

September 7th, 2017

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday September 7th, 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 Chairman P. Cooke at 8:04 P.M.

1. **Sunshine Statement** by Chairman P. Cooke

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

Legal: The following Resolutions were presented:

Resolution Authorizing Agreement for Certain Legal Services Adopted by the Board of Commissioners of Fire District No. 1 in the Borough of Englishtown

Resolution of Board of Fire Commissioners of Fire District No. 1 in the Borough of Englishtown, Making Application to the Local Finance Board Pursuant to N.J.S.A. 40A:5A-6

Resolution of the Board of Commissioners of Fire District No. 1 in the Borough of Englishtown Determining to Purchase Mobile and Portable Radio Equipment Through the Execution of a Lease Purchase Agreement, Approving the form of Certain Agreements and Authorizing Certain Officials of the Fire District to Execute such Agreements, Ratifying all Prior Actions Taken by the Fire District with Respect to this Transaction and Authorizing other Actions Necessary to Accomplish the Transaction

Resolutions were unanimously approved with the correction that the Clerk be changed from Ryan Reale to Victoria Sarti.

Approved the Agreement with McManimon, Scotland & Baumann to act as Bond Counsel for the District.

Counsel discussed a case that deals with Fire Districts. Even though a Volunteer Fire Department does not have to release records to the public, if it contracts with a district, the District can obtain the records and release them.

Counsel discussed State of New Jersey Assembly Bill #1690 that was signed by the Governor. This Bill allows Fire Districts to move the District Elections to September on the day of the General Election. Board of Fire Commissioners can opt to do so or not. If moved to September, the voters do not need to vote on the budget, as long as it does not exceed a 2% cap. Another change is the Special Meetings. The District would need to post it 29 days prior, use paper ballots and have a 3 hour time for voting. The Board has until June 2018 to decide.

August 2017 Minutes: A motion was made by R. Reale and a Second was made by G. Maresca to accept the minutes. Motion unanimously passed.

Financial: A motion was made by G. Maresca 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 38 calls for the month of August 2017 with 112.30 Staff Hours.
- See Attached Report for additional details.
- Approval for an additional Spillman unit for 12-87
- 12-67 is falling apart. Needs to be replaced. Need to see if and when the Borough Fire Marshal is replacing his. We could use it as a temporary fix.
- Filming for Recruitment Video scheduled for September 19th
- Due to members attending Wildwood and lack of responding members, we will be on triple dispatch with 26-1 and 26-2 that weekend.
- Looking to get prices for a concrete pad to conduct Extrication Drills on. To be done next year.

Department Engineer's Report:

- See attached Report

President's Report:

No Report

Fire Bureau:

- No Report

LOSAP:

- No Report

Correspondence:

- None

Insurance:

- No Report

Membership:

- No Report

Old Business:

- Fire Expo in Tennessee was discussed. R. Reale and Chief Sarti booked the trip. Members going: Chief Lou Sarti, Commissioner Ryan Reale, Lt. Matt O'Brien and Firefighter/IT Officer Jason Kole. Leaving Wednesday October 18th and will be returning Saturday October 21st. Accommodations are at the Comfort Inn in Nashville. The Board approved \$6,000.00 for expenses.
- Audit – A few outstanding items that will be discussed with the Board Accountant.

New Business:

- G. Maresca asked as to how long old Insurance policies must be kept. Old Insurance policies must be kept for two years.

Public Open Portion:

- Parking lot will be stripped when the Borough's machine comes back from repair shop.

Meeting Adjournment: at 8:47 PM. After a motion by G. Maresca and seconded by R. Reale and approved by a roll call vote.

Certified at the October 5th, 2017 regularly scheduled meeting _____

Victoria Sarti, Board Clerk

6:32 PM

09/07/17

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of September 7, 2017

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Deposit	8/15/2017						83,297.22
Deposit	8/15/2017			-SPLIT-	305.00		83,602.22
Deposit	8/18/2017			-SPLIT-	415.00		84,017.22
Deposit	8/23/2017			-SPLIT-	275.00		84,292.22
Deposit	8/30/2017			-SPLIT-	300.00		84,592.22
Deposit	9/6/2017			-SPLIT-	215.00		84,807.22
Check	9/7/2017	5951	Verizon Wireless	Utilities	320.00		85,127.22
Check	9/7/2017	5952	Englishtown Fire Department	Contract - Volunte...		366.35	84,760.87
Check	9/7/2017	5953	Cytracom LLC.	Utilities		2,250.00	82,510.87
Check	9/7/2017	5954	fire flow services	Trucks		288.82	82,222.05
Check	9/7/2017	5955	Jersey Central Power & Li...	Utilities		4,356.30	77,865.75
Check	9/7/2017	5956	Optimum	Utilities		1,409.58	76,456.17
Check	9/7/2017	5957	Englishtown Automotive	Trucks		126.00	76,330.17
Check	9/7/2017	5958	Norwood Auto Parts	Trucks		967.17	75,363.00
Check	9/7/2017	5959	Ryan Reale	-SPLIT-		92.07	75,270.93
Check	9/7/2017	5960	NetLink	Professional Servi...		1,168.24	74,102.69
Check	9/7/2017	5961	Tim Kirkland	Training		199.00	73,903.69
Check	9/7/2017	5962	Manalapan - Englishtown ...	Fuel		1,300.00	72,603.69
Check	9/7/2017	5963	NJ Natural Gas	Utilities		481.79	72,121.90
Check	9/7/2017	5964	McManimon and Scotland ...	Professional Servi...		116.05	72,005.85
Check	9/7/2017	5965	SBP Industries Inc.	Building		513.83	71,492.02
Check	9/7/2017	5966	Stavoia Asphalt Company	Firehouse Renova...		231.46	71,260.56
						21,536.46	49,724.10
Total Brunswick Bank Checking					1,830.00	35,403.12	49,724.10
TOTAL					1,830.00	35,403.12	49,724.10

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

	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Fire District Taxes	206,904.69	472,925.00	-266,020.31
Uniform Fire Safety Act			
Fines and Penalties	15,000.00		
Smoke Detector Fees	2,122.00	3,500.00	-1,378.00
Inspection Fees	0.00	6,500.00	-6,500.00
State Registration Fees	5,615.00	4,000.00	1,615.00
Total Uniform Fire Safety Act	22,737.00	14,000.00	8,737.00
Supplemental Fire Services	0.00	444.00	-444.00
Total Income	229,641.69	487,369.00	-257,727.31
Gross Profit	229,641.69	487,369.00	-257,727.31
Expense			
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	11,989.27	23,650.00	-11,660.73
Total Administation	11,989.27	23,650.00	-11,660.73
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		
Total Capital Appropriations	21,536.46		
Contract - Volunteer Fire Co	20,250.00	26,000.00	-5,750.00
Dues and Subscriptions	3,385.00	5,000.00	-1,615.00
Elections	1,002.50	1,500.00	-497.50
Fire Fighting Equipment	10,878.20	38,000.00	-27,121.80
Fuel	3,801.97	15,000.00	-11,198.03
Insurance Premiums	74,526.00	75,000.00	-474.00
Maintenance and Repairs			
Building	5,602.69	15,000.00	-9,397.31
Trucks	23,719.98	47,500.00	-23,780.02
Total Maintenance and Repairs	29,322.67	62,500.00	-33,177.33
Office Supplies	702.72	4,000.00	-3,297.28
Personal Protective Equipment	5,250.00	15,000.00	-9,750.00
Professional Services	13,496.83	40,000.00	-26,503.17

6:28 PM
09/07/17
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	28,917.48	40,000.00	-11,082.52
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		
Total Expense	<u>403,323.45</u>	<u>529,213.00</u>	<u>-125,889.55</u>
Net Income	<u>-173,681.76</u>	<u>-41,844.00</u>	<u>-131,837.76</u>

Chief Engineers Report Sept. 3 2017

Work done on Trucks

12-94 Edward Tire Co installed 6 new Tires Drivers be careful not to hit curbs tire cost \$25⁰⁰ with service Around \$ 550.⁰⁰ to 600.⁰⁰

Equipment

Emergency Equipment sale Repair Road ^{Hose} 1 $\frac{1}{2}$ x 50 #
4016759 Also service All Scott Pucks
Replace 3 C-Batteries Gas meter
Wax old Drusk Truck + Portable Generator
DRAIN water in house AIR COMPRESSOR

Miss

Replace female end on shore line for truck charging
Bay 2
Filled 4 containers of speedo dex

Scott Pucks

Filled 1 Scott Bottles in bins

Miles for the Month

12-74 - 183

12-75 - 107

12-76 - 0

12-86 - 0

12-87 - 421

12-93 - 0

Total miles 731

End of Report

Englishtown Comprehensive Report

09/01/2017 to 09/30/2017

	LHU	Non-LHU
Total Open Properties	15	54
Number Inspected	0	2
Number Reinspected	0	0
Number of Inspection Certificates Issued	0	2

Registrations Invoiced	0
Registrations Paid	0
Permits Invoiced	2
Permits Paid	0
Smoke CO Inspected	8
Smoke CO Approved	7
Smoke CO Invoiced	0
Smoke CO Paid	0
Total Violations Issued	2
Total Penalty Notices Issued	0

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Property Registration (0)

Property Registration Annual Registration Letter Date

Registrations (Non-Life Hazard) (0)

Property Registration Annual Registration Letter Date

New Registrations (1)

Property Registration Date Registered

1 Sophie"s Cleaners 09/11/2017

Closed Registrations (0)

Property Registration Date Closed

Inspections by Type (2)

Periodic (2)

Reinspection (0)

Follow up (0)

Complaint (0)

Other (0)

#	Inspection	Inspection Date	Re-Inspection 1	Re-Inspection 2	Re-Inspection 3	Inspection Type
1	JPZ Entertainment Edward Miller 09/01/2017	09/01/2017				Periodic
2	Franklin Auto Body Edward Miller 09/01/2017	09/01/2017				Periodic

Inspections by Inspector (2)
 Thomas Kirkland (0)
 John Marini (0)
 Edward Miller (2)

#	Inspection	Inspection Date	Inspector
1	JPZ Entertainment Edward Miller	09/01/2017	Edward Miller
2	Franklin Auto Body Edward Miller	09/01/2017	Edward Miller

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	JPZ Entertainment	09/11/2017	\$125.00				\$125.00
GRAND TOTAL			\$125.00				\$125.00

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

#	Applicant	Application Date	Annual	Seasonal	Type 1	Type 2	Type 3	Type 4
1	Singlelyn Enterprises-Type 4	09/18/2017	Annual					Type 4
2	-Type 2	09/18/2017	Annual			Type 2		
GRAND TOTAL			2	0	0	1	0	1

Invoiced (2)
 Registration Fee:
 Permit Fee: \$663.00
 Total Fee: \$663.00

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
1	Walgreens	09/18/2017	\$166.00	\$166.00	
2	Mc Donalds	09/18/2017	\$497.00	\$497.00	
GRAND TOTAL			\$663.00	\$663.00	

Invoices Paid (0)

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	8 HARRISON AVENUE	09/11/2017	Approved		House				
2	52 CARRIAGE LANE	09/11/2017	Approved			Townhouse			
3	4 KING CHARLES COURT	09/11/2017				Townhouse			
4	20 WATER STREET	09/18/2017	Approved		House				
5	65 CARRIAGE LANE	09/25/2017	Approved			Townhouse			
GRAND TOTAL				4	0	2	3	0	0

Smoke/CO Certificate - By Inspector (8)

Thomas Kirkland (0)
 John Marini (8)
 Edward Miller (0)

#	Applicant	Application Date	Thomas Kirkland	Edward Miller	John Marini
1	52 CARRIAGE LANE	09/11/2017			John Marini
2	4 KING CHARLES COURT	09/11/2017			John Marini
3	8 HARRISON AVENUE	09/11/2017			John Marini
4	20 WATER STREET	09/18/2017			John Marini
5	28 MAIN STREET 2nd floor rear	09/18/2017			John Marini
6	38 CARRIAGE LANE	09/25/2017			John Marini
7	65 CARRIAGE LANE	09/25/2017			John Marini
8	76 ENGLISH CLUB DRIVE	09/25/2017			John Marini
GRAND TOTAL			0	0	

Payments (6)

Check: \$225.00
 Cash: \$45.00
 Credit Card:
 Visa Consumer Check:
 On Acct:
 Money Order:
 Total: \$270.00

#	Business Name	Payment Date	Check	Cash	Credit Card	Visa Check	On Account	Money Order	Total Payment
1	O'BRIEN, KEVIN & KIMBERLY	09/18/2017		\$45.00					\$45.00
2	FARR, DOROTHY A	09/04/2017	\$45.00						\$45.00
3	Quicken Loans, Inc.	09/06/2017	\$45.00						\$45.00
4	COFFEY, DANIELLE & NICOLE	09/11/2017	\$45.00						\$45.00
5	BROOKLAWN GARDENS INC	09/14/2017	\$45.00						\$45.00
6	SECY OF HUD	09/27/2017	\$45.00						\$45.00
GRAND TOTAL			\$225.00	\$45.00					\$270.00