M Lang	2	33%	
S Lessiohadi	0	0%	
T Leitstein	1	17%	
P Maresma Jr	2	33%	
J Marini	0	0%	
M Oh	0	0%	
R Perrone	0	0%	
R Primiano	0	0%	
C Sacco	0	0%	
S Sorcher	2	33%	
J Spevak	0	0%	
S Sullivan	0	0%	
F Tansey Jr	0	0%	
J Thompson	0	0%	
B Tola	1	17%	
F Tola	2	33%	
A Wehmann	0	0%	

EXEMPT/CHARTER		
H Krohn	0	0%
H Saurborn	0	0%
E Belote	0	0%
D Epstein	2	33%



Sales • Service • Training • Installations

Holmatro CORE Rescue System Bid Proposal Manalapan Fire Company #1, NJ

7/7/2016

Quantity	Part Description	NJ State Contract # A80967	Price
----------	------------------	----------------------------	-------

1	GCT 5117, EVO 5.0 AH PACKAGE (2-28v Batteries; AC Charger; Tool)		\$ 9,553
1	GCU 5050 I NCT, EVO 5.0 AH PACKAGE (2-28v Batteries; AC Charger; Tool)		\$ 10,904
1	3 Hour Tool Delivery Course - Rapid Set or BCT		No Charge
1	Limited Life-Time Warranty		No Charge
1	One-Year Service Contract on Above Equipment		No Charge
1	Delivery & Prep Fee		\$ 70
Options:			
each	BCH2 Greenline Charger 120VAC/28V DC		\$ 391
each	BCH3 Greenline Charger 12V DC/28V DC		\$ 391
each	BMC2 Greenline AC/DC Adapter 120VAC/28V DC		\$ 649
each	BPA285 Greenline Li-Ion Battery 28V 5.0AH		\$ 558

Bid Prices Valid For 90 Days From Date Of Proposal

Respectfully Submitted,

Patrick K. Grubb

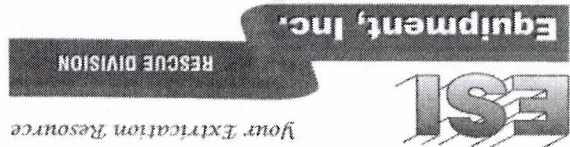
Vice President

New Jersey State Contract #A80967
T-Number: T0790
Commodity Code: 340-34-041097
Line No. 00055

Headquarters
119 Keystone Drive
Montgomeryville, PA 18936

1-800-574-8228
Fax: 267-803-1447
www.esiequipment.com

Central Office: 215-290-7548
West PA: 412-287-2218
Northwest PA: 814-434-1393



Sales • Service • Training • Installations

Holmatro CORE Rescue System Bid Proposal
Manalapan Fire Co #1, NJ

7/7/2016

Quantity	Part Description	NJ State Contract # A80967	Price
----------	------------------	----------------------------	-------

1	CORE SR 20PC2 E Duo 3-Stage, ECO Honda Gas Unit, 4-stroke, 52lbs	\$	9,148
---	--	----	-------

1	CORE DPU 31 Honda Gas Portable Duo Pump**, LED Lighting, 52 lbs	\$	9,171
---	---	----	-------

1	CORE 4031UL 12" Straight Blade Cutter*** 67,600 lbs Cutting, 34.5 lbs weight	\$	5,557
---	--	----	-------

1	CORE CU 5050 I 7.2" Incline HD Cutter *** 312,260 lbs Cutting, 35.7 lbs weight	\$	6,594
---	--	----	-------

1	CT 5111 COMBINATION TOOL, LED Handle, 18.1 lbs.	\$	4,852
---	---	----	-------

1	CORE SP 5250 28.5" Spreader** 82,280 lbs Spread, 6-LED, 35.9 lbs wt	\$	8,312
---	---	----	-------

1	CORE 4340 Mini T-Ram** 49,145/18,210 lbs Sprd, 12"-23" Rng, 27 lbs	\$	3,887
---	--	----	-------

1	CORE XR4360 C Extendo Ram Manual/Hydraulic 22,481 lbs Force, 29.5lbs	\$	5,012
---	--	----	-------

2	CORE 16 Foot Kevlar Hose ** Orange	\$	1,366
---	------------------------------------	----	-------

2	CORE 32 Foot Kevlar Hose ** Green	\$	1,752
---	-----------------------------------	----	-------

1	CORE 50 Foot Kevlar Hose ** Blue	\$	1,093
---	----------------------------------	----	-------

1	CORE 50 Foot Kevlar Hose ** Black	\$	1,093
---	-----------------------------------	----	-------

1	8 Hour Tool Delivery Course	No Charge	
---	-----------------------------	-----------	--

1	1/2 Gallon Mineral Oil	No Charge	
---	------------------------	-----------	--

1	Limited Life-Time Warranty	No Charge	
---	----------------------------	-----------	--

1	One-Year Service Contract on Above Equipment	No Charge	
---	--	-----------	--

1	Delivery & Prep Fee (Includes Fuel)	\$	150
---	-------------------------------------	----	-----

Total NJ Contract Price \$ 57,987

* UL Listed Tools ** NFPA Compliant *** Both UL & NFPA

Bid Prices Valid For 90 Days From Date Of Proposal

Respectfully Submitted,

Patrick K. Grubb

Vice President

New Jersey State Contract #A80967
 T-Number: T0790
 Commodity Code: 340-34-041097
 Line No. 00055

Headquarters
 119 Keystone Drive
 Montgomeryville, PA 18936

1-800-574-8228
 Fax: 267-803-1447
 www.esiequipment.com

Central Office: 215-290-7548
 West PA: 412-287-2218
 Northwest PA: 814-434-1393

From: Pat Grubb <pkg@esiequipment.com>
To: kadamski <kadamski@aol.com>
Subject: RE: new tool
Date: Tue, Mar 21, 2017 3:22 pm

Adam,
Manalapan 1

All is well and it's nice to hear from you.

The quotes are still good. There has not been a price change. And, you place the order with me. Add your signature to the quote and the date and fax (Fax: 267-803-1447) or scan and email it in to my email.

Holmatro ships 8-10 weeks from the time of the order. So an order right now would be expected end of May.

Respectfully Submitted,

Patrick K. Grubb
Vice President
ESI Equipment, Inc.
119 Keystone Drive
Montgomeryville, PA 18936
pkg@esiequipment.com
1-800-574-8228 – Ext 104

From: kadamski@aol.com [mailto:kadamski@aol.com]
Sent: Saturday, March 18, 2017 9:58 AM
To: Pat Grubb <pkg@esiequipment.com>
Subject: new tool

Hello sir, Hope everything is going well. Quick question.

I am looking to order the tools we got prices from you on at the end of last year. Who do I order them from ?

What is the turn around time on delivery of the tools? I am looking at an ETA of the end of April when I am going to do our final inspection on the new Rescue/Pumper. If it's a short turn around time I will wait till it gets closer to order the tools. When you get a chance let me know. Thank you. Chief Adam M Kearney

26-2-82 Radio

QUOTE DATE: September 27, 1981

Quote #: Q51716-0927-07

ITEM: New Rescue Pumper Radios



State of New Jersey Contract

RADIO COMMUNICATIONS EQUIPMENT & ACCESSORIES

Motorola Proposal- State of New Jersey Contract #83909

PLEASE MAKE PURCHASE ORDER OUT TO:

Wireless
COMMUNICATIONS & ELECTRONICS
VENDOR:
MOTOROLA SOLUTIONS, INC.
C/O WIRELESS C&E
153 Cooper Rd.
West Berlin, NJ 08091
Attn: Bob Resetar
E-MAIL: bresetar@wireless.com
Tel# 609-203-1063
Ofc:732-926-1000/400
Fax:609-693-0907

Bill To Manalapan Fire District #2 PO Box 54 5 Sweetmans La Manalapan, NJ 07763 Attn: Chief Keaneey	Ship To Manalapan Fire District #2 PO Box 54 5 Sweetmans La Manalapan, NJ 07763 Attn: Chief Keaneey	Quoted To: Manalapan Fire District #2 PO Box 54 5 Sweetmans La Manalapan, NJ 07763 Attn: Chief Keaneey
---	---	--

1 Quantity

Line Number	Commodity Code	Model Number	Description	Qty	List Unit Price	Extended Price	T-0109 Disc. %	Discount Unit Price	Extended Total
APX8000 ALL BAND PORTABLE RADIO M2.5									
00002	726-88-085633	H81TGDRPW6 N	APX8000 ALL BAND PORTABLE RADIO M2.5	4	\$ 5,659.00	\$ 22,636.00	25%	\$ 4,244.25	\$ 16,977.00
00002	726-88-085633	Q806	ADD: ASTRO. DIGITAL CAL OPERATION	4	\$ 515.00	\$ 2,060.00	25%	\$ 386.25	\$ 1,545.00
00002	726-88-085633	H38	ADD: SMARTZONE OPERATION	4	\$ 1,500.00	\$ 6,000.00	25%	\$ 1,125.00	\$ 4,500.00
00002	726-88-085633	Q361	ADD: P25 6660 BAUD TRUNKING	4	\$ 300.00	\$ 1,200.00	25%	\$ 225.00	\$ 900.00
00002	726-88-085633	Q80580	ADD: TDMA OPERATION	4	\$ 450.00	\$ 1,800.00	25%	\$ 337.50	\$ 1,350.00
00002	726-88-085633	Q801648	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	4	\$ 5.00	\$ 20.00	25%	\$ 3.75	\$ 15.00
00002	726-88-085633	Q800982	ADD: ENHANCED DATA	4	\$ 150.00	\$ 600.00	25%	\$ 112.50	\$ 450.00
00002	726-88-085633	H84	ALT: PUBLIC SAFETY YELLOW HOUSING	4	\$ 23.00	\$ 92.00	25%	\$ 18.75	\$ 75.00
00002	726-88-085633	Q802006	ENH: APX8000XE RUGGED RADIO	4	\$ 800.00	\$ 3,200.00	25%	\$ 600.00	\$ 2,400.00
00013	726-90-085643	NINTN7624B	IMPRES VEHICULAR CHARGER (FULL KIT)	4	\$ 390.00	\$ 1,560.00	20%	\$ 312.00	\$ 1,248.00
00027	925-36-085646		Install of 4 chargers	4	\$ 250.00	\$ 1,000.00	25%	\$ 250.00	\$ 1,000.00
00028	920-46-085647	HA00022AE	ENH: 3 YEAR SERVICE FROM THE START COMPREHENSIVE	4	\$ 300.00	\$ 1,200.00	0%	\$ 300.00	\$ 1,200.00
Total Price for Portable \$ 31,660.00									
APX8500 ALL BAND MOBILE									
00003	726-88-085633	M37TSSPW1AN	APX8500 ALL BAND MOBILE	1	\$ 4,770.00	\$ 4,770.00	25%	\$ 3,577.50	\$ 3,577.50
00003	726-88-085633	G803BL	ENH: ASTRO DIGITAL CAL OP APEX	1	\$ 515.00	\$ 515.00	25%	\$ 386.25	\$ 386.25
00003	726-88-085633	Q801648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	1	\$ 5.00	\$ 5.00	25%	\$ 3.75	\$ 3.75
00003	726-88-085633	G800804AA	ADD: APX O2 CONTROL HEAD (G16W)	1	\$ 492.00	\$ 492.00	25%	\$ 369.00	\$ 369.00
00003	726-88-085633	G201AA	ADD:IMPACT GREEN COLOR HOUSING (O2)	1	\$ 25.00	\$ 25.00	25%	\$ 18.75	\$ 18.75
00003	726-88-085633	G4444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$ -	\$ -	25%	\$ -	\$ -
00003	726-88-085633	G67	ADD: REMOTE MOUNT	1	\$ 297.00	\$ 297.00	25%	\$ 222.75	\$ 222.75
00003	726-88-085633	G801513	ADD: ALL BAND MOBILE ANTENNA (7/8X1/4)	1	\$ 95.00	\$ 95.00	25%	\$ 71.25	\$ 71.25
00003	726-88-085633	G892	ENH: HAND MIC. GCAL WATER RESISTANT	2	\$ 72.00	\$ 144.00	25%	\$ 54.00	\$ 108.00
00003	726-88-085633	G833	ADD: SPKR. 15W WATER RESISTANT	2	\$ 60.00	\$ 120.00	25%	\$ 45.00	\$ 90.00
00003	726-88-085633	G80082	ADD: DUAL-CONTROL HD HARDWARE	2	\$ 570.00	\$ 1,140.00	25%	\$ 855.00	\$ 1,710.00
00003	726-88-085633	G510	ADD: REMOTE MOUNT CBL 30 FEET	2	\$ 25.00	\$ 50.00	25%	\$ 37.50	\$ 75.00
00003	726-88-085633	G996	ENH: OVER THE AIR PROVISIONING	1	\$ 100.00	\$ 100.00	25%	\$ 75.00	\$ 75.00
00003	726-88-085633	Q803399	ADD: ENHANCED DATA	1	\$ 150.00	\$ 150.00	25%	\$ 112.50	\$ 112.50
00003	726-88-085633	G361	ENH: SMARTZONE OPERATION APX8500	1	\$ 1,200.00	\$ 1,200.00	25%	\$ 900.00	\$ 900.00
00003	726-88-085633	G80580	ADD: P25 TRUNKING SOFTWARE	1	\$ 300.00	\$ 300.00	25%	\$ 225.00	\$ 225.00
00025	920-37-085644	SVCD3SVC0124D	ADD: TDMA OPERATION	1	\$ 450.00	\$ 450.00	25%	\$ 337.50	\$ 337.50
00028	920-46-085647	GA00318	SUBSCRIBER INSTALL - CUST LOCATION	1	\$ 1,000.00	\$ 1,000.00	0%	\$ 1,000.00	\$ 1,000.00
00032	961-53-085650	SVCD3SVC2097C	ADD: 3 YR SFS COMPREHENSIVE	1	\$ 300.00	\$ 300.00	0%	\$ 300.00	\$ 300.00
Total Price for Mobile \$ 8,262.25									
Total Price for Portable \$ 31,660.00									
Volume Discount Monmouth County 100 MHz System \$ (1,750.00)									
PLEASE MAKE PURCHASE OUT TO:									
VENDOR: MOTOROLA SOLUTIONS, INC.									
C/O WIRELESS C&E									
153 Cooper Rd.									
West Berlin, NJ 08091 Show Contract #83909 on PO									
1. Terms are Net 30 Days as shipped									
2. Terms and Prices are quoted from the Motorola NJ State Contract #83909									
Grand Total \$38,172.25									Page Total \$38,172.25
Order Grand Total \$38,172.25									

new jersey

dca

department of community affairs

people.places.progress

division of local government services

LFN 2017-07**March 23, 2017**

Local Finance Notice

Chris Christie
GovernorKim Guadagno
Lt. GovernorCharles A. Richman
CommissionerTimothy J. Cunningham
Director**Contact Information****Director's Office**

V. 609.292.6613

F. 609.633.6243

**Legislative and
Regulatory Affairs**

V. 609.292.6110

F. 609.633.6243

**Financial Regulation
and Assistance**

V. 609.292.4806

F. 609.984.7388

Local Finance Board

V. 609.292.0479

F. 609.633.6243

Mail and Delivery

101 South Broad St.

PO Box 803

Trenton, New Jersey

08625-0803

Web:www.nj.gov/dca/divisions/dlgs**E-mail:** dlgs@dca.nj.gov**Distribution**Municipal and County Clerks
County Colleges
Joint Meetings
Regional Authorities
Joint Insurance Funds

Local Government Ethics Law 2017 Financial Disclosure Statements For the 2017 Filing Year

Local Government Entity (LGE) Roster Updates Due: April 7, 2017

Introduction

The Local Government Ethics Law (LGEL) requires local government officers to annually file a financial disclosure statement on or before April 30th of each year. This Local Finance Notice (LFN) outlines the filing procedure that is designed to facilitate efficiency and enhance transparency by using available technology to accept and report financial disclosure statements online. This notice is intended for municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities concerning financial disclosure statements. Local Finance Notice 2017-08 contains information for local government officers and will be issued in the coming weeks.

Please note that effective with the 2017 filing year, the Division of Local Government Services has adopted new Rules and Regulations determining positions specifically required to file under the managerial executive section of the LGEL. N.J.A.C. 5:35-2.1 is further discussed in Section 4 of this LFN.

Contents of this Local Finance Notice

- I. Background
- II. Statutory Requirements/Concepts
- III. Role of Municipal Clerks, County Clerks, and other Local Government Entity Representatives
- IV. Determining Local Government Officers Required to File
- V. Distribution of Local Finance Notice 2017-08
- VI. LGE Representative Contact Information
- VII. Help System

The following abbreviations are used throughout this notice:

- LGO** = local government officer
FDS = financial disclosure statement(s)
LGE = local government entity
LFB = Local Finance Board
LFN = Local Finance Notice
NJAC = New Jersey Administrative Code
DLGS = Division of Local Government Services

“Local government entity representative” is intended herein to mean the municipal clerk, county clerk, or other person who has administrative responsibilities on behalf of a local government entity regarding financial disclosure statements.

I. Background

For the 2017 FDS, DLGS is using the online filing system that was established in 2014 and used in 2014, 2015, and 2016. The 2016 rosters will be carried over and LGE Representatives will be able to make necessary updates for 2017 without creating a new roster. Additionally, LGOs are able to save their FDS forms from year to year.

Prior to 2012, the FDS distribution and filing process relied upon a traditional paper based system. The decision to move to an electronic filing system was designed to eliminate the practice of annually printing 70,000 paper copies of the FDS form and mailing them to each LGE.

As the online system is going to be used again this year, paper copies of the financial disclosure statement **will not** be accepted by the Local Finance Board. **All completed financial disclosure statements must be submitted using the LFB's online filing system found at: <https://www.njfds.net>.**

II. Statutory Requirements/Concepts

N.J.S.A. 40A:9-22.6.a provides that “[l]ocal government officers shall annually file a financial disclosure statement.” N.J.S.A. 40A:9-22.6.b provides that statements shall be filed on or before April 30th each year, except that each local government officer shall file a financial disclosure statement within 30 days of taking office.

The concept that LGOs have personal responsibility for annually filing their FDS forms is an important one. Municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities concerning the FDS filing process are not required to complete FDS forms on behalf of LGOs, nor are they required to ensure that LGOs satisfy their statutory obligation to annually file a FDS. The failure of any LGO to comply with the annual filing requirement subjects the LGO personally to the penalties and disciplinary action provisions set forth in N.J.S.A. 40A:9-22.10 and 40A:9-22.11.

This means that each LGO has the personal duty, by virtue of the LGO's public office, appointment, or employment, to carefully read LFN 2017-08 (to be issued in the coming weeks), understand the online filing procedure, and take necessary steps to timely file the LGO's FDS.

N.J.S.A. 40A:9-22.6.b provides that the “Local Finance Board shall prescribe a financial disclosure statement form for filing purposes.” N.J.S.A. 40A:9-22.6.d further provides that “**the Division of Local Government Services in the Department of Community Affairs may establish an electronic filing system for financial disclosure statements required to be filed pursuant to this section.**”

The online FDS form is substantively similar to the paper FDS form utilized for many years. The LFB has not adopted the more expansive ethics disclosure form utilized by the State Ethics Commission.

N.J.S.A. 40A:9-22.6.b further provides that “the original statement shall be filed with” the municipal clerk, county clerk, or other local government entity representative as appropriate to the circumstances. This requirement is satisfied when the LGO submits the FDS using the online filing system.

N.J.S.A. 40A:9-22.6.b also provides that “a copy of the statement shall be filed with the [Local Finance] board.” This requirement is satisfied when the LGO submits the FDS using the online filing system. The electronically submitted FDS forms will be accepted as the Board's copy.

III. Role of Municipal Clerks, County Clerks, and Other Local Government Entity Representatives Regarding Financial Disclosure Statements

The following steps pertain only to municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities concerning financial disclosure statements:

- STEP 1: Carefully review this Local Finance Notice.
- STEP 2: Visit the FDS website www.fds.nj.gov for FDS instructions and resources.
- STEP 3: Login at https://www.njfds.net/njdca_prod/Login.aspx and login using the ID and password the entity used last year. (Please note that the login url has changed from last year; bookmarks and/or shortcuts must be updated.) Your login ID is an e-mail address. Please keep in mind that a different e-mail address must be used for you to personally file your FDS. If you are a new LGE Representative and do not have a login ID and password or if you need to change your e-mail address as the LGE Representative, please call the Local Finance Board at 609-292-4537.
- STEP 4: Using the "Manage LGO Roster" button, update the roster to add new 2017 LGOs; update existing LGO's positions and information; or "In-Activate" those LGOs that are no longer serving the LGE. All LGO rosters must be completed no later than **April 7, 2017**, so that LGOs have sufficient time to complete and submit their FDS forms by Sunday, April 30, 2017.

Updating Existing LGO'S:

All changes to an existing LGO can be done by clicking on the 'EDIT' button under the 'Actions' column to the far right in the roster listing.

-If an LGO is no longer serving in **any** of the positions listed in the FDS, then you must deactivate that LGO from the system by checking the box labeled "In-Active."

-To delete one or more positions (but not all positions) for an LGO no longer serving in a certain position(s), click on the 'Delete' button for each position to be deleted.

-To **add a new position for an existing LGO**, complete the information in the "Add LGO position" box.

-After making any changes, be sure to click the 'SAVE' button on the page.

Adding New LGO's:

-To add a new LGO, click on the "Add LGO" button at the bottom of the Roster listing screen and complete the Local Government Officer information boxes.

-After making any changes, be sure to click the 'SAVE' button on the page.

- STEP 5: As you update the LGO roster, a PIN # will be generated for each **new** LGO. Distribute the PIN # along with a copy of Local Finance Notice 2017-08 (when issued) to each new LGO, keeping in mind that the login information is confidential and should be given only to the associated LGO. Inform any new LGO that this PIN # must be used to register, and that their FDS must be filed on or before April 30th.
- STEP 6: Inform LGOs who filed in 2016 that they must use the same Login ID (e-mail address) and password used to complete their 2016 FDS. Distribute to each LGO a copy of Local Finance Notice 2017-08 once it is available. Inform the LGOs that they must file their FDS on or before April 30th. The method by which you choose to distribute this information is a local decision.

- If an LGO forgets their login ID/e-mail, you may provide it to them from their e-mail shown on your roster.
- If an LGO needs to change their e-mail address and/or password, you may do so for them under their profile. Click on “manage your roster,” then select “edit” under actions, then select “Edit Profile” for the LGO whose e-mail address or password you need to edit or change.

STEP 7: View your roster and make sure the roster is up-to-date. To view the roster in its entirety, click on “Reports.” You can export your roster by selecting the “Export” button (it looks like a floppy disk.) You can then view your roster as a pdf or Excel document, which may make it easier to view and/or sort. You can also view your roster by going to <https://www.njfds.net>, then clicking the “search” button, and then selecting the “search local government officer roster.”

STEP 8: If you receive technical questions from LGOs concerning how to validate their PIN #s or how to complete their FDS forms you can refer them to the help resources available at www.fds.nj.gov.

It is the LGE representative’s responsibility to ensure that the LGO roster is fully and accurately updated on or before April 7, 2017. Those LGE representatives who do not update the rosters may be subjecting some LGOs to possible violations of the filing requirement in the Local Government Ethics Law. For example, all LGOs who remain active on rosters will be required to submit a 2017 FDS. Those LGOs who are improperly retained on the roster, and as a result, fail to file an FDS, could be found in violation. Notices of violation for non-filing will be generated after the filing deadline from the roster created by the LGE representative. Similarly, new LGOs who are required to be listed on the roster, but whose names have not been added, will not receive a PIN # and, therefore, will not be able to file an FDS.

IV. Determining Local Government Officers Required to File

While the Local Government Ethics Law applies to all employees and officers of local governments, only “local government officers” are required to file an FDS. Individuals who are serving the local government on April 30, 2017 are considered local government officers or employees for purposes of the LGEL. Individuals who are no longer in officer or no longer employed by the local government on the filing deadline are NOT considered local government officers or employees under the LGEL. The LFB requests that each municipal clerk, county clerk, and other local government entity representative carefully review their LGO roster in consideration of the guidance provided in this section and in consultation with local counsel.

If, after review, it is determined that some positions within the local government are not deemed to be local government officers and, therefore, not required to file an FDS, please update the LGO roster and notify those individuals of your determination. If the LFB receives a signed written complaint alleging that a person is an LGO who did not file an FDS and that person is not included on the roster, the LFB may require the local government to explain how it determined that person not to be a LGO.

N.J.S.A. 40A:9-22.3.e defines a local government agency as “any agency, board, governing body, including the chief executive officer, bureau, division, office, commission or other instrumentality within a county or municipality, and any independent local authority, including any entity created by more than one county or municipality, which performs functions other than of a purely advisory nature, but shall not include a school board.”

N.J.S.A. 40A: 9-22.3.g defines a local government officer as “any person, whether compensated or not, whether part-time or full- time:

- (1) elected to any office of a local government agency;
- (2) serving on a local government agency, which has the authority to enact ordinances, approve development applications or grant zoning variances;
- (3) who is a member of an independent municipal, county or regional authority; or
- (4) who is a managerial executive employee of a local government agency, as defined in rules and regulations adopted by the Director of the Division of Local Government Services in the Department of Community Affairs pursuant to the "Administrative Procedure Act," P.L. 1968, c. 410 (C.52:14B-1 et seq.), but shall not mean any employee of a school district or member of a school board.

The Office of the Attorney General has issued AO 91-0093 which helps clarify N.J.S.A. 40A: 9-22.3.g(1), (2), and (3).

Section 3.g(4) of the LGEL concerning the definition of managerial executive was amended in August 2015. The DLGS has now adopted new Rules and Regulations defining managerial executive employees for FDS filing purposes. **N.J.A.C. 5:35-2.1 states that (a) Individuals with the following titles or responsibilities equivalent to such titles shall be considered managerial executives under the definition of "local government officer" set forth in N.J.S.A. 40A:9-22.3.g:**

Positions Specifically Required to File an FDS per N.J.A.C. 5:35-2.1

1. Business administrator;
2. Municipal or county manager;
3. Chief financial officer;
4. Treasurer;
5. Municipal clerk or clerk of governing body;
6. Department heads, including executive directors, division directors, deputy directors, and assistant directors;
7. Chief or acting chief of police and paid fire departments, or "officer in charge" in lieu of a chief or acting chief title;
8. Deputy chiefs and assistant chiefs of police and paid fire departments;
9. Chief or acting chief of a beach patrol;
10. Municipal and county engineer;
11. Health officer;
12. Municipal attorney and county counsel;
13. Planning board or zoning board of adjustment attorney;
14. Local government agency attorney;
15. Municipal and county emergency management coordinators;
16. Trustees on a library board of trustees;
17. Municipal prosecutor;
18. County prosecutors;
19. County agriculture board members;

20. County college board of trustees;
21. Board of recreation commissioners;
22. Local ethics board members;
23. Rent leveling board members;
24. Special improvement district executive director/director and its members;
25. Special taxing district executive director/director and its commissioners;
26. Joint insurance fund executive director/director and its commissioners;
27. Local pension board commissioners;
28. Tax collector;
29. Qualified purchasing agent;
30. Construction official; and
31. Tax assessor.

Managerial executive employees holding titles other than those listed above are not deemed to be LGOs pursuant to the adopted Rules and, therefore, not required to file the FDS. Please also note that with the 2015 Amendment to the LGEL, confidential employees are no longer considered LGOs and, therefore, are no longer required to file the FDS.

Positions Specifically NOT Required to File an FDS

Attorney General Opinions have been issued determining that the following are specifically **not required** to file the FDS (listed in opinion number order):

- AO 91-0096: Court Personnel – Including Judges and Court Administrators
- AO 91-0141: County Board of Taxation Commissioners
- AO 92-0070: Local Assistance Board Members
- AO 92-0071: Municipal Environmental Commission Members
- AO 92-0109: Emergency Management Council Members
- AO 95-0168:
 - County/Local Advisory Committee on Alcoholism and Drug Abuse Members
 - County Alliance Steering Subcommittee Members
 - Municipal Alliance Committee Members
- AO 97-0135: Registered Municipal Accountants Serving as Local Government Auditors

In addition, while Board of Elections Members and County Superintendents of Elections are not covered under the Local Government Ethics Law, they are covered by procedures adopted by the State Ethics Commission.

Full text of the above listed Attorney General Opinions may be viewed at <http://www.nj.gov/dca/divisions/dlgs/programs/ethics.html>.

V. Distribution of Local Finance Notice 2017-08

Municipal clerks, county clerks, and other local government entity representatives are responsible for transmitting LFN 2017-08 (when it is released) to LGOs. For purposes of N.J.S.A. 40:9-22.1 et seq., officers and employees serving independent local authorities are deemed to be serving the local government. In Attorney General Opinion #91-0093, the Office of the Attorney General determined that the term "independent authorities" encompasses most autonomous local authorities and special tax districts. This includes fire districts. Thus, municipal clerks and county clerks also make distribution to independent local authorities (including fire districts). Additionally, these LGOs should be included on the municipal or county LGO roster. ★

However, for a municipality or county that has established an ethics board, the local ethics boards are required to make LFN 2017-08 (when it is released) available to LGOs within their jurisdiction. Please forward this communication to representatives of your local ethics board for necessary action. The LFB does not have direct contact information for local ethics boards.

Other local government entity representatives: county colleges (e.g., Office of the President), regional authorities, joint insurance funds, health insurance funds, and joint meetings should designate an individual internally to transmit LFN 2017-08 (when it is released) to their respective LGOs in accordance with N.J.S.A. 40A: 9-22.6 and to be responsible for submitting the entity's LGO roster through the online filing system.

VI. LGE Representative Contact Information

It is important that the LGE contact information, which is the login information, is kept up-to-date with the Local Finance Board throughout the year. Please remember to contact the LFB by e-mail at LFB_FDS@dca.nj.gov if you are changing e-mail addresses or if you are changing the LGE representative for your entity.

VII. Help System

The following help resources have been developed for both LGEs and LGOs:

1. The webinar trainings recorded in 2014 have been uploaded to a YouTube website. The full URL for the YouTube website is:
<http://www.youtube.com/playlist?list=PL1ZrHg25YW4sKS9IjkWMyED-vRwvZdZp5>.
2. Separate reference guides have been created for local government entity representatives and LGOs. These documents are available at www.fds.nj.gov. ✓
3. A video training was specially created for LGOs and is available at www.fds.nj.gov.
4. A Frequently Asked Questions document that answers commonly asked questions is available at www.fds.nj.gov.

Questions should be directed to the Local Finance Board staff via e-mail at LFB_FDS@dca.nj.gov or by phone at 609-292-4537.

Approved: Timothy J. Cunningham, Director