

STATE COPY #2

2019

Howell Township Fire District #2  
Adelphia

# Fire District Budget

[Howellfiredistrict2.com](http://Howellfiredistrict2.com)

Department Of



Community  
Affairs

Division of Local Government Services

# **2019 FIRE DISTRICT BUDGET**

## **Certification Section**

2019

**Howell Township #2 Adelphia**

**FIRE DISTRICT BUDGET**


**FISCAL YEAR: January 1, 2019 to December 31, 2019**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By:  Date: 11/29/18

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2019 PREPARER'S CERTIFICATION

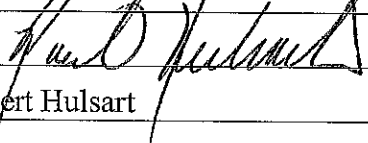
## Howell Township #2 Adelphia

### FIRE DISTRICT BUDGET

**FISCAL YEAR:** January 1, 2019 to December 31, 2019

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to statute in that: all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Robert Hulsart		
Title:	CPA		
Address:	PO Box 1409 Wall, NJ 07719		
Phone Number:	732-681-4990	Fax Number:	NA
E-mail address:	hulsart@monmouth.com		

# 2019 PREPARER'S CERTIFICATION OTHER ASSETS

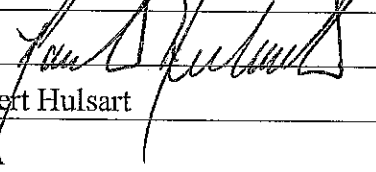
## Howell Township #2 Adelphia

### FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2019 to December 31, 2019

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A: 2-1 et. seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A: 14-78.6.

Preparer's Signature:			
Name:	Robert Hulsart		
Title:	CPA		
Address:	PO Box 1409 Wall, NJ 07719		
Phone Number:	732-681-4990	Fax Number:	NA
E-mail address:	hulsart@monmouth.com		

# 2019 APPROVAL CERTIFICATION

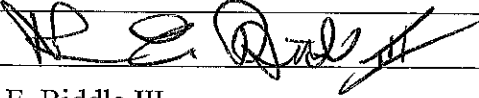
## Howell Township #2 Adelphia

### FIRE DISTRICT BUDGET

**FISCAL YEAR:** January 1, 2019 to December 31, 2019

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true copy of the Annual Budget approved by resolution by the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on the 5th day of November, 2019.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the Board of Commissioners thereof.

Officer's Signature:			
Name:	Frank E. Biddle III		
Title:	Secretary		
Address:	PO Box 125 Adelphia, NJ 07710		
Phone Number:	732-462-8619	Fax Number:	732-462-8401
E-mail address:	Fbiddle3@verizon.com		

# FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address:	<a href="http://howellfiredistrict2.com">http://howellfiredistrict2.com</a>
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All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- A description of the Fire District's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Fire District
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

George D. Patten

Title of Officer Certifying compliance

Treasurer, BOFC

Signature

George D. Patten

# 2019 FIRE DISTRICT BUDGET RESOLUTION

## Howell Township #2 Adelphia

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

WHEREAS, the Annual Budget for the Howell Township Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 5, 2018; and

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

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,787,200, which includes an amount to be raised by taxation of \$1,100,000, and Total Appropriations of \$1,787,200; and

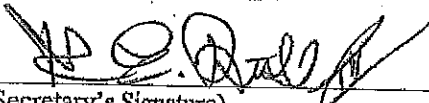
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations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

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 5, 2018 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 3, 2018.

  
 \_\_\_\_\_  
 (Secretary's Signature)

Nov. 5, 2018  
 \_\_\_\_\_  
 (Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Harry R. Carter	✓			
Frank E. Biddle, III	✓			
George D. Patten	✓			
Thomas P. Ward	✓			
Doug S. Howlett	✓			



# 2019 ADOPTION CERTIFICATION

## Howell Township #2 Adelphia

### FIRE DISTRICT BUDGET

**FISCAL YEAR:** January 1, 2019 to December 31, 2019

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on the 3rd day of December, 2018.

Officer's Signature:			
Name:	Frank E. Biddle, III		
Title:	Secretary		
Address:	PO Box 125 Adelphia, NJ 07710		
Phone Number:	732-462-8619	Fax Number:	732-462-8401
E-mail address:	Fbiddle3@verizon.net		

# 2019 ADOPTED BUDGET RESOLUTION

## Howell Township #2 Adelphia

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

WHEREAS, the Annual Budget for the Howell Township Fire District No. 2\_ (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 3, 2018; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

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

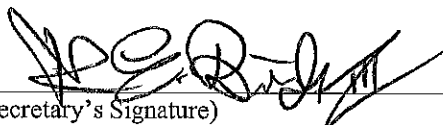
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,787,200, which includes amount to be raised by taxation of \$1,100,000, and Total Appropriations of \$1,787,200; and

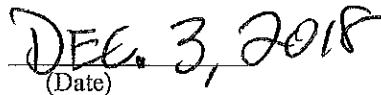
WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 3, 2018 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,787,200, which includes amount to be raised by taxation of \$1,100,000, and Total Appropriations of \$,1787,200; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

  
(Secretary's Signature)

  
(Date)

### Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Harry R. Carter	<input checked="" type="checkbox"/>			
Frank E. Biddle, III	<input checked="" type="checkbox"/>			
George D. Patten	<input checked="" type="checkbox"/>			
Thomas P. Ward	<input checked="" type="checkbox"/>			
Doug S. Howlett	<input checked="" type="checkbox"/>			

**2019 FIRE DISTRICT BUDGET**

**Narrative and Information Section**

# 2019 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

## Howell Township #2 Adelphia

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

*Answer all questions below. Attach additional pages and schedules as needed.*

1. Complete a brief statement on the 2019 proposed Annual Budget and make comparison to the 2017 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.
2. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation to support the district budget and on the Restricted and Unrestricted Fund Balance(s). Explain increases or decreases in the tax rate and utilization of fund balances. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget.
3. Include a statement explaining how the Fire District is complying with the Property Tax Levy Cap. The statement must explain reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum.
4. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance, explain the reason and purposes of the appropriation.
5. Complete a brief statement on the Annual Budget's proposed capital appropriations and payment methods, including debt service for the proposed budget year and for future years.
6. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14-78.6, then explain the reasons for the occurrence of the deficit.
7. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant to N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts.
8. Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$2,338,019,700.00
Proposed Tax Rate per \$100 of Assessed Valuation	\$0.047

9. Is the Fire District providing for a first year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof?

No	x	Yes		If yes, how much is appropriated?	\$
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If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount?

No		Yes	
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**Howell Township Fire District # 2**  
**Budget Message**

1. **The 2019 Budget was given careful consideration by the Commissioners along with input from their attorney and auditor. The operating budget shows an increase over 2018 of \$397,500. The District also is using \$357,200 in unrestricted surplus to offset 2018 taxation as well as \$330,000 from restricted surplus to offset capital appropriations for the purchase of new radios and telecommunications equipment. An analysis of changes of +/- 10% is attached, with corresponding explanations.**
  
2. **The amount to be raised for taxation will be the same as 2018. The projected tax rate will be similar to 2018. The Commissioners recognize the difficult economic times and have worked to keep the budget at minimum requirements.**
  
3. **The amount to be raised by taxation will be the same as 2018. It is compliant with the CAP calculation of allowed increase, and is actually under what would be allowed without a CAP waiver.**
  
4. **The district is utilizing restricted fund balance from its reserve for future capital outlays to offset the cost of a capital expenditure of \$330,000 for the purchase of new radios and telecommunications equipment.**
  
5. **The district is appropriating \$300,000 in reserve for capital outlays in the 2019 budget as the commissioner are anticipating the purchase of a new radio and telecommunications equipment and are appropriating \$330,000 from reserve for future capital outlays to offset taxation. Budgeting the additional \$300,000 in 2019 will allow the district to have funds in reserve to pay for it future capital needs and not require bonding or a tax rate increase.**
  
6. **NA**
  
  
7. **NA**

Howell Township Fire District #2 Adelpia Budget Line Item Increase/Decrease +/- 10%			
			%
			Increase/Decrease
	2019	2018	Reason
Maintenance and Repairs	\$ 220,000	\$ 250,000	-12%
			Municipal Communication Upgrade Required in 2018 One-Time Expenditure
Capital Appropriation	\$ 330,000	\$ 110,000	67%
			New Radio/Telecommunications Equipment Needed for 2018 Township Wide Upgrade
Capital Reserve	\$ 300,000	\$ 100,000	67%
			Due to the above increase, District increased to offset.

2019 CHIEFS BUDGET

\$45,000.00	TURNOUT GEAR,PPE,ECT. 10 sets of gear approx. \$3638.74 a set for a total of \$36,387.40, remaining \$8,612.60 for helmets, gloves , boots, hoods, ect.
\$15,000.00	PAGERS,RADIO ACCESSORIES 15 pagers estimated \$6,000.00. 50 radio holders and straps estimated \$5,000.00. \$4,000.00 for mics, batteries ,ect.
\$15,000.00	FIRE HOSE Multiple sizes and lengths of hoses to be determined and bid on in 2019
\$10,000.00	PARATEC UPGRADES,WATERTIGHT BINS AND MOUNTING FOR 85,MISCELLANEOUS TOOLS Estimated \$4,000.00 for Paratec add ons. Estimated \$2,000.00 for watertight bins for upper compartments. \$2,000.00 estimated for mounting of equipment on 85. \$2,000.00 miscellaneous tools for multiple trucks.
\$15,000.00	COMPUTER SERVER, PROGRAMMING \$8,000.00 for Red Alert programming. \$7,000.00 for computer server and support.
\$100,000.00	TOTAL FOR 2019

Estimated items will have to go out to bid in 2019

# FIRE DISTRICT CONTACT INFORMATION

## 2019

Please complete the following information regarding this Fire District. All information requested below must be completed.

<b>Name of Fire District:</b>	Howell Township Fire District #2 Adelpia		
Address:	PO Box 125		
City, State, Zip:	Adelpia	NJ	07710
Phone: (ext.)	732-462-8619	Fax:	732-462-8401

<b>Preparer's Name:</b>	Robert Hulsart		
Preparer's Address:	PO Box 1409		
City, State, Zip:	Wall	NJ	07719
Phone: (ext.)	732-681-4990	Fax:	NA
E-mail:	hulsart@monmouth.com		

<b>Chairman:</b>	Harry R. Carter		
Phone: (ext.)	732-462-8619	Fax:	732-462-8401
E-mail:			

<b>Secretary/Treasurer:</b>	Frank E. Biddle, III		
Phone: (ext.)	732-462-8619	Fax:	732-462-8401
E-mail:	fbiddle3@verizon.net		

<b>Name of Auditor:</b>	Robert Hulsart		
Name of Firm:	Robert A. Hulsart and Company		
Address:	PO Box 1409		
City, State, Zip:	Wall	NJ	07719
Phone: (ext.)	732-681-4990	Fax:	NA
E-mail:	hulsart@monmouth.com		



# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

## Howell Township #2 Adelphia

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of regular voting members of the governing body: 5
- 2) Provide the number of alternate voting members of the governing body: 0
- 3) Did any current or former commissioner or officer have a family or business relationship with any other current or former commissioner or officer during the current fiscal year? *Yes If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Fire District.*
- 4) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Fire District file the form as required? *Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 5) Does the Fire District have any amounts receivable from current or former commissioners, officers, or employees? *No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Fire District.*
- 6) Was the Fire District a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, or employee? *Yes*
  - b. A family member of a current or former commissioner, officer, or employee? *Yes*
  - c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner? *No**If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, or employee (or family member thereof) of the Fire District; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 7) Did the Fire District provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
  - a. First class or charter travel *No*
  - b. Travel for companions *No*
  - c. Tax indemnification and gross-up payments *No*
  - d. Discretionary spending account *No*
  - e. Housing allowance or residence for personal use *No*
  - f. Payments for business use of personal residence *No*
  - g. Vehicle/auto allowance or vehicle for personal use *No*
  - h. Health or social club dues or initiation fees *No*
  - i. Personal services (i.e.: maid, chauffeur, chef) *No**If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*

# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

## HOWELL TOWNSHIP FIRE DISTRICT # 2

Question # 3. George D. Patten, Treasurer-[Uncle]

Frank E. Biddle III, Clerk/Secretary-[Nephew]

Question # 6a.-1

Frank E. Biddle III, Commissioner/Clerk/Secretary

As engineer for the Howell Township Volunteer Fire Company #1 performs minor maintenance on all vehicles and schedules vehicles for major maintenance and inspections as may be necessary. He also evaluates and approves individuals for drivers of fire apparatus. He is paid \$2,750.00 annually for these duties. This position was not subject to a competitive bid. He is appointed as engineer by the Fire Co. and approved by The Board of Fire Commissioners as such.

Question # 6a.-2

Mike Banasz-Firefighter/Assistant Engineer

As assistant engineer he assist the engineer in his duties as in question # 6a.-1 above. This position was not subject to a competitive bid. He is appointed as assistant engineer by the Fire Co. and approved by The Board of Fire Commissioners. He is paid \$1,400.00 annually for these duties.

Question # 6b. Frank E. Biddle III is Commissioner/Clerk/Secretary of Howell Township Fire District # 2 and is the nephew of George D. Patten Commissioner/Treasurer of Howell Township Fire District # 2

**FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE  
(CONTINUED)  
Howell Township #2 Adelphia**

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

- 8) Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool."
- 9) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 10) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 11) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? Yes
- 12) If the answer to #11 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? Yes *If "yes," attach a copy of the agreement. If "no," attach a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity.*
- 13) Does the Fire District have a Length of Service Award Program (LOSAP) plan? Yes *If "yes," indicate a) the year it was implemented; b) the total number of volunteer members presently eligible to participate; c) the total number of volunteer members presently vested; d) whether the annual contribution for each vested member is fixed or based on an automatic increase; e) the total LOSAP budgeted for the current year; and f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*

Question # 13.a.LOSAP was implemented in 1999

13.b.Members currently eligible=54

13.c.Members vested=38

13.d.The annual contribution is fixed however an increase is authorized each year by resolution.

13.e.Total LOSAP budgeted for the current year=\$105,000.00

13.f.Yes.The plan contractor,VALIC, has been notified to be sure they submit it's annual financial statement to the Director of the Division of local Government Services as required by N.J.A.C.5:30-14.49.

## Auto Schedule

Year & Make	VIN	Assigned
1982 MACK PUMPER LDH	1M1A139Y5CM001489	Motor Pool
1979 MACK TRUCK	R685ST74917	Motor Pool
1986 HEIL TANK-TRLR	1HLR1A6B0G9E39469	Motor Pool
1942 FORD ANTIQUE	99T529656	Motor Pool
2017 SPARTAN PUMPER LDH	457AV2E94HC081053	Motor Pool
1990 GMC SUBURBAN	1GKGV26J2LF514322	Motor Pool
1995 FORD BRUSH VEH	1FDLF47F68EA67801	Motor Pool
1996 E-1 AERIAL	4ENDABA85V1006750	Motor Pool
2002 CHEVY SUBURBAN	3GNGK26J42G288447	Motor Pool
2002 CAR MATE TRAILER	SA3C612S02L005126	Motor Pool
2003 FORD CHIEF'S CAR	1FTSW31P03ED00410	Motor Pool
2004 SPARTAN PUMPER LDH	4S7AU2F994C047203	Motor Pool
2009 CHEVY SUBURBAN	1GNGK46K99R140282	2nd Asst chief
2009 SPARTAN PUMPER LDH	4S7AU20909C072356	Motor Pool
2011 CHEVY TRUCK	1GNWK5EG0BR370510	Chief
2015 CHEVY SUBURBAN CHFS VEH	1GNSK5EC9FR545466	1st Asst chief

**FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS**  
**Howell Township #2 Adelpia**

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

*Complete the attached table for all persons required to be listed per #1-2 below.*

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the Fire District with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the Fire District's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the Fire District's top management official and top financial official as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year 2016.

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Fire District either by function or by physical location.

FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS

HOWELL TOWNSHIP FIRE DISTRICT # 2

Question # 1.

a. Harry R. Carter- Commissioner/Chairman=\$7140.00

b. Frank E. Biddle III- Commissioner/Clerk/Secretary=\$6110.00

c. George D. Patten- Commissioner/Treasurer=\$11810.00

d. Thomas P. Ward- Commissioner/Vice Chairman=\$8640.00

Works for the Federal Government at NAD EARLE as a firefighter.

e. Doug S. Howlett-Commissioner/Ass't.Clerk/Secretary=\$7140.00

Benefits paid for social security and medicare for all  
commissioners=\$3,155.68

Benefits paid to the N.J.Division of Pensions and Benefits for all  
commissioners=\$4332.00 2018 / \$3739 - 2019

Question # 2.

None.

# Fire District Schedule of Commissioners and Officers (Continued)

Howell Township Fire District #2 Adelphia  
Monmouth

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Fire District (W-2/1099)			Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column N	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column N	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
				Commissioner	Former Officer	Base Salary/Stipend								Other (auto allowance, expense account, payment in lieu of health benefits, etc.)
1 Frank E. Biddle	Clerk/Secretary			x		\$ 4,800	\$	NA			\$	6,225	6,225	
2 George Patten	Treasurer			x		4,800	1,425	NA				6,225	6,225	
3 TBD	Exec. Board			x		3,750	1,110	NA				4,860	4,860	
4 Frank E. Biddle	Commissioner					7,200	2,138	NA				9,338	9,338	
5 George Patten	Commissioner			x		7,200	2,138	NA				9,338	9,338	
6 Harry Carter	Commissioner			x		7,200	2,138	NA				9,338	9,338	
7 Thomas Ward	Commissioner			x		7,200	2,138	Earle Naval	40	62,000	45,000	116,338	116,338	
8 Doug Howlett	Commissioner			x		7,200	2,138	NA				9,338	9,338	
9														
10														
11														
12														
13														
14														
15														
<b>Total:</b>						\$ 49,350	\$ -	\$ -	\$ -	\$ 14,650	\$ 64,000	\$ 62,000	\$ 45,000	\$ 171,000

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed: 0



# Schedule of Health Benefits - Detailed Cost Analysis

Howell Township Fire District #2 Adelphia  
Monmouth

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage			\$			\$		#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	0			0				#DIV/0!
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	0			0				#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	0			0				#DIV/0!
<b>GRAND TOTAL</b>	0		\$	0		\$		#DIV/0!

Is medical coverage provided by the SHBP (Yes or No)?  
Is prescription drug coverage provided by the SHBP (Yes or No)?



**2019 FIRE DISTRICT BUDGET**

**Financial Schedules Section**

**Instructions:**

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

The Levy Cap worksheets simplify data entry by having the user enter most data on support pages and some from this sheet. By filling in the highlighted cells on this page, each worksheet will reflect the information and automatically calculate the formulas on each individual worksheet.

Enter the name of the fire district and county below. This will populate the name of the fire district and the county throughout the workbook.

Name of Fire District:  
County:

Howell Township Fire District #2 Adelpia  
Monmouth

**Levy Cap Calculation Summary**

2018 Adopted Budget - Amount to be Raised by Taxation	\$	1,100,000
Cap Bank Available from 2016 (See Levy Cap Certification)		49,633
Cap Bank Available from 2017 (See Levy Cap Certification)		39,796
Cap Bank Available from 2018 (See Levy Cap Certification)		30,294
Cap Bank Used from 2016		
Cap Bank Used from 2017		
Cap Bank Used from 2018		
Changes in Service Provider (+/-)		
DLGS Approved Adjustments		
Cancelled or Unexpended Referendum Amount (Enter as a positive number)		
Assessed Valuation of District for adopted budget		2,328,638,200
New Ratables - Increase in Valuations (New Construction and Additions)		9,381,500
Adopted Fire District Tax Rate (three decimals) per \$100		\$0.048
Projected Tax Rate based upon Proposed Levy		0.047048363

# 2019 Budget Summary

## Howell Township Fire District #2 Adelphia Monmouth

	<u>2019 Proposed Budget</u>	<u>2018 Adopted Budget</u>	<u>\$ Increase (Decrease) Proposed vs. Adopted</u>	<u>% Increase (Decrease) Proposed vs. Adopted</u>
<b>REVENUES AND FUND BALANCE UTILIZED</b>				
Total Fund Balance Utilized	\$ 687,200	\$ 289,700	\$ 397,500	137.2%
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
Total Interest on Investments & Deposits	-	-	-	#DIV/0!
Total Other Revenue	-	-	-	#DIV/0!
Total Operating Grant Revenue	-	-	-	#DIV/0!
Total Revenues Offset with Appropriations	-	-	-	#DIV/0!
Total Revenues and Fund Balance Utilized	687,200	289,700	397,500	137.2%
Amount to be Raised by Taxation to Support Budget	<u>1,100,000</u>	<u>1,100,000</u>	<u>-</u>	<u>0.0%</u>
Total Anticipated Revenues	<u>1,787,200</u>	<u>1,389,700</u>	<u>397,500</u>	<u>28.6%</u>
<b>APPROPRIATIONS</b>				
Total Administration	179,000	179,500	(500)	-0.3%
Total Cost of Operations & Maintenance	873,200	900,200	(27,000)	-3.0%
Total Appropriations Offset with Revenue	-	-	-	#DIV/0!
Total Appropriated for Duly Incorporated First Aid/Rescue Squad	-	-	-	#DIV/0!
Total Deferred Charges	-	-	-	#DIV/0!
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)	-	-	-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (P.L.1997,c.388)	105,000	100,000	5,000	5.0%
Total Capital Appropriations	630,000	210,000	420,000	200.0%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
Total Appropriations	<u>1,787,200</u>	<u>1,389,700</u>	<u>397,500</u>	<u>28.6%</u>
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

## 2019 Revenue Schedule

### Howell Township Fire District #2 Adelphia Monmouth

	2019 Proposed Budget	2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	\$ 357,200	\$ 289,700	\$ 67,500	23.3%
Restricted Fund Balance	330,000		330,000	#DIV/0!
<b>Total Fund Balance Utilized</b>	<b>687,200</b>	<b>289,700</b>	<b>397,500</b>	<b>137.2%</b>
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	#DIV/0!
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	#DIV/0!
Emergency Assistance (N.J.S.A. 40A:14-26)			-	#DIV/0!
Municipal Assistance (N.J.S.A. 40A:14-34)			-	#DIV/0!
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	#DIV/0!
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	#DIV/0!
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	#DIV/0!
Rental Income			-	#DIV/0!
<b>Total Miscellaneous Anticipated Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	#DIV/0!
Asset #2			-	#DIV/0!
Asset #3			-	#DIV/0!
Asset #4			-	#DIV/0!
<b>Total Sale of Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List Accounts Separately)</i>				
Investment Account #1			-	#DIV/0!
Investment Account #2			-	#DIV/0!
Investment Account #3			-	#DIV/0!
Investment Account #4			-	#DIV/0!
<b>Total Interest on Investments &amp; Deposits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Other Revenue (List in Detail)</i>				
Other Revenue #1			-	#DIV/0!
Other Revenue #2			-	#DIV/0!
Other Revenue #3			-	#DIV/0!
Other Revenue #4			-	#DIV/0!
<b>Total Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)			-	#DIV/0!
Other Grant #1			-	#DIV/0!
Other Grant #2			-	#DIV/0!
Other Grant #3			-	#DIV/0!
Other Grant #4			-	#DIV/0!
Other Grant #5			-	#DIV/0!
<b>Total Operating Grant Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	#DIV/0!
Annual Registration Fees			-	#DIV/0!
Penalties and Fines			-	#DIV/0!
Other Revenues			-	#DIV/0!
<b>Total Uniform Fire Safety Act</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<u>Other Revenues Offset with Appropriations (List)</u>				
Other Offset Revenues #1			-	#DIV/0!
Other Offset Revenues #2			-	#DIV/0!
Other Offset Revenues #3			-	#DIV/0!
Other Offset Revenues #4			-	#DIV/0!
<b>Total Other Revenues Offset with Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total Revenues Offset with Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL REVENUES AND FUND BALANCE UTILIZED</b>	<b>\$ 687,200</b>	<b>\$ 289,700</b>	<b>\$ 397,500</b>	<b>137.2%</b>

# 2019 Appropriations Schedule

## Howell Township Fire District #2 Adelphia Monmouth

	2019 Proposed Budget	2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	\$ 13,850	\$ 13,850	\$ -	0.0%
Commissioners	\$ 36,000	\$ 36,000	-	0.0%
Fringe Benefits	14,650	14,650	-	0.0%
Total Administration - Personnel	<u>64,500</u>	<u>64,500</u>	<u>-</u>	<u>0.0%</u>
<i>Administration - Other (List)</i>				
Other Admin Expense #1	14,500	15,000	(500)	-3.3%
Other Admin Expense #2			-	#DIV/0!
Other Admin Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1	100,000	100,000	-	0.0%
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Administration - Other	<u>114,500</u>	<u>115,000</u>	<u>(500)</u>	<u>-0.4%</u>
Total Administration	<u>179,000</u>	<u>179,500</u>	<u>(500)</u>	<u>-0.3%</u>
<i>Cost of Operations &amp; Maintenance - Personnel</i>				
Salary & Wages	-		-	#DIV/0!
Fringe Benefits	-		-	#DIV/0!
Total Operations & Maintenance - Personnel	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<i>Cost of Operations &amp; Maintenance - Other (List)</i>				
Other Operations & Maintenance Expense #1	873,200	900,200	(27,000)	-3.0%
Other Operations & Maintenance Expense #2			-	#DIV/0!
Other Operations & Maintenance Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Operations & Maintenance - Other	<u>873,200</u>	<u>900,200</u>	<u>(27,000)</u>	<u>-3.0%</u>
Total Operations & Maintenance	<u>873,200</u>	<u>900,200</u>	<u>(27,000)</u>	<u>-3.0%</u>
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	-		-	#DIV/0!
Fringe Benefits	-		-	#DIV/0!
Total Appropriations Offset with Revenue - Personnel	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<i>Appropriations Offset with Revenue - Other (List)</i>				
Other Expense #1			-	#DIV/0!
Other Expense #2			-	#DIV/0!
Other Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Appropriations Offset with Revenue - Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Total Appropriations Offset with Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	#DIV/0!
Equipment			-	#DIV/0!
Materials & Supplies			-	#DIV/0!
Total Duly Incorporated First Aid/Rescue Squad Associations	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<i>Emergency Appropriations &amp; Deferred Charges (List)</i>				
Emergency Appropriation #1			-	#DIV/0!
Emergency Appropriation #2			-	#DIV/0!
Emergency Appropriation #3			-	#DIV/0!
Deferred Charge #1 (cite statute)			-	#DIV/0!
Deferred Charge #2 (cite statute)			-	#DIV/0!
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	#DIV/0!
Total Deferred Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)	105,000	100,000	5,000	5.0%
Total Capital Appropriations	630,000	210,000	420,000	200.0%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	<u>\$ 1,787,200</u>	<u>\$ 1,389,700</u>	<u>\$ 397,500</u>	<u>28.6%</u>





# 2019 Schedule of Salaries and Benefits

Howell Township Fire District #2 Adelphia  
Monmouth

Administrative Positions Excluding Commissioners (List Individually)	Number of Staff	Annual Wages	2019 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2019 Proposed Budget Fringe Benefits
Clerk/Secretary	1	\$ 4,800	\$ 4,800	\$ 1,344	-	-	-	\$ 1,344
Treasurer	1	4,800	4,800	1,344	-	-	-	1,344
Executive Board	1	3,750	3,750	1,051	-	-	-	1,051
Chief Stipend	1	500	500	-	-	-	-	-
Position #5	5	-	-	-	-	-	10,911	10,911
Position #6	-	-	-	-	-	-	-	-
Position #7	-	-	-	-	-	-	-	-
Position #8	-	-	-	-	-	-	-	-
Total Administration			\$ 13,850	\$ 3,739	\$ -	\$ -	\$ 10,911	\$ 14,650

Operation & Maintenance Positions (List Individually)	Number of Staff	Annual Wages	2019 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2019 Proposed Budget Fringe Benefits
Position #1			\$ -	-	-	-	-	\$ -
Position #2			-	-	-	-	-	-
Position #3			-	-	-	-	-	-
Position #4			-	-	-	-	-	-
Position #5			-	-	-	-	-	-
Position #6			-	-	-	-	-	-
Position #7			-	-	-	-	-	-
Position #8			-	-	-	-	-	-
Position #9			-	-	-	-	-	-
Position #10			-	-	-	-	-	-
Position #11			-	-	-	-	-	-
Position #12			-	-	-	-	-	-
Position #13			-	-	-	-	-	-
Position #14			-	-	-	-	-	-
Total Operation & Maintenance			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Salary Offset by Revenue Positions (List Individually)	Number of Staff	Annual Wages	2019 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2019 Proposed Budget Fringe Benefits
Position #1			\$ -	-	-	-	-	\$ -
Position #2			-	-	-	-	-	-
Position #3			-	-	-	-	-	-
Position #4			-	-	-	-	-	-
Position #5			-	-	-	-	-	-
Position #6			-	-	-	-	-	-
Position #7			-	-	-	-	-	-
Position #8			-	-	-	-	-	-
Total Offset by Revenue			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Administration, Operations & Offset by Revenue			\$ 13,850	\$ 3,739	\$ -	\$ -	\$ 10,911	\$ 14,650

# 2019 Proposed Capital Budget

Howell Township Fire District #2 Adelphia  
Monmouth

## CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)

List Project Separately	Asset Type	Date of Local Finance Board Approval	Date of Voter Approval	Affirmative		
				Vote Percentage	2019 Proposed Budget	2018 Adopted Budget
Capital Improvement #1						
Capital Improvement #2						
Capital Improvement #3						
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Capital Improvements						

## DOWN PAYMENTS (N.J.S.A. 40A:14-85)

List Project Separately	Asset Type	Date of Local Finance Board Approval	Date of Voter Approval	Affirmative		
				Vote Percentage	2019 Proposed Budget	2018 Adopted Budget
New Radio\Telecommunications Equipment	Equipment		11/05/18	100%	\$ 330,000	\$ 110,000
Capital Improvement #2						
Capital Improvement #3						
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Down Payments						
Total Capital Improvements & Down Payments						

## RESERVE FOR FUTURE CAPITAL OUTLAYS TOTAL CAPITAL APPROPRIATIONS

	330,000	110,000
	330,000	110,000
	300,000	100,000
\$	630,000	210,000

Capital Appropriations Offset with Restricted Fund  
Capital Appropriations Offset with Grants  
Capital Appropriations Offset with Unrestricted Fund

\$	330,000	\$	110,000

# Debt Service Schedule - Principal

Howell Township Fire District #2 Adelphia  
Monmouth

	Date of Voter Approval	% of Voter Approval	Date of Local Finance Board Approval	Current Year (2018)	2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
<b>General Obligation Bonds</b>												
General Obligation Bond #1												\$ -
General Obligation Bond #2												-
General Obligation Bond #3												-
General Obligation Bond #4												-
<b>Total Principal - General Obligation Bonds</b>												
<b>Bond Anticipation Notes</b>												
BAN #1												-
BAN #2												-
BAN #3												-
BAN #4												-
<b>Total Principal - BANs</b>												
<b>Capital Leases</b>												
Capital Lease #1												-
Capital Lease #2												-
Capital Lease #3												-
Capital Lease #4												-
<b>Total Principal - Capital Leases</b>												
<b>Intergovernmental Loans</b>												
Intergovernmental #1												-
Intergovernmental #2												-
Intergovernmental #3												-
Intergovernmental #4												-
<b>Total Principal - Intergovernmental Loans</b>												
<b>Other Bonds or Notes Payable</b>												
Other Bonds or Notes #1												-
Other Bonds or Notes #2												-
Other Bonds or Notes #3												-
Other Bonds or Notes #4												-
<b>Total Principal - Other Bonds or Notes</b>												
<b>TOTAL PRINCIPAL ALL OBLIGATIONS</b>												
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.


Capital Appropriations Offset with Restricted Fund  
 Capital Appropriations Offset with Grants  
 Capital Appropriations Offset with Unrestricted Fund

# Debt Service Schedule - Interest

Howell Township Fire District #2 Adelphia  
Middletown

	Current Year (2018)	2019	2020	2021	2022	2023	2024	Thereafter	Total Interest Payments Outstanding
<b>General Obligation Bonds</b>									
General Obligation Bond #1									\$
General Obligation Bond #2									
General Obligation Bond #3									
General Obligation Bond #4									
<b>Total Interest - General Obligation Bonds</b>									
<b>Bond Anticipation Notes</b>									
BAN #1									
BAN #2									
BAN #3									
BAN #4									
<b>Total Interest Payments - BANs</b>									
<b>Capital Leases</b>									
Capital Lease #1									
Capital Lease #2									
Capital Lease #3									
Capital Lease #4									
<b>Total Interest Payments - Capital Leases</b>									
<b>Intergovernmental Loans</b>									
Intergovernmental #1									
Intergovernmental #2									
Intergovernmental #3									
Intergovernmental #4									
<b>Total Interest Payments - Intergovernmental</b>									
<b>Other Bonds or Notes Payable</b>									
Other Bonds or Notes #1									
Other Bonds or Notes #2									
Other Bonds or Notes #3									
Other Bonds or Notes #4									
<b>Total Interest Payments - Other Bonds or Notes</b>									
<b>TOTAL INTEREST ALL OBLIGATIONS</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$

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*Enter each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet. Enter the interest payment due for each year indicated and thereafter until maturity.*


Capital Appropriations Offset with Restricted Fund  
 Capital Appropriations Offset with Grants  
 Capital Appropriations Offset with Unrestricted Fund

# 2019 Fund Balance Reconciliation

## Howell Township Fire District #2 Adelphia Monmouth

### UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2018 (1)	\$ 971,255
Less: Utilized in 2018 Adopted Budget	289,700
Proposed balance available	<u>681,555</u>
Estimated results of operations for the year ending December 31, 2018	
Anticipated balance December 31, 2018	<u>681,555</u>
Less: Fund Balance utilized in 2019 Proposed Budget	357,200
Plus: Accrued Unfunded Pension Liability (1)	
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	
Proposed balance after utilization in 2019 Proposed Budget	<u><u>\$ 324,355</u></u>

### RESTRICTED FUND BALANCE

Beginning balance January 1, 2018 (1)	\$ 1,350,822
Less: Utilized in 2018 Adopted Budget	-
Proposed balance available	<u>1,350,822</u>
Estimated results of operations for the year ending December 31, 2018	
Anticipated balance December 31, 2018	<u>1,350,822</u>
Less: Restricted Fund Balance used in 2019 Proposed Budget for Capital Purposes	330,000
Less: Restricted Fund Balance released via Referendum Resolution	-
Proposed balance after utilization in 2019 Proposed Budget	<u><u>\$ 1,020,822</u></u>

(1) This line item must agree to audited financial statements.

# 2019 Referendums

Howell Township Fire District #2 Adelpia  
Monmouth

Summary of Referendum Line Items	2019 Proposed Budget Amount Requested	2018 Final Budget
<b>Total Referendum Line Items</b>	\$ -	\$ -

Tax Levy Requested minus Maximum Allowable Levy  
As this page is adjusted this amount changes, should = \$0  
(For Reference Purposes Only - from Levy Cap Summary based on  
Information provided by the district- see instructions.)

\$ -

N A

Summary of Release of Restricted Fund Balance Referendum Line Items	2019 Proposed Budget Amount Requested	2018 Final Budget
<b>Total Release of Restricted Fund Balance</b>	\$ -	\$ -

## 2019 Levy Cap Summary

### Howell Township Fire District #2 Adelpia Monmouth

#### LEVY CAP CALCULATION

Prior Year Amount to be Raised by Taxation for Fire District Purposes	\$	1,100,000
Changes in Service Provider (+/-)		-
DLGS Approved Adjustments		-
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation		1,100,000
Plus: 2% Cap Increase		22,000
<b>ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS</b>		<b>1,122,000</b>

#### Exclusions

Shared Service Exclusion		-
Change in Total Debt Service Appropriation		-
Allowable Pension Increases		-
Allowable Increase in Health Care Costs		-
Changes in LOSAP Contributions (+/-)		5,000
Extraordinary Costs due to a "Declared" Emergency		-
Net Capital Improvement Fund and/or Down Payment on Improvements and Reserve for Future Capital Outlays		200,000
<b>Total Exclusions</b>		<b>205,000</b>

Less: Cancelled or Unexpended Referendum Amounts		-
Increase in Ratable Valuation (New Construction/Additions)	\$	9,381,500
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.048	4,503
<b>ADJUSTED TAX LEVY</b>		<b>1,331,503</b>

Amount Utilized from Levy Cap Bank from 2016		-
Amount Utilized from Levy Cap Bank from 2017		-
Amount Utilized from Levy Cap Bank from 2018		-
Maximum Tax Levy Before Referendum		1,331,503
Amount Proposed for Levy Cap Referendum		-
<b>MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION</b>	\$	<b>1,331,503</b>

#### CAP BANK CALCULATION

Amount to be Raised by Taxation	\$	1,100,000
Cap Bank Available from Prior Year (2016) for 2019 Budget		49,633
Cap Bank Available from Prior Year (2017) for 2019 Budget		39,796
Revised Cap Bank from Prior Year (2018) Available for 2019 Budget		39,796
Cap Bank Available from Prior Year (2018) for 2019 Budget		30,294
Revised Cap Bank from Prior Year (2018) Available for 2020 Budget		30,294
Cap Bank from Current Year (2019) Available for 2020 Budget		231,503
Cap Bank Available from 2019 for 2020 Budget	\$	231,503





## 2019 Levy Cap Exclusion Calculations

### Howell Township Fire District #2 Adelphia Monmouth

#### PENSION CONTRIBUTION CALCULATION

2019 Proposed Budget PERS Contribution Appropriated	\$ 3,739
2019 Proposed Budget PFRS Contribution Appropriated	-
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2019 Base Amount	3,739
2018 Adopted Budget PERS Contribution	4,332
2018 Adopted Budget PFRS Contribution	-
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2018 Base Amount	4,332
Pension Contribution Exclusion	\$ -

#### LOSAP CALCULATION

2019 Proposed Budget LOSAP Appropriation	\$ 105,000
2018 Adopted Budget LOSAP Appropriation	100,000
LOSAP Exclusion (+/-)	\$ 5,000

#### DEBT SERVICE CALCULATION

2019 Proposed Budget Total Debt Service Appropriation	\$ -
2019 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	-
2019 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	-
2019 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	-
2018 Adopted Budget Total Debt Service Appropriation	-
2018 Adopted Budget Capital Appropriation Offset from Restricted Fund	-
2018 Adopted Budget Capital Appropriation Offset from Grant Fund	-
2018 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2018 Base Amount	-
Debt Service Exclusion	\$ -

#### CAPITAL APPROPRIATION CALCULATION

2019 Proposed Budget Total Capital Appropriation	\$ 630,000
2019 Proposed Budget Capital Appropriation Offset from Restricted Fund	330,000
2019 Proposed Budget Capital Appropriation Offset from Grant Revenue	-
2019 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	300,000
2018 Adopted Budget Total Capital Appropriation	210,000
2018 Adopted Budget Capital Appropriation Offset from Restricted Fund	110,000
2018 Adopted Budget Capital Appropriation Offset from Grant Revenue	-
2018 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2018 Base Amount	100,000
Capital Expenditure Exclusion	\$ 200,000

#### HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2019	
2019 Proposed Budget Administration Health Insurance Appropriation	\$ -
2019 Proposed Budget Operations & Maintenance Health Insurance Appropriation	-
2019 Proposed Budget Group Health Insurance	-
2018 Adopted Budget Administration Health Insurance Appropriation	-
2018 Adopted Budget Operations & Maintenance Health Insurance Appropriation	-
2018 Adopted Budget Group Health Insurance	-
Net Increase (Decrease)	-
Net Increase Divided by 2018 Amount Budgeted = % Increase	0.00%
SFY 2019 State Health Average 0% Less 2% = % Increase Added to Current Levy	0.00%
% Increase less % Increase Exclusion = % Increase Inside Cap	0.00%
% Increase Inside Cap * 2018 Expended = Added Amount Inside Cap	\$ -
% Increase Exclusion * 2018 Expended = 2019 Appropriation Added to Levy	\$ -
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ -
2019 Increase in Appropriation	\$ -

Supplementary Information:

1. Fire District Cap Levy Certification
2. Certification of New Construction
3. Personal Equipment Budget
4. Publication of Audit Synopsis
5. Fire Protection Agreement
6. Web Site Verification
7. Vehicle Schedule
8. Group Affidavit
9. Schedule of Vendors over \$17,500
10. Notice of Special Meeting



**State of New Jersey**  
 Department of Community Affairs  
 Division of Local Government Services  
 Bureau of Authority Regulation  
 Fire District Levy Cap Certification for Fiscal Year 2019

Fire District: Howell Township Fire District No. 2  
 Municipality: Adelphia  
 County: Monmouth  
 FD-Code: 1319-02

**2018 Levy Cap Calculation Summary**

Maximum Allowable Amount to be Raised by Taxation: **\$1,130,294**  
 Amount to be Raised by Taxation: **\$1,100,000**

Active	By Calendar Year	Allowable	Applied In	Used From	Expired	Available
	2018	\$30,294	\$0	\$0	\$0	\$30,294
	2017	\$39,796	\$0	\$0	\$0	\$39,796
	2016	\$49,633	\$0	\$0	\$0	\$49,633
<b>Levy Cap Bank Totals</b>		<b>\$119,722</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$119,722</b>

Expired	By Calendar Year	Allowable	Applied In	Used From	Expired	Available
	2015	\$448,682	\$0	\$0	\$448,682	\$0
	2014	\$40,945	\$0	\$0	\$40,945	\$0
	2013	\$82,034	\$0	\$0	\$82,034	\$0
	2012	\$54,274	\$0	\$0	\$54,274	\$0
<b>Levy Cap Bank Totals</b>		<b>\$625,935</b>	<b>\$0</b>	<b>\$0</b>	<b>\$625,935</b>	<b>\$0</b>

**CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/  
PARTIAL ASSESSMENTS**

(N.J.S.A. 40A:4-45.44 et seq.)

Municipality: Howell Township

County: Monmouth

Fire District Code: F02

Total Number of Fire Districts: 5

**File Form CNC-3 by October 25 of the Current Tax Year for All Fire Districts in the Municipality**

N.J.S.A. 40A:4-45.44 et seq. provides for a statutory exception to the budget cap imposed on fire districts. It uses, in part, the revenue generated by new construction and improvements in a fire district which were not reflected in the prior year's Tax List.

**ASSESSOR: ENTER DATA ON LINES 1 THROUGH 2C, SIGN AND DATE THE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. SEE REVERSE SIDE.**

1. For reference only: Provide the aggregate assessed value for the fire district as filed on the current Tax Year's January 10th Tax List. This is the fire district value as of October 1st of the pre-tax year before Added Assessments.

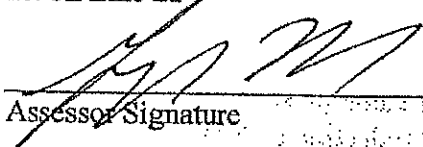
\$ 2,328,638,200 (1)

2. Provide the total valuation (not prorated) of new construction and improvements from the Added Assessment List filed on October 1st of the current tax year (Line 2a) **minus** the total valuation of any Added Assessment tax appeal reductions from the prior tax year (Line 2b) for the adjusted total valuation of new construction and improvements (Line 2c). **Do not include** Omitted Added Assessments, prior year Added Assessments, Omitted Assessments, or property transferred from the Exempt List to the Tax Assessment List, or any land, whether subdivided or not on Line 2a

\$ 10,529,900 (2a)

\$ 1,148,400 (2b)

= \$ 9,381,500 (2c)

  
Assessor Signature

10/26/18  
Date

**TAX COLLECTOR**

3. Provide the Fire District Tax Rate from the current tax year (expressed as a decimal, \$ per hundred).

0.00048 (3)

4. Amount of permitted revenue increase =

Line 2c \* Line 3

(N.J.S.A. 40A:4-45.45)

\$ 4,503.12 (4)

  
Tax Collector Signature

10/26/18  
Date

## 2019 CHIEFS BUDGET

\$45,000.00	TURNOUT GEAR,PPE,ECT. 10 sets of gear approx. \$3638.74 a set for a total of \$36,387.40, remaining \$8,612.60 for helmets, gloves , boots, hoods, ect.
\$15,000.00	PAGERS,RADIO ACCESSORIES 15 pagers estimated \$6,000.00. 50 radio holders and straps estimated \$5,000.00. \$4,000.00 for mics, batteries ,ect.
\$15,000.00	FIRE HOSE Multiple sizes and lengths of hoses to be determined and bid on in 2019
\$10,000.00	PARATEC UPGRADES,WATERTIGHT BINS AND MOUNTING FOR 85,MISCELLANEOUS TOOLS Estimated \$4,000.00 for Paratec add ons. Estimated \$2,000.00 for watertight bins for upper compartments. \$2,000.00 estimated for mounting of equipment on 85. \$2,000.00 miscellaneous tools for multiple trucks.
\$15,000.00	COMPUTER SERVER, PROGRAMMING \$8,000.00 for Red Alert programming. \$7,000.00 for computer server and support.
\$100,000.00	TOTAL FOR 2019

Estimated items will have to go out to bid in 2019

A. GANNETT COMPANY  
**ASBURY PARK PRESS | APP.com**

**Agency:**

HOWELL TOWNSHIP FIRE DIST #2  
 HOWELL TOWNSHIP FIRE DIST #2  
 PO BOX 125  
 ADELPHIA, NJ 07710  
 ATTN: JOSEPH D. YOUSSEF

**Client:**

HOWELL TOWNSHIP FIRE DIST #2  
 PO BOX 125,  
 ADELPHIA, NJ 07710

Acct No: ASB-002628

Acct: ASB-002628

Order #	Advertisement/Description	# Col x # Lines	Rate Per Line	Cost
6032018407	HOWELL TOWNSHIP FIRE DISTRICT NO 2A DELIBERATE STATEMENT OF METRO POSITION FOR TA 1E	3 col x 207 lines	\$0.75	\$367.55
		Affidavit of Publication Charge	1	\$35.00
		Tearsheet Charge	0	\$0.00
		Net Total Due:		375.55

Run Dates: 07/10/18

Check # \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION BY RECEIVING AGENCY**  
 I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON EITHER DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: George D. Patton  
 TITLE: Treasurer DATE: 7/12/18

**CERTIFICATION BY APPROVAL OFFICIAL**  
 I CERTIFY AND DECLARE THAT THIS BILL OR INVOICE IS CORRECT AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.D. # \_\_\_\_\_

SIGNATURE: George D. Patton  
 TITLE: Treasurer DATE: 7/12/18

**CLAIMANT'S CERTIFICATION AND DECLARATION:**  
 (I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS BILL OR INVOICE IS CORRECT IN ALL ITS PARTICULARS, THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN, THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM, THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING, AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 07/10/2018 Federal ID #: 061532273

Signature: [Signature] Official Position: Clk

Kindly return a copy of this bill with your payment so that we can assure you proper credit.

**Asbury Park Press**  
 New Jersey Press Media Solutions  
 P.O. Box 677599  
 Dallas, TX 75267-7599

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$341.65 Affidavit \$35.00

State of New Jersey ) SS.

Mounmouth/Ocean Counties

Personally appeared

*Diana Figueroa*

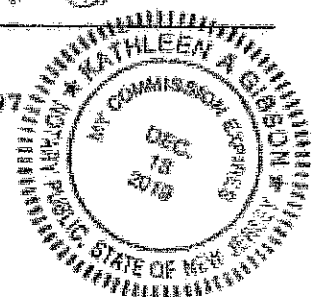
Of the Asbury Park Press, a newspaper printed in Freehold, New Jersey and published in Neptune, in said County and State, and of general circulation in said county, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper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

07/10/18 A.D 2018

*Kathleen A Gibson*

Notary Public of New Jersey

Ad Number: 0003018497



HOWELL  
**HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADRIANA**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2017**

Exhibit A-1

Governmental Activities	
<b>Assets:</b>	
Cash and Cash Equivalents	\$2,601,395
Capital Assets not Depreciated	800,000
Capital Assets, Net (Note 4)	3,040,450
<b>Total Assets</b>	<b>\$ 7,940,493</b>
<b>Deferred Outflow of Resources:</b>	
Contributions to Pension Plan	1,126,693
<b>Deferred Inflow of Resources:</b>	
Pension Deferrals	\$ 22,534
<b>Liabilities:</b>	
Accounts Payable	279,218
Non-Current Liabilities:	
Due Beyond One Year	609,254
<b>Total Liabilities</b>	<b>\$ 888,472</b>
<b>Net Position:</b>	
Invested in Capital Assets, Net of Related Debt	4,266,450
Restricted	1,890,222
Unrestricted	579,555
<b>Total Net Position</b>	<b>\$6,736,227</b>

The accompanying notes to financial statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADRIANA  
**STATEMENT OF ACCOUNTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

Exhibit A-2

Governmental Activities	
<b>Expenses:</b>	
Operating Appropriations:	
Administration	\$60,178
Cost of Operations and Maintenance	1,852,365
Length of Service Award Program	
(LCSAP) - Code Section 457, 1997, c.1001	
Total Program Expenses	1,912,543
<b>General Revenues:</b>	
Taxes:	
Property Taxes, Levied for General Purposes	1,100,000
Miscellaneous Revenues	502,451
<b>Total General Revenues</b>	<b>1,602,451</b>
<b>Increased/Decreased in Net Position</b>	<b>406,568</b>
<b>Net Position, February 1 (Note 1, 1)</b>	<b>\$ 6,329,657</b>
<b>Net Position, December 31</b>	<b>\$ 6,736,227</b>

The accompanying notes to financial statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADRIANA  
**BALANCE SHEET GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2015**

Exhibit B-1

	General Fund	Total Governmental Funds
<b>Assets:</b>		
Cash and Cash Equivalents	\$2,601,395	2,601,395
<b>Total Assets</b>	<b>\$2,601,395</b>	<b>2,601,395</b>
<b>Liabilities and Fund Balances:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$279,218	279,218
<b>Total Liabilities</b>	<b>279,218</b>	<b>279,218</b>
<b>Fund Balances:</b>		
Reserved for:		
Future Capital Outlays	764,273	764,273
Unreserved:		
Designated for:		
Subsequent Year's Expenditures	284,700	284,700
Undesignated, Reported in:		
General Fund	681,555	681,555



Total Fund Balances	2,222,877	2,222,877
Total Liabilities and Fund Balances	\$2,601,385	
Amounts reported for Governmental Activities in the Statement of Net Position (A-1) are different because Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund. The cost of the assets is \$2,255,277 and the accumulated depreciation is \$2,756,332	4,510,488	
Long-term liabilities, including bonds payable are not due and payable in the current period and therefore are not reported in liability in the fund.	(1,018,154)	
Deferred Outflows of Resources - Contributions to the Pension Plan	29,693	
Deferred Inflows of Resources - Acquisition of Assets Applicable to Future Reporting Periods	(22,934)	
Net position of governmental activities	\$6,790,422	

The accompanying notes to financial statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHI

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

FOR THE YEAR ENDED DECEMBER 31, 2015

	General Fund	Capital Projects	Total Governmental Funds
EXHIBIT B-2			
Revenues:			
Amount to be raised by taxation to support the General Budget			1,103,853
Non-Budgetary Revenues	\$22,483		22,483
Total Revenues	1,082,493		1,602,453
Expenditures:			
Operating Appropriations:			
Administration	60,128		60,128
Cost of Operation and Maintenance	763,857		763,857
Length of Service Award Program (LOSAP) - Contributions (P.L. 1997, C. 255)	66,032		66,032
Capital Expenditures		157,246	157,246
Total Expenditures	908,997	157,246	1,260,273
Excess (Deficiency) of Revenues Over Expenditures	659,446	327,246	342,200
Other Financing Transactions:			
Transfer to Reserve	(347,246)	347,246	
Net Change in Fund Balances	342,200		342,200
Fund Balance, January 1	1,978,877		1,978,877
Fund Balance, December 31	\$ 2,322,877		2,322,877

The accompanying notes to financial statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHI  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2015

Total Net Change in Fund Balances - Governmental Funds	\$342,200
Amounts Reported for Governmental Activities in the Statement of Activities (A-2) are different because:	
Capital Outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the period.	
Capital Outlays	252,803
Depreciation Expense	(229,788)
Change in Net Pension Liability	30,633
Contributions to the pension plan in the current fiscal year are deferred outflows of resources on the Statement of Net Position	(3,473)

Patrons Received Disbursements	(22,810)
Change in Net Position of Governmental Activities	\$425,365

The accompanying Notes to Financial Statements are an integral part of the statements.  
RECOMMENDATIONS

Notes

\*\*\*\*\*

The above summary or synopsis of assets was prepared from the report of assets of the State of Tennessee for the fiscal year ended December 31, 1964.

This report of assets submitted by Robert S. Stinson and Company, Registered Accountants, is on file in the Director's office and may be inspected by any interested person.  
Robert S. Carter, President

## FIRE PROTECTION AGREEMENT

**THIS AGREEMENT** made this 6TH day of NOVEMBER, 2017 by and between the Board of Fire Commissioners, Fire District No. 2, Township of Howell, County of Monmouth and State of New Jersey hereinafter designated as the "Board", and the Howell Township Volunteer Fire Company No. 1 hereinafter designated as the "Company".

### **WITNESSETH:**

**WHEREAS;** the Board of Fire Commissioners, Fire District No. 2, Howell Township is a duly constituted public agency organized and operating pursuant to the provisions of N.J.S.A. 40A:14-70 et. seq.; 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 providing fire suppression/fire protection services; and

**WHEREAS;** pursuant to the provisions of N.J.S.A. 40A:14-70.1.b. the Board is empowered to contract with the volunteer fire company for the purpose of extinguishing fires upon such terms and conditions as shall be deemed proper; 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. The Company covenants and agrees to provide fire protection services to all persons and property situate within the borders of Fire District No. 2, Howell Township, Monmouth County, New Jersey and to provide said fire protection services seven (7) days per week, twenty four (24) hours per day, in accordance with any and all rules, regulations and standards adopted by the Board and the laws of the State of New Jersey or any other administrative agency having the necessary and proper jurisdiction to prescribe rules and regulations.

2. The Company hereby leases to the Board office space, bay space and equipment rooms in its firehouse facilities for the purpose of conducting Board business and the storage and maintenance of Board owned equipment and apparatus and the conduct of fire suppression activities.

3. The Commissioners do hereby agree to pay the Company, as consideration for the promises and covenants contained herein \$60,000.00 (Sixty Thousand Dollars) for the term commencing on March 1, 2017 and ending on February 28, 2018 unless otherwise extended by agreement of the parties.

4. In addition to the consideration specified in Paragraph 3. above, the Commissioners shall be responsible for the payment of all costs for the maintenance and repair of all fire fighting equipment and apparatus owned by the Board, in accordance with the budget adopted by the Board of Fire Commissioners at the annual referendum. The Company shall be responsible for the establishment and maintenance of the Chief's petty cash fund.

5. The Commissioners shall provide, at no cost or expense to the individual members of the Volunteer Fire Company, such insurance as may be legally available to volunteer firefighters and as may be required by New Jersey law, including but not limited to comprehensive liability, workers compensation and life insurance.

6. The Company does hereby specifically grant to the Commissioners the right to use its meeting room for the Board's regularly scheduled meetings, both public and executive sessions, and to use the firehouse as a polling place for such elections as may be required to be held within the District, subject only to the requirement that the Board notify the Company in advance of its intention to use the firehouse for such purposes and also subject to the requirement that such use will not interfere with normal operations of the fire company.

7. The Commissioners shall be responsible for the costs of utilities used in both firehouses.

8. The Company shall operate and utilize any and all equipment and apparatus supplied by the Board for 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 Company shall provide an annual

accounting of all moneys received and expenditures made by it to the Board.

9. 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. If any provisions of this Agreement shall be found to be invalid by a court of competent jurisdiction, such findings, shall not affect the remainder of this Agreement.

10. The terms of this contract shall be automatically renewed yearly unless such terms are modified by subsequent written agreement of the parties.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized officers and representatives on this 6TH day of NOVEMBER, 2017.

ATTEST:

**COMMISSIONERS OF FIRE DISTRICT  
NO. 2 TOWNSHIP OF HOWELL**

Chairman

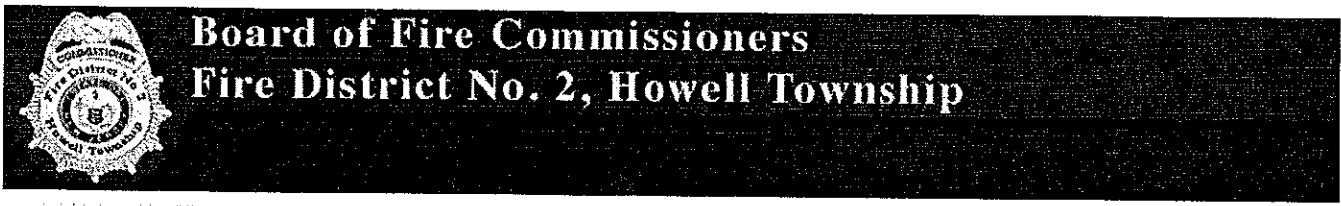
Clerk

ATTEST:

**HOWELL TOWNSHIP FIRE CO. NO. 1**

President

Secretary



HOME MEETING MINUTES & RESOLUTIONS AUDITS BUDGETS CALENDAR COMMISSIONERS  
 DISTRICT NOTICES FINANCIALS MISSION STATEMENT - HOWELL TOWNSHIP FIRE DISTRICT #2

Type to search, then press enter

UPCOMING EVENTS

NOV  
**5**  
 Mon  
 (http://HowellFireDistrict2.com/calendar-2/action-oneday/exact\_date-11-5-2018/)  
 8:00 pm Regular Meeting @ Adelpia Fire House  
 (http://HowellFireDistrict2.com/event/regular-meeting-7?instance\_id=1268)

DEC  
**3**  
 Mon  
 (http://HowellFireDistrict2.com/calendar-2/action-oneday/exact\_date-12-3-2018/)  
 8:00 pm Regular Meeting @ Adelpia Fire House  
 (http://HowellFireDistrict2.com/event/regular-meeting-7?instance\_id=1269)

CONTACT:

Mailing:  
 PO Box 125  
 Adelpia, NJ 07710

Harry Carter, Chairman,  
 dharrycarter@optonline.net

Frank Biddle, Secretary,  
 fbiddle3@verizon.net

George Patten, Treasurer,  
 georgepatten2@verizon.net

Phone:  
 (732) 462-8619

Commissioners

Commissioners

Harry R. Carter

Chairman  
*(term expires 2019)*

Frank Biddle

Clerk/Secretary  
*(term expires 2021)*

George D. Patten

Treasurer  
*(term expires 2020)*

Thomas P. Ward

Vice-Chairman  
*(term expires 2019)*

Doug S. Howlett

Asst. Clerk  
*(term expires 2021)*


## Auto Schedule

Year & Make	VIN	Assigned
1982 MACK PUMPER LDH	1M1A139Y5CM001489	Motor Pool
1979 MACK TRUCK	R685ST74917	Motor Pool
1985 HEIL TANK-TRLR	1HLR1A6B0G9E39469	Motor Pool
1942 FORD ANTIQUE	99T529656	Motor Pool
2017 SPARTAN PUMPER LDH	457AV2E94HC081053	Motor Pool
1990 GMC SUBURBAN	1GKGV26J2LF514322	Motor Pool
1995 FORD BRUSH VEH	1FDLF47F6SEA67801	Motor Pool
1996 E-1 AERIAL	4ENDABA85V1006750	Motor Pool
2002 CHEVY SUBURBAN	3GNGK26U42G288447	Motor Pool
2002 CAR MATE TRAILER	SA3C612S02L005126	Motor Pool
2003 FORD CHIEF'S CAR	1FTSW31P03ED00410	Motor Pool
2004 SPARTAN PUMPER LDH	4S7AU2F994C047203	Motor Pool
2009 CHEVY SUBURBAN	1GNGK46K99R140282	2nd Asst chief
2009 SPARTAN PUMPER LDH	4S7AU20909C072356	Motor Pool
2011 CHEVY TRUCK	1GNWK5EG0BR370510	Chief
2015 CHEVY SUBURBAN CHFS VEH	1GNSK5EC9FR545466	1st Asst chief

**HOWELL TOWNSHIP FIRE DISTRICT NO.2  
ANNUAL AUDIT REVIEW  
GROUP AFFIDAVIT**

The undersigned, being duly sworn, according to law, upon our oaths depose and say:

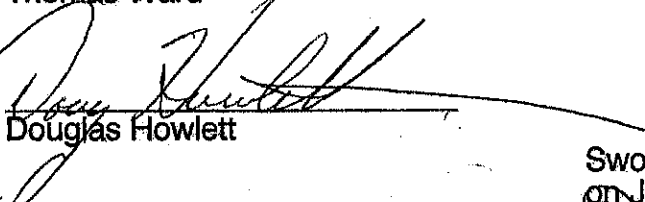
1. We are the duly elected members of the above identified Board of Fire Commissioners.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17, we have reviewed the Annual Report On Audit filed by the District's Auditor with the Clerk pursuant to the provisions of N.J.S.A. 40A: 5A-15 for the year ended 12/31/17.
3. We do hereby certify that we are familiar with the sections of the Audit Report entitled "**GENERAL COMMENTS**" and "**RECOMMENDATIONS**".

  
\_\_\_\_\_  
Harry R. Carter, Chmn.

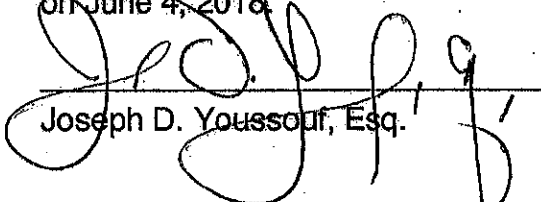
  
\_\_\_\_\_  
George Patten, Treas.

  
\_\_\_\_\_  
Frank Biddle, III, Clerk

  
\_\_\_\_\_  
Thomas Ward

  
\_\_\_\_\_  
Douglas Howlett

Sworn and subscribed to the undersigned  
on June 4, 2018.

  
\_\_\_\_\_  
Joseph D. Youssouf, Esq.



# Board of Fire Commissioners

Howell Fire District No.2

P.O.Box 125, Adelphia,NJ 07710-0125

The following is a list of Companies and Vendors paid \$17,500.00 or more in the year 2017.

- 1.VFIS [Insurance]
- 2.Liberty Mutual Insurance Company
- 3.NJ American Water
- 4.Howell Township Fire Co.# 1[Adelphia Fire Co.]
- 5.Firefighter One Professional safety Services
- 6.Skylands Area Fire Equipment & Training

**NOTICE OF SPECIAL MEETING BOARD OF FIRE  
COMMISSIONERS FIRE DISTRICT NO.2 HOWELL  
TOWNSHIP**

**TAKE NOTICE:** The Board of Fire Commissioners of Fire District No.2 Howell Township have scheduled a special meeting pursuant to the provisions of N.J.S.A. 40A:14-84. The Special Meeting will commence at 7:30 p.m. on **NOVEMBER 5, 2018** at the Adelphia Volunteer Fire Company Firehouse 993 Route 33 E. Howell, New Jersey. The meeting will be open to the public.

The purpose of this meeting is to seek voter approval of the proposed purchase of new radio / telecommunications equipment at a total cost not to exceed **\$330,000.00**. If the proposed acquisition is approved, the amount so approved will be included as an item of expenditure in the next succeeding annual budget of the Board of Fire Commissioners and will be paid for using accumulated capital reserve funds. The legal voters in attendance will be polled regarding the proposed capital project.

Harry R. Carter, Chairman  
Fire District No.2 Howell

10/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.2 HOWELL TOWNSHIP SCHEDULING A  
SPECIAL MEETING FOR NOVEMBER 5, 2018**

**WHEREAS;** N.J.S.A. 40A:14-84 permits fire districts to seek voter approval of proposed capital expenditures such as the purchase of fire apparatus and equipment at a special meeting called for such purpose; and

**WHEREAS;** Said statute further provides that if the expenditure for the capital project proposed to the voters at the special meeting is approved, the revenues so approved shall be included in the next succeeding annual budget of the fire district in the section reserved for capital appropriations; and

**WHEREAS;** It is the considered opinion of the Board of Fire Commissioners that the purchase of new state of the art radio and telecommunications equipment at a cost not to exceed **THREE HUNDRED THIRTY THOUSAND DOLLARS (\$330,000.00)** is necessary, desirable and in the public interest; and

**WHEREAS;** Moneys adequate to pay the purchase price of the above specified equipment are available in capital reserve accounts accumulated by the Board in previous budgets and the purchase can be made without the imposition of an additional tax burden on the voters of the District.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.2 Howell Township that a special meeting be held on **NOVEMBER 5, 2018** commencing at 7:30 p.m. at the Adelphia Volunteer Fire Company Firehouse 933 Route 33 E. Howell Township for the purpose of requesting voter approval of the proposed purchase.

**BE IT FURTHER RESOLVED** that notice of this special meeting be posted in five (5) public places within the Fire District as required by N.J.S.A.40A:14-84.

**BE IT FURTHER RESOLVED** that at said special meeting the assembled voters shall be asked to vote upon the following question:

SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 HOWELL TOWNSHIP BE AUTHORIZED TO PURCHASE NEW RADIO/TELECOMMUNICATIONS EQUIPMENT AT A TOTAL COST NOT TO EXCEED THREE HUNDRED THIRTY THOUSAND DOLLARS (\$330,000.00) UTILIZING CAPITAL RESERVE FUNDS ACCUMULATED IN PRIOR BUDGETS, WITH THE AMOUNT SO APPROVED TO BE INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE BOARD OF FIRE COMMISSIONERS AS A CAPITAL EXPENDITURE?

YES 7

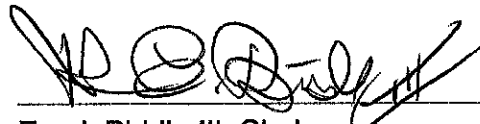
NO 0

**BALLOT EXPLANATION**

A **Yes Vote** will authorize the Board of fire Commissioners to purchase the new radio equipment and to expend \$330,000.00 for that purpose.

A **No Vote** will prohibit the Board from making the purchase and spending the accumulated capital reserve funds.

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.2 Howell Township on October 1, 2018.

  
Frank Biddle III, Clerk

**BOARD OF FIRE COMMISSIONERS**

**District No. 2, Howell Township**

**P.O. Box 125, Adelphia, N.J. 07710 - 0125**

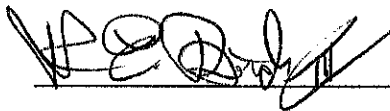
Phone ( 732 ) 462-8619 Fax ( 732 ) 462-8401

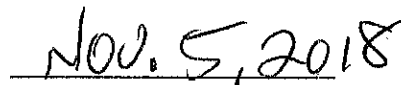
November 5, 2018

A resolution was offered by George Patten, and seconded by Harry Carter, approving the use of \$330,000.00 from the Capital reserve for use in the 2019 Fire District Budget to pay for the upgrades to the Fire Districts Communication Equipment. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

I certify this to be a true copy of the resolution duly adopted on this day.

  
\_\_\_\_\_  
CLERK

  
\_\_\_\_\_  
NOV. 5, 2018

**BOARD OF FIRE COMMISSIONERS**

**District No. 2, Howell Township**

**P.O. Box 125, Adelphia, N.J. 07710 - 0125**

Phone ( 732 ) 462-8619 Fax ( 732 ) 462-8401

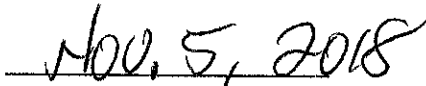
November 5, 2018

A resolution was offered by Harry Carter, and seconded by Tom Ward, approving the use of \$357,200.00 from the unrestricted fund balance to offset the 2019 Fire District Budget. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

I certify this to be a true copy of the resolution duly adopted on this day,

  
\_\_\_\_\_  
CLERK

  
\_\_\_\_\_  
NOV. 5, 2018

NOV. 5TH 2018 @ 7:30 PM

# SPECIAL MEETING SIGN IN

- ① FRANK BIDDLE III 581 WYCKOFF MILLS ROAD
- ② Paul Hewlett 127 MANAQUE RD FREEHOLD NJ
- ③ BILL GORRE 4 SCENIC DR.
- ④ Daniel Kitz 28 Fire Stone Drive
- ⑤ Thomas Pajmal 18 TRAFALGARE RD Freehold NJ
- ⑥ Frank A Lamb 957 RT 529, ADELPHI, NJ
- ⑦ George D. Patten 33 Stratmore Rd, Freehold, NJ 07728
- ⑧
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- ⑱
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VOTE

7 - YES  
0 - NO

*[Signature]*

FRANK E. BIDDLE III  
CLERK OF THE BOARD  
NOV. 5, 2018

**NOTICE OF SPECIAL MEETING BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.2 HOWELL TOWNSHIP**

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Harry R. Carter, Chairman  
Fire District No.2 Howell

*Posted in the Following Places*

		DATE
1	Adelphia Fire House - Station No. 2 - 993 Rt. 33, Howell, NJ	10/18/18
2	Adelphia Fire House - Station No. 1 - 925 Adelphia Rd, Adelphia, NJ	10/18/18
3	Adelphia Post Office - Wychoff Mills Rd, Adelphia, NJ	10/19/18
4	The Farm Store - Wychoff & Adelphia Rds, Adelphia, NJ	10/19/18
5	The Italian Deli - Adelphia Farmingdale Rd,	10/25/18
6	WAWA - Hwy. 33, & 5pts Rd	10/26/18
7	BARG'S LAWN & GARDEN SHOP - Hwy. 33	10/26/18
8	Allied Diesel Service - Hwy. 33	10/26/18