

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday December 6<sup>th</sup>, 2018 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.**

The meeting was called to order by Chairman Peter Cooke at 8:03 P.M.

1. **Sunshine Statement by Attorney J. Youssouf**

**Statement is hereby given that adequate notice of this meeting was given by:**

1. The mailing of said notice to the Asbury Park Press.
2. The prominent posting of said notice at the Englishtown Fire Department.

**Roll Call showed the following members in attendance:**

**Present:** Chairman Peter Cooke, Clerk Victoria Sarti, Treasurer Ryan Reale, Brian Stonaker, Gerald Maresca

**Legal:** Introduction of the 2019 Budget tonight and the Public portion will be on January 3<sup>rd</sup>.

Resolution to appoint Thomas Frueh as District Engineer that was adopted by title at the last meeting were formally read.

**November 2018 Minutes:** A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the minutes. Motion passed by unanimous vote.

**Financial:** An Invoice for Legal Services in the amount of \$10,702.00 was added to the list. With the addition of the invoice, a motion was made by G. Maresca and a Second was made by P. Cooke to accept the Bills. Motion passed by unanimous vote.

**Auditor/Accountant:** Budget was formally introduced and discussed. A motion was made by P. Cooke and a second was made by V. Sarti to accept the 2019 Budget as presented. Motion passed unanimously.

**Chief's Report:**

- Total of 30 calls for the month of November 2018. Breakdown is attached. 2 calls in Englishtown Borough. **Of the two calls, we responded to only one call and there was no response for the other call.**
- **For all 30 calls:**
  - Responded Normal Staffing – 12
  - Responded Short Staffed (3) – 11
  - No Response – 7
- Request for Firefighters Jason Kole and Logan Murphy to attend EMT Class The cost is \$1,425.00 per student for a total of \$2,850.00. This covers tuition and materials. Board approved unanimously.
- Request for a new HD Camera system with improved coverage. Cost of \$1292.71. IT/Firefighter Jason Kole will Install. Board approved unanimously.
- Due to the accidental discharge of a dry chemical extinguisher in vehicle 12-67, request for monies to have the interior detailed professionally. The Board approved \$400.00 to be used. Due to the detail shop not accepting purchase orders, a check in the amount of \$400.00 was issued to the Chief (**Chk#6313**) to cover the cost.

**Administrative Engineer's Report:**

- See attached Report

**President's Report:**

- Researching contactors for electrical work that is needed in the Station.

**Fire Bureau:**

- See Report

**LOSAP:**

- No report, not until after the new year. P. Cooke stated he was busy with other responsibilities at this time.

**Correspondence:**

- None

**Insurance:**

- Insurance renewal was presented, and vehicle insurance cards were distributed.

**Membership:**

- No Report

**Old Business:**

- 35-foot Ladder for 12-74 will be ordered by District Engineer.
- P. Cooke is going to look into a moving company to assist with changing the bunk room and Commissioners Office.

**New Business:**

- A motion was made by P. Cooke and a second was made by B. Stonaker to surplus the 2005 Chevy Tahoe (Old 12-67) due to the cost and upkeep of the vehicle. Motion passed unanimously.

**Public Open Portion:**

- None

**Meeting Adjournment:** at 9:10 PM. After a motion by P. Cooke and Seconded by V. Sarti and approved by a unanimous roll call vote.

**Certified at the January 3<sup>rd</sup>, 2019 regularly scheduled meeting\_\_\_\_\_**

4:41 PM

12/06/18

Accrual Basis

# Englishtown Fire District No. 1

## Bill List

As of December 6, 2018

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							
Deposit	11/20/2018						193,860.06
Deposit	12/3/2018						194,151.31
Check	12/6/2018	6282	Staples	-SPLIT-	291.25		202,804.51
Check	12/6/2018	6283	Blaze Emergency Equipment Co...	-SPLIT-	8,653.20		202,788.33
Check	12/6/2018	6284	Jersey Coast Fire & First aid Sup...	Office Supplies		16.18	201,323.01
Check	12/6/2018	6285	Englishtown Fire Department	Trucks		1,465.32	201,188.06
Check	12/6/2018	6286	Cytracom LLC.	Building		134.95	189,938.06
Check	12/6/2018	6287	Motorola Solutions Credit Compa...	Contract - Volunteer Fi...		1,250.00	189,649.24
Check	12/6/2018	6288	Verizon Wireless	Utilities		288.62	186,403.25
Check	12/6/2018	6289	Family Practice of ContraState	-SPLIT-		33,245.99	165,658.98
Check	12/6/2018	6290	Manalapan - Englishtown Board ...	Utilities		744.27	165,262.98
Check	12/6/2018	6291	Coastal Fire Systems	Professional Services...		396.00	165,262.98
Check	12/6/2018	6292	NJ Natural Gas	Fuel		666.25	164,598.73
Check	12/6/2018	6293	Jersey Central Power & Light	Fire Fighting Equipment		466.60	164,130.13
Check	12/6/2018	6294	Optimum	Utilities		89.27	164,040.86
Check	12/6/2018	6295	new jersey fire equipment	Utilities		713.14	163,327.72
Check	12/6/2018	6296	Ryan Reale	Utilities		254.06	163,073.66
Check	12/6/2018	6297	new jersey fire equipment	Fire Fighting Equipment		120.00	162,953.66
Check	12/6/2018	6298	Withum Smith & Brown	Office Supplies		20.00	162,933.66
Check	12/6/2018	6299	Verizon	Fire Fighting Equipment		78.28	162,855.38
Check	12/6/2018	6300	IAAI	Audit and Accounting		12,375.00	150,480.38
Check	12/6/2018	6301	NetLink	Utilities		62.42	150,417.96
Check	12/6/2018	6302	Jason Cartos	UFSA Other Expenses		525.00	149,892.96
Check	12/6/2018	6303	Tom Frueh	Professional Services		199.00	149,693.96
Check	12/6/2018	6304	Thomas Kirkland	Trucks		170.59	149,523.37
Check	12/6/2018	6305	Ryan Reale	Salaries and Wages		784.39	148,738.98
Check	12/6/2018	6306	Brian Stonaker	Salaries and Wages		1,767.80	146,971.08
Check	12/6/2018	6307	Victoria Sarti	Salaries and Wages		2,010.29	144,960.79
Check	12/6/2018	6308	Gerald Maresca	Salaries and Wages		1,694.06	143,266.73
Check	12/6/2018	6309	Peter Cooke	Salaries and Wages		2,010.29	141,256.44
Check	12/6/2018	6310	Estate of Pasquale DiBenedetto	Salaries and Wages		1,694.06	139,562.38
Check	12/6/2018	6311	united States Treasury	Salaries and Wages		1,694.06	137,868.32
				Employee Benefits		522.82	137,345.40
						2,095.60	135,249.80
Total Brunswick Bank Checking					8,944.45	67,554.71	135,249.80
<b>TOTAL</b>					<b>8,944.45</b>	<b>67,554.71</b>	<b>135,249.80</b>

*See 4 - Inventory Bill*

*Training (Ems).*

*10,702.00*

*2850.-*

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12/06/18

Accrual Basis

## Englishtown Fire District No. 1

## 2018 Budget

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
<b>Income</b>			
Capital Fund Balance	0.00	70,556.00	-70,556.00
Fire District Taxes	483,902.86	484,000.00	-97.14
Interest on Investments	311.48		
Miscellaneous	0.00	444.00	-444.00
Uniform Fire Safety Act			
Fines and Penalties	15,585.00		
Smoke Detector Fees	3,358.00	19,000.00	-15,642.00
State Registration Fees	7,268.00	5,000.00	2,268.00
<b>Total Uniform Fire Safety Act</b>	<b>26,211.00</b>	<b>24,000.00</b>	<b>2,211.00</b>
<b>Total Income</b>	<b>510,425.34</b>	<b>579,000.00</b>	<b>-68,574.66</b>
<b>Gross Profit</b>	<b>510,425.34</b>	<b>579,000.00</b>	<b>-68,574.66</b>
<b>Expense</b>			
2017 Expense	72,500.43		
Monmouth County Dispatch Fees	0.00	10,000.00	-10,000.00
Professional Services-Physicals	3,974.50	8,000.00	-4,025.50
Reconciliation Discrepancies	84.00		
Fringe Benefits	14.55	2,300.00	-2,285.45
Administration			
Salaries and Wages	25,149.37	32,650.00	-7,500.63
<b>Total Administration</b>	<b>25,149.37</b>	<b>32,650.00</b>	<b>-7,500.63</b>
Employee Benefits	3,191.46		
Advertising	285.40	700.00	-414.60
Contract - Volunteer Fire Co	26,000.00	26,000.00	0.00
Dues and Subscriptions	3,413.00	5,000.00	-1,587.00
Elections	942.50	1,500.00	-557.50
Fire Fighting Equipment	9,507.87	20,000.00	-10,492.13
Fuel	7,272.40	15,000.00	-7,727.60
Insurance Premiums	76,486.00	84,916.00	-8,430.00
Maintenance and Repairs			
Building	7,655.44		
Trucks	35,743.37		
Maintenance and Repairs - Other	0.00	62,500.00	-62,500.00
<b>Total Maintenance and Repairs</b>	<b>43,398.81</b>	<b>62,500.00</b>	<b>-19,101.19</b>
Office Supplies	2,867.17	4,000.00	-1,132.83
Personal Protective Equipment	3,365.00	15,000.00	-11,635.00
Professional Services			
Audit and Accounting	12,375.00		
Legal	4,792.00		
Professional Services - Other	5,506.80	40,000.00	-34,493.20
<b>Total Professional Services</b>	<b>22,673.80</b>	<b>40,000.00</b>	<b>-17,326.20</b>

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12/06/18  
Accrual Basis

Englishtown Fire District No. 1  
**2018 Budget**  
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Promotion	0.00	1,000.00	-1,000.00
Training	10,395.66	18,000.00	-7,604.34
Utilities	38,206.50	40,000.00	-1,793.50
UFSA Salaries and Wages	23,680.00	16,000.00	7,680.00
UFSA Fringe Benefits	0.00	3,000.00	-3,000.00
UFSA Other Expenses	3,009.66	5,000.00	-1,990.34
Length of Service Awards	27,344.00	48,000.00	-20,656.00
Reserve for future outlay	0.00	5,000.00	-5,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	6,211.23	6,188.00	23.23
Bond Note Principal	20,000.00	20,000.00	0.00
Bond Note Interest	1,036.71	1,000.00	36.71
Radio Lease Purchase Principal	25,365.00	25,365.00	0.00
Radio Lease Interest	7,880.99	7,881.00	-0.01
<b>Total Expense</b>	<u>519,256.01</u>	<u>579,000.00</u>	<u>-59,743.99</u>
<b>Net Income</b>	<u><b>-8,830.67</b></u>	<u><b>0.00</b></u>	<u><b>-8,830.67</b></u>

1267 vehicle serviced and battery replaced

Overhead door in serviced all doors

Door #4 burnt out circuit board replaced

Mileage on trucks

1274-118

1275-183

1276-61

1287-568

1293-69

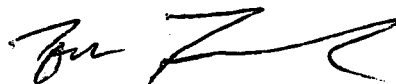
Old 1267 vehicle needs a minimum of \$ 2,500 worth of work done on it.

1274 to go out when parts come in to blaze for repairs.

1287 will be going out for service

Bench testing for air packs is scheduled for Dec. 14<sup>th</sup> by NJFE

Tom Frueh Administrative Engineer



## PURCHASE & SALE AGREEMENT

THIS AGREEMENT made this 27<sup>th</sup> day of November, 2018

BETWEEN **BOROUGH OF ENGLISHTOWN**, a municipal corporation of the State of New Jersey, having its principal place of business at 15 Main Street in the Borough of Englishtown, County of Monmouth, State of New Jersey (hereinafter referred to as "SELLER")

AND **WESTERN MONMOUTH UTILITIES AUTHORITY**, a public body politic and corporate and existing under the provisions of N.J.S.A. 40:14B-1 et seq., having its principal place of business at 103 Pension Road in the Township of Manalapan, County of Monmouth, State of New Jersey (hereinafter referred to as "PURCHASER").

Seller and Purchaser are each also referred to herein as a "PARTY" and collectively as the "PARTIES".

### RECITALS:

**WHEREAS**, Seller currently owns a rescue vehicle that is no longer needed for public use and has received a request from Purchaser to purchase the rescue vehicle; and

**WHEREAS**, the Local Public Contracts Law provides that personal property may be sold through a private sale to a governmental entity without public advertisement and bidding or auction when such personal property is no longer needed for public use; and

**WHEREAS**, Seller has determined that the rescue vehicle is no longer needed for public use and has authorized the sale of the rescue vehicle to Purchaser; and

**NOW, THEREFORE, BE IT AGREED** between Seller and Purchaser for good and valuable consideration as follows:

1. Agreement to Purchase: Seller agrees to sell and Purchaser agrees to buy the personal property identified on the Certificate of Title attached hereto as Exhibit A, consisting of one (1) model year 1991 rescue vehicle (VIN # 1M2K1 94C7M M0029 18)



titled in the name of the Englishtown Fire Department Inc. ("Rescue Truck").

2. Purchase Price: The total purchase price is: \$18,000.00.
3. Payment of Purchase Price: The purchase price is to be paid by Purchaser to the Seller via certified check at the time of delivery of the Rescue Truck at Seller's offices in Englishtown, New Jersey, at which time Seller will transfer ownership of the rescue truck to Purchaser.
4. Physical Condition of Rescue Truck at Time of Sale: Seller does not make any claims or promises about the condition or value of the Rescue Truck that is the subject of the sale and this Agreement.
5. Seller's Representations:
  - 5.1 Seller is duly formed, validly existing and in good standing under the laws of the State of New Jersey. Seller has the power and authority to enter into this Agreement, to perform its obligations under this Agreement and to complete the transaction contemplated by this Agreement. This Agreement and the transaction contemplated hereunder have been duly authorized and approved by all necessary action by Seller in accordance with governing law.
  - 5.2 Seller is not required to obtain any consent, approval or authorization from, or to make any filing with, any person (including any governmental authority) in connection with or as a condition to, the execution and delivery of this Agreement, the performance of this Agreement by Seller of its obligations under this Agreement or the transaction contemplated by this Agreement.

5.3 Seller states it has not made any other contract to sell the property to anyone else.

6. Purchaser's Representations:

6.1 Purchaser is duly formed, validly existing and in good standing under the laws of the State of New Jersey. Purchaser has the power and authority to enter into this Agreement, to perform its obligations under this Agreement and to complete the transaction contemplated by this Agreement. This Agreement and the transaction contemplated hereunder have been duly authorized and approved by all necessary action by Purchaser in accordance with governing law.

6.2 Purchaser is not required to obtain any consent, approval or authorization from, or to make any filing with, any person (including any governmental authority) in connection with or as a condition to, the execution and delivery of this Agreement, the performance of this Agreement by Purchaser of its obligations under this Agreement or the transaction contemplated by this Agreement.

7. Other Documents: Each Party shall deliver to the other Party such other documents, instruments, etc. necessary or appropriate in the reasonable opinion of the Parties to complete the transaction contemplated by this Agreement:

8. Complete Agreement: This Agreement is the entire and only agreement between the Seller and Purchaser. This Agreement replaces and cancels any previous agreements between the Seller and Purchaser. This Agreement can only be changed by agreement in writing signed by Seller and Purchaser.

