

**Board of Fire Commissioners  
District 2, Howell Township Fire Company No. 1  
Adelphia, NJ 07710**

March 2, 2009

REGULAR MEETING

Notice of time, date, location and agenda of the meeting, to the extent then known, was duly published in accordance with the requirements of the "Open Public Meeting Act" at least 48 hours in advance of this meeting by posting and by publication in the official newspapers of the district.

The meeting was called to order by Chairman Harry Carter, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Thomas Ward, and Doug Howlett present. Also in attendance was Joseph Youssouf, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

As this being the reorganization meeting for the Board of Fire Commissioners, Howell Twp. Dist.2, Joe Youssouf, acting as Chairman Pro-Temp, conducted the swearing in of re-elected Commissioners Frank Biddle III and Doug Howlett. The Commissioners were appointed to positions for 2009 as follows: Chairman – Harry Carter, Vice-Chairman – Thomas Ward, Treasurer – George Patten, Clerk/Secretary – Frank Biddle III, Assistant Clerk – Doug Howlett, Executive Board Representative – Frank Biddle III, Executive Board Alternate Representative – Thomas Ward. All of these positions were approved by a 5 to 0 vote. At this time, Chairman Pro-Temp, Joe Youssouf, turned the meeting over to Chairman Harry Carter.

A resolution was offered by Frank Biddle III, seconded by Tom Ward, scheduling the meeting dates for the year 2009-2010 as follows: April 6, May 4, June 1, July 6, August 3, September 14, October 5, November 2, December 7, January 4, February 1, and March 1, 2010 which shall serve as the annual reorganization meeting of the Board. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Tom Ward, designating Sun National Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2009. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Doug Howlett, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2009. A roll call vote was taken.

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

A resolution was offered by Harry Carter, seconded by George Patten, appointing Robert A. Hulsart and Company, District Auditor for the year 2009. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Frank Biddle III, appointing Joseph D. Youssouf Board Attorney for the year 2009. A roll call vote was taken.

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

Joe read a Fire Protection Agreement with the Howell Township Fire Company # 1, which states that the Fire Company will agree to provide Fire Protection for Fire District # 2, Howell Township. The Board agrees to pay the Company \$55,000.00 as consideration for the use of the Company owned buildings, which house Fire District Equipment. A resolution was offered by George Patten, and seconded by Tom Ward, agreeing to enter into this Agreement with the Fire Company. A roll call vote was taken.

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

Joe asked the Board to enter into an Agreement for Legal Services for the Year 2009. This Agreement has not been modified for quite a few years. The new Agreement contains changes to the meeting attendance fees and the hourly rate for other work performed for the Board. The new meeting attendance fee would be \$500.00, and the hourly rate for other work would be \$150.00. A resolution was offered by Tom Ward and seconded by Doug Howlett, to enter into this Agreement with Joseph D. Youssouf, Esquire. A roll call vote was taken.

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

A motion was made by Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on February 2, 2009, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2479	A11-1	Frank Biddle III	295.00
2480	A11-1	Tom Hubert	200.00
2481	A11-1	Brian Prochnow	200.00
2482	A11-1	Bob Tice	200.00
2483	A11-1	MC&E / Election Source	487.93
2484	A11-1	Roy Press Printers	395.00
2485	A11-2	E. J. Schuster Office Supply	273.28
2486	A11-2	Thomson West	137.00
2487	A12-2	Liberty Mutual Ins. Group	20,922.00
2488	A12-3	Aaron & Company	219.65
2489	A12-3	A. R. Communications	160.00
2490	A12-3	Barg's Lawn & Garden Shop, Inc.	2,212.21
2491	A12-3	Brice's Auto Supply, Inc.	252.51
2492	A12-3	General Highway Products, Inc.	1,444.00
2493	A12-3	Grainger	131.70
2494	A12-3	Jersey Coast Fire Equipment, Inc.	39.00
2495	A12-3	Nolze Garage Door	250.00
2496	A12-3	TASC Fire Apparatus, Inc.	190.30
2497	A12-4	Family Practice of Central Jersey	130.00
2498	A12-6	Pedroni Fuel Company	704.52
2499	A12-8	JCP&L	1,794.09
2500	A12-8	Nextel Communications	650.91
2501	A12-8	N. J. Natural Gas	1,767.72
2502	A12-8	Verizon	264.65
2503	A12-8	N. J. American Water Co.	709.51
2504	A12-9	N. J. American Water Co.	4,658.99
2505	A12-9	N. J. American Water Co.	15,896.11
2506	A12-10	Electronic Measurement Labs.	1,188.00
2507	A12-10	EMR Power Systems, LLC	384.23
2508	A12-10	Freehold Cartage, Inc.	118.90
2509	A12-10	Sakoutis Brothers Disposal	75.00
2510	A12-10	Tri Air Testing, Inc.	376.40

2511	A12-13	Advanced Air Systems, LLC	17,498.75
Electronic	A9-1	Payroll by Paychex ( for 02-28-2009 )	2,900.74
Electronic	A9-1	Tax Pay by Paychex ( for 02-28-2009 )	589.31
Electronic	A9-1	Paychex fees ( deducted 03-10-2009	185.89
Electronic	A9-1	February 2009 N. J. Pension Payment	159.30
		Total	\$78,062.60

A resolution of the Board of Fire Commissioners of District 2, Howell Township was passed authorizing the payment of vouchers. The resolution was offered by George Patten, seconded by Tom Ward, and a roll call vote was taken.

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

The resolution, which was duly adopted on this day, is attached to minutes.

### Communications

We received several e-mails from the State Division of Pensions, which will be on file. We also received several e-mails from the State GovConnect, which will be on file. We received a letter from VFIS letting us know that our Commercial Package is coming due June 3, 2009. Joe Giorgi will be contacting us to complete a renewal questionnaire. We received a letter from the Farmingdale Fire Department stating that they would like to accept our offer for the 2000 Crown Victoria Sedan. They will be contacting us for a pick up date soon. We received several past due notices from Sound Billing, LLC. Sound Billing makes collections for Jiffy Lube. These bills were paid and George faxed copies of the cancelled checks to verify the payment. We received a copy of our signed contract with Sakoutis Brothers Disposal, which we contracted with on February 2, 2009. The term for this contract is 36 months. We received a Pension Newsletter from the New Jersey Division of Pensions. We received the minutes from the New Jersey State Association of Fire Districts meeting, which was held on December 6, 2008. Along with the minutes was a reminder for the next meeting to be held on Saturday March 7, 2009 at our new Fire Station. This meeting will start at 9:30 AM.

### Legal

Joe completed his Legal report at the beginning of this meeting

### Chief's Report

Wayne Gravatt gave his monthly report for February, 2009. Wayne also stated the Exxon Mobil donated an enclosed trailer to the Fire Company. This trailer came with a lot of equipment, some of which we can use. Wayne stated that he backed into a pole with his Chief's Suburban, and he will find out what it will cost to repair the minor damage. The Chief's would like to purchase 5 SCBA cylinder bottle valves from Advanced Air Systems for a cost of \$875.00. A resolution was offered by Tom Ward and seconded by Doug Howlett, granting the Chief's request. A roll call vote was taken.

Harry Carter	yes
George Patten	yes

Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

**Committees**

Frank gave a report on the Executive Board meeting from February 26, 2009. Frank also stated that 19-2-75 will be repaired at Allied Diesel next week for a couple problems. Frank said that Art repaired the pump panel lights on 19-2-96. Wayne is having some problems with the running condition of his Chief's Suburban. Frank said that we will probably take it to the dealer for repair. Frank also said that he finally hooked up the pole lights on the front of 19-2-74.

**Old Business**

George stated that he is still working on upgrading to cable TV service for the New Fire Station. The only contacts with Verizon have to be with E-Mail. He hopes to hear something soon.

Frank read the Election Results from the February 21, 2009 Fire District Elections. The results were as follows:

Total Budget Yes Votes-68  
 Total Budget No Votes-56

For Position of Commissioner:

Doug Howlett	106
Frank Biddle III	101
Robert Nagy	2
Jeff Monell	1
Vincent Tantillo	1

Frank certified the Budget Totals and mailed them to both the Township of Howell and the New Jersey State Bureau of Authority Regulation on February 21, 2009 at 10:00 PM.

George Patten said that the Township of Howell will not approve the construction of our new radio tower until we submit a new application. A resolution was offered by Frank Biddle III and seconded by Tom Ward, authorizing Project Architect, Jack Purvis, to amend the original application changing the height of the radio tower from 50 to 70 feet. A roll call vote was taken.

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

**New Business**

Frank asked the Board to purchase some Snap-On tools for the New Fire Station. These tools would be on State Contract and include general service and repair tools and a tool box. The cost for all the tools and the storage box would be \$5,245.61. A resolution was offered by Tom ward and seconded by Doug Howlett, to purchase these tools from Snap-On. A roll call vote was taken.

Harry Carter	yes
George Patten	yes

Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

George asked about refreshments for the meeting at our Fire Station this Saturday. Harry said that he would pick up the donuts on his way and Doug said that he would make the coffee that morning.

Frank asked if food and drinks would be allowed in the meeting room at the New Fire Station. After some discussion, it was said that refreshments would be allowed in the meeting room at this time.

Chris Pujat said that we need to have a few electrical outlets installed around the New Fire Station for the radio equipment and a few for the weather station. After some discussion, it was decided to meet with George Gravatt after the Fire Company meeting on March 4, 2009, to see what can be done.

George said that the books are at the Auditors and he should be hearing from Bob soon.

With no further business to come before the Board, the meeting was adjourned at 9:33 PM.