

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

March 2, 2020

**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, Frank Biddle III, Harry Carter, Doug Howlett and Robert Tice present. Also in attendance was Joseph Youssouf, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

As this being the reorganization meeting for the Board of Fire Commissioners, Howell Township, District #2, Joe Youssouf, acting as Chairman Pro-Tem, conducted the swearing in of re-elected Commissioner George Patten. 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 appoint the positions as listed below for the year 2020. Motion passed. Following is the list of all positions.

Chairman – Harry R. Carter, Vice-Chairman – Doug Howlett, Treasurer – George Patten, Clerk/Secretary – Frank E. Biddle III, Commissioner at Large – Robert P. Tice. These positions are the same as they were in 2019.

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 Robert Tice, seconded by Doug Howlett, scheduling the meeting dates for the year 2020-2021 as follows: April 6, May 4, June 1, July 6, August 3, September 14, October 5, November 2, December 7, January 4, February 1, and March 1, 2021, 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
Doug Howlett	yes
Robert Tice	yes

A resolution was offered by Bob Tice, seconded by George Patten, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2020. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Bob Tice, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2020. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Harry Carter, appointing Robert A. Hulsart and Company, District Auditor for the year 2020. A roll call vote was taken.

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

A resolution was offered by Harry Carter, seconded by George Patten, appointing Joseph D. Youssef, Esq., Board Attorney for the year 2020. A roll call vote was taken.

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

This concluded the re-organization of the Board of Fire Commissioners of Howell Township, District #2, and Joe turned the meeting back over to Chairman Carter. Chairman Carter returned to the regular meeting agenda.

A motion was made by Doug Howlett and seconded by Bob Tice; to approve the minutes of the last meeting held on February 3, 2020, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3425	A11-1	Frank E. Biddle III	395.35
3426	A11-1	Jeffrey DiGraitis	200.00
3427	A11-1	Michael Hubert	200.00
3428	A11-1	Carmelo LaMarca	200.00
3429	A11-1	Reliance Graphics, Inc.	875.00
3430	A12-2	Benchmark Insurance	39,782.00
3431	A12-3	Allied Diesel Service	3,446.90
3432	A12-3	Alpine Software	6,304.25
3433	A12-3	Brice's Auto Supply, Inc.	35.29
3434	A12-3	Campbell Supply Co.	690.00
3435	A12-3	Edwards Tire Company, Inc.	824.31
3436	A12-3	Electronic Measurement Laboratories, Inc.	199.00
3437	A12-3	ESI Equipment, Inc.	2,266.00
3438	A12-3	G & L Lawn Service, Inc.	2,828.00
3439	A12-3	Grainger	712.23
3440	A12-3	Tim McKay	144.99
3441	A12-3	MyFleetCenter.com	219.59
3442	A12-3	Polar Service Center	3,190.16
3443	A12-4	Family Practice of CentraState	1,110.00
3444	A12-4	Family Practice of CentraState	40.00
3445	A12-4	NetLink	199.00
3446	A12-6	J. Swanton Fuel Oil Co.	492.15
3447	A12-7	All Hands Fire Equipment, LLC	500.00
3448	A12-7	Fitness Lifestyles	270.00
3449	A12-7	Greg Player	7,013.00
3450	A12-8	JCP&L	1,139.40
3451	A12-8	N. J. American Water	176.39
3452	A12-8	N. J. Natural Gas	2,103.42
3453	A12-8	Verizon	1,017.45
3454	A12-8	Verizon Wireless	642.43
3455	A12-9	N. J. American Water	8,205.12
3456	A12-9	N. J. American Water	7,038.00
3457	A12-10	Jersey Coast Fire Equipment, Inc.	871.55
3458	A12-10	Freehold Cartage, Inc.	131.15
3459	A12-10	Sakoutis Brothers Disposal	101.92
3460	A12-13	Continental Fire & Safety, Inc.	1,569.50
3461	A12-10	EMR Power Systems, LLC	694.61
Electronic	A9-1	Payroll by Paychex (for February 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for February 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 03-10-2020)	147.58

Electronic	A9-1	February 2020 PERS/DCRP Payment	180.44
		Total	\$100,084.44

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 Harry Carter, seconded by Doug Howlett, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	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 Fire Alarm Inspection Report, from Complete Security Systems, for the annual inspection of the alarm system at the Route 33 Fire Station. We received a Cancellation Request, from Liberty Mutual Insurance Company, for our Workers Compensation Policy, which runs out on March 20, 2020. We received the January Monthly Report from the Howell Township Fire Bureau.

We received two Service Reports, from EMR Power System, for the two major services performed on our Emergency Generators on February 14, 2020. We received a check, from Howell Fire District #3, which is payment number two for the ongoing Township Radio Study. The check, in the amount of \$1,920.00, was received and deposited on February 15, 2020. We received four checks, from The Variable Annuity Life Insurance Company, which are returned LOSAP funds for four Firefighters that left the Fire Company before being vested in the program. The checks, in the amounts of \$8,519.76, \$8,519.76, \$3,904.78 and \$3,889.82, were received and deposited on February 11, 2020.

**Legal**

Joe asked Frank to read the Election Results from the February 15, 2020 Fire District Election. Frank read the results as follows,

Walk in Voters (80)	
George Patten	69 votes
Budget Yes	63 votes
Budget No	17 votes
Absentee Voters (called in on 02-15-2020)	
George Patten	99 votes
Write-in (no names given)	2 votes
Budget Yes	28 votes
Budget No	97 votes

Late Absentee Voters (called in on 02-20-2020)	
George Patten	3 votes
Budget Yes	2 votes
Budget No	1 vote
Total Election Results	
George Patten	171 votes
Write-in	2 votes
Budget Yes	93 votes
Budget No	115 votes

Joe said that the Board has a meeting scheduled with the Howell Township Manager on March 3, 2020 at 1:00 PM to discuss the failed 2020 Fire District Budget. Joe said that he would be attending the meeting along with Chairman Carter and Treasurer George Patten.

### Chief's Report

Chief Greg Player gave his incident report for the month of February 2020. The Chief asked if he could send five Junior Firefighters to a CPR Class, being held by Oceanside CPR. The cost of this class is \$45.00 per person and the class is this week. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to send these Junior Firefighters to the CPR Class at Oceanside. A roll call vote was taken.

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

The Chief said that he was contacted by New Jersey American Water about our equipment that is mounted on the Yellowbrook Road Water Tower. They are getting ready to perform some work on the tower and want to know if we still need the equipment there. The Board said that we should leave this equipment in place until the Township Radio Study is completed. Commissioner Tice gave a report on the Township radio Study.

### Committees

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

- 1) 19-2-96's Trailer was taken to Polar Service Center for the scheduled repairs. The Trailer was picked up and is now back in service.
- 2) 19-2-96's Tractor was taken to Allied Diesel Service for service and repairs after dropping the Trailer off at Polar. The Tractor was picked up from Allied and is now back in service.
- 3) Edwards Tire Company repaired a flat on 19-2-96's Trailer before it went to Polar.
- 4) Campbell Supply came out to repair an electrical issue on 19-2-85. They tightened a lot of connections for the GFI outlet that powers the Battery Charger.
- 5) Several days later, Campbell Supply came out and replaced the same GFI outlet after in would not reset.
- 6) Defender came out and replaced the left rear ABS sensor on 19-2-78. While they were working on to truck, they noticed a damaged right front tire and notified Frank.
- 7) Frank took 19-2-78 to Edwards Tire and they replaced the damaged right front tire.

8) 19-2-68 purchased both headlight buckets for his 2009 Chevrolet Suburban and installed them. He also replaced the wiper blades.

9) The winch cable was replaced on 19-2-93.

10) Frank took both 19-2-88 and 19-2-93 to Jiffy Lube for service.

11) 19-2-90 was taken to Absolute this morning for the repair of the same hydraulic hose track for the right front outrigger. This has been an issue for several times and Absolute wanted the truck at their shop for a more extensive repair.

### **Old Business**

Bob said that he is having a tough time getting a hold of our LOSAP Representative. He has left several messages and has not received a call back. George said that he has never had a problem but he would get a hold of him and have him call Bob.

George said that our new Workers Compensation Policy will be just under \$40,000.00 for the year. This is a significant lower price from our previous carrier.

### **New Business**

Frank said that he ran into a local Electrician, R. K. Electric, LLC, that would come by and see about repairing the flagpole lights at the Route 33 Fire Station. Frank said that he lives in the area and is available for the job. After some discussion, a resolution was offered by Harry Carter and seconded by Bob Tice, to have R. K. Electric repair our flagpole lights. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:24 PM.