

2020

Howell Township Fire District #2
Adelphia

Fire District Budget

Howellfiredistrict2.com

Department Of



**Community
Affairs**

Division of Local Government Services

2020 FIRE DISTRICT BUDGET

Certification Section

2020

Howell Township #2 Adelphia

FIRE DISTRICT BUDGET


FISCAL YEAR: January 1, 2020 to December 31, 2020

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: 11/14/19

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: 2/11/20

2020 PREPARER'S CERTIFICATION

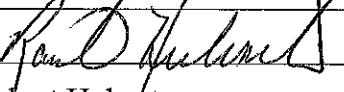
Howell Township #2 Adelphia

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

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:	rah@monmouth.com		

2020 PREPARER'S CERTIFICATION OTHER ASSETS

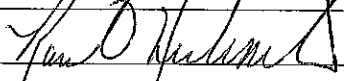
Howell Township #2 Adelphia

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

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:	rah@monmouth.com		

2020 APPROVAL CERTIFICATION

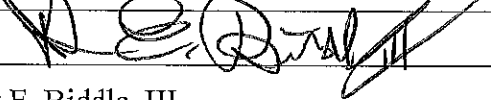
Howell Township #2 Adelphia

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

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 4th 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.net		

FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address: <http://howellfiredistrict2.com>

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

2020 FIRE DISTRICT BUDGET RESOLUTION

Howell Township #2 Adelphia

FISCAL YEAR: January 1, 2020 to December 31, 2020

WHEREAS, the Annual Budget for the Howell Township Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 4, 2019; 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 \$1,628,200, which includes an amount to be raised by taxation of \$1,100,000, and Total Appropriations of \$1,628,200; and

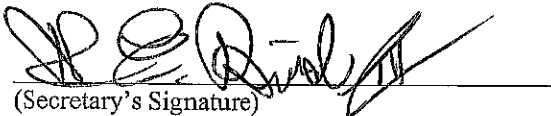
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations 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 5th, 2019 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2020 and ending December 31, 2020 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 2nd, 2019.


(Secretary's Signature)

11-04-19
(Date)

Board of Commissioners Recorded Vote

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

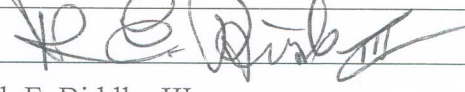
2020 ADOPTION CERTIFICATION

Howell Township #2

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2020 to December 31, 2020

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 2nd day of December, 2019.

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		

2020 ADOPTED BUDGET RESOLUTION

Howell Township #2 Adelphia

FISCAL YEAR: January 1, 2020 to December 31, 2020

WHEREAS, the Annual Budget for the Howell Township Fire District No. 2_ (the "Fire District") for the fiscal year beginning January 1, 2020 and ending December 31, 2020, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 2, 2019; 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

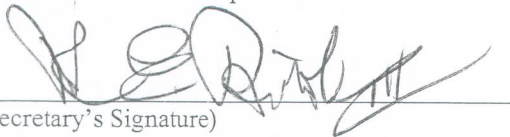
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,628,200, which includes amount to be raised by taxation of \$1,100,000, and Total Appropriations of \$1,628,200; and

WHEREAS, an election shall be held annually on the third Saturday of February (only if required) 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 2nd, 2019 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2020 and ending December 31, 2020, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,628,200, which includes amount to be raised by taxation of \$1,100,000, and Total Appropriations of \$1,628,200; 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 (only if required) 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)

DEC. 2, 2019
(Date)

Board of Commissioners Recorded Vote

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

2020 FIRE DISTRICT BUDGET

Narrative and Information Section

2020 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Howell Township #2 Adelpia

FISCAL YEAR: January 1, 2020 to December 31, 2020

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

1. When is the Fire District's annual election? (February and/or November) If November, was the resolution submitted to the Division?
2. Complete a brief statement on the 2020 proposed Annual Budget and make comparison to the 2019 adopted budget.
3. Explain any variances over +/-10% for each line item. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.
4. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation, the use of the Restricted and Unrestricted Fund Balance(s) and how they are complying with the Property Tax Levy Cap. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget.
5. Does the Fire District plan on exceeding the Levy Cap? If so, please provide a statement with the 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.
6. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance to be used in the 2020 proposed operating budget, explain the reason and purposes of the appropriation.
7. Complete a brief statement on the Annual Budget's proposed capital appropriations including debt service for the proposed budget year and for future years.
8. 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.
9. 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.

10. 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	\$249,636,860.
Proposed Tax Rate per \$100 of Assessed Valuation	\$.045

11. 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 District's annual election is in February.
2. The 2020 Budget was given careful consideration by the Commissioners along with input from their attorney and auditor. The operating budget shows a decrease from 2019 of \$159,000. The District also is using \$358,200 in unrestricted surplus to offset 2020 taxation as well as \$170,000 from restricted surplus to offset capital appropriations for the purchase of new heating system and communications equipment.
3. An analysis of changes of +/- 10% is attached, with corresponding explanations.
4. The amount to be raised for taxation will be the same as 2019. The projected tax rate will be similar to 2019. The Commissioners recognize the difficult economic times and have worked to keep the budget at minimum requirements.
5. The amount to be raised by taxation will be the same as 2019. It is compliant with the CAP calculation of allowed increase, and is actually under what would be allowed without a CAP waiver.
6. The district is utilizing restricted fund balance from its reserve for future capital outlays to offset the cost of capital expenditures of \$170,000 for the purchase of a heating system radios and communications equipment.
7. The district is appropriating \$300,000 in reserve for capital outlays in the 2020 budget as the commissioner are anticipating the purchase of new equipment and are appropriating \$170,000 from reserve for future capital outlays to offset taxation. Budgeting the additional \$300,000 in 2020 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.
8. NA
9. NA

Howell Township Fire District #2 Adelphia Budget Line Item Increase\Decrease +/- 10%				
	2020	2019	Increase\Decrease	Reason
			%	
Professional Services	\$ 58,000	\$ 40,000	21%	District will require the services of an engineer in 2020
Personal Equipment	\$ 90,000	\$ 100,000	-10%	Chief's budget was submitted based on current needs
Capital Appropriation	\$ 170,000	\$ 330,000	-48%	Capital expenditures are lower than in 2019 based on needs

2020 Chief's Equipment Budget

Description	Total
Personal Protective Equipment - Structural Firefighting (Pants and Coats)	\$ 36,000.00
Personal Protective Equipment - Boots	\$ 3,700.00
Personal Protective Equipment - Thermal Hoods, Gloves, Safety Glasses	\$ 4,500.00
Personal Protective Equipment - Helmets	\$ 3,000.00
Radio/Paging - Unication G1 Pagers	\$ 3,600.00
Equipment - New Thermal Imaging Cameras (incl. chargers)	\$ 36,000.00
Tools - Milwaukee Drill and Driver Set	\$ 700.00
Tools - Milwaukee Saws-all	\$ 700.00
IT - Apparatus Tablet Replacements, RedAlert Programming	\$ 1,800.00
Total	\$ 90,000.00

Note all unit costs are estimates based on current pricing and state contracts. Quotes will be solicited at time of planned procurement.

FIRE DISTRICT CONTACT INFORMATION

2020

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

Name of Fire District:	Howell Township Fire District #2 Adelphia		
Address:	PO Box 125		
City, State, Zip:	Adelphia	NJ	07710
Phone: (ext.)	732-462-8619	Fax:	732-462-8401
Fire District E-mail:	Fbiddle3@verizon.net		

Preparer's Name:	Robert Hulsart		
Preparer's Address:	PO Box 1409		
City, State, Zip:	Wall	NJ	07719
Phone: (ext.)	732-680-4990	Fax:	NA
E-mail:	rah@monmouth.com		

Chairman:	Harry Carter		
Phone: (ext.)	732-462-8619	Fax:	732-462-8401
E-mail:			

Secretary/Treasurer:	Frank E. Biddle, III		
Phone: (ext.)	732-462-8619	Fax:	732-462-8401
E-mail:	Fbiddle3@verizon.net		

Name of Auditor:	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:	rah@monmouth.com		

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Howell Township #2 Adelpia

FISCAL YEAR: January 1, 2020 to December 31, 2020

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, 2020 to December 31, 2020

- 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=47

13.c.Members vested=40

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.

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

Auto Schedule

Veh No	Year & Make	VIN	Assigned
1	1982 MACK PUMPER LDH	1M1A139Y5CM001489	Motor Pool
2	1979 MACK TRUCK	R685ST74917	Motor Pool
3	1985 HEIL TANK-TRLR	1HLR1A6B0G9E39469	Motor Pool
4			
5	1942 FORD ANTIQUE	99T529656	Motor Pool
6	2017 SPARTAN PUMPER LDH	457AV2E94HC081053	Motor Pool
7	1990 GMC SUBURBAN	IGKGV26J2LF514322	Motor Pool
8	1995 FORD BRUSH VEH	1FDLF47F6SEA67801	Motor Pool
9	1996 E-1 AERIAL	4ENDABA85V1006750	Motor Pool
10	2002 CHEVY SUBURBAN	3GNGK26J42G288447	Motor Pool
11	2002 CAR MATE TRAILER	SA3C612S02L005126	Motor Pool
12	2003 FORD CHIEF'S CAR	1FTSW31P03ED00410	Motor Pool
13	2004 SPARTAN PUMPER LDH	4S7AU2F994C047203	Motor Pool
14	2009 CHEVY SUBURBAN	1GNGK46K99R140282	2nd Asst chief
15	2009 SPARTAN PUMPER LDH	4S7AU20909C072356	Motor Pool
16	2011 CHEVY TRUCK	1GNWK5EG0BR370510	Chief
17	2015 CHEVY SUBURBAN CHFS VEH	1GNSK5EC9FR545466	1st Asst chief

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

FISCAL YEAR: January 1, 2020 to December 31, 2020

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 2018.

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=\$7,350.00

b. Frank E. Biddle III- Commissioner/Clerk/Secretary=\$12,150.00

c. George D. Patten- Commissioner/Treasurer=\$12,150.00

d. Thomas P. Ward- Commissioner/Vice Chairman=\$8,550.00

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

e. Doug S. Howlett-Commissioner/Ass't. Clerk/Secretary=\$7,350.00

Benefits paid for social security and medicare for all
commissioners=\$3,637.64

Benefits paid to the N.J. Division of Pensions and Benefits for all
commissioners=\$3,739.00

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	Reportable Compensation from Fire District (W-2/ 1099)			Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Total Compensation from Fire District	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	Officer	Former								
1 Frank E. Biddle	Clerk/Secretary					\$ 4,800						\$ 6,400	
2 George Patten	Treasurer		x			4,800						6,400	
3 TBD	Exe. Board		x			1,800						2,500	
4 Frank E. Biddle	Commissioner					7,200						9,340	
5 George Patten	Commissioner		x			7,200						9,340	
6 Harry Carter	Commissioner		x			7,200						9,340	
7 Doug Howlett	Commissioner		x			7,200						9,340	
8 Robert Tice	Commissioner		x			7,200		Earle Naval	Firefighter	40	62,000	116,340	
9						2,140						9,340	
10						-						-	
11						-						-	
12						-						-	
13						-						-	
14						-						-	
15						-						-	
Total:						\$ 47,400	\$ -	\$ -	\$ -	\$ 14,600	\$ 62,000	\$ 169,000	

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: 1

Schedule of Health Benefits - Detailed Cost Analysis

Howell Township Fire District #2 Adelphia
Monmouth

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

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

2020 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: **Howell Township Fire District #2 Adelpia**
County: **Monmouth**

Levy Cap Calculation Summary

2019 Adopted Budget - Amount to be Raised by Taxation	\$	1,100,000
Cap Bank Available from 2017 (See Levy Cap Certification)		39,796
Cap Bank Available from 2018 (See Levy Cap Certification)		30,294
Cap Bank Available from 2019 (See Levy Cap Certification)		231,503
Cap Bank Used from 2017		-
Cap Bank Used from 2018		-
Cap Bank Used from 2019		-
Changes in Service Provider (+/-)		
DLGS Approved Adjustments		
Cancelled or Unexpended Referendum Amount (Enter as a positive number)		
Assessed Valuation of District for adopted budget		2,419,763,600
New Ratables - Increase in Valuations (New Construction and Additions)		7,660,500
Adopted Fire District Tax Rate (three decimals) per \$100		\$0.046
Projected Tax Rate based upon Proposed Levy		0.043255729

2020 Budget Summary

Howell Township Fire District #2 Adelphia Monmouth

	<u>2020 Proposed Budget</u>	<u>2019 Adopted Budget</u>	<u>\$ Increase (Decrease) Proposed vs. Adopted</u>	<u>% Increase (Decrease) Proposed vs. Adopted</u>
REVENUES AND FUND BALANCE UTILIZED				
Total Fund Balance Utilized	\$ 528,200	\$ 687,200	\$ (159,000)	-23.1%
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	528,200	687,200	(159,000)	-23.1%
Amount to be Raised by Taxation to Support Budget	1,050,000	1,100,000	(50,000)	-4.5%
Total Anticipated Revenues	1,578,200	1,787,200	(209,000)	-11.7%
APPROPRIATIONS				
Total Administration	164,500	179,000	(14,500)	-8.1%
Total Cost of Operations & Maintenance	887,700	873,200	14,500	1.7%
Total Appropriations Offset with Revenue (must equal Revenues Offset with Appropriations)	-	-	-	#DIV/0!
Total Appropriated for Duly Incorporated First Aid/Rescue Squad	-	-	-	#DIV/0!
Total Deferred Charges	-	-	-	#DIV/0!
Cash Deficit, Preceeding 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	105,000	-	0.0%
Total Capital Appropriations	421,000	630,000	(209,000)	-33.2%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
Total Appropriations	1,578,200	1,787,200	(209,000)	-11.7%
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

2020 Revenue Schedule

Howell Township Fire District #2 Adelphia
Monmouth

	<u>2020 Proposed Budget</u>	<u>2019 Adopted Budget</u>	<u>\$ Increase (Decrease) Proposed vs. Adopted</u>	<u>% Increase (Decrease) Proposed vs. Adopted</u>
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	\$ 358,200	\$ 357,200	\$ 1,000	0.3%
Restricted Fund Balance	170,000	330,000	(160,000)	-48.5%
Total Fund Balance Utilized	528,200	687,200	(159,000)	-23.1%
<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!
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	#DIV/0!
Asset #2			-	#DIV/0!
Asset #3			-	#DIV/0!
Asset #4			-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
<i>Interest on Investments & 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!
Total Interest on Investments & Deposits	-	-	-	#DIV/0!
<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!
Total Other Revenue	-	-	-	#DIV/0!
<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!
Total Operating Grant Revenue	-	-	-	#DIV/0!
<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!
Total Uniform Fire Safety Act	-	-	-	#DIV/0!
<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!
Total Other Revenues Offset with Appropriations	-	-	-	#DIV/0!
Total Revenues Offset with Appropriations	-	-	-	#DIV/0!
TOTAL REVENUES AND FUND BALANCE UTILIZED	\$ 528,200	\$ 687,200	\$ (159,000)	-23.1%

2020 Appropriations Schedule

Howell Township Fire District #2 Adelpia Monmouth

	2020 Proposed Budget	2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	\$ 10,900	\$ 13,850	\$ (2,950)	-21.3%
Commissioners	\$ 36,000	\$ 36,000	-	0.0%
Fringe Benefits	14,100	14,650	(550)	-3.8%
Total Administration - Personnel	61,000	64,500	(3,500)	-5.4%
<i>Administration - Other (List)</i>				
Other Admin Expense #1	13,500	14,500	(1,000)	-6.9%
Other Admin Expense #2			-	#DIV/0!
Other Admin Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1	90,000	100,000	(10,000)	-10.0%
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Administration - Other	103,500	114,500	(11,000)	-9.6%
Total Administration	164,500	179,000	(14,500)	-8.1%
<i>Cost of Operations & Maintenance - Personnel</i>				
Salary & Wages	-		-	#DIV/0!
Fringe Benefits	-		-	#DIV/0!
Total Operations & Maintenance - Personnel	-	-	-	#DIV/0!
<i>Cost of Operations & Maintenance - Other (List)</i>				
Other Operations & Maintenance Expense #1	887,700	873,200	14,500	1.7%
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	887,700	873,200	14,500	1.7%
Total Operations & Maintenance	887,700	873,200	14,500	1.7%
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	-		-	#DIV/0!
Fringe Benefits	-		-	#DIV/0!
Total Appropriations Offset with Revenue - Personnel	-	-	-	#DIV/0!
<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	-	-	-	#DIV/0!
Total Appropriations Offset with Revenue	-	-	-	#DIV/0!
<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	-	-	-	#DIV/0!
<i>Emergency Appropriations & 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	-	-	-	#DIV/0!
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	105,000	-	0.0%
Total Capital Appropriations	421,000	630,000	(209,000)	-33.2%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	\$ 1,578,200	\$ 1,787,200	\$ (209,000)	-11.7%

BOARD OF FIRE COMMISSIONERS

District No. 2, Howell Township

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

Phone (732) 462-8610 Fax (732) 462-8401

	DESCRIPTION	LINE	2018	2019	2020
1	SALARY & WAGES	A 11-1	64,500.00	64,500.00	61,000.00
2	COLLECTION	A 11-2	2,500.00	2,500.00	2,500.00
3	OFFICE EXPENSES	A 11-3	12,500.00	12,000.00	11,000.00
4	ADVERTISING	A 11-4	2,000.00	2,000.00	2,000.00
5	INSURANCE	A 11-5	160,000.00	155,000.00	160,000.00
6	MAINT. & REPAIRS	A 11-6	250,000.00	220,000.00	220,000.00
7	PROFESSIONAL SERVICE	A 11-7	40,000.00	40,000.00	58,000.00
8	RENTAL CHARGES	A 11-8	60,000.00	60,000.00	60,000.00
9	SUPPLIES EXPENSE	A 11-9	27,000.00	27,000.00	25,000.00
10	TRAINING & EDUCATION	A 11-10	60,000.00	60,000.00	60,000.00
11	UTILITIES	A 11-11	70,000.00	65,000.00	70,000.00
12	HYDRANT RENTALS	A 11-12	195,000.00	200,000.00	200,000.00
13	OTHER OUTSIDE SERVICE	A 11-13	35,000.00	33,000.00	31,500.00
14	PROMOTION	A 11-14	1,200.00	1,200.00	1,200.00
15	PERSONAL EQUIPMENT	A 11-15	100,000.00	100,000.00	90,000.00
16	INTERLOCAL SERVICES	A 11-16	0	0	0
17	CAPITAL APPROPRIATION	B-1	110,000.00	330,000.00	170,000.00
18	CAPITAL RESERVE	B-2	100,000.00	300,000.00	251,000.00
19	DEBT SERVICE	B-3	0	0	0
20	LOAN	B-4	100,000.00	105,000.00	105,000.00
TOTAL			1,389,700.00	1,787,200.00	1,578,200.00
Less from Capital Reserves				<330,000.00	<170,000.00
				1,457,200.00	1,408,200.00
Less from Surplus			289,700.00	<357,200.00	<358,200.00
Amount to be raised by TAXATION			1,100,000.00	1,100,000.00	1,050,000.00

2020 Schedule of Salaries and Benefits

Howell Township Fire District #2 Adelphia
Monmouth

Administrative Positions Excluding Commissioners (List Individually)	Number of Staff	Annual Wages	2020 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2020 Proposed Budget Fringe Benefits
Clerk/Secretary	1	\$ 4,300	\$ 4,300	\$ 1,517	-	-	-	\$ 1,517
Treasurer	1	4,300	4,300	1,517	-	-	-	1,517
Executive Board	1	1,800	1,800	579	-	-	-	579
Chief Stipend	1	500	500	-	-	-	-	-
Position #5	5	-	-	-	-	-	10,487	10,487
Position #6	-	-	-	-	-	-	-	-
Position #7	-	-	-	-	-	-	-	-
Position #8	-	-	-	-	-	-	-	-
Total Administration			\$ 10,900	\$ 3,613	\$ -	\$ -	\$ 10,487	\$ 14,100

Operation & Maintenance Positions (List Individually)	Number of Staff	Annual Wages	2020 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2020 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	2020 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2020 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			\$ 10,900	\$ 3,613	\$ -	\$ -	\$ 10,487	\$ 14,100

2020 Proposed Capital Budget

Howell Township Fire District #2 Adelphia
Monmouth

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

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Time of General Election February or November</i>	<i>Date of Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2020 Proposed Budget</i>	<i>2019 Adopted Budget</i>
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/CAPITAL FINANCED IMPROVEMENTS (N.J.S.A. 40A:14-85)

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2020 Proposed Budget</i>	<i>2019 Adopted Budget</i>
Upgrade Heating System at 993 Hwy. 33 Station #2	Equipment		10/30/19		\$ 70,000	\$ -
Communication System Upgrades	Equipment		10/30/19		100,000	-
New Radio\Telecommunications Equipment	Equipment		11/05/18			330,000
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Down Payments					170,000	330,000
Total Capital Improvements & Down Payments					170,000	330,000
RESERVE FOR FUTURE CAPITAL OUTLAYS					251,000	300,000
TOTAL CAPITAL APPROPRIATIONS					\$ 421,000	\$ 630,000
Capital Appropriations Offset with Restricted Fund					\$ 170,000	\$ 330,000
Capital Appropriations Offset with Grants						
Capital Appropriations Offset with Unrestricted Fund						

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 (2019)	2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
General Obligation Bonds												
General Obligation Bond #1												\$ -
General Obligation Bond #2												-
General Obligation Bond #3												-
General Obligation Bond #4												-
Total Principal - General Obligation Bonds												\$ -
Bond Anticipation Notes												
BAN #1												-
BAN #2												-
BAN #3												-
BAN #4												-
Total Principal - BANs												-
Capital Leases												
Capital Lease #1												-
Capital Lease #2												-
Capital Lease #3												-
Capital Lease #4												-
Total Principal - Capital Leases												-
Intergovernmental Loans												
Intergovernmental #1												-
Intergovernmental #2												-
Intergovernmental #3												-
Intergovernmental #4												-
Total Principal - Intergovernmental Loans												-
Other Bonds or Notes Payable												
Other Bonds or Notes #1												-
Other Bonds or Notes #2												-
Other Bonds or Notes #3												-
Other Bonds or Notes #4												-
Total Principal - Other Bonds or Notes												-
TOTAL PRINCIPAL ALL OBLIGATIONS												\$ -

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
Monmouth

	Current Year (2019)	2020	2021	2022	2023	2024	2025	Thereafter	Total Interest Payments Outstanding
<i>General Obligation Bonds</i>									
General Obligation Bond #1									\$ -
General Obligation Bond #2									-
General Obligation Bond #3									-
General Obligation Bond #4									-
Total Interest - General Obligation Bonds									-
<i>Bond Anticipation Notes</i>									
BAN #1									-
BAN #2									-
BAN #3									-
BAN #4									-
Total Interest Payments - BANS									-
<i>Capital Leases</i>									
Capital Lease #1									-
Capital Lease #2									-
Capital Lease #3									-
Capital Lease #4									-
Total Interest Payments - Capital Leases									-
<i>Intergovernmental Loans</i>									
Intergovernmental #1									-
Intergovernmental #2									-
Intergovernmental #3									-
Intergovernmental #4									-
Total Interest Payments - Intergovernmental									-
<i>Other Bonds or Notes Payable</i>									
Other Bonds or Notes #1									-
Other Bonds or Notes #2									-
Other Bonds or Notes #3									-
Other Bonds or Notes #4									-
Total Interest Payments - Other Bonds or Notes									-
TOTAL INTEREST ALL OBLIGATIONS									\$ -

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

2020 Fund Balance Reconciliation

Howell Township Fire District #2 Adelpia Monmouth

UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2019 (1)	\$ 1,059,896
Less: Utilized in 2019 Adopted Budget	357,200
Proposed balance available	<u>702,696</u>
Estimated results of operations for the year ending December 31, 2019	
Anticipated balance December 31, 2019	<u>702,696</u>
Less: Fund Balance utilized in 2020 Proposed Budget	358,200
Plus: Accrued Unfunded Pension Liability (1)	74,013
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	-
Proposed balance after utilization in 2020 Proposed Budget	<u><u>\$ 418,509</u></u>

RESTRICTED FUND BALANCE

Beginning balance January 1, 2019 (1)	\$ 1,450,822
Less: Utilized in 2019 Adopted Budget	330,000
Proposed balance available	<u>1,120,822</u>
Estimated results of operations for the year ending December 31, 2019	
Anticipated balance December 31, 2019	<u>1,120,822</u>
Less: Restricted Fund Balance used in 2020 Proposed Budget for Capital Purposes	170,000
Less: Restricted Fund Balance released via Referendum Resolution	-
Proposed balance after utilization in 2020 Proposed Budget	<u><u>\$ 950,822</u></u>

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

2020 Referendums

Howell Township Fire District #2 Adelpia
Monmouth

Summary of Referendum Line Items	2020 Proposed Budget Amount Requested	2019 Final Budget
Total Referendum Line Items	\$ -	\$ -

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	2020 Proposed Budget Amount Requested	2019 Final Budget
Total Release of Restricted Fund Balance	\$ -	\$ -

2020 Levy Cap Summary

Howell Township Fire District #2 Adelphia 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	
ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS		1,122,000	

Exclusions

Shared Service Exclusion		-	
Change in Total Debt Service Appropriation		-	
Allowable Pension Increases		-	
Allowable Increase in Health Care Costs		-	
Changes in LOSAP Contributions (+/-)		-	
Extraordinary Costs due to a "Declared" Emergency		-	
Net Capital Improvement Fund and/or Down Payment on Improvements and Reserve for Future Capital Outlays		-	
Total Exclusions		-	
Less: Cancelled or Unexpended Referendum Amounts		-	
Increase in Ratable Valuation (New Construction/Additions)	\$	7,660,500	
Prior Year Local Fire District Tax Rate (3 decimals/\$100)		\$0.046	3,524

ADJUSTED TAX LEVY

Amount Utilized from Levy Cap Bank from 2017		-	
Amount Utilized from Levy Cap Bank from 2018		-	
Amount Utilized from Levy Cap Bank from 2019		-	
Maximum Tax Levy Before Referendum		1,125,524	
Amount Proposed for Levy Cap Referendum		-	
MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION		\$ 1,125,524	

CAP BANK CALCULATION

Amount to be Raised by Taxation	\$	1,050,000	
Cap Bank Available from Prior Year (2017) for 2020 Budget		39,796	
Cap Bank Available from Prior Year (2018) for 2020 Budget		30,294	
Revised Cap Bank from Prior Year (2019) Available for 2020 Budget		30,294	
Cap Bank Available from Prior Year (2019) for 2020 Budget		231,503	
Revised Cap Bank from Prior Year (2019) Available for 2021 Budget		231,503	
Cap Bank from Current Year (2020) Available for 2021 Budget		75,524	
Cap Bank Available from 2020 for 2021 Budget		\$ 75,524	

2020 Levy Cap Exclusion Calculations

Howell Township Fire District #2 Adelpia Monmouth

PENSION CONTRIBUTION CALCULATION

2020 Proposed Budget PERS Contribution Appropriated	\$ 3,613
2020 Proposed Budget PFRS Contribution Appropriated	-
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2020 Base Amount	3,613
2019 Adopted Budget PERS Contribution	3,739
2019 Adopted Budget PFRS Contribution	-
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2019 Base Amount	3,739
Pension Contribution Exclusion	\$ -

LOSAP CALCULATION

2020 Proposed Budget LOSAP Appropriation	\$ 105,000
2019 Adopted Budget LOSAP Appropriation	105,000
LOSAP Exclusion (+/-)	\$ -

DEBT SERVICE CALCULATION

2020 Proposed Budget Total Debt Service Appropriation	\$ -
2020 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	-
2020 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	-
2020 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	-
2020 Base Amount	-
2019 Adopted Budget Total Debt Service Appropriation	-
2019 Adopted Budget Capital Appropriation Offset from Restricted Fund	-
2019 Adopted Budget Capital Appropriation Offset from Grant Fund	-
2019 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	-
Debt Service Exclusion	\$ -

CAPITAL APPROPRIATION CALCULATION

2020 Proposed Budget Total Capital Appropriation	\$ 421,000
2020 Proposed Budget Capital Appropriation Offset from Restricted Fund	170,000
2020 Proposed Budget Capital Appropriation Offset from Grant Revenue	-
2020 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	-
2020 Base Amount	251,000
2019 Adopted Budget Total Capital Appropriation	630,000
2019 Adopted Budget Capital Appropriation Offset from Restricted Fund	330,000
2019 Adopted Budget Capital Appropriation Offset from Grant Revenue	-
2019 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	300,000
Capital Expenditure Exclusion	\$ -

HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2020	0.00%
2020 Proposed Budget Administration Health Insurance Appropriation	\$ -
2020 Proposed Budget Operations & Maintenance Health Insurance Appropriation	-
2020 Proposed Budget Group Health Insurance	-
2019 Adopted Budget Administration Health Insurance Appropriation	-
2019 Adopted Budget Operations & Maintenance Health Insurance Appropriation	-
2019 Adopted Budget Group Health Insurance	-
Net Increase (Decrease)	-
Net Increase Divided by 2019 Amount Budgeted = % Increase	0.00%
SFY 2020 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 * 2019 Expended = Added Amount Inside Cap	\$ -
% Increase Exclusion * 2019 Expended = 2020 Appropriation Added to Levy	\$ -
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ -
2020 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 2020

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

2019 Levy Cap Calculation Summary

Maximum Allowable Amount to be Raised by Taxation:	\$1,331,503
Amount to be Raised by Taxation:	\$1,100,000

Active	By Calendar Year	Allowable	Applied In	Used From	Expired	Available
	2019	\$231,503	\$0	\$0	\$0	\$231,503
	2018	\$30,294	\$0	\$0	\$0	\$30,294
	2017	\$39,796	\$0	\$0	\$0	\$39,796
Levy Cap Bank Totals		\$301,593	\$0	\$0	\$0	\$301,593

Expired	By Calendar Year	Allowable	Applied In	Used From	Expired	Available
	2016	\$49,633	\$0	\$0	\$49,633	\$0
	2015	\$448,682	\$0	\$0	\$448,682	\$0
	2014	\$40,945	\$0	\$0	\$40,945	\$0
	2013	\$82,034	\$0	\$0	\$82,034	\$0
Levy Cap Bank Totals		\$621,294	\$0	\$0	\$621,294	\$0

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

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

Municipality: Howell

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.

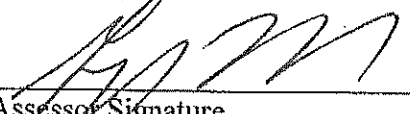
\$ 2,419,763,600 (1)

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

\$ 7,660,500 (2a)

— \$ 0 (2b)

= \$ 7,660,500 (2c)


Assessor Signature

10/09/19
Date

TAX COLLECTOR

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

.00046 (3)

4. Amount of permitted revenue increase =
Line 2c * Line 3
(N.J.S.A. 40A:4-45.45)

\$ 3,523.83 (4)


Tax Collector Signature

10/16/19
Date

2020 Chief's Equipment Budget

Description	Total
Personal Protective Equipment - Structural Firefighting (Pants and Coats)	\$ 36,000.00
Personal Protective Equipment - Boots	\$ 3,700.00
Personal Protective Equipment - Thermal Hoods, Gloves, Safety Glasses	\$ 4,500.00
Personal Protective Equipment - Helmets	\$ 3,000.00
Radio/Raging - Unication G1 Pagers	\$ 3,600.00
Equipment - New Thermal Imaging Cameras (incl. chargers)	\$ 36,000.00
Tools - Milwaukee Drill and Driver Set	\$ 700.00
Tools - Milwaukee Saws-all	\$ 700.00
IT - Apparatus Tablet Replacements, RedAlert Programming	\$ 1,800.00
Total	\$ 90,000.00

Note all unit costs are estimates based on current pricing and state contracts. Quotes will be solicited at time of planned procurement.

**SUMMARY OR SYNOPSIS OF AUDIT REPORT OF THE
HOWELL TOWNSHIP FIRE DISTRICT NO. 2 – ADELPHIA
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018
AS REQUIRED BY N.J.S. 40A:5A-16**

A synopsis of the annual audit shall be prepared by the Chairman of the District and published at least once in a newspaper circulating in the Township of the District. A copy of the synopsis shall be filed with the Director within 10 days after publication (N.J.S. 40A:5A-16).

The governing body of the District shall, within 45 days after receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit reported entitled General Comments and Recommendations, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board. Failure to comply with this provision may be subject members of the District to the penalty provisions of section 52 of P.L. 1947, C. 151 (N.J.S. 40A:5A-1).

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

STATEMENT OF NET POSITION

Exhibit A-1

DECEMBER 31, 2018

	<u>Governmental Activities</u>
Assets:	
Cash and Cash Equivalents	\$ 2,733,853
Capital Assets not Depreciated	600,000
Capital Assets, Net (Note 4)	<u>3,768,065</u>
Total Assets	<u>\$ 7,101,918</u>
Deferred Outflow of Resources:	
Contribution to Pension Plan	<u>\$ 13,796</u>
Deferred Inflow of Resources:	
Pension Deferrals	<u>\$ 42,270</u>
Liabilities:	
Accounts Payable	\$ 223,135
Non-Current Liabilities:	
Due Beyond One Year	<u>74,013</u>
Total Liabilities	<u>\$ 297,148</u>
Net Position:	
Invested in Capital Assets, Net of Related Debt	\$ 4,368,065
Restricted	1,808,022
Unrestricted	<u>600,209</u>
Total Net Position	<u>\$ 6,776,296</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

STATEMENT OF ACTIVITIES

Exhibit A-2

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Governmental Activities</u>
Expenses:	
Operating Appropriations:	
Administration	\$ 60,466
Cost of Operations and Maintenance	981,865
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c.388)	80,699
Total Program Expenses	<u>1,123,030</u>
General Revenues:	
Taxes:	
Property Taxes, Levied for General Purposes	1,100,000
Miscellaneous Income	68,504
Total General Revenues	<u>1,168,504</u>
Increase/(Decrease) in Net Position	45,474
Net Position, January 1 (Note 11)	<u>6,730,822</u>
Net Position, December 31	<u>\$ 6,776,296</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

STATEMENT OF ACTIVITIES

Exhibit A-2

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Governmental Activities</u>
Expenses:	
Operating Appropriations:	
Administration	\$ 60,466
Cost of Operations and Maintenance	981,865
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c.388)	80,699
Total Program Expenses	<u>1,123,030</u>
General Revenues:	
Taxes:	
Property Taxes, Levied for General Purposes	1,100,000
Miscellaneous Income	68,504
Total General Revenues	<u>1,168,504</u>
Increase/(Decrease) in Net Position	45,474
Net Position, January 1 (Note 11)	<u>6,730,822</u>
Net Position, December 31	<u>\$ 6,776,296</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

BALANCE SHEET

Exhibit B-1

GOVERNMENTAL FUNDS

DECEMBER 31, 2018

	<u>General Fund</u>	<u>Total Governmental Funds</u>
Assets:		
Cash and Cash Equivalents	\$ 2,733,853	2,733,853
Total Assets	<u>\$ 2,733,853</u>	<u>2,733,853</u>
Liabilities and Fund Balances:		
Liabilities:		
Accounts Payable	\$ 223,135	223,135
Total Liabilities	<u>223,135</u>	<u>223,135</u>
Fund Balances:		
Reserved for:		
Future Capital Outlays	1,120,822	1,120,822
Unreserved:		
Designated for:		
Subsequent Year's Expenditures	687,200	687,200
Undesignated, Reported in:		
General Fund	702,696	702,696
Total Fund Balances	<u>2,510,718</u>	<u>2,510,718</u>
Total Liabilities and Fund Balances	<u>\$ 2,733,853</u>	

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 funds. The cost of the assets is \$7,234,548 and the accumulated depreciation is \$2,866,483.

4,368,065

Long-term liabilities, including bonds payable are not due and payable in the current period and therefore are not reported as liabilities in the funds.

(74,013)

Deferred Outflow of Resources - Contributions to the Pension Plan

13,796

Deferred Inflow of Resources - Acquisition of Assets Applicable to Future Reporting Periods

(42,270)

Net position of governmental activities

\$ 6,776,296

The accompanying Notes to Financial Statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

Exhibit B-2

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>General Fund</u>	<u>Total Governmental Funds</u>
Revenues:		
Amount to be Raised by Taxation to Support the District Budget	\$ 1,100,000	1,100,000
Non-Budgetary Revenues	68,504	68,504
Total Revenues	<u>1,168,504</u>	<u>1,168,504</u>
Expenditures:		
Operating Appropriations:		
Administration	60,466	60,466
Cost of Operations and Maintenance	838,698	838,698
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388)	80,699	80,699
Total Expenditures	<u>979,863</u>	<u>979,863</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>188,641</u>	<u>188,641</u>
Net Change in Fund Balances	188,641	188,641
Fund Balance, January 1	<u>2,322,077</u>	<u>2,322,077</u>
Fund Balance, December 31	<u>\$ 2,510,718</u>	<u>2,510,718</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

Exhibit B-3

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, 2018

Total Net Change in Fund Balances - Governmental Funds	\$	188,641
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 those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the period.		
Depreciation Expense		(235,091)
Fixed Asset Adjustment		92,716
Change in Net Pension Liability		34,841
Contributions to the pension plan in the current fiscal year are deferred		
Outflows of resources on the Statement of Net Position		(15,897)
Pension Related Deferrals		<u>(19,736)</u>
Change in Net Position of Governmental Activities	\$	<u>45,474</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

RECOMMENDATIONS

None

The above summary or synopsis of audit was prepared from the report of audit of the Howell Township Fire District No. 2 - Adelpia for the fiscal year ended December 31, 2018.

This report of audit submitted by Robert A. Hulsart and Company, Registered Municipal Accountants, is on file at the District's office and may be inspected by any interested person.

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.

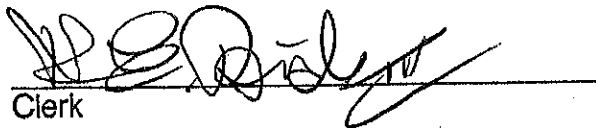
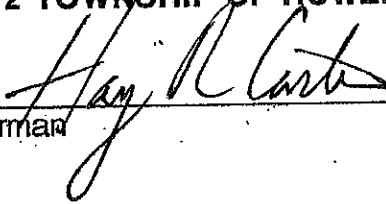
10. The terms of this contract shall be automatically renewed yearly unless such terms are modified by subsequent written agreement of the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers and representatives on this 10TH day of NOVEMBER, 2017.

ATTEST:

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

Chairman

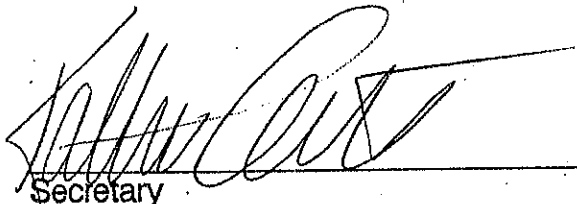


Clerk

ATTEST:

HOWELL TOWNSHIP FIRE CO. NO. 1

President



Secretary



Board of Fire Commissioners Fire District No. 2, Howell Township

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

OCT
7
Mon
(<http://HowellFireDistrict2.com/calendar-2/action~oneda/y/exactdate-10-7-2019/>)

8:00 pm Regular Meeting @ Adelpia Fire House
(http://HowellFireDistrict2.com/event/regular-meeting-7?instance_id=1350)

NOV
4
Mon
(<http://HowellFireDistrict2.com/calendar-2/action~oneda/y/exactdate-11-4-2019/>)

8:00 pm Regular Meeting @ Adelpia Fire House
(http://HowellFireDistrict2.com/event/regular-meeting-7?instance_id=1351)

CONTACT:

Mailing:
PO Box 125
Adelphia, NJ 07710

Harry Carter, Chairman,
drharrycarter@optonline.net

Frank Biddle, Secretary,
fbiddle3@verizon.net

George Patten, Treasurer,
georgepatten2@verizon.net

Phone:
(732) 462-8619

Commissioners

Harry R. Carter

Chairman

(term expires 2022)

Frank Biddle

Clerk/Secretary

(term expires 2021)

George D. Patten

Treasurer

(term expires 2020)

Robert Tice

Commissioner at Large

(term expires 2022)

Dong S. Howlett

Vice-Chairman

(term expires 2021)

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

Auto Schedule

Veh No	Year & Make	VIN	Assigned
1	1982 MACK PUMPER LDH	1M1A139Y5CM001489	Motor Pool
2	1979 MACK TRUCK	R685ST74917	Motor Pool
3	1986 HEIL TANK-TRLR	1HLR1A6B0G9E39469	Motor Pool
4			
5	1942 FORD ANTIQUE	99T529656	Motor Pool
6	2017 SPARTAN PUMPER LDH	457AV2E94HC081053	Motor Pool
7	1990 GMC SUBURBAN	1GKGV26J2LF514322	Motor Pool
8	1995 FORD BRUSH VEH	1FDLF47F6SEA67801	Motor Pool
9	1996 E-1 AERIAL	4ENDABA85V1006750	Motor Pool
10	2002 CHEVY SUBURBAN	3GNGK26U42G288447	Motor Pool
11	2002 CAR MATE TRAILER	SA3C612S02L005126	Motor Pool
12	2003 FORD CHIEF'S CAR	1FTSW31P03ED00410	Motor Pool
13	2004 SPARTAN PUMPER LDH	4S7AU2F994C047203	Motor Pool
14	2009 CHEVY SUBURBAN	1GNGK46K99R140282	2nd Asst chief
15	2009 SPARTAN PUMPER LDH	4S7AU20909C072366	Motor Pool
16	2011 CHEVY TRUCK	1GNWK6EG0BR370510	Chief
17	2015 CHEVY SUBURBAN CHFS VEH	1GNSK6EC9FR545466	1st Asst chief

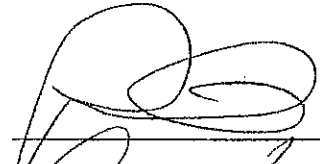
**HOWELL TOWNSHIP FIRE DISTRICT NO.2
ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

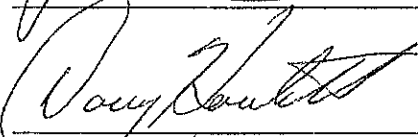
The undersigned, being duly sworn, according to law, upon our oaths depose and say:

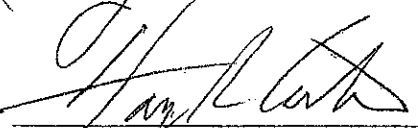
1. We are the duly elected members of the Board of Fire Commissioners of Fire District No.2 Howell Township.

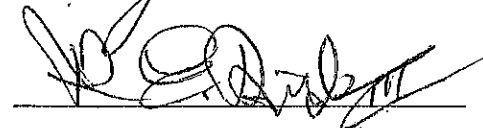
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17, we reviewed the Annual Report On Audit for the year ended 12/31/18 prepared by the District's Auditor and filed with the Township Clerk pursuant to the provisions of N.J.S.A. 40A: 5A-15.

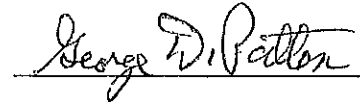
3. We do hereby certify that we are familiar, at a minimum, with the sections of the Report on Audit entitled "**GENERAL COMMENTS** " and "**RECOMMENDATIONS**".

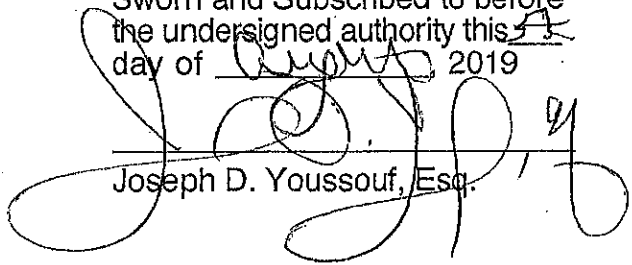










Sworn and Subscribed to before
the undersigned authority this 14
day of August 2019


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 2018.

- 1.VFIS [Insurance]
- 2.Liberty Mutual Insurance Company
- 3.NJ American Water
- 4.Howell Township Fire Co.# 1 [Adelphia Fire Co.]
- 5.Absolute Fire Protection Company
- 6.Alpine Software Corporation
- 7.Signal Control Products,Inc.
- 8.Motorola
- 9.Glatfelter Specialty Benefits [Insurance]

Robert Hulsart

From: George Patten [georgepatten2@verizon.net]
Sent: Friday, October 18, 2019 1:07 PM
To: rah@monmouth.com
Subject: Special meeting post
Attachments: Image (9).jpg

Bob, attached is the notice of the special meeting.
George

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 6:00 p.m. and end at 9:00 p.m. **OCTOBER 30, 2019** at the Adelphia Volunteer Fire Company Firehouse 925 Adelpha-Farmingdale Road Howell, New Jersey. The meeting will be open to the public for questions and comments and voting.

The purpose of this meeting is to seek voter approval of two capital projects proposed to be included in the 2020 budget: 1. New radio / telecommunications equipment at a total cost not to exceed **\$100,000.00**. 2. Upgrades to the firehouse HVAC system in an amount of **\$70,000.00**. If the proposed projects are approved, they projects will be included as capital expenditures in the 2020 annual budget.

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

AFFIDAVIT OF POSTING AND PUBLISHING NOTICE OF SPECIAL MEETING

I, the undersigned, hereby certify that a Special Meeting has been called by the Board of Fire Commissioners of Howell Township Fire District #2 scheduled for October 30, 2019 at 6 pm at 925 Adelpia Road, Adelpia New Jersey 07710.

I further certify that the District's annual election for the Board of Fire Commissioners is held on the (check one):

third Saturday in February

November general election

I further certify that on October 17, 2019, I posted notices in the 5 following locations pursuant to N.J.S.A. 40A:14-84 (the following are potential examples of five public places in the district):

Adelpia Fire Station, 925 Adelpia Road, Adelpia, New Jersey, 07710
Adelpia Fire Station #2, 993 Route 33, Freehold, New Jersey, 07728
The Farm Store, Adelpia Road, Adelpia, New Jersey, 07710
The Italian Deli, Route 524, Adelpia Farmingdale Road, Farmingdale, New Jersey 07727
Adelpia Post Office, 16 Wyckoff Mills Road, Adelpia, New Jersey, 07710
Howell Fire District #2 Web Site, howellfiredistrict2.com

I further certify that notice of the special meeting was published pursuant to N.J.S.A. 40A:14-84 on the following date(s) October 22, 2019. *

I understand that I am subject to punishment pursuant to law if any of the above statements are willfully false.



Signature
Frank E. Biddle III

Printed Name
Clerk of the Board

Title

Dated: October 30, 2019

Please provide a copy of the notice that was posted, as well as proof of publication for the newspaper notice(s) required for special meetings held by fire districts with annual elections coinciding with the November general election. A separate certification is required to report the results of the special meeting.

* Notice publication is mandatory for special meetings held by a fire district whose annual election coincides with the November general election.

**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 6:00 p.m. and end at 9:00 p.m. **OCTOBER 30, 2019** at the Adelpia Volunteer Fire Company Firehouse 925 Adelpia-Farmingdale Road Howell, New Jersey. The meeting will be open to the public for questions and comments and voting.

The purpose of this meeting is to seek voter approval of two capital projects proposed to be included in the 2020 budget: 1. New radio / telecommunications equipment at a total cost not to exceed \$100,000.00. 2. Upgrades to the firehouse HVAC system in an amount of \$70,000.00. If the proposed projects are approved, they projects will be included as capital expenditures in the 2020 annual budget.

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

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE
DISTRICT NO.2 HOWELL TOWNSHIP SCHEDULING A SPECIAL MEET-
ING FOR OCTOBER 30, 2019**

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; The Board has determined that modifications and upgrades to the firehouse's HVAC system are necessary and required; and

WHEREAS; The Board has also determined that funds should be appropriated in the 2020 budget for upgrades and improvements to the District's radio communications equipment; and

WHEREAS; it is the considered opinion of the Board of Fire Commissioners that the purchase of new state of the art radio telecommunications equipment at a cost not to exceed ONE HUNDRED THIRTY THOUSAND DOLLARS (\$100,000.00) and the purchase of new HVAC units for the firehouse at a cost not to exceed SEVENTY THOUSAND DOLLARS (\$70,000) are necessary, desirable and in the public interest; and

WHEREAS; Moneys adequate to pay the costs of the above described capital projects are available in reserve accounts accumulated by the Board in previous budgets; and

WHEREAS; the Board has determined that the above described expenditures 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 **OCTOBER 30, 2019** commencing at 6:00 p.m. and ending at 9:00 p.m. at the Adelpia Volunteer Fire Company Firehouse 925 ADELPHIA-FARMINGDALE ROAD Howell Township for the purpose of requesting voter approval of the proposed capital projects.

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

(1) SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 HOWELL TOWNSHIP BE AUTHORIZED TO APPROPRIATE \$100,000.00 IN THE 2020 DISTRICT BUDGET FOR NEW RADIO COMMUNICATIONS EQUIPMENT UTILIZING CAPITAL RESERVE FUNDS ACCUMULATED IN PRIOR BUDGETS?

YES_ NO_

(2) SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.2 HOWELL TOWNSHIP BE AUTHORIZED TO APPROPRIATE \$70,000.00 IN THE 2020 BUDGET TO UPGRADE AND IMPROVE THE HVAC SYSTEM IN THE FIREHOUSE?

YES _ NO _

BALLOT EXPLANATION

A Yes Vote for either or both questions will authorize the Board of the Commissioners to undertake the approved capital project.

A No Vote for either or both questions will prohibit the Board from appropriating the project defeated by the voters. TWO SEPARATE VOTES ARE REQUIRED.

(\$91.20)

000351848-01

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$91.20 Affidavit \$35.00

STATE OF WISCONSIN

Monmouth/Ocean Counties

Personally appeared Joe Heyman at County of Brown, State of Wisconsin.

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:

10/22/19 A.D 2019

Nancy Heyrman
Notary Public, State of Wisconsin, County of Brown
5.15.23

My commission expires

NANCY HEYRMAN
Notary Public
State of Wisconsin

**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 6:00 p.m. and end at 9:00 p.m. **OCTOBER 30, 2019** at the Adelpia Volunteer Fire Company Firehouse 925 Adelpia-Farmingdale Road Howell, New Jersey. The meeting will be open to the public for questions and comments and voting.

The purpose of this meeting is to seek voter approval of two capital projects proposed to be included in the 2020 budget: 1. New radio / telecommunications equipment at a total cost not to exceed **\$100,000.00**. 2. Upgrades to the firehouse HVAC system in an amount of **\$70,000.00**. If the proposed projects are approved, they projects will be included as capital expenditures in the 2020 annual budget.

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

**FIRE DISTRICT SPECIAL MEETING
(N.J.S.A. 40A:14-84)
RESULTS CERTIFICATION**

Please include a copy of the Fire District Notice and Affidavit of Special Meeting Posting with this form upon submission.

Municipality:	Howell	District #:	2
County:	Monmouth		
Annual Election Held:	(check one) <input checked="" type="checkbox"/> third Saturday in February <input type="checkbox"/> November General		

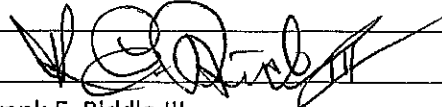
CAPITAL EXPENDITURES SUBJECT TO VOTER APPROVAL

	CAPITAL PROJECTS (add additional project columns as necessary) (N.J.S.A. 40A:14-84)		
	Capital #1 Description of Project: Use \$100,000.00 from Capital Reserve in the 2020 Fire District Budget for upgrades to the telecommunications equipment	Capital #2 Description of Project: Use \$70,000.00 from Capital Reserve in the 2020 Fire District Budget for upgrades to the Heating and Air Condition System at the 993 Route 33 Station	Capital #3 Description of Project:
Amount	\$100,000.00	\$70,000.00	\$
Total Votes	# 31	# 31	#
Total "Yes" Votes	# 31	# 28	#
Total "No" Votes	# 0	# 3	#
% of Yes Votes*	100 %	90 %	%
Total Abstaining or Absent**	#	#	#

* Percentage of "Yes" Votes = Total Number of "Yes" Votes ÷ Total Number of Votes Cast

**Only applies to fire districts within November Fire Commissioner Elections

It is hereby certified that this special meeting was conducted in compliance with the provisions of
N.J.S.A. 40A:14-84:

Signature:		Date:	October 31, 2019
Printed Name:	Frank E. Biddle III		
Title:	Clerk of the Board		
Telephone:	732-904-2479	Fax:	732-462-8401
E-mail:	fbiddle3@verizon.net		