

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

December 5, 2022

REGULAR MEETING and PUBLIC HEARING

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, Robert Tice, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Doug Howlett, Robert Tice, and Kathleen Carter present. The Chairman then led all in attendance with the Pledge of Allegiance.

The agenda was altered for the Public Hearing of the proposed 2023 Fire District Budget.

Frank read the results of the November 22, 2022, Special Meeting. This Special Meeting was held to gain voter approval to use \$800,000.00 from Capital Reserve, for Fire District #2's share of the Township Wide Communication Infrastructure Upgrade. The results were as follows.

Total Voters	37
Total Yes Votes	36
Total No Votes	1

The results were uploaded the State of New Jersey's FAST System.

Chairman Tice read over the Proposed 2023 Fire District Budget as follows.

Total 2023 Fire District Budget	\$2,409,000.00
Less from Surplus	\$330,000.00
Less from Capital Reserve	\$800,000.00
Total to be Raised by Taxation	\$1,279,000.00

Chairman Tice asked for any Public Comment three (3) times with no response. This concluded the Public Hearing of the Proposed 2023 Fire District Budget. The Board usually adopts the Budget at this time. The State of New Jersey told the Board that they cannot adopt the 2023 Fire District Budget till the December 2, 2023, meeting. The meeting returned to the regular agenda at this time.

A motion was made by George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on November 7, 2022, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4468	A11-1	Monmouth County Clerk	1,762.30
4469	A11-2	Frank E. Biddle III	7.25
4470	A12-1	Asbury Park Press	86.04
4471	A12-2	Glatfelter Specialty Benefits	12,392.67
4472	A12-3	All Green Lawn & Landscaping	903.88
4473	A12-3	Brice's Auto Supply, Inc.	405.90
4474	A12-3	East Coast emergency Lighting, Inc.	184.68
4475	A12-3	ESI Equipment, Inc.	2,470.00
4476	A12-3	Grainger	43.72
4477	A12-4	Access Health Systems	776.00
4478	A12-4	Richard Braslow, Esq.	1,590.00
4479	A12-4	Howell Township Fire District #1	966.78
4480	A12-4	NetLink	199.00
4481	A12-6	J Swanton Fuel Oil Company	1,023.95
4482	A12-6	John DePinto	150.00
4483	A12-6	Mike Hubert	150.00
4484	A12-7	ESI Equipment, Inc.	670.00
4485	A12-8	JCP&L	1,095.58
4486	A12-8	N. J. American Water	199.11
4487	A12-8	N. J. Natural Gas	1,605.89
4488	A12-8	Verizon	757.65
4489	A12-8	Verizon Wireless	478.30
4490	A12-8	Kathleen Carter	240.00
4491	A12-8	Mike Banasz	240.00
4492	A12-8	Mike Hubert	240.00
4493	A12-8	Tim McKay	240.00
4494	A12-8	Dan Roth	240.00
4495	A12-8	Stephen Smith	240.00
4496	A12-8	Robert Tice	240.00
4497	A12-9	N. J. American Water	11,340.00
4498	A12-9	N. J. American Water	9,011.70
4499	A12-10	Complete Security Systems, Inc.	192.50
4500	A12-10	Mike Banasz	700.00
4501	A12-10	Frank e. Biddle III	1,375.00
4502	A12-10	William Goffe	290.00
4503	A12-10	Freehold Cartage, Inc.	143.06
4504	A12-10	Republic Services #873	101.92
4505	A12-13	Cooper Electric Supply Company	99.00
4506	A12-13	M & W Communications, Inc.	4,130.79
4507	A12-13	Skylands Area Fire Equipment & Training	392.00
4508	A9-1	Dan Roth	250.00

Electronic	A9-1	Payroll by Paychex (for Nov. 2022)	3,231.97
Electronic	A9-1	Tax Pay by Paychex (for Nov. 2022)	658.85
Electronic	A9-1	Paychex Fees (deducted 12-12-22)	160.64
Electronic	A9-1	November 2022 PERS / DCRP payment	235.88
			\$61,912.01

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 Kathleen Carter, and a roll call vote was taken.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	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. Frank read a letter that he wrote, addressed to Mr. Youssouf, informing him of the Boards decision to terminate his services immediately. The letter was sent registered with return receipt needed. As of this date, the letter has not been signed for. We received a recall, from Chevrolet, for our 2021 Chevrolet Suburban Chief's Vehicle.

We received a check, from Glatfelter Claims Management, for a partial reimbursement of our deductible for the claim of the OPTICOM damage at Route 9 and Strickland Road. The check, in the amount of \$250.00, was received and deposited on November 17, 2022. We received a second check, from the Township of Howell, which is our fourth payment of the 2022 Fire Taxes. The check, in the amount of \$343,750.00, was received and deposited on November 25, 2022.

We received a request, from the United States Department of Commerce, asking us to complete an online survey. This was a survey of Local Government Finances. Frank and George completed this on November 21, 2022. We received several emails, from the New Jersey Department of Community Affairs, saying that our 2023 Fire District Budget is under review. We received a report, from Underwriters Laboratories, for the Ground Ladder Testing which was completed on December 2, 2022.

### **Chief's Report**

Chief Dan Roth gave his incident report for the month of November 2022. The Chief would like to purchase the following items.

- 1) One (1) Vivo dual monitor desk mount, heavy duty fully adjustable stand from Amazon for a total of \$29.99.
- 2) Annual training compliance with Central Jersey Compliance Company. To give RTK/BBP and Hazcom as a three (3) hour annual refresher for \$200.00.

- 3) Annual training compliance with Central Jersey Compliance Company. To give Lockout-Tagout and Workplace Harassment as a three (3) hour annual refresher for \$200.00.
- 4) One (1) Milwaukee Power Supply #2846-20 M18 from Cooper Electric for \$99.00.
- 5) Forefront Web Technologies expand CAD information to include Fire Districts 1, 3 and 5 for a total of \$250.00.
- 6) To register the Fire District with the County of Monmouth Shared Services, to maybe use their truck wash facilities during the winter months. Registration is free.

After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, granting the six requests. A roll call vote was taken.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	yes

### **Committees**

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

- 1) Complete Security Systems came out for an issue with a heat detector in the attic of the Route 33 Fire Station.
- 2) The reverse lights were replaced with LED lights on 2-78.
- 3) Both batteries and the onboard battery tender were replaced on 2-88.
- 4) The electric nozzle from the platform on 2-90 was sent out for repair by TASC.
- 5) Continental Fire & Safety will be coming out to look at both Fire Stations for the installation of the proposed air systems.
- 6) Campbell Supply came out to check issues with 2-75 and 2-78. They also reset an air bag light on 2-85.
- 7) Ground ladder testing was completed on 12-2-22 with Underwriters Laboratories.

### **Old Business**

Bob gave a report on the Radio Study with the following dates.

- 1) December 13, 2022, Public Portion with no action to take place.
- 2) December 14, 2022, Meeting with the Local Finance Board.
- 3) December 16, 2022, The Township to vote on the project.

If all goes well, the only thing left would be to have the Township sign the contract with Motorola.

Katie said that the 2009 Chevrolet Suburban was sold on Govdeals. The total we should be getting will be \$6,800.00. This sale went well, and we should advertise some more surplus equipment next year.

## New Business

Frank said that if we plan to replace the Emergency Generator and the two Station Air Systems next year, we need to hold another Special Meeting before the end of 2022. After some discussion, a resolution was offered by Kathleen Carter and seconded by George Patten, to hold a Special Meeting on December 20, 2022, between 6 and 9 PM, to gain voter approval to use \$60,000.00 for the Air Systems and \$140,000.00 for the Generator, from Capital Reserve for the two projects. A roll call vote was taken.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	yes

George said that he would contact Braslow about this Special Meeting.

Bob said that he received a quote from B & M Pest Control, for the treatment of the three (3) buildings at the Route 524 Fire Station and the one (1) building at the Route 33 Fire Station. The quote was for quarterly service to all four buildings for \$280.00. After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, to enter into this agreement with B & M. A roll call vote was taken.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	yes

Bob asked everyone to look around for Landscape Contractors for the care of the Route 33 Fire Station Grounds in 2023. We will need to decide on a vendor in the next month or so.

Frank said that we will need two (2) more Electronic Door Locks very soon. He received a quote from Weilgus & Sons for \$2,622.16 for the two. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, to purchase these locks from Weilgus. A roll call vote was taken.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	yes

George said that N. J. American added eight (8) Fire Hydrants to the first Hydrant bill. They have not told us where these Fire Hydrants are located, and we will not pay for them until we make sure they are in or Fire District. George notified N. J. American Water of our decision and they were in agreement.

With further business to come before the Board, the meeting was adjourned at 9:01 PM.