

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

November 6, 2017

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, 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.

A motion was made by Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on October 2, 2017, motion carried.

After some discussion, a resolution was offered by Harry Carter, and seconded by Tom Ward, appointing Frank E. Biddle III to the vacant Commissioner position that has not been filled since May 2017. Mr. Biddle will act in the position of Clerk/Secretary until the next re-organization meeting, which shall take place in March of 2018. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Thomas Ward	yes
Doug Howlett	yes

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2543	A12-3	Clean Air Company, Inc.	1,258.26
2544	A12-3	Continental fire & Safety	247.30
2545	A12-3	G & L Lawn Service, Inc.	1,026.00
2546	A12-4	NetLink	199.00
2547	A12-6	Pedroni Fuel Co.	1,127.62
2548	A12-8	JCP&L	1,168.44
2549	A12-8	N. J. American Water	186.06
2550	A12-8	N. J. Natural Gas	260.39
2551	A12-8	Verizon	401.78
2552	A12-8	Verizon Communications	59.72
2553	A12-8	Verizon Wireless	581.37
2554	A12-9	N. J. American Water	6,900.30

2555	A12-9	N. J. American Water	8,044.74
2556	A12-10	Freehold Cartage, Inc.	118.90
2557	A12-10	Sakoutis Brothers Disposal	75.00
Electronic	A9-1	Payroll by Paychex (for Oct. 2017)	2,353.74
Electronic	A9-1	Tax Pay by Paychex (for Oct. 2017)	490.98
Electronic	A9-1	Paychex Fee (deducted 11-13-17)	150.91
Electronic	A9-1	October 2017 N. J. Pension Payment	169.48
Total			\$24,819.99

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 our new contract with the State of New Jersey Motor Vehicle Commission. This Contract, for online driver's license access, runs through October 4, 2021. We received a communication from Brindlee Mountain Fire Apparatus, indicating that they are still trying to sell 19-2-74 for us.

We received a letter, from the Howell Township Fire Company #1, asking for our help with the upcoming 100th anniversary celebration. The Fire Company is asked the Board to up the rent for the next 10 years in order to help defer some of the cost of the 2027 anniversary. The Fire Company is asking the Board to raise the rent from \$55,000.00 per year to \$60,000.00 per year. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to up the rent for the next 10 years to \$60,000.00 annually. A roll call vote was taken.

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

Legal

Joe passed out a new Fire Protection Agreement between the Board of Fire Commissioners and the Howell Township Fire Company #1. (aka The Adelpia Fire Company) A resolution was offered by Harry Carter and seconded by Tom Ward, authorizing the execution of this contract. A roll call vote was taken.

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

Joe also said that it was time to introduce the proposed 2018 Fire District Budget. George passed out copies of the proposed budget which read as follows.

Total proposed 2018 Fire District Budget	\$1,389,700.00
Less from Surplus	\$289,700.00
Total to be raised from Taxation	\$1,100,000.00

Joe read the resolution introducing the 2018 Fire District Budget as read. This resolution was offered by Harry Carter and seconded by Frank Biddle III, and a roll call vote was taken.

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

The Public Hearing for the 2018 Fire District Budget is now set for December 4, 2017 at the regular scheduled meeting.

Chief's Report

Chief Michael Banasz read his incident report for the month of October 2017. The Chief asked to purchase the following items.

- 1) Upgrade the emergency and work lights on 19-2-93 to LED. All labor and supplies are on State Contract #s 81336 and 81338, for a total of \$8,895.54.
- 2) Weather station repair parts for both Fire Stations, from Peet Brothers Company, for a total of \$637.00.
- 3) Opticom upgrades for two intersection, from Signal Control Products, for a total of \$17,190.00. These parts are only available from this vendor.
- 4) Annual SCBA Mask fit tests, from CNP Fittest of New Jersey.

After a short discussion, a resolution was offered by Tom Ward and seconded by Harry Carter, approving the four items for purchase. A roll call vote was taken.

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

The Chief said that he did receive two more quotes for the UniMac Turnout Gear Washer Extractor. The lowest of the three vendors would be Super Laundry Equipment Corporation. The cost of the machine, delivery and installation would be \$13,075.00. A resolution was offered by Harry Carter and seconded by George Patten, approving the purchase from Super Laundry Equipment Corporation. A roll call vote was taken.

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

The Chief also said that we needed four more sets of Turnout Gear. This gear is available on State Contract #80948 from Skylands Area Fire Equipment and Training, LLC, also known as SAFE-T. The total cost of the four sets of Turnout Gear would be \$13,170.96. A resolution was offered by Tom Ward and seconded by Harry Carter, to purchase the needed Turnout Gear from SAFE-T. A roll call vote was taken.

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

Committees

Tom gave a report on the Executive Board meeting, which was held on October 26, 2017.

Frank gave a report on the trucks as follows.

- 1) Annual pump tests are scheduled for tomorrow with Fire One.
- 2) Clean Air performed annual check on the exhaust systems at both Stations.
- 3) Have not heard back from Continental on the condition of the Breathing Air compressor at the Route 33 Fire Station.
- 4) Campbell Supply is scheduled to be here Friday to work on 19-2-85.
- 5) 19-2-88 is going to the Front End Shop on Friday to check for anything loose in the front.

Old Business

George said that Breeze Heating and Air Conditioning has the parts to repair the vent motor in the Boiler Room at the Route 33 Fire Station. They should be stopping by any day.

George also said that the Boiler inspector from the State will be coming to inspect the same boiler.

Doug said that he will be ordering the bumpers for the parking lots at the Route 33 Fire Station from Interstate Products. This purchase was approved several months ago.

New Business

We received a new contract, from ESI Equipment, for the servicing of all our Holmatro Rescue Tools. The cost of this contract, which runs from January 1, 2018 through December 31, 2018, would be \$2,200.00. A resolution was offered by Tom Ward and seconded by Harry Carter, to enter into this contract with ESI. A roll call vote was taken.

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

George said that our Life Insurance Policy with Glatfelter Specialty Benefits is coming due in December. A resolution was offered by Harry Carter and seconded by Tom Ward, to keep Glatfelter Specialty Benefits as our Life Insurance Company. A roll call vote was taken,

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

In addition to the Life Insurance renewal, Glatfelter offered an additional benefit for burial and cremation for an added sum. A resolution was offered by George Patten and seconded by Harry Carter, to decline this added benefit. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 8:57 PM.