

JULY 5 , 2017

The regular scheduled meeting was called to order by Chairman Hogan at 8pm & Mr. Digirolamo 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. Others in attendance were : Youssouf, Petrics, Larson ,Marini, Krause, Keaney, Lt. O'Brien Sta.12-1 & Hall. Sign in sheet on table for attendance.

Chairman Hogan asked if all Fire Comm if they had enough time to review minutes of June 7,2017. 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 41 fire calls w/ 70.35 manhrs

Upcoming Events : Reported by Chief Kirkland

1. July 10thFire Co. mtg .at 8pm
2. July 17thDry Hydrants
3. July 24thLive Burn / Middletown Fire Academy
4. July 31stApparatus spotting & backing
5. Aug. 7th Work Detail
6. Aug. 14thFire Co. mtg. at 8pm

Following items reported by Chief Keaney & his Line Officers

1. Officers Toia, Maresma & Sacco are working.
2. Keaney stated he needed 5 Minitor radio's , turnout gear /2 set Boots & gloves.

Sta. 12-1.....Lt. O'Brien reported responding to 8 fire calls w/ 38.04 manhrs
In 26-2 area & 3 fire calls w/ 18.29 manhrs in PRA.

TRUCK REPORT- Sorscher

1.26-2-78Replaced R/Rear spot lite bulb , removed all Equip.IN House
Off Truck #78 & transferred to New Rescue # 82 “ “

Truck # 78 taken out of Service due to body damage... In House
2. 26-2-80.....Repaired Discharge #3..... 1st Priority
3. 26-2-82.....Install & program Police & Fire RadioWireless Como Electronic
4. 26-2-87.....Annual Chassis Service ,rotate tires, ck hoses & belts...Eng. Auto.
Next Month we will receive a New Vehicle Info sheet. .
Mr. Sorscher thanked the Board for the Gift Cert. & Get Well card for surgery.

PRES. of the Fire Co. – Krause

1. Fire Co. has the proposed renovation drawings , the renovation committee is pricing supplies, making progress.
2. At Fire Co. a Open House Committee was created & contacted Red Cross for Blood Drive.

INSURANCE- Marini / Soden

1. Mr. Soden is sick
2. Working with Insurance regarding body damage to 26-2-78

ADMINISTRATOR'S REPORT- Marini

1. On June 11th 26-2-78 at a Tanker Drill in Marlboro , struck a fire truck from Hazlet ,causing body damage to both Trucks.
2. On June 19th 26-2-78 responding to wires down in road on McCafferty Rd. at approx.. 18:30pm. Driver turning Truck around in driveway ,side swiped a pole, doing damage on right side of Truck.
3. Haven't received Estimates yet. Mr. Primiano will take a road trip to Lee's Truck Repair in Tuckerton.
- 4 Mr. Marini stated anytime a Municipal Vehicle is involved in a accident , must have Police Report taken.

LEGAL- Youssouf

1. Megan Bennet Clark / Bonding Documents
2. Resolution- Accepting the Report on the Audit for the Year ended 12/31/16 . Motion made by Mr. Kirkland & 2nd by Mr. Primiano. Roll Call Vote- Kirkland , Primiano, Flannery, Hogan & Spevak voted YES.
3. Letter sent to Withum,Smith & Brownto Petrics from Youssouf.

AUDITOR- Petrics

1. Budget 2018 & Audit 12/31/16

BOOKKEEPER- Larson

1. July 1,2017 PERS contribution increases to 7.34%
2. Fire Dist. Received 2nd Quarter Tax payment from Manalapan Twp. in the amount of \$ 310,790.03
3. DCA creating on line submission program for Fire Dist. Budgets & audit reports.

IT OFFICER- Hall

Mr. Hall stated he was trying to get a technician from the company that supplied the copy machine, to train the people to use it.

OLD BUSINESS- None

NEW BUSINESS

1. Battery powered Extrication Tools from ESI at \$20,527.00. Motion made by Mr. Flannery & 2nd by Mr. Kirkland ,approved by all.
2. Hand Tools from Continental Equip. at \$816.99. Motion made by Mr. Primiano & 2nd by Mr. Kirkland, approved by all.
3. Minitor pagers (6)from Wireless Comm. At \$2,953.50. Motion made by Mr. Kirkland & 2nd by Mr. Flannery, approved by all.
4. Boots / 4 pairs from EMG Equip. at \$1,436.00. Motion made by Mr. Flannery & 2nd by Mr. Kirkland, approved by all.
5. Gloves / 12 pairs from EMG Equip.. At \$939.97. Motion made by Mr. Flannery & 2nd by Mr. Kirkland, approved by all.
6. Battery stuff/Hdy at \$600.00 . Motion made by Mr. Flannery & 2nd by Mr. Kirkland , approved by all.
7. Training requests at Middlesex Fire Academy cost of \$350.00. Motion made by Mr. Kirkland & 2nd by Mr. Flannery, approved by all.
8. Mr. Kirkland stated who is going to Fire Expo in Oct. 18,19,20,21, let me know as soon as possible.

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 8:37pm & 2nd by Mr. Primiano, approved by all. NONE Mr. Primiano made a motion to CLOSE PUBLIC PORTION at 8:39pm & 2nd by Mr. Flannery, approved by all.

TREASURER'S REPORT- Kirkland

Mr. Flannery made a motion to pay bills in the amount of \$130,616.18 & 2nd by Mr. Primiano, approved by all.

Chairman Hogan stated we are closing meeting to go into Executive Session at 8:45pm . Motion made by Mr. Kirkland & 2nd by Mr. Primiano. Roll Call vote- Kirkland, Primiano, Flannery , Hogan & Spevak.Voted YES. The regular meeting will not be re-opened,after Executive Session the meeting will end.

Since there was no further business Mr. Flannery made a motion for adjournment at 9:00pm & 2nd by Mr. Primiano, approved by all.

Respectfully submitted,



Joseph F. Spevak
Secretary



Joseph D. Youssouf

Attorney at Law

137 Route 9 South • P.O. Box 809

Manalapan, New Jersey 07726

732-972-3010 Fax 732-972-1521

jyoussouf@aol.com

June 30, 2017

Withum Smith and Brown
331 Newman Springs Road
Suite 125
Red Bank, New Jersey
07701

VIA FAX (732) 504-2433

Attn: Ronald C. Petrics, CPA, RMA

Re: Manalapan Twp. F.D. No.2

Dear Mr. Petrics:

This letter is written in response to your request for information concerning the legal affairs of Manalapan Township Fire District No.2 for the year ended December 31, 2016.

As of December 31, 2016 the Board of Fire Commissioners of Fire District No.2 Manalapan Township was not a named party defendant in any litigation of any nature whatsoever, nor was the Board a party plaintiff in any pending or contemplated litigation. To the best of my knowledge, information and belief there are no claims pending, either asserted or unasserted, which could adversely affect the District's financial position at this point in time.

As of 12/31/16 the Board of Fire Commissioners did not owe the undersigned any legal fees or expenses.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

Joseph D. Youssouf

A handwritten signature in black ink, appearing to read 'Joseph D. Youssouf', with a large, stylized flourish extending to the right.

Township of Manalapan Fire District No. 2

Synopsis of audit report of the Township of Manalapan Fire District No. 2, Monmouth County, New Jersey for the years ended December 31, 2016 and 2015 as required by N.J.S. 40A:5A-16.

Statements of Net Position

	<u>2016</u>	<u>2015</u>
Assets and Deferred Outflow of Resources		
Assets		
Cash and Investments	\$ 1,091,965	\$ 1,385,937
Prepaid Insurance	4,648	4,990
Capital Assets, Net	<u>3,047,002</u>	<u>2,490,833</u>
Total Assets	4,143,615	3,881,760
Deferred Outflows of Resources		
Pension related	<u>128,524</u>	<u>49,434</u>
Total assets and deferred outflows of resources	<u>\$ 4,272,139</u>	<u>\$ 3,931,194</u>
Liabilities, Deferred Inflows of Resources, and Net Position		
Current Liabilities:		
Accounts Payable	\$ 9,802	\$ 16,848
Encumbrances Payable	16,474	1,763
PERSPP	12,377	11,376
Reserve for LOSAP Trust	187,141	161,976
Accrued Interest	3,150	3,937
Serial Bonds Payable - Current	<u>70,000</u>	<u>70,000</u>
	298,944	265,900
Other Liabilities:		
Serial Bonds Payable - Long Term	210,000	280,000
Net pension liability	<u>412,626</u>	<u>297,033</u>
Total Other Liabilities	<u>622,626</u>	<u>577,033</u>
Total liabilities	<u>921,570</u>	<u>842,933</u>
Deferred Inflows of Resources		
Pension related	<u>1,039</u>	<u>6,117</u>
Net Position:		
Net Investment in Capital Assets	2,763,852	2,136,896
Restricted for Capital Acquisitions	569,186	566,804
Unrestricted	<u>16,492</u>	<u>378,444</u>
Total Net Position	<u>3,349,530</u>	<u>3,082,144</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 4,272,139</u>	<u>\$ 3,931,194</u>

Statements of Revenues, Expenses and Changes in Net Position

<u>Revenue and Other Financing Sources</u>		
District Taxes	\$ 1,260,240	\$ 1,250,930
Supplemental Fire Service Grant	-	2,631
Interest on Deposits and Investments	4,340	5,199
Miscellaneous Income	3,494	4,264
Loss on Disposition of Fixed Assets	-	<u>(2,093)</u>
Total Revenue and Other Financing Sources	1,268,074	1,260,931
<u>Expenditures</u>		
Operating	<u>1,000,688</u>	<u>1,015,071</u>
Changes in Net Position	267,386	245,860
Net Position - Beginning of Year	<u>3,082,144</u>	<u>2,836,284</u>
Net Position - End of Year	<u>\$ 3,349,530</u>	<u>\$ 3,082,144</u>

Recommendations

None

The above synopsis was prepared from the report of the audit of the Manalapan Township Fire District No. 2, County of Monmouth, for the years ended December 31, 2016 and 2015.

The report of audit, submitted by Ronald C. Petrics, CPA, RMA, is on file at the Board of Fire Commissioners office and may be inspected by any interested person.

J. Spevak
Secretary of the Board
Manalapan Township Fire District No. 2

6/5/17

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.2 TOWNSHIP OF MANALAPAN ACCEPTING THE REPORT ON AUDIT FOR THE YEAR ENDED 12/31/16

Whereas; N.J.S.A. 40A:14-89 requires boards of fire commissioners to have prepared annually a report on audit of the District's financial books and records; and

Whereas; The Board of Fire Commissioners heretofore appointed Ronald Petrics, C.P.A., R.M.A. of Withum, Smith and Brown to perform the audit required by statute and administrative regulations; and

Whereas; The Board received the audit for the year ended December 31, 2016 at its regularly scheduled meeting of June 7, 2017 and reviewed same, paying careful attention to the sections of the audit report entitled "General Comments" and "Recommendations" ; and

Whereas; The Board finds the Report on Audit to be accurate and acceptable as prepared and notes that there were no recommendations which would require the adoption of a corrective action plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the audit for the year ended December 31, 2016 is hereby accepted.

BE IT FURTHER RESOLVED, that a synopsis of said audit be published in the official newspaper of the Fire District and a copy of the proof of publication be filed with the Division of Local Government Services, State of New Jersey as soon as practicable.

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 of Fire District No. 2 Township of Manalapan on the 5th day of JULY, 2017.

Joseph B. Szewak Clerk

**BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP FIRE DISTRICT #2
P.O. BOX 54
TENNET, NEW JERSEY 07763**

**Bill List
Monthly Meeting July 5, 2017**

ADP	9,746.56
Advantage Fire & Security, Inc.	125.00
Allied Oil, LLC	676.31
American Cloud Services	250.00
Blaze Emergency Equipment, LLC	2,961.00
Cablevision	100.53
Charles Sacco	67.41
Continental Fire & Safety	2,875.40
Document Solutions	110.26
Edward Dillon	67.41
Emergency Equipment Sales, LLC	2,743.20
Englishtown Fire Department	10,990.50
ESI Equipment, Inc.	57,987.00
First Priority Emergency Vehicles	1,612.50
Gordons Corner Water Co.	2,038.30
Joseph Spevak	122.41
Manalapan Fire Co. No. 1	33,324.25
Michael Digirolamo	67.41
NetLink Web Services, LLC	199.00
Patrick Flannery	67.41
Peter Maresma	67.41
Richard Hogan	67.41
Simons Says, LLC	350.00
Taylor Mills Family Medical, P.C.	1,395.00
Timothy Kirkland	1,613.01
Verizon	157.79
Verizon Wireless	833.70



Manalapan Fire Co #1

5 Sweetmans lane
Manalapan , NJ 07726
Station (732)462-1112
Fax (732)462-2376

July 5, 2017

To Whom this may concern;

I, Chief Adam M Keaney would like to get rid of the following surplus items listed below.

- 1 Broken scene light
- 1 Broken 11 HP Briggs & Stratton generator
- 1 Aluminum Center divider
- 1 Command Center from old Chevy Tahoe
- 1 Broken Aluminum Folding ladder
- 3 Shovels
- 2 Fire hooks
- 1 Broom
- 2 Broken lab tops
- 1 Hose reel with hose

Thank You

Chief Adam M Keaney

Chief Adam M Keaney

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$80.30 Affidavit \$35.00

State of New Jersey } SS.
Monmouth/Ocean Counties

Personally appeared Kristyn Marano

Of the **Asbury Park Press**, a newspaper printed in Freehold, New Jersey and published in Neptune, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

07/25/17 A.D 2017

Melanie C Altz
Notary Public of New Jersey

Ad Number: 0002295153



TOWNSHIP OF MANALAPAN

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No. 2, Monmouth County, New Jersey for the years ended Decem-
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Recommendations

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J. Spevak
Secretary of the Board
Manalapan Township Fire District No. 2

(\$80.30)