

The Board of Fire Commissioners Fire District 1, Borough of Englishtown, State of New Jersey convened on Thursday February 1, 2024, in the formal meeting room of the Englishtown Fire Department, 3 South main St, Englishtown, NJ.

The meeting was called to order by Vice Chairman G. Maresca at 8:00 P.M.

1. The Sunshine Statement was read by Council J Yousouff.

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.

Rollcall showed the following Board members in attendance:

Present: B. Stonaker, P. Cooke, M. Scarrone, G. Maresca & T. Kirkland

Executive Session:

Resolution 2024 – 3

Resolution of the Board of Fire Commissioner Fire District 1 Borough of Englishtown to enter Executive Session. Motion was made by G. Maresca and seconded by P. Cooke to enter executive session at 8:00 PM. Motion was passed by a rollcall vote.

Executive Session closed at 8:17 PM. Motioned by P. Cooke and seconded by B. Stonaker

Minutes: Minutes for the January 4th meeting were motioned by B. Stonaker and seconded by G. Maresca. The motion was approved by a rollcall vote.

Ayes: T. Kirkland, G. Maresca & B. Stonaker

Abstained: M. Scarrone & P. Cooke

Minutes for the January 22nd workshop meeting were motioned by G. Maresca and seconded by B. Stonaker. The motion was approved by a rollcall vote.

Ayes: P. Cooke, B. Stonaker, G. Maresca & T. Kirkland

Abstained: M. Scarrone

Financial: A motion was made by P. Cooke and seconded by B. Stonaker to accept the bill list in an amount of \$32,207.13. G. Maresca questioned the bill for \$17,867.41 to Blaze Emergency Equipment. Engineer T. Frueh explained that was for multiple services and repair work on the apparatus. The motion was approved by a rollcall vote.

Ayes: G. Maresca, P. Cooke, M. Scarrone B. Stonaker & T. Kirkland

Insurance: Nothing to report

Legal: J. Yousouff reported that all is in order for the upcoming elections. He provided a copy of the approved ballot for review and the records.

Audit/Book keeper: Auditor R. Petrics advised that the 2022 audit was still pending start due to outstanding information needed. He advised once received the audit process would take approximately 90 days to complete.

Book Keeper G. Lang reported to the Board that there was an issue with the computer in the Board's office with either Microsoft Excel or Quick Books which was preventing him from gathering information to provide for the audit.

Chief's Report: See attached report

President's Report: No report.

Fire Bureau: Copy of submitted report attached.

District Engineer's Report: copy of submitted report attached.

Membership: One Junior Firefighter application has been distributed.

Purchases: None

LOSAP: The list for 2023 eligible candidates has been received from Chief Sarti.

Old Business: Fence repair/replacement and tree trimming are still an ongoing project, on hold until after the budget passes.

Correspondence: Memo from the Monmouth County Board of Elections regarding usage of voting machines was received.

Open to the Public: None

New Business: None

Meeting Adjourn: at 8:39 P.M. Motioned by T. Kirkland and seconded by P. Cooke and approved by a rollcall vote.

Certified at the March 7, 2024 meeting:



7:33 PM

02/01/24

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of February 1, 2024

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							*****
Deposit	01/18/2024			-SPLIT-	90.00		*****
Deposit	01/25/2024			-SPLIT-	180.00		*****
Check	02/01/2024	7502	Withum Smith & Brown	Accrued Audit Expense		3,640.00	*****
Check	02/01/2024	7503	Englishtown Automotive	Trucks		518.00	*****
Check	02/01/2024	7504	Complete Security Systems Inc.	Building		503.25	*****
Check	02/01/2024	7506	Manalapan Hardware	Building		36.80	*****
Check	02/01/2024	7507	MavTech Consulting	Office Supplies		174.90	*****
Check	02/01/2024	7508	Oliver L.E. Soden Agency	Insurance Premiums		2,490.00	*****
Check	02/01/2024	7509	Emergency services Marketing Cor...	Dues and Subscriptions		810.00	*****
Check	02/01/2024	7510	Central Jersey Compliance Compa...	Training		630.00	*****
Check	02/01/2024	7511	new jersey fire equipment	Fire Fighting Equipment		175.00	*****
Check	02/01/2024	7512	Blaze Emergency Equipment Com...	Trucks		17,867.41	*****
Check	02/01/2024	7513	Jungle Laser, LLC	UFSA Other Expenses		500.00	*****
Check	02/01/2024	7514	Manalapan - Englishtown Regional...	Fuel		755.28	*****
Check	02/01/2024	7515	Englishtown Fire Department	Contract - Volunteer Fir...		3,000.00	*****
Check	02/01/2024	7516	Borough of Englishtown - Water S...	Utilities		195.71	*****
Check	02/01/2024	7517	NJ Natural Gas	Utilities		614.45	*****
Check	02/01/2024	7518	NetLink	Professional Services		199.00	*****
Check	02/01/2024	7519	American Cloud Service	Utilities		97.33	*****
Total Brunswick Bank Checking					270.00	32,207.13	*****
TOTAL					270.00	32,207.13	*****

OFFICIAL MAIL-IN BALLOT

Fire Election
 Saturday, February 17, 2024
 County of Monmouth, New Jersey

Instructions to the Voter

1. Use only black or blue ink pen to mark your ballot.
 2. To vote for any candidate whose name is printed on this ballot, fill in the oval to the right of the candidate's name (from this o, to this o). Do not vote for more than the number of candidates to be elected to each office.
 3. To vote for a person whose name is not printed on this ballot, write the person's name on the blank line(s) (marked "Write-In") across from the proper title of office and fill in the oval to the right of the name (from this o, to this o).
 4. To vote in favor of a Question, fill in the oval to the right of the word "YES." To vote against it, fill in the oval to the right of the word "NO."
 5. Do not mark this ballot in any manner other than provided for and **do not erase**. If you spoil your ballot, request a new one from the County Clerk by calling 732-431-7790. If you mark your ballot in such a way that your intent is unclear, or if you vote for more than the number to be elected to an office, your vote for that office will not be counted.
- TO PROTECT YOUR VOTE: IT IS AGAINST THE LAW FOR ANYONE EXCEPT YOU, THE VOTER, TO MARK OR INSPECT THIS BALLOT. However, a family member may assist you in doing so.

Office Title	Nomination by Petition	Personal Choice
Board of Fire Commissioners Full 3 Year Term Vote for Two	Thomas S. KIRKLAND	<input type="radio"/>
	Melissa SCARRONE	<input type="radio"/>
Board of Fire Commissioners 1 Year Unexpired Term Vote for One	Brian STONAKER	<input type="radio"/>
		Write-In _____ Write-In _____

Budget Proposal

Shall the Board of Fire Commissioners of Fire District No. 1, Borough of Englishtown be authorized to raise and expend six hundred seventy two thousand, four hundred ninety seven dollars (\$672,497.00) in Budget Year 2024 with five hundred sixty four thousand dollars (\$564,000.00) the amount to be raised by taxation?

Yes <input type="radio"/>	No <input type="radio"/>
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11 12 13 14 15 16 17 18 19

Englishtown Fire Department

Englishtown, NJ

This report was generated on 2/1/2024 7:47:01 PM



Incident Custom Question Answer Summary by Incident Type for Date Range with Custom Questions

Custom Question(s): Staffing Level | Incident Status(s): All Incident Statuses | Zone(s): All Zones | Incident Type(s): All Incident Types | Start Date: 01/01/2024 | End Date: 01/31/2024

Incident Date	Incident #	Address	Zone	Custom Questions
111 - Building fire				
01/21/2024	2024-34	7 HAMPTON HOLLOW DR MILLSTONE, NJ 08535	Millstone Fire Department	Staffing Level: Responded as Normal
113 - Cooking fire, confined to container				
01/03/2024	2024-5	4 WATER ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
01/30/2024	2024-38	703 JUSTIN WAY MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
118 - Trash or rubbish fire, contained				
01/10/2024	2024-19	28 HARRISON AVE ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
311 - Medical assist, assist EMS crew				
01/22/2024	2024-35	9 TENNENT AVE ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
322 - Motor vehicle accident with injuries				
01/02/2024	2024-4	State Route 33 E MILLSTONE, NJ 08835	Millstone Fire Department	Staffing Level: Responded as Normal
01/31/2024	2024-39	167 State Route 33 W MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
324 - Motor vehicle accident with no injuries.				
01/19/2024	2024-31	52 LASATTA AVE ENGLISHTOWN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
352 - Extrication of victim(s) from vehicle				

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



01/18/2024	2024-28	MONMOUTH RD FREEHOLD TWP, NJ 07728	Freehold Independent Fire Company	Staffing Level: Responded as Normal
411 - Gasoline or other flammable liquid spill				
01/19/2024	2024-33	29 STATION ST MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
412 - Gas leak (natural gas or LPG)				
01/02/2024	2024-3	110 PARK AVE MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
424 - Carbon monoxide incident				
01/30/2024	2024-37	120 WOODWARD RD Manalapan, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
440 - Electrical wiring/equipment problem, other				
01/02/2024	2024-2	26 GREEN RIDGE DR MANALAPAN, NJ 07726	Gordon's Corner Fire Company	Staffing Level: Responded as Normal
442 - Overheated motor				
01/06/2024	2024-6	79 LAMB LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
444 - Power line down				
01/06/2024	2024-7	36 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
01/07/2024	2024-8	52 IRON ORE RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
01/09/2024	2024-10	51 DEY GROVE RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
01/09/2024	2024-11	IRON ORE RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



01/18/2024	2024-27	10 UTILITY RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded - Short Staffed (< 3 FF-1 on Engine, or Officer Only response)
461 - Building or structure weakened or collapsed				
01/15/2024	2024-22	80 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
462 - Aircraft standby				
01/18/2024	2024-29	30 SLOAM RD Freehold (Township of), NJ 07728	Freehold Independent Fire Company	Staffing Level: Responded as Normal
520 - Water problem, other				
01/23/2024	2024-36	51 LONE STAR LN MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: No Response - No Engine Driver Available
551 - Assist police or other governmental agency				
01/02/2024	2024-1	223 PARK AVE MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
600 - Good intent call, other				
01/18/2024	2024-30	5 S MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
611 - Dispatched & cancelled en route				
01/10/2024	2024-16	206 SHEPARD WAY MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
01/11/2024	2024-21	3 APPLE BLOSSOM LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - No Engine Driver Available
01/15/2024	2024-23	4000 US Hwy 9 S FREEHOLD TWP, NJ 07728	Freehold Independent Fire Company	Staffing Level: Responded as Normal
01/16/2024	2024-24	NM250 State Route 33 BYPASS WB MANALAPAN, NJ 07726	Freehold Independent Fire Company	Staffing Level: Responded as Normal
01/31/2024	2024-40	270 SMITHBURG RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - No Engine Driver Available
700 - False alarm or false call, other				

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



01/09/2024	2024-12	1 STATION ST MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
01/10/2024	2024-15	22 WILSON AVE MANALAPAN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
01/10/2024	2024-18	42 PRESTWICK RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
733 - Smoke detector activation due to malfunction				
01/18/2024	2024-25	19 SILVER CHARM RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
01/18/2024	2024-26	43 DEMAREST DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
735 - Alarm system sounded due to malfunction				
01/10/2024	2024-13	1 STATION ST MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
01/10/2024	2024-14	206 SHEPARD WAY MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
01/10/2024	2024-17	206 SHEPARD WAY MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
743 - Smoke detector activation, no fire - unintentional				
01/09/2024	2024-9	1 IVY LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
01/11/2024	2024-20	223 FREEHOLD RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
745 - Alarm system activation, no fire - unintentional				
01/19/2024	2024-32	223 FREEHOLD RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



	Staffing Level
No Response - No Engine Driver Available	3
Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)	4
Responded as Normal	33

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



Englishtown Fire Department

Englishtown, NJ

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Incident Custom Question Answer Summary by Incident Type for Date Range with Custom Questions

Custom Question(s): Staffing Level | Incident Status(s): All Incident Statuses | Zone(s): 13-12-1 - Englishtown fire department | Incident Type(s): All Incident Types | Start Date: 01/01/2024 | End Date: 01/31/2024

Incident Date	Incident #	Address	Zone	Custom Questions
113 - Cooking fire, confined to container				
01/03/2024	2024-5	4 WATER ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
118 - Trash or rubbish fire, contained				
01/10/2024	2024-19	28 HARRISON AVE ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
311 - Medical assist, assist EMS crew				
01/22/2024	2024-35	9 TENNENT AVE ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
444 - Power line down				
01/06/2024	2024-7	36 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
461 - Building or structure weakened or collapsed				
01/15/2024	2024-22	80 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
800 - Good intent call, other				
01/18/2024	2024-30	5 S MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
700 - False alarm or false call, other				
01/10/2024	2024-15	22 WILSON AVE MANALAPAN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
Staffing Level				
Responded as Normal				7

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



Englishtown Fire Department

Englishtown, NJ

This report was generated on 2/1/2024 7:48:46 PM



Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 01/01/2024 | End Date: 01/31/2024

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	7	30:35
13-16-1 - Freehold Independent Fire Company	4	7:39
13-26-1 - Gordon's Corner Fire Company	1	1:58
13-26-2 - Manalapan Fire Company #1	18	38:02
13-26-2P - Manalapan Primary Response Area	8	16:34
13-32-1 - Millstone Fire Department	2	9:18
TOTAL	40	104:06

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.





Bureau of Fire Prevention of the Borough of Englishtown

3 South Main St., P.O. Box 2
Englishtown, NJ. 07726
Phone: 732-446-4818 / Fax: 732-446-8285
firemarshal@englishtownfd.com

Ken Marr, Jr., Fire Marshal



TO: Board of Fire Commissioners
Englishtown Fire District #1.

From: Ken Marr, Jr.
Fire Marshal

Ref: Month of January 2024

Date: February 01, 2024

The month of January was focused on the annual fire report due to the State of New Jersey, Division of Fire Safety. The report was completed, submitted by Commissioner Cooke and myself. I received notification from the State today that our report was excepted without issue.

This office has also completed the re assessment of 28 Harrison Ave, with our records and the newest information provided from the property owner. This office also on location visually looking at the location.

Life Hazard Uses -13

NON- Life hazard uses were 52, now 73

28 Harrison registered are 35 with 4 vacant.

The office will continue this month to audit the files and send out new packets of registration information to the other non- life uses within Englishtown.

Certificate of smoke detector and carbon monoxide alarm compliance. (CSDCMAC)
5 inspections. Total \$315.00 deposited.

Respectfully, Submitted.

1274 new starter installed.

1267 chevy new blower motor installed for defrosters

1274 to blaze to make repairs from 2023 parts are in and installed.

Alarm system tested by alarm company

1266 dodge oil change Englishtown auto

1274 water level lights not working / blaze corrected issue now working still needs transducer auto fill oos.

ENGLISHTOWN FIRE DEPARTMENT



POST OFFICE BOX 1 - 3 SOUTH MAIN STREET - ENGLISHTOWN, NEW JERSEY 07726
732-446-4818 • FAX 732-446-8285

Below is a list of Englishtown Fire Department Members that receive LOSAP for the 2023 Year:

- Christina Apuzzo
- Jason Carlos
- Peter Cooke
- John Duffy
- Anthony Fernandes – (New Member)
- Connor Flynn
- Thomas Freuh
- Ryan Handwerk/Chandler – (New Member)
- Timothy Kirkland
- Jason Kole
- Nicholas Krauss
- Gerald Maresca
- Edward Miller
- Matthew O'Brien
- Louis Sarti
- Brendan Seixas
- John Spierto
- Brian Stonaker
- George Zavalnik

If you have any questions, please reach out to me.

A handwritten signature in black ink, appearing to read 'Lou Sarti', with a long horizontal flourish extending to the right.

Chief Lou Sarti

January 22, 2024

Memorandum of Understanding

Use of District Vehicles

This memorandum of Understanding, hereinafter referred to as "MOU", is entered into by and between the Board of Fire Commissioners of Fire District No. 1, Englishtown Borough, County of Monmouth, State of New Jersey, hereinafter referred to as the "Board", and the County of Monmouth, hereinafter referred to as the "County". The purpose of this MOU is to define the responsibilities and relationships between the agencies for the Deputy Chief of the Englishtown Fire Department to utilize the District's vehicle(s) when undertaking his Monmouth County Fire Marshal's Office official duties.

WHEREAS, the Deputy Chief of the Englishtown Fire Department, Matthew O'Brien, has been appointed to the Monmouth County Fire Marshal's Office as a Fire Coordinator; and

WHEREAS, both the Board and the County agree that granting authorization for said Chief to utilize the District's Vehicle(s) when undertaking his Monmouth County Fire Marshal's Office official duties will endure to the benefit of the taxpayers.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. The board hereby authorizes the Deputy Chief of Englishtown Fire Department, Matthew O'Brien, to utilize the District's vehicle(s) when undertaking his Monmouth County Fire Marshal's Office official duties.

2. Cost Sharing

The County shall furnish three (3) full tanks of fuel for the Chief's car per month.

The Board shall maintain insurance on the vehicle.

3. Term

This MOU shall terminate upon the conclusion of Deputy Chief O'Briens' term of office or upon the termination of his employment with the district.

4. Modification of MOU

This MOU may be modified only by a written agreement signed by all parties hereto.

5. Entire Agreement

This MOU represent the entire understanding of the parties as to those matters

contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder.

6. Notices

The parties hereto have executed this MOU effective as the date contained hereafter, having each agency's authorized representative provide signature. Furthermore, all notices shall be personally served or mailed, postage prepaid, to such addresses as may be designated by the parties.

Witness/Attest:

Borough of Englishtown Fire District No. 1





By:

Date: 2/1/2024

Witness/Attest:

COUNTY OF MONMOUTH

By:

Date: _____

MONMOUTH COUNTY
SUPERINTENDENT OF ELECTIONS
COMMISSIONER OF REGISTRATION

COPY

FYI

Christopher P. Siciliano
SUPERINTENDENT OF ELECTIONS
COMMISSIONER OF REGISTRATION



Barbie Ciulla
DEPUTY SUPERINTENDENT OF ELECTIONS
DEPUTY COMMISSIONER OF REGISTRATION

MEMORANDUM

TO: Boards of Fire Commissioners/Board Attorneys

FROM: Christopher P. Siciliano
Superintendent of Elections
Commissioner of Registration

RE: Annual Fire District Election
Saturday, February 17, 2024
Hours of Election: 2:00 pm to 9:00 pm

DATE: January 23, 2024

In connection with the above-noted matter, please be advised of the following:

VOTER REGISTRY LIST

1) Cost of voter registry list is \$1.50 per voting district. It is the responsibility of the Board of Fire Commissioners or Board Attorney to complete and return the enclosed request form **as soon as possible**. Please carefully check the districts for accuracy and make any changes directly on the form. Cost of your list is noted on the form. Kindly attend to this immediately.

2) Voter registry list will be ready for pickup on Friday, February 16, 2024, between the hours of 8:30 am and 4:30 pm at the Office of Superintendent of Elections/Commissioner of Registration, 300 Halls Mill Road, Freehold, New Jersey. The Office of Superintendent of Elections/Commissioner of Registration, Monmouth County, shall not be responsible for pickup or delivery of any list after 4:30 pm on Friday, February 16, 2024.

VOTING MACHINES

1) The County of Monmouth utilizes the ExpressVoteXL touch-screen voting machine. Rental cost is \$80.00 per voting machine. There will be training sessions held at 10:00 am on Thursday, February 15, 2024, and Friday, February 16, 2024, at 300 Halls Mill Road, Freehold. A session is mandatory for those not previously certified in the use of the ExpressVoteXL touch-screen voting machine. However, it is strongly recommended that anyone already certified who plans to operate the machine for your election attend a session due to the newness of procedures. To advise attendance, please call 732-431-7780 ext. 7786 or e-mail susan.mcrae@co.monmouth.nj.us.

VOTING MACHINES (continued)

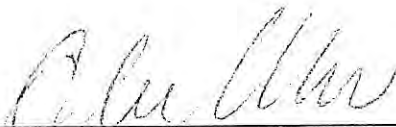
2) Voting machine keys are to be picked up at the Office of Superintendent of Elections/Commissioner of Registration, 300 Halls Mill Road, Freehold, on Friday, February 16, 2024, between the hours of 8:30 am and 4:30 pm. The Office of Superintendent of Elections/Commissioner of Registration, Monmouth County, shall not be responsible for pickup or delivery of voting machine keys after 4:30 pm on Friday, February 16, 2024. All voting machine keys must be returned to the Office of Superintendent of Elections/Commissioner of Registration, 300 Halls Mill Road, Freehold, on Tuesday, February 20, 2024, by 12 noon. At the closing of the polls, after you print out the results, **please DO NOT REMOVE the USB stick (holds election results) from the voting machine.**

3) Voting machine delivery shall be on Wednesday, February 14, 2024, and Thursday, February 15, 2024, from 8:30 am to 2:30 pm. Voting machine pickup shall be on Tuesday, February 20, 2024, and Wednesday, February 21, 2024, again from 8:30 am to 2:30 pm. **See enclosed chart for dates for your Fire District.** It shall be the responsibility of the Fire District to designate someone to be present at the firehouse in order that the building is accessible on the aforesaid dates. It is very important that you complete and return the enclosed Information Sheet that gives us necessary information for your election.

PROVISIONAL BALLOTS

1) You shall be provided with Provisional Ballot Affirmation Statements attached to envelopes together with Provisional Ballots. **If your Fire District has any voted Provisional Ballots, they must be returned to the Office of Superintendent of Elections/Commissioner of Registration immediately after the close of polls.** This office needs to know if you **will be bringing Provisional Ballots** or if there are **no Provisional Ballots** from your district. As soon as the polls close, please call 732-431-7780, ext. 7784 or 7782. Kindly return all unused Provisional Ballot Affirmation Statements (with the envelopes attached). You may destroy all unused Provisional Ballots. The voted Provisional Ballots will be investigated by this office and then the ballots and findings will be delivered to the Board of Elections on Tuesday, February 20, 2024.

If you have any questions regarding any procedures, please call (732) 431-7780 ext. 7786 or e-mail susan.mcrae@co.monmouth.nj.us Thank you for your anticipated cooperation in this matter.



Christopher P. Siciliano
Superintendent of Elections
Commissioner of Registration

Enclosures
(sent via regular mail)

2024 Fire Election Voting Machine Delivery and Pickup Dates

COPY

FIRE DISTRICT	DELIVERY DATE	PICK-UP DATE
Aberdeen Twp. Dist. No. 1	Wednesday, February 14	Wednesday, February 21
Aberdeen Twp. Dist. No. 2	Wednesday, February 14	Wednesday, February 21
Howell Twp. Dist. No. 1	Wednesday, February 14	Wednesday, February 21
Howell Twp. Dist. No. 2	Wednesday, February 14	Wednesday, February 21
Howell Twp. Dist. No. 3	Wednesday, February 14	Wednesday, February 21
Howell Twp. Dist. No. 4	Wednesday, February 14	Wednesday, February 21
Howell Twp. Dist. No. 5	Wednesday, February 14	Wednesday, February 21
Manasquan Dist. No. 1	Wednesday, February 14	Wednesday, February 21
Ocean Twp. Dist. No. 2	Wednesday, February 14	Wednesday, February 21
Englishtown Dist. No. 1	Thursday, February 15	Tuesday, February 20
Freehold Twp. Dist. No. 1	Thursday, February 15	Tuesday, February 20
Freehold Twp. Dist. No. 2	Thursday, February 15	Tuesday, February 20
Manalapan Twp. Dist. No. 1	Thursday, February 15	Tuesday, February 20
Manalapan Twp. Dist. No. 2	Thursday, February 15	Tuesday, February 20
Marlboro Twp. Dist. No. 2	Thursday, February 15	Tuesday, February 20
Marlboro Twp. Dist. No. 3	Thursday, February 15	Tuesday, February 20

VOTING MACHINE TRAINING SESSION

COPY

Date:

Thursday, February 15, 2024

or

Friday, February 16, 2024

Time:

10:00 AM

Location:

Office of
Superintendent of Elections/
Commissioner of Registration
Voting Machine Warehouse

The Office of Superintendent of Elections/
Commissioner of Registration, Monmouth
County, shall conduct a training session to
familiarize those so utilizing the ES&S
ExpressVote XL voting machine for the
Annual Fire District Election.

Attendance at this session is mandatory for
those individuals that shall be operating the
new equipment who have no prior
experience with the same. Also, please
feel free to attend if you think a review
would be beneficial.

Please call 732-431-7780 ext. 7786 to
advise attendance. The sessions shall
begin promptly at 10:00 a.m. and last for
approximately one hour.



MONMOUTH COUNTY
SUPERINTENDENT OF ELECTIONS
COMMISSIONER OF REGISTRATION

COPY

Christopher P. Siciliano
SUPERINTENDENT OF ELECTIONS
COMMISSIONER OF REGISTRATION



Barbie Ciulla
DEPUTY SUPERINTENDENT OF ELECTIONS
DEPUTY COMMISSIONER OF REGISTRATION

Attention All Fire Districts
Important Provisional Ballot Information

At the end of the Fire Election on Saturday, February 17, 2024, if your Fire District has any **voted** Provisional Ballots, they must be returned to the Office of Superintendent of Elections immediately after the close of polls. Please bring them to the Special Services Complex at 300 Halls Mill Road, Freehold.

The Provisional Ballots will be investigated by this office and then the ballots and findings will be delivered to the Board of Elections on Tuesday, February 20, 2024.

This office needs to know if you will be bringing ballots or if there will be no ballots from your district. Please call the below number as soon as the polls close with this information:

732-431-7780, extension 7784 or 7782.

Thank you for your cooperation; it is greatly appreciated.