

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

March 5, 2018

RE-ORGANIZATION 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.

The meeting agenda has been changed due to the February 17, 2018 Fire District Election.

Joe asked Frank to read the Election Results from the February 17, 2018 District Election. Frank read the results as follows,

Walk in Voters (58)	
Frank E. Biddle III	51 votes
Doug Howlett	47 votes
Budget Yes	50 votes
Budget No	7 votes
Absentee Voters (2)	
Frank E. Biddle III	2 votes
Doug Howlett	2 votes
Budget Yes	0 votes
Budget No	2 votes
Total Election Results	
Total Voters (60)	
Frank E. Biddle III	53 votes
Doug Howlett	49 votes
Budget Yes	50 votes
Budget No	9 votes

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 E. Biddle III and Doug Howlett. Joe said that it was time for the re-organization of the Board of Fire Commissioners of Howell District #2. A motion was made by George Patten and seconded by Doug Howlett; to retain all positions as last year, with only the Executive Board representative and alternate switching positions. Motion passed. Following is a list of all positions.

Chairman – Harry Carter, Vice-Chairman – Thomas Ward, Treasurer – George Patten, Clerk/Secretary – Frank Biddle III, Assistant Clerk – Doug Howlett, Executive Board Representative – Thomas Ward, Executive Board Alternate Representative – Frank E. Biddle III.

Chairman Carter asked Joe to finish his Legal portion of the meeting at this time.

Mr. Youssouf passed out several resolutions for the Board to act on at this time. Joe read each resolution and the Board passed them as follows.

A resolution was offered by Harry Carter, seconded by Tom Ward, scheduling the meeting dates for the year 2018-2019 as follows: April 2, May 7, June 4, July 2, August 6, September 10, October 1, November 5, December 3, January 7, February 4, and March 4, 2019, 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 Doug Howlett, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2018. 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 Doug Howlett, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2018. 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, appointing Robert A. Hulsart and Company, District Auditor for the year 2018. 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 Joseph D. Youssouf Esq., Board Attorney for the year 2018. 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, and seconded by Harry Carter, to enter into a Fire Protection Agreement with the Howell Township Fire Company Number One, aka the Adelpia Fire Company. This agreement states that the Board of Fire Commissioners will pay the sum of \$60,000.00 for the year ending February 28, 2019. A roll call vote was taken.

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

Joe also passed out copies of the Professional Services Agreement for 2018, with Joseph D. Youssouf, Esquire. This agreement was signed by Joe, Chairmen Carter and Clerk Biddle.

This concluded the Legal portion of tonight's meeting.

Chairman Carter returned to the regular meeting agenda at this time.

A motion was made by Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on February 5, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2662	A11-1	Frank E. Biddle III	357.31
2663	A11-1	Jeffrey DiGraitis	200.00
2664	A11-1	Michael Hubert	200.00
2665	A11-1	Carmelo LaMarca	200.00
2666	A11-1	Monmouth County Treasurer	82.50
2667	A11-1	Roy Press Printers	475.00

2668	A12-2	Liberty Mutual Insurance Co.	59,828.00
2669	A12-3	Batteries Plus Bulbs	47.96
2670	A12-3	Brice's Auto Supply, Inc.	328.57
2671	A12-3	Brindlee Mountain Fire Apparatus, LLC	1,900.00
2672	A12-3	Campbell Supply Co.	1,299.98
2673	A12-3	Edwards Tire Company, Inc.	657.60
2674	A12-3	Graga Construction, Inc.	811.40
2675	A12-3	Jersey Coast Fire Equipment, Inc.	479.40
2676	A12-4	Family Practice of CentraState	390.00
2677	A12-4	NetLink	199.00
2678	A12-6	Pedroni Fuel Company	288.91
2679	A12-7	Dan Roth	2,067.60
2680	A12-8	JCP&L	1,234.68
2681	A12-8	N. J. American Water	187.62
2682	A12-8	N. J. Natural Gas	1,829.58
2683	A12-8	Verizon	446.18
2684	A12-8	Verizon Communications	65.75
2685	A12-8	Verizon Wireless	501.23
2686	A12-9	N. J. American Water	6,900.30
2687	A12-9	N. J. American Water	16,089.48
2688	A12-10	Freehold Cartage, Inc.	118.90
2689	A12-10	Sakoutis Brothers Disposal	81.45
2690	A12-13	Continental Fire & Safety, Inc.	1,241.10
2691	A12-13	Stan Engraving, LLC	193.35
Electronic	A9-1	Payroll by Paychex (for Feb. 2018)	3,415.35
Electronic	A9-1	Tax Pay by Paychex (for Feb. 2018)	667.35
Electronic	A9-1	Paychex Fees (deducted 03-10-18)	139.14
Electronic	A9-1	February 2018 N. J. Pension Payment	169.48
		Total	\$103,094.17

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 Doug Howlett, 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 Family Practice of CentraState, stating that they closed their Freehold Broad Street location. We received a statement, from New Jersey Motor Vehicle Services, for all abstract retrievals completed in January 2018. We received a letter, from Sakoutis Brothers Disposal, stating that the Monmouth County Reclamation Center is issuing a price increase. This price increase will raise our Route 33 Fire Station monthly charge from \$75.00 to \$81.45. We received a check, from Glatfelter Insurance Group, for the cancelling of the insurance on the 1988 Pierce Mini Pumper. The check, in the amount of \$426.55, was received and deposited on February 23, 2018.

We received two service reports, from EMR Power Systems, for the major services performed on our two Emergency Generators. EMR Power Systems stated that they also replaced the battery on the Emergency Generator at the Route 33 Fire Station. We received a Fire Alarm Inspection Service Ticket, from Complete Security Systems, for the annual inspection of the Fire Alarm System at the Route 33 Fire Station. A copy of this report was forwarded to the Howell Township Fire Bureau. We received a service report, from Campbell Supply Company, for the servicing of 19-2-85. We received an invoice, from Brindlee Mountain Fire Apparatus, for the listing of our 1988 Pierce Mini Pumper on their website. We received two emails requesting election results. Frank emailed the 2018 Election results to both Kimberly Bosco from Jersey Shore Online and Bob Jordan from Gannett New Jersey.

Chief's Report

First Assistant Chief Greg Player gave his incident report for the month of February 2018. The Chief asked to purchase one item for the work out room at the Route 524 Fire Station. Due to the cost of this item, the Chiefs were asked to get two more prices before the Board would ask on it. The Chief mentioned radio issues during and after the March 2, 2018 storm. These issues should be taken care of in the next few weeks by the Township of Howell. The Chief also said that when we work with Freehold Township Station 16-1, we will be having radio issues. Freehold Township Station 16-1 has switched radio frequencies to what is called 700 trunk system. Our radios currently cannot talk to them. Station 16-1 will try to have a spare portable radio available for us to communicate with the Officer in charge.

Committees

Tom gave a report from the Executive Board meeting which was held on February 22, 2018

Frank gave a report on the trucks and equipment as follows.

- 1) The Route 33 Fire Station air compressor has blown up. It actually set off the fire alarm system.
- 2) Campbell Supply has ordered parts for the left side awning on 19-2-85.
- 3) The new gear washing machine has come in for the Route 33 Fire Station. We need to have some plumbing work completed in order to hook it up.
- 4) 19-2-75 was serviced by Campbell Supply.
- 5) Several pump panel lights and also some under body lights were repaired on 19-2-78.
- 6) Replacement LED pump panel lights were ordered from TASC.
- 7) Edwards Tire Company replaced the tires on 19-2-68's vehicle.
- 8) The check engine light is on 19-2-67's vehicle. Frank will hook up his scanner this week to find out what's going on with it.

9) Brice's Auto Supply made up two extra keys for the flagpole at the Route 33 Fire Station.

10) 19-2-90 has blown a seal in an extension cylinder. The truck was delivered to Absolute on March 5, 2018 for repairs.

11) East Coast Emergency Lighting completed the upgrade of the lights on 19-2-93.

12) The two new electronic door locks seem to be defective. Frank installed them and was unable to program them. We will talk to Stanley Security Solutions about them.

After some discussion, a resolution was offered by Frank Biddle III and seconded by Tom Ward, to have Graga Construction replace the Route 33 Fire Station air compressor with a new three phase unit. The cost of this should not exceed \$2,650.00.

A roll call vote was taken.

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

After some more discussion, a resolution was offered by Tom Ward and seconded by Harry Carter, to hire a plumber to make the needed repairs to the utility room to allow the New Gear Washing Machine to be hooked up. The cost of these repairs should not exceed \$2,650.00. A roll call vote was taken.

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

Old Business

Tom said that the contract with Gov Deals is almost ready to go. We should be able to start dealing some of our excess equipment in the next few months.

New Business

George said that the Auditor has our books and we should be getting them back soon.

Tom said that he is looking into getting some prices for a sweeping service to clean the driveways and parking lots at the Route 33 Fire Station.

With no further business to come before the Board, the meeting was adjourned at 9:45 PM.