

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened for a Special Budget Meeting on Wednesday March 24th, 2021 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey. Due to the continuing Covid-19 Pandemic, the meeting was open to the public only through the Zoom Meeting App. This was in accordance with the Governor's Executive Order during the current active State of Emergency.

Roll Call showed the following members in attendance:

Present: Clerk Victoria Sarti, Treasurer Melissa Scarrone, Gerald Maresca and Brian Stonaker

Chairman Peter Cooke - Absent

A Special Meeting was called to order by Commissioner G. Maresca at 8:16 P.M. to discuss the 2021 Fire District Budget.

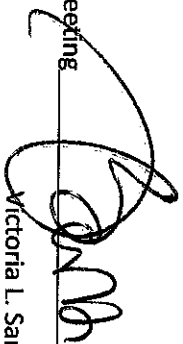
Commissioner Maresca opened the meeting to the public for comment on the proposed 2021 Fire District Budget. No public was present online. A motion was made by G. Maresca and a second was made by B. Stonaker to close the Public Open Portion. Motion passed unanimously.

The Accountant suggested to move to adopt the 2021 Fire District Budget as prepared. A motion was made by V. Sarti and a second was made by B. Stonaker to accept the 2021 Fire District Budget. Motion passed unanimously.

A Resolution to increase the Temporary 2021 Budget to the State allowed Maximum was made into a motion by V. Sarti and seconded by G. Maresca. Motion passed unanimously.

Meeting Adjournment: at 8:21pm. After a motion by V. Sarti and Seconded by B. Stonaker and approved by a unanimous roll call vote.

Certified at the April 1st, 2021 regularly scheduled meeting



Victoria L. Sarti – Board Clerk

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday March 4th, 2021 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey. Due to the continuing Covid-19 Pandemic, the meeting was open to the public only through the Zoom Meeting App. This was in accordance with the Governor's Executive Order during the current active State of Emergency.

The meeting was called to order by Chairman Peter Cooke at 8:04 P.M.

1. Sunshine Statement by Board Attorney Joseph 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 on the electronic sign.

Roll Call showed the following members in attendance:

Present: Chairman Peter Cooke, Clerk Victoria Sarti, Treasurer Melissa Scarrone, Gerald Maresca and Brian Stonaker

Legal:

None

March 2021 Meeting 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: G. Maresca questioned the Bill under "Subscriptions" for \$2,617.40. The Chief explained that it was the annual renewal fee for Emergency Reporting which is the program used by the Fire Department to file the State NFIRS reports. P. Cooke added the \$16,356.00 bill for the now completed audit. A motion was made to accept the report by G. Maresca and a Second was made by P. Cooke to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant:

- The Accountant still needs items to complete the Budget Report for Trenton:
- 1 – Last year’s Election Certification for the 2020 Budget
- 2 – The 2020 Contract with the Fire Department (Attorney will email Accountant)
- 3 – The Capital Authorization for the 2021 Command Vehicle (Chief Truck)
- Another meeting needs to be scheduled to adopt the Trenton approved budget. George will notify the Board when Trenton approves it. The Accountant sent Trenton a copy of the Audit.

Chief’s Report:

- See attached Report.

Administrative Engineer’s Report:

- See attached Report.

President’s Report:

- The Door lock system is in and being installed.

Fire Bureau:

- * Unable to retrieve report from computer. Will add it to next month’s report.

LOSAP:

- None

Correspondence:

- None

Insurance:

- No Report

Membership:

- One application went out.

Old Business:

- A 2021 Dodge Durango was ordered from Beyers Dodge in Morristown to become the new Command/Chief Vehicle. It will arrive in 6 to 8 weeks. East Coast Lighting will be out fitting the vehicle with the emergency lighting, radios and decals. If all goes well the vehicle should be well below budget.

New Business:

- The Chief's 2013 Chevy Tahoe Command vehicle was involved in a minor accident and G. Maresca asked if there was a specific Auto Body Shop to use for the repairs. The Chief suggested to use M3 Collision in Neptune City as they have been reliable in the past. The Board agreed.

Purchase Requests:

- None

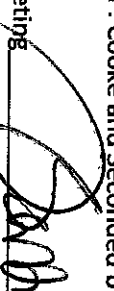
Public Open Portion:

- Resident Steve Bloom, 11 Lasatta Avenue, inquired about the process of obtaining a nominating petition. P. Cooke stated that one could contact the Clerk of the Board or any of the Commissioners.
- Resident Thomas Kirkland, 61 Carriage Lane, asked about an electronic nominating petition for the Fire District Election. The Board Attorney stated that one can go online by going to the State of New Jersey website under Community Affairs or contact the Board Attorney.

Executive Session: An Executive Session was called for by P. Cooke at 8:34pm. P. Cooke made a motion to begin the Executive session and G. Maresca seconded the motion. The Motion passed unanimously.

Meeting Adjournment: at 8:59pm. After a motion by P. Cooke and Seconded by V. Sarti and approved by a unanimous roll call vote.

Certified at the April 1st, 2021 regularly scheduled meeting



Victoria L. Sarti – Board Clerk

FEBRUARY 2021 ENGINEERS REPORT

Blaze called to repair 1274 generator repair made additional parts needed but it is working

Blaze called to repair 1275 air bleeder new parts have been installed and working

Coastal in repaired scba air compressor

1266 went out for damage from mva.

1275 needed 1.5 gallons of antifreeze 1268 took care of.

Milage

1266 out for repair

1267 41288

1274 21842

1275 36533

1276 34571

1293 13759

1287 18010

1230

Administrative Engineer



Thomas Frueh

ENGLISHTOWN FIRE DEPARTMENT

ACTIVITY REPORT

MONTH/YEAR: February / 2021

DISTRICT	12-1	26-2P	26-2	26-1	32-1	15	16-1	28-2	TOTAL
MONTH	2	4	3	1	1	1	1	0	13
YEAR TO DATE	7	5	14	2	5	1	1	1	36

DISTRICT 12-1	FIRE CALLS	EMS ASSIST	OTHER	TOTAL CALLS
MONTH	1	1	0	2
YEAR TO DATE	6	1	0	7

DISTRICT 12-1 FIRE CALLS	FULL RESPONSE	PARTIAL RESPONSE	NO RESPONSE	TOTAL CALLS
MONTH	2	0	0	2
YEAR TO DATE	3	0	4	7

DISTRICT 12-1 FIRE CALLS - MONTHLY REPORT*

DATE	DAY OF WEEK	TIME OF DAY	HOLIDAY YES/NO	RESPONSE TYPE FULL/PARTIAL/NO
02-11-2021	Thursday	03:14	No	Full

*USE ADDITIONAL SHEET IF NECESSARY
TURN OVER AND COMPLETE

Englishtown Comprehensive Report

2/01/2021 to 02/28/2021

	LHU	Non-LHU
Total Open Properties	12	53
Number Inspected	0	0
Number Reinspected	0	0
Number of Inspection Certificates Issued	0	0

Registrations Invoiced	0
Registrations Paid	0
Permits Invoiced	0
Permits Paid	0
Smoke CO Inspected	4
Smoke CO Approved	4
Smoke CO Invoiced	0
Smoke CO Paid	0
Total Violations Issued	1
Total Penalty Notices Issued	0

Expand All | Collapse All

Property Registration (0)

Property Registration Annual Registration Letter Date

Registrations (Non-Life Hazard) (0)

Property Registration Annual Registration Letter Date

New Registrations (0)

Property Registration Date Registered

Closed Registrations (0)

Property Registration Date Closed

Inspections by Type (0)

Periodic (0)

Reinspection (0)

Follow up (0)

Complaint (0)

Other (0)

Inspection Inspection Date Re-Inspection 1 Re-Inspection 2 Re-Inspection 3 Inspection Type

Inspections by Inspector (0)
Thomas Kirkland (0)
John Marini (0)
Edward Miller (0)

Inspection Inspection Date Inspector

Notice of Violations Issued (0)

Business Name Notice Date

State Notice of Violations Issued (0)

Business Name Notice Date

Order to Pay Penalty Issued (0)

Business Name Notice Date

Order to Pay Recurring Penalty Issued (0)

Business Name Notice Date

Punitive Closing Order Issued (0)

Business Name Notice Date

Request for Time Extension (0)

Business Name Notice Date

Notice of Imminent Hazard (0)

Business Name Notice Date

Invoiced (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoiced & Waived (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoiced LHUs (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Paid (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Unpaid (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Payments (0)
Check:
Cash:
In Acct:
Money Order:
Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment
GRAND TOTAL

Payments Waived (0)
Check:
Cash:
On Acct:
Money Order:
Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment
GRAND TOTAL

Permits (0)
Missing Application Date: 0
Annual: 0
Seasonal: 0
Type 1: 0
Type 2: 0
Type 3: 0
Type 4: 0

Applicant Application Date Annual Seasonal Type 1 Type 2 Type 3 Type 4
GRAND TOTAL 0 0 0 0 0 0

Invoiced (0)
Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Paid (0)
Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Unpaid (0)
Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Waived (0)
Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Payments (0)
 Check:
 Cash:
 On Acct:
 Money Order:
 Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment
GRAND TOTAL

Payments Waived (0)
 Check:
 Cash:
 On Acct:
 Money Order:
 Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment
GRAND TOTAL

Smoke/CO Certificate - Rental (0)
 Approved: 0
 Denied: 0
 House: 0
 Townhouse: 0
 Condo: 0
 Apartment: 0
 Other: 0

Applicant Application Date Approved Denied House Townhouse Condo Apartment Other
GRAND TOTAL 0 0 0 0 0 0 0

Smoke/CO Certificate - Resale (4)
 Approved: 4
 Denied: 0
 House: 3
 Townhouse: 1
 Condo: 0
 Apartment: 0
 Other: 0

#	Applicant	Application Date	Approved	Denied	House	Townhouse	Condo	Apartment	Other
1	112 VICTORY DRIVE	02/16/2021	Approved		House				
2	22 ENGLISH CLUB DRIVE	02/17/2021	Approved			Townhouse			
3	31 WATER STREET	02/22/2021	Approved		House				
4	40 TENNENT AVENUE	02/22/2021	Approved		House				
GRAND TOTAL			4	0	3	1	0	0	0

Smoke/CO Certificate - By Inspector (4)
 Thomas Kirkland (0)
 John Marini (4)
 Edward Miller (0)

#	Applicant	Application Date	Thomas Kirkland	Edward Miller	John Marini
1	112 VICTORY DRIVE	02/16/2021			John Marini
2	22 ENGLISH CLUB DRIVE	02/17/2021			John Marini

#	Applicant	Application Date	Thomas	Kirkland	Edward	Miller	John	Marini
331	WATER STREET	02/22/2021					John	Marini
440	TENNENT AVENUE	02/22/2021					John	Marini
GRAND TOTAL			0	0	0	0		

yments (2)
 check: \$90.00
 Cash:
 Credit Card:
 Visa Consumer Check:
 On Acct:
 Money Order:
 Total: \$90.00

#	Business Name	Payment Date	Check Cash	Credit Card	Visa Check	On Account	Money Order	Total Payment
1	RAMESESHAN, GOPINATH & SELVARAJ, ASHOK	02/10/2021	\$45.00					\$45.00
2	DISPENZA, MARCELLO & VITA	02/25/2021	\$45.00					\$45.00
GRAND TOTAL			\$90.00					\$90.00

2/4/21

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2019

WHEREAS: N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS: the Board of Fire Commissioners has heretofore employed the services of a registered municipal auditor for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS: the Board received the report on audit for the year ended December 31, 2019 at its meeting of February 4, 2021 and finds it acceptable as written; and

WHEREAS: N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

WHEREAS: N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the report on audit for the year ended December 31, 2019 is hereby accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of said report on audit be published in the official newspaper of the District and that the members of the Board shall execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.


Moved by: *Coyke*

Seconded by: *Sant*

Roll Call Vote:

Ayes: Nays: Absent: Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners, Fire District No.1 Englishtown Borough on 4 day of Feb 2021.


 Clerk

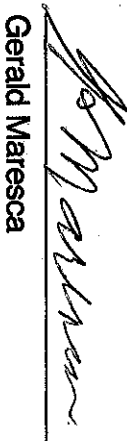
**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**


We, the undersigned members of the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown, Monmouth County, being of full age, duly sworn according to law, upon our oath depose and say:


1. We are the duly elected members of the above referenced Board of Fire Commissioners.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Audit filed with Clerk pursuant to N.J.S.A. 40A: 5A-15 for the year ended 12/31/19.
3. We do hereby certify that we are familiar with, as a minimum, the sections of the Audit Report entitled "**GENERAL COMMENTS**" and "**RECOMMENDATIONS**".


Peter Cooke

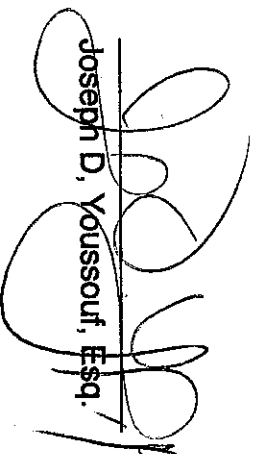

Victoria Sarti


Gerald Maresca


Ryan Reate Melissa Scarnova


Brian Stonaker

Witness:


Joseph D. Youssef, Esq.

2/4/21

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2019

WHEREAS; N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS; the Board of Fire Commissioners has heretofore employed the services of a registered municipal auditor for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS; the Board received the report on audit for the year ended December 31, 2019 at its meeting of February 4, 2021 and finds it acceptable as written; and

WHEREAS; N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the report on audit for the year ended December 31, 2019 is hereby accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of said report on audit be published in the official newspaper of the District and that the members of the Board shall execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.

Moved by: *Coble*

Seconded by: *Smith*

Roll Call Vote:

Ayes: *5*

Nays: *0*

Absent: *0*

Abstain: *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners, Fire District No.1 Englishtown Borough on 4 day of Feb, 2021.


 Clerk

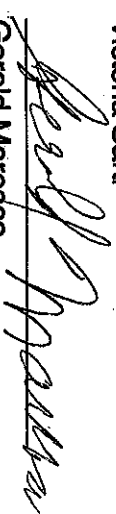
**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

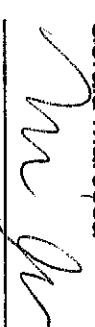
We, the undersigned members of the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown, Monmouth County, being of full age, duly sworn according to law, upon our oath depose and say:


1. We are the duly elected members of the above referenced Board of Fire Commissioners.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Audit filed with Clerk pursuant to N.J.S.A. 40A: 5A-15 for the year ended 12/31/19.
3. We do hereby certify that we are familiar with, as a minimum, the sections of the Audit Report entitled "**GENERAL COMMENTS**" and "**RECOMMENDATIONS**".


Peter Cooke

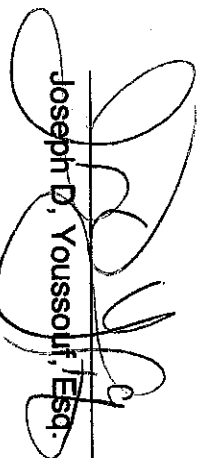

Victoria Sarti


Gerald Maresca


Ryan Beale- Melissa Scerrano


Brian Stonaker

Witness:


Joseph D. Yousouf, Esq.

2/4/21

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2019

WHEREAS; N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS; the Board of Fire Commissioners has heretofore employed the services of a registered municipal auditor for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS; the Board received the report on audit for the year ended December 31, 2019 at its meeting of February 4, 2021 and finds it acceptable as written; and

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WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the report on audit for the year ended December 31, 2019 is hereby accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of said report on audit be published in the official newspaper of the District and that the members of the Board shall execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.

Moved by: *Cooke*

Seconded by: *Sausti*

Roll Call Vote:

Ayes: *5*

Nays:

Absent:

Abstain:

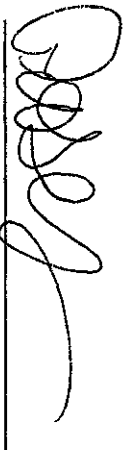
Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners, Fire District No.1 Englishtown Borough on 21 day of Feb., 2021.


Clerk

**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

We, the undersigned members of the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown, Monmouth County, being of full age, duly sworn according to law, upon our oath depose and say:

1. We are the duly elected members of the above referenced Board of Fire Commissioners.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Audit filed with Clerk pursuant to N.J.S.A. 40A: 5A-15 for the year ended 12/31/19.
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Peter Cooke



Victoria Sarti



Gerald Maresca

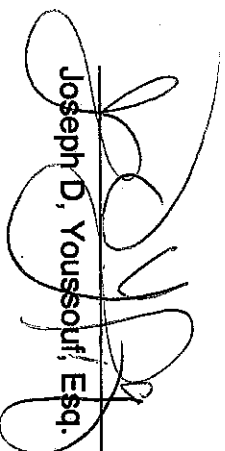


Ryan Reale



Melissa Scarnon

Witness:



Joseph D. Youssef, Esq.