

February 2<sup>nd</sup>, 2017

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday February 2<sup>nd</sup>, 2017 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.**

The meeting was called to order by P. Cooke at 8:11 P.M.

1. **Sunshine Statement** by J. Yuesoff

**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, Gerald Maresca, Brian Stonaker

Absent: None

**Legal:**

Advised that the Elections will be held on Saturday, February 18<sup>th</sup>, 2017 from the hours of 2:00pm to 9:00pm at the Englishtown Fire Department, 3 South Main Street.

The Notice of the Board Referendum for Bonding must be posted 10 days prior to the election in at least 10 different public locations within Englishtown Borough. The Board Clerk will post. A letter must be written and placed into the records of the locations that it was posted.

A copy of the Ballot was sent to the printers and the proofs will be returned soon.

A letter was sent to the County Superintendent that provided all necessary information about this District's elections. The original request was never received possibly due to severe weather.

A Resolution adopted by title last month to adopt a temporary budget for 2017 was presented.

**January 2017 Minutes:** A motion was made by R. Reale and a Second was made by B. Stonaker to accept the minutes. V. Sarti, B. Stonaker, R. Reale and P. Cooke voted yes and G. Maresca Abstained.

**Financial:** Treasurer R. Reale stated that a bill for Netlink was added due to non payment for 9 months. The Board Accountant advised to pay the bill. With that change added, a motion was made by R. Reale and a second was made by B. Stonaker to accept the Report. Motion passed by unanimous vote.

#### **Auditor/Accountant**

No Report

#### **Chief's Report:**

- Total of 39 calls for the month of January 2017 with 212.50 Staff Hours.
- 12-74 is out of service having the compartments reconfigured as per past authorization.
- All 5 Line Officers are attending Fire Instructor Level 1 this month.

#### **Department Engineer's Report:**

- See attached Report
- 

#### **President's Report:**

- Questioned Board about the new Trash/Recycling Dumpsters. P. Cooke stated he is waiting to hear from Borough Clerk Peter Gorbatuk.
- The electric billboard for the Station will be shipping February 9<sup>th</sup>.
- CSS is awaiting permits to install the fire alarm system.
- 

#### **Fire Bureau:**

- Inspections are ongoing.
- There were 6 Smoke Alarm inspections and 1 Carbon Monoxide inspection for the month of January.
- Registrations went out in January.

**LOSAP:**

- Miquel Correia's Ex-Wife contacted P. Cooke to collect the monies in his LOSAP account. At the time of his passing, he was not vested. The Board Attorney advised that it can still be issued, but there are questions that must be answered as to who is entitled to the monies. The Board Clerk was directed to draft a letter to send to both Miguel's Ex-Wife, as she is the Beneficiaries Guardian and Miguel's Mother as she handled his Estate. It is unclear to the Board if a Will was utilized, and they require more information before they can render a decision.
- Matt Ulitowski questioned his LOSAP for the years of 2014 and 2015. P. Cooke was unable to locate the information that was provided by the Chief, and requested another copy for those years. The Chief will submit new copies.

**Correspondence:**

- The updated Insurance policy was received from the Oliver E. Soden Agency.

**Insurance:**

- No Report

**Membership:**

No Report

**Old Business:**

- President T. Kirkland is looking into keypads for the entrance doors.
- G. Maresca inquired about leveling out the parking lot with the pile of millings on the property. Deputy Chief Carlos was attempting to have a friend with a Bobcat machine assist with that. P. Cooke also said that he would ask the Director of Englishtown Public Works if they could assist.

**New Business:**

- None

**Public Open Portion:**

- None

**Meeting Adjournment:** at 8:57 PM. After a motion by G. Maresca and seconded by B. Stonaker and approved by a roll call vote.

**Certified** at the March 2<sup>nd</sup>, 2017 regularly scheduled meeting \_\_\_\_\_

6:39 PM

02/02/17

Accrual Basis

## Englishtown Fire District No. 1

## Bill List

As of February 2, 2017

Type	Date	Num	Name	Split	Debit	Credit	Balance	
<b>Brunswick Bank Checking</b>								
Check	2/2/2017	5769	Englishtown Fire Department	Contract - Volunte...		4,500.00	*****	
Check	2/2/2017	5770	Gennaro Jewelers	Fringe Benefits		376.00	*****	
Check	2/2/2017	5771	Cytracom LLC.	Utilities		288.82	*****	
Check	2/2/2017	5772	Optimum	Utilities		252.02	*****	
Check	2/2/2017	5773	Witmer	2016 Expense		2,508.00	*****	
Check	2/2/2017	5774	Witmer	2016 Expense		2,508.00	*****	
Check	2/2/2017	5775	Witmer	2016 Expense		239.00	*****	
Check	2/2/2017	5776	Ryan Reale	Office Supplies		18.80	*****	
Check	2/2/2017	5777	US Postal Service	Office Supplies		134.00	*****	
Check	2/2/2017	5778	New Jersey Association of ...	Dues and Subscri...		300.00	*****	
Check	2/2/2017	5779	NJ Natural Gas	Utilities		1,598.11	*****	
Check	2/2/2017	5780	Manalapan - Englishtown ...	2016 Expense		760.04	*****	
Check	2/2/2017	5781	Boro of Englishtown	Utilities		194.00	*****	
Check	2/2/2017	5782	new jersey fire equipment	Fire Fighting Equi...		260.30	*****	
Check	2/2/2017	5783	Andrew Hagenberg	Fire Fighting Equi...		375.18	*****	
Check	2/2/2017	5784	Freehold Cartage Inc.	Utilities		79.46	*****	
Check	2/2/2017	5785	Jungle Laser, LLC	2016 Expense		360.00	*****	
Check	2/2/2017	5786	Emergency equipment sales	Trucks		854.99	*****	
Check	2/2/2017	5787	Oliver L.E. Soden Agency	Insurance Premiu...		3,769.00	*****	
Check	2/2/2017	5788	Louis E Sarti	Training		520.17	*****	
Check	2/2/2017	5789	Verizon Wireless	Utilities		377.29	*****	
Check	2/2/2017	5790	Emergency equipment sales	Trucks		981.63	*****	
Check	2/2/2017	5791	Asbury Park Press	Advertising		71.30	*****	
Check	2/2/2017	5792	NetLink	2016 Expense		1,990.00	*****	
Check	2/2/2017	5793	NetLink	Other Professional		199.00	*****	
Check	2/2/2017	5794	NetLink	Other Professional		199.00	*****	
Check	2/2/2017	5795	emergency reporting	Dues and Subscri...		1,768.00	*****	
Total Brunswick Bank Checking						0.00	25,482.11	*****
<b>TOTAL</b>						<b>0.00</b>	<b>25,482.11</b>	*****

# Englishtown Fire Department

Englishtown, NJ

This report was generated on 2/2/2017 7:31:04 PM



## Incident Count with Man-Hours per Zone for Date Range

Start Date: 01/01/2017 | End Date: 01/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	13	51:17
13-26-1 - Gordon's Corner Fire Company	3	18:07
13-26-2 - Manalapan Fire Company #1	14	63:26
13-26-2P - Manalapan Primary Response Area	5	44:13
13-32-1 - Millstone Fire Department	3	15:21
SOB - South Old Bridge	1	20:26
TOTAL	39	212:50

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.

# Englishtown Fire Department

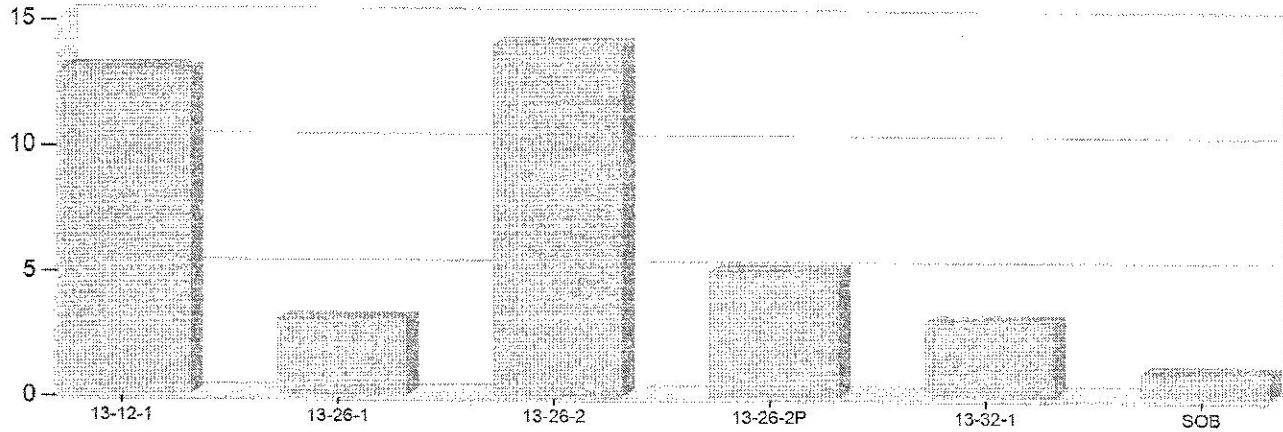
Englishtown, NJ

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## Incident Type Count per Zone for Date Range

Start Date: 01/01/2017 | End Date: 01/31/2017



ZONES	INCIDENT TYPE	COUNT
<b>13-12-1 - Englishtown fire department</b>		
	154 - Dumpster or other outside trash receptacle fire	1
	311 - Medical assist, assist EMS crew	4
	322 - Motor vehicle accident with injuries	1
	445 - Arcing, shorted electrical equipment	1
	531 - Smoke or odor removal	1
	553 - Public service	1
	600 - Good intent call, other	1
	700 - False alarm or false call, other	1
	710 - Malicious, mischievous false call, other	1
	743 - Smoke detector activation, no fire - unintentional	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	<b>13</b>
<b>13-26-1 - Gordon's Corner Fire Company</b>		
	100 - Fire, other	1
	111 - Building fire	1
	700 - False alarm or false call, other	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	<b>3</b>
<b>13-26-2 - Manalapan Fire Company #1</b>		
	100 - Fire, other	3
	113 - Cooking fire, confined to container	1
	444 - Power line down	2

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.

# Chief Engineer's Report Jan., 2017

## work done on Trucks

- 12-74 E.E.S. Replace Thermostat & Thermostat housing & Anti Freeze  
Truck put out of Service 1/30/17 to have the compartments redone  
by New Jersey Emergency Vehicles
- 12-75 Replace wiper Blades  
E.E.S. Replace piston cylinder for Right Rear step do not leave doors  
open on truck screws up piston for steps
- 12-86 Replace 1156 Bulb Left Rear Turn signal  
E.E.S. Replace two 12 Volt Batteries cause 2 Handlights had  
bad Batteries

Equipment Replace ① 6 Volt Batteries on ① Handlights

Miss Drain water in house air compressor  
If you find handlights not charging tag it put in Engineers  
Room or work bench

Scott Packs Pack ① out of Service 12/12/16 in Service 1/16/17  
Botten 71 out of Service 1/19/17  
Filled 18 Scott Bottles  
Pack 6 Repair Battery Lock

## Mile for the Month

12-74-	226
12-75-	240
12-76-	58
12-86-	40
12-87-	635
12-93-	0

Total miles 1193

A copy of the attached Bond Referendum Notice was placed in 10 public locations within the Borough of Englishtown more than ten days prior to the February 18<sup>th</sup> Englishtown District No.1 Elections. The locations are as follows:

- 1 – Englishtown Borough Hall – Main Street
- 2 – Englishtown Liquors – Tennant Avenue
- 3 – Walgreens – Gordons Corner Road
- 4 – Englishtown Fire Department – South Main Street
- 5 – Rick’s Saddle Shop – Park Avenue
- 6 – Cholula’s – Wilson Avenue
- 7 – First Presbyterian Church – Main Street
- 8 – Quick Check – Wilson Avenue
- 9 – Dunkin Donuts – Wilson Avenue
- 10 – McDonald’s – Gordons Corner Road

Respectfully Submitted,

Victoria Sarti

Board Clerk



**BOND REFERENDUM NOTICE  
BOROUGH OF ENGLISHTOWN FIRE  
DISTRICT NO.1**

**TAKE NOTICE:** On FEBRUARY 18, 2017 the Board of Fire Commissioners of Fire District No.1 Englishtown will seek voter approval of the proposed purchase of new radio equipment for use by the Englishtown Volunteer Fire Department. The Board is seeking voter authorization to issue bonds or notes of the District or execution of a lease/purchase agreement in an amount not to exceed **\$225,000.00** to fund the acquisition of the above specified equipment.

The polling place will be the Englishtown Volunteer Fire Company Firehouse, South Main Street Englishtown, New Jersey and the polls will be open between the hours of 2:00 p.m. and 9:00 p.m. All registered voters who reside within Englishtown Borough are eligible to vote.

Peter Cooke, Chairman

**CONFIDENTIAL LEGAL MEMO**

**TO: The Board of Fire Commissioners Fire District No.1  
Borough of Englishtown**

**RE: Bond Referendum Public Notice**

Accompanying this memo is a copy of the Notice of Bond Referendum for the Bond Referendum scheduled to be held on February 18, 2017. N.J.S.A. 40A:14-85 requires that notice of the bond referendum must be posted by the Clerk of the Board in ten (10) public places within the fire district at least ten (10) days prior to the scheduled date of the referendum. The public places may be schools, the firehouse, the post office the municipal building and stores throughout the district. A list of the locations where the notice is posted should be made by the Clerk of the Board and made part of the record of the proceedings.

I will forward a copy of this Notice to the Asbury Park Press for publication as required by statute together with the regular annual notice of budget referendum and election of commissioners.

Respectfully submitted,

Joseph D. Youssouf

Borough of Englishtown			
Fire District No. 1			
2017 Budget			
	2017 Budget	2016 Budget	Increase (Decrease)
<b>Revenues:</b>			
Unreserved Fund Balance	62,894.00	62,894.00	-
Reserved Fund Balance	-	55,000.00	(55,000.00)
Uniform Fire Safety Act	18,000.00	14,000.00	4,000.00
Supplemental Fire Services	444.00	444.00	-
District Taxes	472,925.00	469,000.00	3,925.00
<b>Total Revenues</b>	<b>554,263.00</b>	<b>601,338.00</b>	<b>(47,075.00)</b>
<b>Net Valuation Taxable - 2016</b>	<b>240,537,900</b>	<b>240,537,900</b>	<b>-</b>
<b>Tax Rate</b>	<b>0.197</b>	<b>0.195</b>	<b>0.002</b>
<b>Appropriations:</b>			
<b>Administration:</b>			
Salaries and Wages	23,650.00	23,650.00	-
Fringe Benefits	2,300.00	2,300.00	-
<b>Other Expenses:</b>			
Elections	1,500.00	1,500.00	-
Office Expenses	4,000.00	4,000.00	-
Professional Services	40,000.00	40,000.00	-
subtotal Other Expenses	45,500.00	45,500.00	-
<b>Operations - Other Expenses:</b>			
Advertising	700.00	700.00	-
Insurance	75,000.00	75,000.00	-
Professional Services - Physicals	4,000.00		4,000.00
Memberships / Dues	5,000.00	2,500.00	2,500.00
Maintenance and Repairs - Trucks	47,500.00	50,000.00	(2,500.00)
Maintenance and Repairs - Bldg	15,000.00	15,000.00	-
Training and Education	25,000.00	25,000.00	-
Personal Protective Equipment	15,000.00	20,000.00	(5,000.00)
Utilities	40,000.00	40,000.00	-
Fuel	15,000.00	15,000.00	-
Promotion	1,000.00	1,000.00	-
Contract - Volunteer Fire Co.	26,000.00	26,000.00	-
Fire Fighting Equipment	38,000.00	38,000.00	-
Monmouth County Dispatch Fees	10,000.00		10,000.00
subtotal Other Expenses	317,200.00	308,200.00	9,000.00
<b>Appropriations Offset with Revenues:</b>			
Salaries and Wages	22,000.00	20,000.00	2,000.00
Fringe Benefits	2,700.00	2,500.00	200.00
Other Expenses	2,650.00	2,650.00	-
<b>Total Appropriations Offset with Revenues</b>	<b>27,350.00</b>	<b>25,150.00</b>	<b>2,200.00</b>
Length of Service Awards	48,000.00	48,000.00	-
<b>Capital Appropriations:</b>			
Utility Vehicle	-	60,000.00	(60,000.00)
Reserve for Future Capital Outlays	5,000.00	-	5,000.00
<b>Debt Service:</b>			
Bond Principal	55,000.00	55,000.00	-
Bond Interest	8,663.00	11,138.00	(2,475.00)
Bond Anticipation Note Principal	20,000.00	20,000.00	-
Bond Anticipation Note Interest	1,600.00	2,400.00	(800.00)
<b>Total Debt Service</b>	<b>85,263.00</b>	<b>88,538.00</b>	<b>(3,275.00)</b>
<b>Total Budget</b>	<b>554,263.00</b>	<b>601,338.00</b>	<b>(47,075.00)</b>

Borough of Englishtown			
Fire District No. 1			
2017 Budget			
	2017	2016	Increase
	Budget	Budget	(Decrease)
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Professional Services	40,000.00	40,000.00	-
subtotal Other Expenses	45,500.00	45,500.00	-
<b>Operations - Other Expenses:</b>			
Advertising	700.00	700.00	-
Insurance	75,000.00	75,000.00	-
Professional Services - Physicals	4,000.00		4,000.00
Memberships / Dues	5,000.00	2,500.00	2,500.00
Maintenance and Repairs - Trucks	47,500.00	50,000.00	(2,500.00)
Maintenance and Repairs - Bldg	15,000.00	15,000.00	-
Training and Education	25,000.00	25,000.00	-
Personal Protective Equipment	15,000.00	20,000.00	(5,000.00)
Utilities	40,000.00	40,000.00	-
Fuel	15,000.00	15,000.00	-
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COMMISSIONER OF REGISTRATION  
AND  
SUPERINTENDENT OF ELECTIONS

MARY DE SARNO  
COMMISSIONER  
AND  
SUPERINTENDENT



SPECIAL SERVICES COMPLEX  
300 HALLS MILL ROAD  
FREEHOLD, NEW JERSEY 07728

TELEPHONE: (732) 431-7780  
FAX: (732) 431-7870

TO: Boards of Fire Commissioners/Board Attorneys

FROM: Mary DeSarno  
Commissioner of Registration  
Superintendent of Elections

RE: Annual Fire District Election  
Saturday, February 18, 2017  
Hours of Election: 2:00 PM to 9:00 PM

DATE: January 4, 2017

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

**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 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. Also, please complete and return the Open Public Records Act form. Kindly attend to this immediately.

2) List will be ready for pickup on Friday, February 17, 2017, between the hours of 8:30 AM and 4:30 PM at the Office of Commissioner of Registration/Superintendent of Elections, 300 Halls Mill Road, Freehold, New Jersey. The Office of Commissioner of Registration/Superintendent of Elections, Monmouth County, shall not be responsible for pickup or delivery of any list after 4:30 PM on Friday, February 17, 2017.

**VOTING MACHINES**

1) If you are using voting machines, please note the rental cost is \$61.00 per machine. There is currently no charge for programming. It is the sole responsibility of the Board of Fire Commissioners to have the ballot overlay printed, proofread, and delivered to Michael Marx, Supervisor of Voting Machines, (732) 431-7291, **no later than noontime, Tuesday, February 7, 2017**, in order to allow sufficient time for voting machine programming and testing; and possible printing errors and subsequent reprinting. This date is not negotiable. **Any ballot content not received by noontime, Tuesday, February 7, 2017, shall not be considered received in a timely manner and therefore, no voting machine will be available for that Fire District for this election.**

**VOTING MACHINES (con't)**

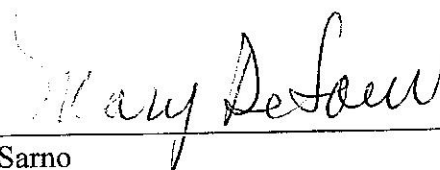
The Sequoia AVC Advantage electronic voting machines shall be utilized for this election. Knowledge of this electronic voting machine is required for usage. Voting machine training is mandatory for those individuals that shall be operating the voting machine who have no prior experience with the same. Also, please feel free to attend if you think a review would be beneficial. Kindly see enclosed flyer for information.

2) Voting machine keys are to be picked up at the Office of Commissioner of Registration/Superintendent of Elections, 300 Halls Mill Road, Freehold, New Jersey on Friday, February 17, 2017, between the hours of 8:30 AM and 4:30 PM. The Office of Commissioner of Registration/Superintendent of Elections, Monmouth County, shall not be responsible for pickup or delivery of voting machine keys after 4:30 PM on Friday, February 17, 2017. All voting machine keys must be returned to the Office of Commissioner of Registration/Superintendent of Elections, 300 Halls Mill Road, Freehold, New Jersey, on Tuesday, February 21, 2017, by 12 noon. At the closing of the polls, after you print out the results, **please leave the cartridge in the voting machine**. The cartridge does not get read after this election. Again, **PLEASE LEAVE THE CARTRIDGE IN THE MACHINE**. Disregard the seal number at the bottom of the results printout.

3) Voting machine delivery shall be on Thursday, February 16, 2017, during daylight hours. Voting machine pickup shall be on Tuesday, February 21, 2017, during daylight hours. 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 requested that you complete and return the enclosed Information Sheet for our records. Also, if you have not already sent a voucher, please enclose one when you return your request forms for lists and the information sheet.

If you have any questions regarding the above procedures, please call Susan McRae, Secretary, at (732) 431-7780 ext. 7786 or e-mail to [susan.mcrae@co.monmouth.nj.us](mailto:susan.mcrae@co.monmouth.nj.us) Thank you for your anticipated cooperation in this matter.



Mary DeSarno  
Commissioner of Registration  
Superintendent of Elections