

October 5<sup>th</sup>, 2017

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday October 5<sup>th</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 Commissioner G. Maresca at 8:01 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: Clerk Victoria Sarti, Treasurer Ryan Reale, Gerald Maresca, Brian Stonaker

Absent: Chairman Peter Cooke

**Legal:** A meeting is scheduled with the Local Finance Board in Trenton for November 8<sup>th</sup>, 2017 for the Motorola Radios. A copy of the Lease agreement with Motorola is needed. Lt. Matt O'Brien will supply a copy for the Attorney.

The Board needs to start working on the 2018 Budget. State has released the Budget Documents. The Schedule will remain the same. The Election will be the third Saturday in February (02/17/2018) Commissioners Ryan Reale and Brian Stonaker are up for re-election. Both Budget and Nominating petitions must be filled 28 days prior to the election date.

**September 2017 Minutes:** A motion was made by R. Reale and a Second was made by B. Stonaker to accept the minutes. Motion unanimously passed.

**Financial:** 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 31 calls for the month of September 2017 with 89.03 Staff Hours.
- See Attached Report for additional details.
- Approval for an additional Spillman unit for 12-87
- 12-67 is falling apart. Inquired about possible surplus money to purchase a new Chief vehicle. No current capital reserve money available as per the Board Accountant. Still waiting for Fire Marshall to purchase a new vehicle as a temporary replacement.
- Open House is October 8<sup>th</sup>.
- Request to purchase Velcro straps for Little Giant Ladder - \$116.00. Board Approved.
- Request to purchase a Drill Set for 12-74 - \$300.00. Board Approved.
- Request to purchase a Dewalt Socket Set for 12-74 - \$200.00. Board Approved.
- \* Request for an Advanced Auto Extrication Class for up to 30 Students from On Scene Training Assoc. - \$4,500.00. Board Approved. Chief will invite outside Departments.
- Request for Mandatory CPR Class - \$1,200.00. Board Approved
- Due to manpower issues, the Chairman of the 26-2 District suggested we combine calls. Chief suggested combined Staffing at Station 12. Still speaking with 26-2-66 about the issue.
- Request to purchase the following items from H.K. Carr:
  - 3 – Frisbous Water Rescue Tools – Total is \$60.00 and a Leak/Plug kit \$300.00. Board approved.

**Department Engineer's Report:**

See Attached Report

**President's Report:**

The Federal Recruitment Retention Grant has been extended to another 4 months.

**Fire Bureau:**

See Attached Report

**LOSAP:**

- No Report

**Correspondence:**

- None

**Insurance:**

- No Report

**Membership:**

- One new Member – Daniel Murphy. Paperwork is in order.

**Old Business:**

- Audit is Continuing.
- Still waiting for a bill from the County for the Spillman System. P. Cooke was looking into it. ✎
- P. Cooke was researching stripping for the parking lot. ✎
- Status on Chris Crespo, Chief will contact. ✎

**New Business:**

- R. Reale and A. Hagenberg to review payments to Fire Department to ensure that all were made at the correct rate.
- G. Maresca asked for the location of the Department Flags and bunting. The Chief advised that they were in the Executive Board's Office Closet.
- G. Maresca stated that the beds in the bunkroom must be stripped when they are not in use to allow the mattress to breath. The Chief stated that a policy was made and that it will be utilized.
- 12-76 must have the cross-lays reconnected. The Chief will have it done tomorrow.
- *Look for* ✎ The Contract for the Bay Doors needs to be located so the Company can be contacted for ✎ service.
- G. Maresca requested quotes for resealing and repairing the older phase of the paving around ✎ the Station.

**Public Open Portion:**

None

**Meeting Adjournment:** at 9:05PM. After a motion by G. Maresca and seconded by R. Reale and approved by a roll call vote.

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

Victoria Sarti, Board Clerk

5:52 PM

10/04/17

Accrual Basis

# Englishtown Fire District No. 1

## Bill List

As of October 5, 2017

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							
Deposit	9/11/2017						49,362.87
Deposit	9/15/2017			-SPLIT-	215.00		49,577.87
Check	9/15/2017	5967	State of N.J. N.J.- 927	-SPLIT-	45.00		49,622.87
Deposit	9/25/2017			-SPLIT-		382.03	49,240.84
Check	10/5/2017	5968	Jersey Central Power & Li...	-SPLIT-	90.00		49,330.84
Check	10/5/2017	5969	Optimum	Utilities		1,141.31	48,189.53
Check	10/5/2017	5970	Englishtown Fire Department	Utilities		230.12	47,959.41
Check	10/5/2017	5970	Cytracom LLC.	Contract - Volunte...		2,250.00	45,709.41
Check	10/5/2017	5971	new jersey fire equipment	Utilities		288.82	45,420.59
Check	10/5/2017	5972	Norwood Auto Parts	Fire Fighting Equi...		1,069.58	44,351.01
Check	10/5/2017	5973	NetLink	Trucks		210.32	44,140.69
Check	10/5/2017	5974	Blaze Emergency Equipm...	Professional Servi...		199.00	43,941.69
Check	10/5/2017	5975	Blaze Emergency Equipm...	Trucks		4,675.87	39,265.82
Check	10/5/2017	5976	Manalapan - Englishtown ...	Trucks		925.50	38,340.32
Check	10/5/2017	5977	Witmer	Fuel		577.79	37,762.53
Check	10/5/2017	5978	Edwardes Tire Co. Inc.	Personal Protectiv...		5,600.00	32,162.53
Check	10/5/2017	5979	new jersey fire equipment	Trucks		3,813.30	28,349.23
Check	10/5/2017	5980	Verizon	Fire Fighting Equi...		253.48	28,095.75
Check	10/5/2017	5981	NJ Natural Gas	Utilities		142.93	27,952.82
				Utilities		551.90	27,400.92
Total Brunswick Bank Checking					350.00	22,311.95	27,400.92
<b>TOTAL</b>					<b>350.00</b>	<b>22,311.95</b>	<b>27,400.92</b>

Englishtown Fire District No. 1  
**2017 Budget**  
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Income</b>			
Fire District Taxes	206,904.69	472,925.00	-266,020.31
Uniform Fire Safety Act			
Fines and Penalties	20,000.00		
Smoke Detector Fees	2,347.00	3,500.00	-1,153.00
Inspection Fees	0.00	6,500.00	-6,500.00
State Registration Fees	5,740.00	4,000.00	1,740.00
<b>Total Uniform Fire Safety Act</b>	<b>28,087.00</b>	<b>14,000.00</b>	<b>14,087.00</b>
Supplemental Fire Services	0.00	444.00	-444.00
<b>Total Income</b>	<b>234,991.69</b>	<b>487,369.00</b>	<b>-252,377.31</b>
<b>Gross Profit</b>	<b>234,991.69</b>	<b>487,369.00</b>	<b>-252,377.31</b>
<b>Expense</b>			
Monmouth County Dispatch Fe...	0.00	10,000.00	-10,000.00
Professional Services-Physicals	939.50	4,000.00	-3,060.50
2016 Expense	34,543.08		
Fringe Benefits	380.69	2,300.00	-1,919.31
Administation			
Salaries and Wages	12,522.27	23,650.00	-11,127.73
<b>Total Administation</b>	<b>12,522.27</b>	<b>23,650.00</b>	<b>-11,127.73</b>
Employee Benefits	1,019.36	2,300.00	-1,280.64
Advertising	71.30	700.00	-628.70
Capital Appropriations			
Firehouse Renovations	21,536.46		
<b>Total Capital Appropriations</b>	<b>21,536.46</b>		
Contract - Volunteer Fire Co	22,500.00	26,000.00	-3,500.00
Dues and Subscriptions	3,385.00	5,000.00	-1,615.00
Elections	1,002.50	1,500.00	-497.50
Fire Fighting Equipment	12,201.26	38,000.00	-25,798.74
Fuel	4,379.76	15,000.00	-10,620.24
Insurance Premiums	74,526.00	75,000.00	-474.00
Maintenance and Repairs			
Building	5,602.69	15,000.00	-9,397.31
Trucks	33,344.97	47,500.00	-14,155.03
<b>Total Maintenance and Repairs</b>	<b>38,947.66</b>	<b>62,500.00</b>	<b>-23,552.34</b>
Office Supplies	702.72	4,000.00	-3,297.28
Personal Protective Equipment	10,850.00	15,000.00	-4,150.00
Professional Services	13,695.83	40,000.00	-26,304.17

5:58 PM  
10/04/17  
Accrual Basis

Englishtown Fire District No. 1  
**2017 Budget**  
January through December 2017

	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Promotion	0.00	1,000.00	-1,000.00
Training	5,426.01	25,000.00	-19,573.99
Utilities	31,272.56	40,000.00	-8,727.44
UFSA Other Expenses	1,037.37		
Length of Service Awards	31,806.00	48,000.00	-16,194.00
Reserve for future outlay	0.00	5,000.00	-5,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	8,932.04	8,663.00	269.04
Bond Note Principal	32,600.00	20,000.00	12,600.00
Bond Note Interest	4,840.00	1,600.00	3,240.00
2015 Expenses	1,669.00		
<b>Total Expense</b>	<u>425,786.37</u>	<u>529,213.00</u>	<u>-103,426.63</u>
<b>Net Income</b>	<u><b>-190,794.68</b></u>	<u><b>-41,844.00</b></u>	<u><b>-148,950.68</b></u>

# Englishtown Comprehensive Report

## 10/01/2017 to 10/31/2017

	LHU	Non-LHU
Total Open Properties	15	54
Number Inspected	0	6
Number Reinspected	0	0
Number of Inspection Certificates Issued	0	5

Registrations Invoiced	0
Registrations Paid	0
Permits Invoiced	1
Permits Paid	0
Smoke CO Inspected	11
Smoke CO Approved	8
Smoke CO Invoiced	0
Smoke CO Paid	0
Total Violations Issued	0
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 (6)**

**Periodic (6)**

**Reinspection (0)**

**Follow up (0)**

**Complaint (0)**

**Other (0)**

#	Inspection	Inspection Date	Re-Inspection 1	Re-Inspection 2	Re-Inspection 3	Inspection Type
1	Bruce's Wood Shop, LLC Edward Miller 10/04/2017	10/04/2017				Periodic
2	Brandywine Senior Living Residence Edward Miller 10/04/2017	10/04/2017				Periodic
3	Englishtown Fire Department Edward Miller 10/06/2017	10/06/2017				Periodic
4	Our Lady of Mercy R. C. Annex Thomas Kirkland 10/23/2017	10/23/2017				Periodic
5	Englishtown Automotive Inc. Edward Miller 10/25/2017	10/25/2017				Periodic
6	Luchento's Country Kitchen Edward Miller 10/25/2017	10/25/2017				Periodic

Inspections by Inspector (6)  
 Thomas Kirkland (1)  
 John Marini (0)  
 Edward Miller (5)

#	Inspection	Inspection Date	Inspector
1	Bruce's Wood Shop, LLC Edward Miller 10/04/2017	10/04/2017	Edward Miller
2	Brandywine Senior Living Residence Edward Miller 10/04/2017	10/04/2017	Edward Miller
3	Englishtown Fire Department Edward Miller 10/06/2017	10/06/2017	Edward Miller
4	Englishtown Automotive Inc. Edward Miller 10/25/2017	10/25/2017	Edward Miller
5	Luchento's Country Kitchen Edward Miller 10/25/2017	10/25/2017	Edward Miller
6	Our Lady of Mercy R. C. Annex Thomas Kirkland 10/23/2017	10/23/2017	Thomas Kirkland

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  
 GRAND TOTAL

Payments (1)  
 Check: \$125.00  
 Cash:  
 On Acct:  
 Money Order:  
 Total: \$125.00

#	Business Name	Payment Date	Check	Cash	On Account	Money Order	Total Payment
1	Luchento's Country Kitchen	10/09/2017	\$125.00				\$125.00
<b>GRAND TOTAL</b>			<b>\$125.00</b>				<b>\$125.00</b>

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

#	Applicant	Application Date	Annual	Seasonal	Type 1	Type 2	Type 3	Type 4
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#	Applicant	Application Date	Annual	Seasonal	Type 1	Type 2	Type 3	Type 4
1	Board of Fire Commissioners, Englishtown- Type 1	10/06/2017			Type 1 1			
<b>GRAND TOTAL</b>			0	0	1	0	0	0

Invoiced (1)

Registration Fee:  
Permit Fee: \$42.00  
Total Fee: \$42.00

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
1	Englishtown Automotive Inc.	10/19/2017	\$42.00	\$42.00	
<b>GRAND TOTAL</b>			<b>\$42.00</b>	<b>\$42.00</b>	

Invoices Paid (1)

Registration Fee:  
Permit Fee: \$42.00  
Total Fee: \$42.00

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
1	Englishtown Automotive Inc.	10/19/2017	\$42.00	\$42.00	
<b>GRAND TOTAL</b>			<b>\$42.00</b>	<b>\$42.00</b>	

Invoices Unpaid (0)

Registration Fee:  
Permit Fee:  
Total Fee:

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
<b>GRAND TOTAL</b>					

Invoices Waived (1)

Registration Fee:  
Permit Fee:  
Total Fee:

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
1	Englishtown Fire Department	10/06/2017			
<b>GRAND TOTAL</b>					

Payments (0)

Check:  
Cash:  
On Acct:  
Money Order:  
Total:

#	Business Name	Payment Date	Check	Cash	On Account	Money Order	Total Payment
<b>GRAND TOTAL</b>							

Payments Waived (0)

Check:  
Cash:  
On Acct:  
Money Order:  
Total:

#	Business Name	Payment Date	Check	Cash	On Account	Money Order	Total Payment
<b>GRAND TOTAL</b>							

Smoke/CO Certificate - Rental (5)

Approved: 4  
 Denied: 0  
 House: 2  
 Townhouse: 3  
 Condo: 0  
 Apartment: 0  
 Other: 0

#	Applicant	Application Date	Approved	Denied	House	Townhouse	Condo	Apartment	Other
1	16 KING CHARLES COURT	10/02/2017	Approved			Townhouse			
2	21 WATER STREET	10/02/2017			House				
3	28 Water Street C	10/16/2017	Approved		House				
4	14 KING CHARLES COURT	10/23/2017	Approved			Townhouse			
5	68 ENGLISH CLUB DRIVE	10/23/2017	Approved			Townhouse			
<b>GRAND TOTAL</b>			<b>4</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Smoke/CO Certificate - Resale (6)**

Approved: 5  
 Denied: 0  
 House: 3  
 Townhouse: 3  
 Condo: 0  
 Apartment: 0  
 Other: 0

#	Applicant	Application Date	Approved	Denied	House	Townhouse	Condo	Apartment	Other
1	14 HARRISON AVENUE	10/16/2017	Approved		House				
2	56 OXFORD COURT	10/16/2017	Approved			Townhouse			
3	26 HERITAGE DRIVE	10/23/2017	Approved		House				
4	34 HERITAGE DRIVE	10/23/2017	Approved		House				
5	50 QUEENS WAY	10/25/2017	Approved			Townhouse			
6	44 CARRIAGE LANE	10/30/2017				Townhouse			
<b>GRAND TOTAL</b>			<b>5</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Smoke/CO Certificate - By Inspector (11)**

Thomas Kirkland (0)  
 John Marini (11)  
 Edward Miller (0)

#	Applicant	Application Date	Thomas Kirkland	Edward Miller	John Marini
1	21 WATER STREET	10/02/2017			John Marini
2	16 KING CHARLES COURT	10/02/2017			John Marini
3	28 Water Street C	10/16/2017			John Marini
4	14 HARRISON AVENUE	10/16/2017			John Marini
5	56 OXFORD COURT	10/16/2017			John Marini
6	68 ENGLISH CLUB DRIVE	10/23/2017			John Marini
7	14 KING CHARLES COURT	10/23/2017			John Marini
8	26 HERITAGE DRIVE	10/23/2017			John Marini
9	34 HERITAGE DRIVE	10/23/2017			John Marini
10	50 QUEENS WAY	10/25/2017			John Marini
11	44 CARRIAGE LANE	10/30/2017			John Marini
<b>GRAND TOTAL</b>			<b>0</b>	<b>0</b>	

**Payments (5)**

Check: \$350.00  
 Cash:  
 Credit Card:  
 Visa Consumer Check:

On Acct:  
Money Order:  
Total: \$350.00

#	Business Name	Payment Date	Check	Cash	Credit Card	Visa Check	On Account	Money Order	Total Payment
1	21 WATER STREET LLC	10/02/2017	\$135.00						\$135.00
2	ASBURY, AMANI	10/06/2017	\$45.00						\$45.00
3	Joseph Scognamiglio	10/11/2017	\$80.00						\$80.00
4	ROCK, DENNIS	10/11/2017	\$45.00						\$45.00
5	null	10/27/2017	\$45.00						\$45.00
<b>GRAND TOTAL</b>			<b>\$350.00</b>						<b>\$350.00</b>

# Englishtown Fire Prevention Bureau Monthly Payment Report

From 10/01/2017 to 11/01/2017

## Report Summary

Fee Type	Borough Total	Geo3.0 Total	Total Payment	Waived	Refund
Registration	\$125.00		\$125.00		
Permit	\$581.00		\$581.00		
Smoke-CO Cert	\$315.00		\$350.00		
Penalty	\$45,000.00		\$5,000.00		
<b>GRAND TOTAL</b>	<b>\$46,021.00</b>		<b>\$6,056.00</b>		

## Registration

#	Payment	Invoice	Payment For	Payment Type	Borough Fee	Geo3.0 Fee	Total Payment	Total Waived	Refund
1	10/09/2017 - \$125.00	R2017-0072	Luchento's Country Kitchen	Check	\$125.00	0	\$125.00	0	0
Grand Total					\$125.00		\$125.00		

## Permit

#	Payment	Invoice	Payment For	Payment Type	Borough Fee	Geo3.0 Fee	Total Payment	Total Waived	Refund
1	10/16/2017 - \$497.00	P2017-0002		Check	\$497.00	0	\$497.00	0	0
2	10/16/2017 - \$42.00	P2017-0001		Check	\$42.00	0	\$42.00	0	0
3	10/24/2017 - \$42.00	P2017-0005		Check	\$42.00	0	\$42.00	0	0
Grand Total					\$581.00		\$581.00		

## Smoke-CO Cert

#	Payment	Invoice	Payment For	Payment Type	Borough Fee	Geo3.0 Fee	Total Payment	Total Waived	Refund
1	10/02/2017 - \$135.00	S2017-0041	21 WATER STREET	Check	\$135.00	0	\$135.00	0	0
2	10/06/2017 - \$45.00	S2017-0092	56 OXFORD COURT	Check	\$45.00	0	\$45.00	0	0
3	10/11/2017 - \$80.00	S2017-0093	28 Water Street C	Check	\$45.00	0	\$80.00	0	0
4	10/11/2017 - \$45.00	S2017-0094	50 QUEENS WAY	Check	\$45.00	0	\$45.00	0	0
5	10/27/2017 - \$45.00	S2017-0097	44 CARRIAGE LANE	Check	\$45.00	0	\$45.00	0	0
Grand Total					\$315.00		\$350.00		

## Penalty

#	Payment	Invoice	Payment For	Payment Type	Borough Fee	Geo3.0 Fee	Total Payment	Total Waived	Refund
1	10/25/2017 - \$5,000.00	F2017-0001	Order to Pay Penalty	Check	\$45,000.00	0	\$5,000.00	0	0
Grand Total					\$45,000.00		\$5,000.00		