

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

November 6, 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.

Chairman Tice conducted the swearing in of newly appointed Commissioner Jeffrey DiGraitis.

A motion was made by George Patten and seconded by Kathleen Carter: to approve the minutes of the last meeting held on October 2, 2023, motion carried.

The meeting agenda was altered so that the Proposed 2024 Fire District Budget could be introduced. George read the Proposed Budget as follows.

Total 2024 Fire District Budget	\$2,144,000.00
Less from Surplus	\$244,000.00
Less from Capital Reserve	\$400,000.00
Amount to be raised by Taxation	\$1,500,000.00

With this Budget, there will be a question on the ballot in February, asking for approval for exceeding the 2% cap. Also, before this Budget was voted on, a long discussion was held on Firefighter recruiting. A resolution was offered by George Patten and seconded by Kathleen Carter, introducing the 2024 Fire District Budget as read. A roll call vote was taken.

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

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4825	A11-2	Alconic, LLC	450.00
4826	A11-2	Shore Business Solutions	33.17
4827	A12-2	Glatfelter Specialty Benefits	13,037.65
4828	A12-3	Bailey's	400.00
4829	A12-8	Bill Leary A/C & Heating	1,680.00
4830	A12-3	ESI Equipment, Inc.	2,470.00
4831	A12-3	Fresh Cut Lawns	4,855.00
4832	A12-4	Richard M. Braslow, Esq.	1,500.00
4833	A12-4	NetLink	199.00
4834	A12-6	J Swanton Fuel Oil Company	1,678.15
4835	A12-7	Burlington County Training Center	45.00
4836	A12-8	JCP&L	1,139.67
4837	A12-8	N. J. American Water	157.07
4838	A12-8	N. J. Natural Gas	676.79
4839	A12-8	Verizon	797.20
4840	A12-8	Verizon Wireless	442.49
4841	A12-9	N. J. American Water	12,042.00
4842	A12-9	N. J. American Water	9,011.70
4843	A12-10	Complete Security Systems, Inc.	389.00
4844	A12-10	Freehold Cartage, Inc.	144.78
4845	A12-10	Jersey Coast Fire Equipment, Inc.	214.95
4846	A12-10	Republic Services, #873	127.40
4847	A12-13	Motorola	2,295.70
4848	A12-13	TASC Fire Apparatus, Inc.	2,953.65
Electronic	A9-1	Payroll by Paychex (for October 2023)	3,693.88
Electronic	A9-1	Tax Pay by Paychex (for October 2023)	757.81
Electronic	A9-1	Paychex Fees (deducted 11-10-23)	175.81
Electronic	A9-1	October 2023 PERS/DCRP Payment	285.71
Total			\$61,653.58

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 a statement from the New Jersey Motor Vehicle Commission, for all abstract retrievals completed in September 2023. We received two (2) checks, from GovDeals, for items sold on their website. The checks, in the amounts of \$15.77 and \$113.00, were received and deposited on October 11th and 14th, 2023.

Legal

We received the 2022 Fire District Audit from Robert A. Hulsart. We have a clean Audit with no recommendations. After some discussion, a resolution was offered by Bob Tice, and seconded by George Patten, accepting the 2022 Fire District Budget. A roll call vote was taken.

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

We received an email from the New Jersey DCA, stating that there was an issue with the 2022 Fire District Audit, which we uploaded in the FAST portal. George uploaded it again and now the issue seems to be resolved.

In order for the DCA to approve our 2024 Fire District Budget, we must complete two (2) resolutions concerning the Surplus and Capital Reserve funds being used to offset the 2024 Budget. After some discussion, a resolution was offered by Bob Tice, and seconded by George Patten, to use \$244,000.00 from Surplus to offset the 2024 Budget. A roll call vote was taken.

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

A second resolution was offered by Bob Tice, and seconded by George Patten, to use \$400,000.00 from the Capital Reserve to offset the 2024 Budget. A roll call vote was taken.

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

Bob said that the Howell EMS has asked to stage a unit at the Route 33 Fire Station some overnights. After some discussion, a motion was made by Frank Biddle III, and seconded by Bob tice, to allow the Howell EMS to use the Fire Station when they need. Motion passed.

We received a packet, from the New Jersey Department of Transportation, with all the paperwork for the Flashing Warning Light at the entrance to the Route 33 Fire Station. First was an agreement pertaining to the installation and for continual maintenance of the New Flashing Beacon System. A resolution was offered by Bob Tice, and seconded by George Patten, to enter into this agreement with the State of New Jersey Department of Transportation. A roll call vote was taken.

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

Second was a resolution authorizing the Chairman and Clerk to enter into the Agreement with the State of New Jersey. This resolution was offered by Bob Tice and seconded by George Patten. A roll call vote was taken.

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

The third was an acknowledgement that Chainman Tice has declared before a Notary, that he signed and had sealed and delivered the foregoing Agreement as a voluntary act and deed of the Howell Township Board of Fire Commissioners, Fire District #2. This resolution was offered by Bob Tice and seconded by George Patten. A roll call vote was taken.

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

After some more discussion, a resolution was offered by Kathleen Carter, and seconded by Jeffrey DiGraitis, agreeing to pay 25% of the total cost of the installation of the New Flashing Beacon System, which at this time is \$25,250.00. A roll call vote was taken.

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

A resolution was also offered by Bob Tice, and seconded by Frank Biddle III, agreeing to pay 100% of the cost of the purchase, installation, and maintenance of all pre-emption equipment to control said Beacon. 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 copy of the Local Finance Board Application from McManomom, Scotland, and Baumann, LLC. The application will be heard on November 8, 2023, via Microsoft Teams Meeting with the Local Finance Board. George and Frank said that they would be present for this meeting.

Chief's report

Chief Dan Roth gave his incident report for the month of October 2023. The Chief would like to purchase the following items.

1) Nineteen (19) assorted size Hex Armor Extrication Gloves, from Continental Fire & Safety, for a total of \$1,061.00.

2) Five (5) AV3000HT SCBA Masks, from Firefighter One on State Contract, for a total of \$2,087.90.

After some discussion, a resolution was offered by George Patten, and seconded by Kathleen Carter, granting the Chief's 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 stated that the company that was going to get rid of our AFFF Foam, now will be doing so in March or April 2024. The Chief also said that they are still working on the CDL Requirement that the Board asked them to finish several months ago.

Commissioner Biddle asked the Chief's if there was any other Fire Extinguisher Vendors around. It appears that Jersey Coast has significantly raised the cost to refill and test our Extinguishers. The Chief's said that they would investigate this issue. They said that another local vendor would be Shore Point Fire Protection.

Committees

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

1) The Motorola Bank Charger Wall Mount came in along with ten (10) Portable Radio Batteries.

2) Baileys came out and cleaned the Route 33 Fire Station. Not the engine bays.

3) Bill Leary came out and serviced the heating systems at the Route 33 Fire Station.

4) Mike repaired a hydraulic leak at the Generator on 2-85.

5) 2-78 will be going out for the cab repair on December 4, 2023. The new estimated cost is \$15,052.17.

6) 2-90 will be going for service and annual certification on November 20, 2023.

This truck should be back before 78 goes out.

7) We started to have an issue with the generator on 2-75. We will be keeping an eye on it.

8) The electric nozzle came in for 2-90.

9) The Special meeting results were as follows.

A) \$100,000.00 additional for the Route 524 Generator.

Yes - 30 No – 0

B) \$100,000.00 additional for Tractor for 2-96.

Yes -30 No – 0

C) \$200,000.00 for replacement Command Vehicle.

Yes – 28 No – 2

The results were uploaded in the State FAST Portal.

Bob gave a report on the Howell Radio Upgrade. Everything seems to still be in motion. Some installation to begin before the end of the year. We are still working with the Township about an agreement for the New Tower at the Route 33 Fire Station. Dave Leven is taking over the total project for the Township. A long discussion was held on this subject.

Old Business

Bob said that the Early Voting is creating an issue with the Route 33 Building door locks. The Township and County do not want us to give access codes to any of the people running the voting. They do not want responsibility. We must work on this for next year.

Kathleen asked if Junior Firefighters could get the Firefighter Physicals before they attend training at the Fire Academy. It was determined that they can receive the Firefighter Physical.

New Business

Bob asked if we could move our meeting time up to 7:00pm or 7:30pm. Frank said that we would have to advertise the new meeting dates in the Official Newspapers in order to change the time. We would be better off waiting until the re-organization meeting in March to make any changes.

George said that the Chief was going to put a New Copier in his budget for next year. George said that we have enough funds left in office supplies to purchase the copier this year. After some discussion, a resolution was offered by George Patten, and seconded by Kathleen Carter, to purchase a New Copier for the Chief, from Shore Business Solutions, through the Sourcwell Co-op. The cost would be \$2,698.00. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:55 PM.