

<b>Year</b>	2021	<b>Board of Fire Commissioners:</b>	
<b>Fire District</b>	Howell Township FD No. 2	<b>Chairperson</b>	Harry R. Carter
<b>County</b>	Monmouth	<b>Treasurer</b>	George D. Patten
<b>Web Address</b>	Howellfiredistrict2.com	<b>Secretary</b>	Frank E. Biddle, III
<b>Election Date?</b>	February	<b>Commissioner</b>	Doug S. Howlett
		<b>Commissioner</b>	Robert Tice

<b>Certification Sections</b>	
<b>Preparer and Preparer - Other Assets Certification</b>	
<b>Preparer Name</b>	Robert A. Hulsart Jr., CPA
<b>Title</b>	CPA
<b>Address</b>	2807 Hurley Pond Road Wall, NJ 07719
<b>Phone</b>	732-681-4990
<b>Fax</b>	NA
<b>Email</b>	rah@monmouth.com

<b>Approval Certification</b>	
<b>Officer's Name</b>	Frank E. Biddle, III
<b>Title</b>	Clerk
<b>Address</b>	PO Box 125 Adelphia, NJ 07710
<b>Phone</b>	732-904-2479
<b>Fax</b>	732-462-8401
<b>Email</b>	fbiddle3@verizon.net

<b>Internet Certification</b>	
<b>Officer's Name</b>	Frank E. Biddle, III
<b>Title</b>	Clerk

<b>Adoption Certification</b>	
<b>Officer's Name</b>	Frank E. Biddle, III
<b>Title</b>	Clerk
<b>Address</b>	PO Box 125 Adelphia, NJ 07710
<b>Phone</b>	732-904-2479
<b>Fax</b>	732-462-8401
<b>Email</b>	fbiddle3@verizon.net

# 2021

Howell Township FD No. 2

# Fire District Budget

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



NJ DEPARTMENT OF  
**Community Affairs**

Division of Local Government Services

**2021 FIRE DISTRICT BUDGET**  
**Certification Section**

**2021**

Howell Township FD No. 2

**FIRE DISTRICT BUDGET**

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

**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: \_\_\_\_\_

**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: \_\_\_\_\_

# 2021 PREPARER'S CERTIFICATION

Howell Township FD No. 2

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

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 stature 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:	rah@monmouth.com
Name:	Robert A. Hulsart Jr., CPA
Title:	CPA
Address:	2807 Hurley Pond Road Wall, NJ 07719
Phone Number:	732-681-4990
Fax Number:	NA
E-mail Address:	rah@monmouth.com

# 2021 PREPARER'S CERTIFICATION OTHER ASSETS

Howell Township FD No. 2

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

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:	rah@monmouth.com
Name:	Robert A. Hulsart Jr., CPA
Title:	CPA
Address:	2807 Hurley Pond Road Wall, NJ 07719
Phone Number:	732-681-4990
Fax Number:	NA
E-mail Address:	rah@monmouth.com

# FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address:

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 organizations 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:

Frank E. Biddle, III

Title of Officer Certifying Compliance:

Clerk

Signature:

fbiddle3@verizon.net

# 2021 APPROVAL CERTIFICATION

Howell Township FD No. 2

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true of the Annual Budget approved by resolution of 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 November 2, 2020.

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

Officer's Signature:	fbiddle3@verizon.net
Name:	Frank E. Biddle, III
Title:	Clerk
Address:	PO Box 125 Adelphia, NJ 07710
Phone Number:	732-904-2479
Fax Number:	732-462-8401
E-mail Address:	<a href="mailto:fbiddle3@verizon.net">fbiddle3@verizon.net</a>



# 2021 FIRE DISTRICT BUDGET RESOLUTION

Howell Township FD No. 2

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

WHEREAS, the Annual Budget for Howell Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 2, 2020; 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 \$1,634,700.00 which includes an amount to be raised by taxation of \$1,100,000.00 and Total Appropriations of \$1,634,700.00; 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 2, 2020 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 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 7, 2020.

fbiddle3@verizon.net  
(Secretary's Signature)

11/2/2020  
(Date)

## Board of Commissioners Recorded Vote

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

# 2021 ADOPTION CERTIFICATION

Howell Township FD No. 2

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

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 December 7, 2020.

Officer's Signature:	fbiddle3@verizon.net		
Name:	Frank E. Biddle, III		
Title:	Clerk		
Address:	PO Box 125 Adelphia, NJ 07710		
Phone Number:	732-904-2479	Fax:	732-462-8401
E-mail address:	fbiddle3@verizon.net		

# 2021 ADOPTED BUDGET RESOLUTION

## Howell Township FD No. 2

### FISCAL YEAR: January 1, 2021 to December 31, 2021

WHEREAS, the Annual Budget for the Howell Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 7, 2020; 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 \$1,634,700.00 which includes amount to be raised by taxation of \$1,100,000.00, and Total Appropriations of \$1,634,700.00; 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 7, 2020 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,634,700.00, which includes amount to be raised by taxation of \$1,100,000.00, and Total Appropriations of \$1,634,700.00; 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.

fbiddle3@verizon.net  
 \_\_\_\_\_  
 (Secretary's Signature)

7-Dec-20  
 \_\_\_\_\_  
 (Date)

**Board of Commissioners Recorded Vote**

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

**2021 FIRE DISTRICT BUDGET**  
**Narrative and Information Section**

# 2021 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Howell Township FD No. 2

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

1. When is the Fire District's annual election? (February and/or November)  
If November, was the resolution submitted to the Division?

February

2. Complete a brief statement on the 2021 proposed Annual Budget and make comparison to the 2020 adopted budget.

The 2021 Budget was given careful consideration by the Commissioners along with input from their professionals. The operating budget shows an increase of \$56,500. The district is also using \$354,700 in unrestricted surplus to offset 2021 taxation as well as \$180,000 from restricted surplus to offset capital appropriations for a Township-wide communication system and a new Chief's vehicle.

3. Explain any variances over +/-10% for each line item. Attach in FAST any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

There is only one line item that exceeds 10% in 2021, that is for elections which has an increase of \$22,500 over 2020 due to the required mailing of ballots to every voter in the district, printing and mailing costs are estimated to be \$25,000. This is due to COVID-19 voting restrictions which the district did not have to do in prior years.

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.

The amount to be raised for taxation will increase by \$50,000 in 2021, this was the tax levy for many years until 2020 when the budget was defeated and cut by \$50,000. The district feels it needs to reestablish the traditional tax levy to meet operating and capital needs. The amounts utilized from unrestricted and restricted surplus are consistent with the prior year, \$354,700 and \$180,000 respectively.

# 2021 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Howell Township FD No. 2

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

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.

The district did not exceed the cap levy in 2021.

6. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance to be used in the 2021 proposed operating budget, explain the reason and purposes of the appropriation.

The district is utilizing restricted fund balance from its reserve for future capital outlays to offset the cost of capital expenditures for a Township-wide communications project and the purchase of a new Chief's vehicle.

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.

The district is appropriating \$180,000 to offset the costs relating to a Township-wide communications program and a new Chief's vehicle. The district has not purchased a new Chief's vehicle in many years and the current vehicle is near the end of its useful life. The entire \$180,000 is being funded by the reserve for future capital outlays so there will be no tax impact to the district for the expenditures of these items.

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.

NA

# 2021 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Howell Township FD No. 2

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

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 N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts.

No
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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	\$	2,488,381,400.00
Proposed Tax Rate per \$100 of Assessed Valuation	\$	0.0440

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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# FIRE DISTRICT CONTACT INFORMATION

## 2021

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

<b>Name of Fire District:</b>	<b>Howell Township FD No. 2</b>		
<i>Address:</i>	PO Box 125		
<i>City, State, Zip:</i>	Adelphia	NJ	07710
<i>Phone: (ext.)</i>	732-462-8619	<i>Fax:</i>	732-462-8401
<i>Fire District E-mail:</i>	<a href="mailto:fbiddle3@verizon.net">fbiddle3@verizon.net</a>		

<b>Preparer's Name:</b>	Robert A. Hulsart Jr., CPA		
<i>Preparer's Address:</i>	2807 Hurley Pond Road		
<i>City, State, Zip:</i>	Wall	NJ	07719
<i>Phone: (ext.)</i>	732-681-4990	<i>Fax:</i>	NA
<i>E-mail:</i>	<a href="mailto:rah@monmouth.com">rah@monmouth.com</a>		

<b>Chairperson:</b>	Harry R. Carter		
<i>Phone: (ext.)</i>	732-462-8619	<i>Fax:</i>	732-462-8401
<i>E-mail:</i>	<a href="mailto:drharrycarter@optonline.net">drharrycarter@optonline.net</a>		

<b>Secretary:</b>	Frank E. Biddle, III		
<i>Phone: (ext.)</i>	732-904-2479	<i>Fax:</i>	732-462-8401
<i>E-mail:</i>	<a href="mailto:fbiddle3@verizon.net">fbiddle3@verizon.net</a>		

<b>Treasurer:</b>	George D. Patten		
<i>Phone: (ext.)</i>	848-207-1693	<i>Fax:</i>	732-462-8401
<i>E-mail:</i>	<a href="mailto:georgepatten2@verizon.net">georgepatten2@verizon.net</a>		

<b>Name of Auditor:</b>	Robert A. Hulsart Jr. CPA		
<i>Name of Firm:</i>	Robert A. Hulsart and Company		
<i>Address:</i>	2807 Hurley Pond Road		
<i>City, State, Zip:</i>	Wall	NJ	07719
<i>Phone: (ext.)</i>	732-681-4990	<i>Fax:</i>	
<i>E-mail:</i>	<a href="mailto:rah@monmouth.com">rah@monmouth.com</a>		



# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Howell Township FD No. 2

FISCAL YEAR: January 1, 2021 to December 31, 2021

Answer all questions below completely. Use the "Questionnaire Detail" tabs to provide further information, as necessary.

- 1) Provide the number of regular voting members of the governing body: 

5
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- 2) Provide the number of alternate voting members of the governing body: 

0
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3) Does the Fire District have any amounts recievable from current or former commissioners, officers, or employees? 

No
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*If "yes," use the "Questionnaire Detail" to list of those individuals, their position, the amount receivable, and a description of the amount due to the Fire District.*

4) 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? 

No
----
- b. A family member of a current or former commissioner, officer, or employee? 

No
----
- 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
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*If the answer to any of the above is "yes," provide on the "Questionnaire Detail" page 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 entitiy and relationship to the individual or family member; the amount paid, and whether the transaction was subject to a competitive bid process.*

5) 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
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- 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," use the "Questionnaire Detail" to provide a description of the transaction including the name and position of the individual and the amount expended.*

# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Howell Township FD No. 2

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

6) Use the "**Vehicle List**" tabs to 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." Do not attach the list as a separate document.

7) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? No  
*If "yes," use the "Questionnaire Detail" to provide an explanation including amount paid.*

8) 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," use the "Questionnaire Detail" explanation including amount paid.*

9) 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

10) If the answer to #9 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 in FAST a copy of the agreement. If "no," provide on the "Questionnaire Detail" 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.*

11) Does the fire District have a Length of Services Award Program (LOSAP) plan? Yes  
*If "yes," indicate:*

<i>a) the year it was implemented</i>	1999
<i>b) the total number of volunteer members presently eligible to participate</i>	48
<i>c) the total number of volunteer members presently vested</i>	38
<i>d) whether the annual contribution for each vested member is fixed or based on an automatic increase</i>	Fixed
<i>e) the total LOSAP budgeted for the current year</i>	\$ 105,000.00
<i>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.</i>	Yes

**FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE  
QUESTIONNAIRE DETAIL PAGE**

Howell Township FD No. 2

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

*Use the space below to provide further explanation regarding any answers from the Questionnaire.*

[Empty space for providing further explanation regarding any answers from the Questionnaire.]

**FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE  
QUESTIONNAIRE DETAIL PAGE (Cont.)**

Howell Township FD No. 2

**FISCAL YEAR: January 1, 2021 to December 31, 2021**

*Use the space below to provide further explanation regarding any answers from the Questionnaire.*

[Empty space for providing further explanation regarding any answers from the Questionnaire.]







# FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS

## Howell Township FD No. 2

**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. 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 during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the Fire District with voting rights. Include alternates for the 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 officer 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 transaction 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.



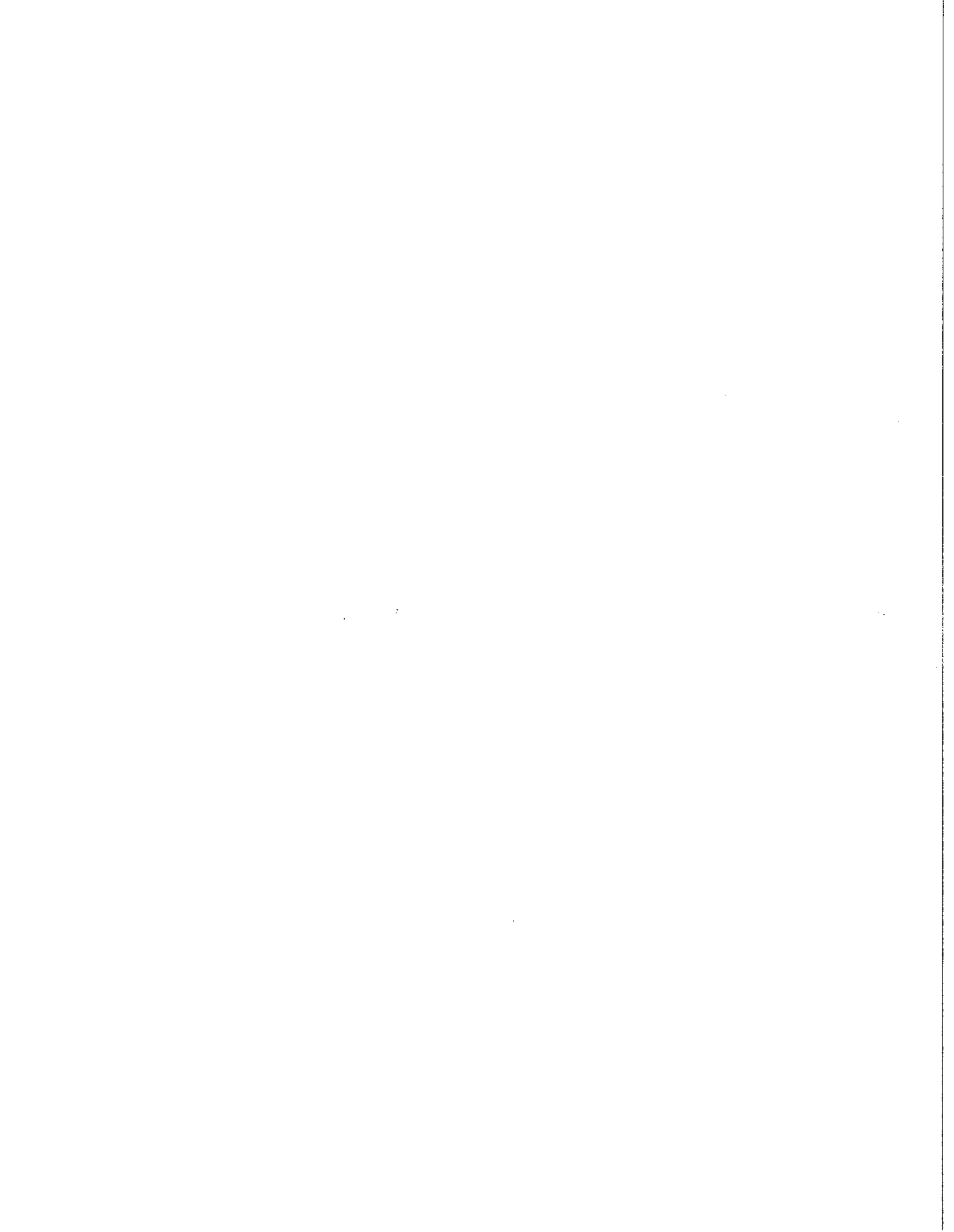
Howell Township FD No. 2  
Monmouth

Reportable Compensation from Fire District (W-2/1099)

	Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Total Compensation from Fire District
				Commissioner	Officer	Former					
1	Frank E. Biddle III	Clerk/Secretary					\$ 4,800.00	\$ 1,200.00	\$ -	\$ 6,000.00	
2	George Patten	Treasurer		x			\$ 4,800.00	\$ 1,200.00	\$ -	\$ 6,000.00	
3	TBD	Exe. Board			x		\$ 800.00	\$ 200.00	\$ -	\$ 1,000.00	
4	Frank E. Biddle III	Commissioner				x	\$ 7,200.00	\$ 1,800.00	\$ -	\$ 9,000.00	
5	George Patten	Commissioner		x			\$ 7,200.00	\$ 1,800.00	\$ -	\$ 9,000.00	
6	Harry Carter	Commissioner		x			\$ 7,200.00	\$ 1,800.00	\$ -	\$ 9,000.00	
7	Doug Howlett	Commissioner		x			\$ 7,200.00	\$ 1,800.00	\$ -	\$ 9,000.00	
8	Robert Tice	Commissioner		x			\$ 7,200.00	\$ 1,800.00	\$ -	\$ 9,000.00	
9											
10											
11											
12											
13											
14											
15											
Total:							\$ 46,400.00	\$ -	\$ 11,600.00	\$ -	\$ 58,000.00

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:







Howell Township FD No. 2  
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								0.0%
Parent & Child								0.0%
Employee & Spouse (or Partner)								0.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative -)								0.0%
Subtotal	0			0				0.0%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								0.0%
Parent & Child								0.0%
Employee & Spouse (or Partner)								0.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative -)								0.0%
Subtotal	0			0				0.0%
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage								0.0%
Parent & Child								0.0%
Employee & Spouse (or Partner)								0.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative -)								0.0%
Subtotal	0			0				0.0%
<b>GRAND TOTAL</b>								0.0%


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



















**2021 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.

<b>Name of Fire District:</b>	Howell Township FD No. 2
<b>County:</b>	Monmouth
<b>Year:</b>	2021

<b>Levy Cap Calculation Summary</b>	
2020 Adopted Budget - Amount to be Raised by Taxation	\$ 1,050,000.00
Cap Bank Available from 2018 (See Levy Cap Certification)	\$ 30,294.00
Cap Bank Available from 2019 (See Levy Cap Certification)	\$ 231,503.00
Cap Bank Available from 2020 (See Levy Cap Certification)	\$ 75,524.00
Cap Bank Used from 2018	\$ -
Cap Bank Used from 2019	\$ -
Cap Bank Used from 2020	\$ -
Changes in Service Provider (+/-)	
DLGS Approved Adjustments	
Cancelled or Unexpended Referendum Amount (Enter as a positive number)	
Assessed Valuation of District for adopted budget	\$ 2,488,381,400.00
New Ratables - Increase in Valuations (New Construction and Additions)	\$ 13,910,600.00
Adopted Fire District Tax Rate (three decimals) per \$100	\$0.042
Projected Tax Rate based upon Proposed Levy	0.043959698

**Howell Township FD No. 2  
Monmouth**

	<i>2021 Proposed Budget</i>	<i>2020 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
<b>REVENUES AND FUND BALANCE UTILIZED</b>				
Total Fund Balance Utilized	534,700.00	528,200.00	6,500.00	1.2%
Total Miscellaneous Anticipated Revenues	-	-	-	0.0%
Total Sale of Assets	-	-	-	0.0%
Total Interest on Investments & Deposits	-	-	-	0.0%
Total Other Revenue	-	-	-	0.0%
Total Operating Grant Revenue	-	-	-	0.0%
Total Revenues Offset with Appropriations	-	-	-	0.0%
Total Revenues and Fund Balance Utilized	534,700.00	528,200.00	6,500.00	1.2%
Amount to be Raised by Taxation to Support Budget	1,100,000.00	1,050,000.00	50,000.00	4.8%
Total Anticipated Revenues	1,634,700.00	1,578,200.00	56,500.00	3.6%
<b>APPROPRIATIONS</b>				
Total Administration	187,000.00	164,500.00	22,500.00	13.7%
Total Cost of Operations & Maintenance	887,700.00	887,700.00	-	0.0%
Total Appropriations Offset with Revenue (must equal Revenues Offset with Appropriations)	-	-	-	0.0%
Total Appropriated Duly Incorporated First Aid/Rescue Squad	-	-	-	0.0%
Total Deferred Charges	-	-	-	0.0%
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)	-	-	-	0.0%
Length of Service Award Program (LOSAP) Contribution	105,000.00	105,000.00	-	0.0%
Total Capital Appropriations	455,000.00	421,000.00	34,000.00	8.1%
Total Principal Payments on Debt Service	-	-	-	0.0%
Total Interest Payments on Debt	-	-	-	0.0%
Total Appropriations	1,634,700.00	1,578,200.00	56,500.00	3.6%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	-	-	-	0.0%



**Howell Township FD No. 2  
Monmouth**

	<u>2021 Proposed Budget</u>	<u>2020 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	354,700.00	358,200.00	(3,500.00)	-1.0%
Restricted Fund Balance	180,000.00	170,000.00	10,000.00	5.9%
<b>Total Fund Balance Utilized</b>	<b>534,700.00</b>	<b>528,200.00</b>	<b>6,500.00</b>	<b>1.2%</b>
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)		-	-	0.0%
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	0.0%
Emergency Assistance (N.J.S.A. 40A:14-26)			-	0.0%
Municipal Assistance (N.J.S.A. 40A:14-34)			-	0.0%
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	0.0%
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	0.0%
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	0.0%
Rental Income			-	0.0%
<b>Total Miscellaneous Anticipated Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	0.0%
Asset #2			-	0.0%
Asset #3			-	0.0%
Asset #4			-	0.0%
<b>Total Sale of Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<i>Interest on Investments &amp; Deposits (List Accounts Separately)</i>				
Investment Account #1			-	0.0%
Investment Account #2			-	0.0%
Investment Account #3			-	0.0%
Investment Account #4			-	0.0%
<b>Total Interest on Investments &amp; Deposits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<i>Other Revenue (List in Detail)</i>				
Other Revenue #1			-	0.0%
Other Revenue #2			-	0.0%
Other Revenue #3			-	0.0%
Other Revenue #4			-	0.0%
<b>Total Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)			-	0.0%
Other Grant #1			-	0.0%
Other Grant #2			-	0.0%
Other Grant #3			-	0.0%
Other Grant #4			-	0.0%
Other Grant #5			-	0.0%
<b>Total Operating Grant Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	0.0%
Annual Registration Fees			-	0.0%
Penalties and Fines			-	0.0%
Other Revenues			-	0.0%
<b>Total Uniform Fire Safety Act</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<u>Other Revenues Offset with Appropriations (List)</u>				
Other Offset Revenues #1			-	0.0%
Other Offset Revenues #2			-	0.0%
Other Offset Revenues #3			-	0.0%
Other Offset Revenues #4			-	0.0%
<b>Total Other Revenues Offset with Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Revenues Offset with Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUES AND FUND BALANCE UTILIZED</b>	<b>534,700.00</b>	<b>528,200.00</b>	<b>6,500.00</b>	<b>1.2%</b>





Howell Township FD No. 2  
Monmouth

	2021 Proposed Budget	2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	10,900.00	10,900.00	-	0.0%
Commissioners	36,000.00	36,000.00	-	0.0%
Fringe Benefits	14,100.00	14,100.00	-	0.0%
Total Administration - Personnel	61,000.00	61,000.00	-	0.0%
<i>Administration - Other (List)</i>				
Other Administration Expense #1	36,000.00	13,500.00	22,500.00	166.7%
Other Administration Expense #2			-	0.0%
Other Administration Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1	90,000.00	90,000.00	-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Administration - Other	126,000.00	103,500.00	22,500.00	21.7%
Total Administration	187,000.00	164,500.00	22,500.00	13.7%
<i>Cost of Operations &amp; Maintenance - Personnel</i>				
Salary & Wages	-	-	-	0.0%
Fringe Benefits	-	-	-	0.0%
Total Operations & Maintenance - Personnel	-	-	-	0.0%
<i>Cost of Operations &amp; Maintenance - Other (List)</i>				
Other Operations & Maintenance Expense #1	887,700.00	887,700.00	-	0.0%
Other Operations & Maintenance Expense #2			-	0.0%
Other Operations & Maintenance Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Operations & Maintenance - Other	887,700.00	887,700.00	-	0.0%
Total Operations & Maintenance	887,700.00	887,700.00	-	0.0%
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	-	-	-	0.0%
Fringe Benefits	-	-	-	0.0%
Total Appropriations Offset with Revenue - Personnel	-	-	-	0.0%
<i>Appropriations Offset with Revenue - Other (List)</i>				
Other Expense #1			-	0.0%
Other Expense #2			-	0.0%
Other Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Appropriations Offset with Revenue - Other	-	-	-	0.0%
Total Appropriations Offset with Revenue	-	-	-	0.0%
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	0.0%
Equipment			-	0.0%
Materials & Supplies			-	0.0%
Total Duly Incorporated First Aid/Rescue Squad Associations	-	-	-	0.0%
<i>Emergency Appropriations &amp; Deferred Charges (List)</i>				
Emergency Appropriation #1			-	0.0%
Emergency Appropriation #2			-	0.0%
Emergency Appropriation #3			-	0.0%
Deferred Charge #1 (cite statute)			-	0.0%
Deferred Charge #2 (cite statute)			-	0.0%
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	0.0%
Total Deferred Charges	-	-	-	0.0%
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	0.0%
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)	105,000.00	105,000.00	-	0.0%
Total Capital Appropriations	455,000.00	421,000.00	34,000.00	8.1%
Total Principal Payments on Debt Service	-	-	-	0.0%
Total Interest Payments on Debt	-	-	-	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,634,700.00</b>	<b>1,578,200.00</b>	<b>56,500.00</b>	<b>3.6%</b>







Howell Township FD No. 2  
Middletown

2021 Proposed

2021 Proposed

Administrative Positions Excluding Commissioners (List Individually)	Number of Staff	Annual Wages	Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	Budget Fringe Benefits
Clerk\Secretary	1.00	\$ 4,800.00	\$ 4,800.00	\$ 1,335.00				\$ 1,335.00
Treasurer	1.00	\$ 4,800.00	\$ 4,800.00	\$ 1,335.00				\$ 1,335.00
Executive Board	1.00	\$ 800.00	\$ 800.00	\$ 232.00				\$ 232.00
Chief Stipend	1.00	\$ 500.00	\$ 500.00					
Position #5	5.00					\$ 11,198.00		\$ 11,198.00
Position #6								
Position #7								
Position #8								
Total Administration	9.00		\$ 10,900.00	\$ 2,902.00	\$ -	\$ 11,198.00		\$ 14,100.00

2021 Proposed

2021 Proposed

Operation & Maintenance Positions Individually	(List Number of Staff)	Annual Wages	Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	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			\$ -	\$ -	\$ -	\$ -		\$ -

2021 Proposed

2021 Proposed

Salary Offset by Revenue Positions (List Individually)	Number of Staff	Annual Wages	Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	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	9.00		\$ 10,900.00	\$ 2,902.00	\$ -	\$ 11,198.00		\$ 14,100.00





Howell Township FD No. 2  
Monmouth

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

List Project Separately	Asset Type	Time of General Election February or November	Date of Approval	Affirmative Vote Percentage	2021 Proposed Budget	2020 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/CAPITAL FINANCED IMPROVEMENTS (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	2021 Proposed Budget	2020 Adopted Budget
Township-wide Communication System	Equipment				\$ 100,000.00	
Chief's Vehicle	Vehicle				\$ 80,000.00	
Upgrade Heating System at 993 Hwy. 33 Station #2	Equipment				\$ 70,000.00	
Communication System Upgrades	Equipment				\$ 100,000.00	
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Down Payments					\$ 180,000.00	\$ 170,000.00
Total Capital Improvements & Down Payments					\$ 180,000.00	\$ 170,000.00
<b>RESERVE FOR FUTURE CAPITAL OUTLAYS</b>					\$ 275,000.00	\$ 251,000.00
<b>TOTAL CAPITAL APPROPRIATIONS</b>					\$ 455,000.00	\$ 421,000.00

Capital Appropriations Offset with Restricted Fund	\$ 180,000.00	\$ 170,000.00
Capital Appropriations Offset with Grants		
Capital Appropriations Offset with Unrestricted Fund		

Howell Township FD No. 2  
 Morristown

Use the space below to provide further detail of capital items listed on sheet "F-5 Capital Budget Proposed".

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

List Project Separately	Asset Type	Time of General Election February or November	Date of Approval	Affirmative		2021 Proposed Budget	2020 Adopted Budget
				Vote	Percentage		
Capital Improvement #1							
Capital Improvement #2							
Capital Improvement #3							
Capital Improvement #4							
Capital Improvement #5							
Capital Improvement #6							
Capital Improvement #7							
Capital Improvement #8							
Capital Improvement #9							
Capital Improvement #10							
Capital Improvement #11							
Capital Improvement #12							
Capital Improvement #13							
Capital Improvement #14							
Capital Improvement #15							
Capital Improvement #16							
Capital Improvement #17							
Capital Improvement #18							
Capital Improvement #19							
Capital Improvement #20							
Capital Improvement #21							
Capital Improvement #22							
Capital Improvement #23							
Capital Improvement #24							
Capital Improvement #25							
Total Capital Improvements						\$	- \$

Howell Township FD No. 2  
Monmouth

	Date of Voter Approval	% of Voter Approval	Date of Local Finance Board Approval		Current Year					Thereafter	Total Principal Outstanding	
			2020	2021	2022	2023	2024	2025	2026			
<i>General Obligation Bonds</i>												
General Obligation Bond #1	NA											\$ -
General Obligation Bond #2												\$ -
General Obligation Bond #3												\$ -
General Obligation Bond #4												\$ -
Total Principal - General Obligation Bonds			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Bond Anticipation Notes</i>												
BAN #1												\$ -
BAN #2												\$ -
BAN #3												\$ -
BAN #4												\$ -
Total Principal - BANS												\$ -
<i>Capital Leases</i>												
Capital Lease #1												\$ -
Capital Lease #2												\$ -
Capital Lease #3												\$ -
Capital Lease #4												\$ -
Total Principal - Capital Leases												\$ -
<i>Intergovernmental Loans</i>												
Intergovernmental #1												\$ -
Intergovernmental #2												\$ -
Intergovernmental #3												\$ -
Intergovernmental #4												\$ -
Total Principal - Intergovernmental Loans												\$ -
<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 Principal - Other Bonds or Notes												\$ -
<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

Howell Township FD No. 2  
Monmouth

	Current Year 2020	2021	2022	2023	2024	2025	2026	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									
<b>TOTAL INTEREST ALL OBLIGATIONS</b>									

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

**Howell Township FD No. 2  
Monmouth**

**UNRESTRICTED FUND BALANCE**

Beginning balance January 1, 2020 (1)	\$	929,859.00
Less: Utilized in 2020 Adopted Budget	\$	358,200.00
Proposed balance available	\$	571,659.00
Estimated results of operations for the year ending December 31, 2020		
Anticipated balance December 31, 2020	\$	571,659.00
Less: Fund Balance utilized in 2021 Proposed Budget	\$	354,700.00
Plus: Accrued Unfunded Pension Liability (1)	\$	66,928.00
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)		
Proposed balance after utilization in 2021 Proposed Budget	\$	283,887.00

**RESTRICTED FUND BALANCE**

Beginning balance January 1, 2020 (1)	\$	1,420,883.00
Less: Utilized in 2020 Adopted Budget	\$	170,000.00
Proposed balance available	\$	1,250,883.00
Estimated results of operations for the year ending December 31, 2020		
Anticipated balance December 31, 2020	\$	1,250,883.00
Less: Restricted Fund Balance used in 2021 Proposed Budget for Capital Purposes	\$	180,000.00
Less: Restricted Fund Balance released via Referendum Resolution	\$	-
Proposed balance after utilization in 2021 Proposed Budget	\$	1,070,883.00

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

**Howell Township FD No. 2  
Monmouth**

<b>Summary of Referendum Line Items</b>	<i>2021 Proposed Budget Amount Requested</i>	<i>2020 Final Budget</i>
NA		
<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.)

<b>Summary of Release of Restricted Fund Balance Referendum Line Items</b>	<i>2021 Proposed Budget Amount Requested</i>	<i>2020 Final Budget</i>
<b>Total Release of Restricted Fund Balance</b>	\$ -	\$ -

**Howell Township FD No. 2  
Monmouth**

**LEVY CAP CALCULATION**

Prior Year Amount to be Raised by Taxation for Fire District Purposes	1,050,000.00
Changes in Service Provider (+/-)	-
DLGS Approved Adjustments	-
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation	1,050,000.00
Plus: 2% Cap Increase	21,000.00
<b>ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS</b>	<b>1,071,000.00</b>

*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	24,000.00
Total Exclusions	24,000.00

Less: Cancelled or Unexpended Referendum Amounts	-
Increase in Ratable Valuation (New Construction/Additions)	13,910,600.00
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.042
	5,842.45

**ADJUSTED TAX LEVY** 1,100,842.45

Amount Utilized from Levy Cap Bank from 2018	-
Amount Utilized from Levy Cap Bank from 2019	-
Amount Utilized from Levy Cap Bank from 2020	-
Maximum Tax Levy Before Referendum	1,100,842.45
Amount Proposed for Levy Cap Referendum	-

**MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION** 1,100,842.45

**CAP BANK CALCULATION**

Amount to be Raised by Taxation	1,100,000.00
Cap Bank Available from Prior Year (2018) for 2021 Budget	30,294.00
Cap Bank Available from Prior Year (2019) for 2021 Budget	231,503.00
Revised Cap Bank from Prior Year (2020) Available for 2021 Budget	231,503.00
Cap Bank Available from Prior Year (2020) for 2021 Budget	75,524.00
Revised Cap Bank from Prior Year (2020) Available for 2022 Budget	75,524.00
Cap Bank from Current Year (2021) Available for 2022 Budget	842.45
Cap Bank Available from (2021) for 2022 Budget	842.45





Howell Township FD No. 2

Monmouth

**PENSION CONTRIBUTION CALCULATION**

2021 Proposed Budget PERS Contribution Appropriated	\$ 2,902.00
2021 Proposed Budget PFRS Contribution Appropriated	\$ -
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	\$ -
Net 2021 Base Amount	\$ 2,902.00
2020 Adopted Budget PFRS Contribution	\$ 3,613.00
2020 Adopted Budget PERS Contribution	
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	
Net 2020 Base Amount	\$ 3,613.00
<b>Pension Contribution Exclusion</b>	\$ -

**LOSAP CALCULATION**

2021 Proposed Budget LOSAP Appropriation	\$ 105,000.00
2020 Adopted Budget LOSAP Appropriation	\$ 105,000.00
<b>LOSAP Exclusion (+/-)</b>	\$ -

**DEBT SERVICE CALCULATION**

2021 Proposed Budget Total Debt Service Appropriation	\$ -
2021 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	\$ -
2021 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	\$ -
2021 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	\$ -
2021 Base Amount	\$ -
2020 Adopted Budget Total Debt Service Appropriation	\$ -
2020 Adopted Budget Capital Appropriation Offset from Restricted Fund	\$ -
2020 Adopted Budget Capital Appropriation Offset from Grant Fund	\$ -
2020 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	\$ -
2021 Base Amount	\$ -
<b>Debt Service Exclusion</b>	\$ -

**CAPITAL APPROPRIATION CALCULATION**

2021 Proposed Budget Total Capital Appropriation	\$ 455,000.00
2021 Proposed Budget Capital Appropriation Offset from Restricted Fund	\$ 180,000.00
2021 Proposed Budget Capital Appropriation Offset from Grant Revenue	\$ -
2021 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	\$ -
2021 Base Amount	\$ 275,000.00
2020 Adopted Budget Total Capital Appropriation	\$ 421,000.00
2020 Adopted Budget Capital Appropriation Offset from Restricted Fund	\$ 170,000.00
2020 Adopted Budget Capital Appropriation Offset from Grant Revenue	\$ -
2020 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	\$ -
2020 Base Amount	\$ 251,000.00
<b>Capital Expenditure Exclusion</b>	\$ 24,000.00

**HEALTH INSURANCE EXCLUSION CALCULATION**

SFY 2021	
2021 Proposed Budget Administration Health Insurance Appropriation	\$ -
2021 Proposed Budget Operations & Maintenance Health Insurance Appropriation	\$ -
2021 Proposed Budget Group Health Insurance	\$ -
2020 Adopted Budget Administration Health Insurance Appropriation	
2020 Adopted Budget Operations & Maintenance Health Insurance Appropriation	
2020 Adopted Budget Group Health Insurance	\$ -
Net Increase (Decrease)	\$ -
Net Increase Divided by 2020 Amount Budgeted = % Increase	0.00%
SFY 2021 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 * 2020 Expended = Added Amount Inside Cap	\$ -
% Increase Exclusion * 2020 Expended = 2021 Appropriation Added to Levy	\$ -
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ -
2021 Increase in Appropriation	\$ -

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

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

Municipality: Howell

County: Monmouth

Fire District Code: 02

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.

\$ 2,488,381,400 (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.

\$ 13,910,600 (2a)

— \$ 0 (2b)

= \$ 13,910,600 (2c)

  
Assessor Signature

10/19/20  
Date

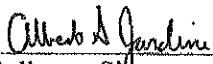
**TAX COLLECTOR**

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

.00042 (3)

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

\$ 5,842.45 (4)

  
Tax Collector Signature

10/29/20  
Date

## 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

2021 Chief's Equipment Budget

Description	Quantity	Unit Cost	Total Cost
Personal Protective Equipment - Structural Firefighting (Pants and Coats)	10 ea	\$ 3,700.00	\$ 37,000.00
Personal Protective Equipment - Boots	10 ea	\$ 370.00	\$ 3,700.00
Personal Protective Equipment - Thermal Hoods, Gloves, Safety Glasses	1 Lot	\$ 3,400.00	\$ 3,400.00
Personal Protective Equipment - Helmets	15 ea	\$ 300.00	\$ 4,500.00
IT - Command Computer Upgrade	2 ea	\$ 2,700.00	\$ 5,400.00
Tool - Milwaukee M18 Portable Lights	4 ea	\$ 400.00	\$ 1,600.00
Equipment - Standpipe Kits (Pressure Gauge, Adapters, Carry Kits)	4 ea	\$ 1,200.00	\$ 4,800.00
Radios - APX 7500 for two Chief's vehicles	4 ea	\$ 7,400.00	\$ 29,600.00
<b>Total:</b>			<b>\$ 90,000.00</b>

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



**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 2021

Fire District: Howell Township Fire District No. 2

Municipality: Adelphia

County: Monmouth

FD-Code: 1319-02

**2020 Levy Cap Calculation Summary**

Maximum Allowable Amount to be Raised by Taxation: **\$1,125,524**

Amount to be Raised by Taxation: **\$1,050,000**

Active	By Calendar Year	Allowable	Applied In	Used From	Expired	Available
	2020	\$75,524	\$0	\$0	\$0	\$75,524
	2019	\$231,503	\$0	\$0	\$0	\$231,503
	2018	\$30,294	\$0	\$0	\$0	\$30,294
<b>Levy Cap Bank Totals</b>		<b>\$337,320</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$337,320</b>


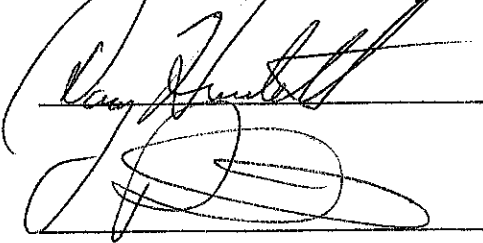
Expired	By Calendar Year	Allowable	Applied In	Used From	Expired	Available
	2017	\$39,796	\$0	\$0	\$39,796	\$0
	2016	\$49,633	\$0	\$0	\$49,633	\$0
	2015	\$448,682	\$0	\$0	\$448,682	\$0
	2014	\$40,945	\$0	\$0	\$40,945	\$0
<b>Levy Cap Bank Totals</b>		<b>\$579,056</b>	<b>\$0</b>	<b>\$0</b>	<b>\$579,056</b>	<b>\$0</b>




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

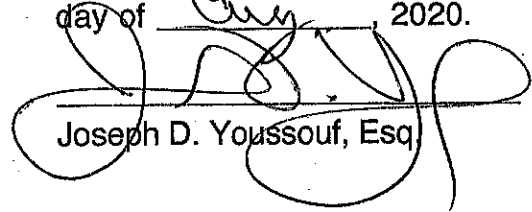
The undersigned, being duly sworn, according to law, upon our oaths depose and say:

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 12/31/19 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**".

  
\_\_\_\_\_  
  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_  
ON MEDICAL LEAVE F.B.I.

Sworn and Subscribed to before  
the undersigned authority this 30  
day of Aug, 2020.  
  
\_\_\_\_\_  
Joseph D. Youssouf, Esq.