

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

December 4, 2023

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, Robert Tice, at 8:00 PM.

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

A motion was made by George Patten and seconded by Kathleen Carter; to approve the minutes of the last meeting held on November 6, 2023, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4849	A11-2	New Jersey Motor Vehicle Commission	150.00
4850	A11-2	Shore Business Solutions	2,698.00
4851	A12-3	Big Bill's Welding, LLC	250.00
4852	A12-3	Fresh Cut Lawns	370.00
4853	A12-3	Grainger	48.59
4854	A12-3	MyFleetCenter.com	118.75
4855	A12-3	TASC Fire Apparatus, Inc.	202.73
4856	A12-3	Van Wickle Auto Supply	123.93
4857	A12-4	Richard M. Braslow, Esq.	4,000.00
4858	A12-4	NetLink	199.00
4859	A12-6	Allied Diesel Service, Inc.	41.97
4860	A12-6	John DePinto	150.00
4861	A12-6	Mike Hubert	150.00
4862	A12-6	J Swanton Fuel Oil Company	889.40
4863	A12-8	Mike Banasz	240.00
4864	A12-8	Kathleen Carter	240.00
4865	A12-8	Mike Hubert	240.00
4866	A12-8	Tim McKay	240.00
4867	A12-8	Dan Roth	240.00
4868	A12-8	Stephen Smith	240.00
4869	A12-8	Robert Tice	240.00

4870	A12-8	JCP&L	1,262.04
4871	A12-8	N. J. American Water	184.46
4872	A12-8	N. J. Natural Gas	1,608.08
4873	A12-8	Verizon	788.90
4874	A12-8	Verizon Wireless	468.02
4875	A12-9	N. J. American Water	12,042.00
4876	A12-9	N. J. American Water	9,011.70
4877	A12-10	Mike Banasz	700.00
4878	A12-10	Frank E. Biddle III	1,375.00
4879	A12-10	William Goffe	290.00
4880	A12-10	Freehold Cartage, Inc.	144.78
4881	A12-10	Republic Services, #873	127.40
4882	A12-13	Continental Fire & Safety, Inc.	1,061.00
4883	A12-13	Firefighter One, LLC	2,301.98
4884	A9-1	Dan Roth	250.00
4885	A12-3	Absolute Fire Protection Company, Inc.	6,495.00
Electronic	A9-1	Payroll by Paychex (for Nov. 2023)	3,693.88
Electronic	A9-1	Tax Pay by Paychex (for Nov. 2023)	757.81
Electronic	A9-1	Paychex Fees (deducted 12-10-23)	168.31
Electronic	A9-1	November 2023 PERS/DCRP Payment	285.71
Total			\$54,088.44

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.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Jeffrey DiGraitis	yes
Robert Tice	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 two (2) checks, from VALIC, which are returned LOSAP funds for two members leaving the Fire Company before becoming vested in the program. The checks, in the amounts of \$3,723.94 and \$1,880.15, were received and deposited on December 2, 2023. We received another check, from the Township of Howell, which is our fourth and final 2023 Fire Tax Payment. The check, in the amount of \$399,687.50, was received and deposited on November 29, 2023.

We received a purchase order, from the Township of Howell, for payment for the use of the Route 33 Fire Station for voting in 2023. This purchase order was signed and returned on November 25, 2023. We received an email, from McManimon, Scotland and Baumann, reminding us of our Microsoft Teams meeting with the New Jersey State Local Finance Board on Wednesday, November 8, 2023.

Legal

Frank said that we needed to amend the Proposed 2024 Fire District Budget before the State will approve it. A resolution was offered by George Patten and seconded by Kathleen Carter; Amending the 2024 Fire District Budget as follows.

Fund Balance Utilized:	From	To
Unreserved Fund Balance (F1)	\$244,000.00	\$299,279.81
	From	To
Total Revenues & Fund Balance Utilized	\$644,000.00	\$699,279.81
	From	To
Amount to be Raised by Taxation To Support Fire District Budget (C6)	\$1,500,000.00	\$1,444,720.19

After some discussion, a roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Jeffrey DiGraitis	yes
Robert Tice	abstain

After the Amendment to the 2024 Fire District Budget was approved, a resolution was offered by Frank Biddle III and seconded by Jeffrey DiGraitis, adopting the 2024 Fire District Budget. A roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Jeffrey DiGraitis	yes
Robert Tice	abstain

Chief's Report

Chief Dan Roth gave his incident report for the month of November 2023. Chief Roth asked to purchase the following items.

- 1) Officer helmet frontals for the New Line of Officers in 2024, from Continental Fire & Safety, for a total not to exceed \$1,200.00
- 2) One (1) Cairns TFS New Yorker Helmet with Bourkes, from Witmer Public Safety Group, for \$1,539.00.

After some discussion, a resolution was offered by George Patten and seconded by Robert Tice, approving the purchase requests. A roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Jeffrey DiGraitis	yes
Robert Tice	yes

Chief Roth said that two of the Adelphia Fire Company Members will be graduating from the Washington DC Fire Academy in the next few weeks. The Chief has given permission for several of our Firefighters to use 2-88 so they can attend the ceremony.

First Assistant Chief Tim McKay asked about ordering supplies for the Chief's Office. This request was tabled at the November meeting because of Chief McKay's absence. After some discussion, a resolution was offered by Frank Biddle III and seconded by Bob Tice, granting this request if the funds come out of the Chief's Budget Line. All items will be from Quill Corporation with a total of \$2,341.33. A roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Jeffrey DiGraitis	yes
Robert Tice	yes

The Chiefs were asked to finish the requirements for drivers of the Fire Apparatus, so that the Board can act on the new plan. The Chiefs were also asked about the AFFF Foam disposal. Chief Roth said that the company contacted to dispose of it will be coming in a couple of months.

Chairman Tice also discussed about the Board using the Fire Company recruitment flyer to attempt to gain some membership.

Committees

Bob said that we have a Howell Township Joint Board meeting on Thursday at 7:30 PM. The meeting will take place at the Ramtown Fire Company.

Bob said that the Radio Upgrade Project is moving along. Work should be starting in the first few months of 2024. There is an inventory meeting on December 12, to go over all the equipment at the warehouse. Each Fire District is to have a representative attend so they can confirm what they ordered. Bob will attend for us.

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

- 1) 2-90 has an issue with the transmission. Absolute will be taking it to Stewart & Stevenson for that repair. This will add another week to the service job.
- 2) 2-78 was picked up this morning for the cab structural repair by Campbell Supply. This job will take some time to finish.
- 3) 2-66 had his vehicle services at Jiffy Lube.
- 4) Frank repaired all the Route 33 Fire Station Parking Lot Light Poles. All most all the poles were missing screws that held an access plate in place.

5) Frank blocked off the three wall mounted trash receptacles in the Men's and Ladies rooms at the Route 33 Fire Stations. Frank also removed all the original and non-working soap dispensers in these rest rooms.

6) The Master Stream Nozzle purchase for 2-90 had the wrong threads and was returned to TASC. The correct one was ordered.

7) Tasc ordered and delivered three Kussmaul Electrical Covers for the 30-amp plugs.

8) The New Copier was delivered and set up in the Chief's Office.

9) Frank will be making a Grainger order for driveway markers, batteries, and other supplies.

Old Business

George said that the Township should have the signed Warning Light agreement back to us soon. We need to send all the paperwork back to the State.

George said that the Route 33 Fire Station Boiler should be inspected on December 5, 2023. Hartford Steam Boiler will be the contractor.

New Business

We received a Service Contract Quote, from Continental Fire & Safety, for the care of our Breathing Air Compressor in 2024. The quote is for \$2,059.00, and the first service is due in February 2024. After some discussion, a resolution was offered by Bob Tice and seconded by Kathleen Carter, to enter into this contract with Continental. A roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Jeffrey DiGraitis	yes
Robert Tice	yes

We received a second Service Contract, from Electronic Measurement Labs, for the care of all our Gas Meters in 2024. The quote is for \$2,318.00, and includes all our New Meters and a few of the old meters we still have. A resolution was offered by Jeffrey DiGraitis and seconded by Kathleen Carter, to enter into this contract with Electronic Measurement Labs. A roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Jeffrey DiGraitis	yes
Robert Tice	yes

A discussion was held on listing more items on GovDeals. Katie said that she would list the items but would need some help with the wording.

Bob asked about moving the start time of our meeting up a little. Frank said that the best time to do this would be at the re-organization meeting in March.

With no further business to come before the Board, the meeting was adjourned at 9:35 PM.