

**Maurice River Township  
Fire Commission, District #3  
Port Elizabeth, New Jersey**

**AGENDA**

**Tuesday, October 6, 2015**

**Time:** \_\_\_\_\_

**CALL TO ORDER**

**OPEN PUBLIC MEETINGS ACT STATEMENT**

THE NEW JERSEY OPEN PUBLIC MEETING LAW WAS ENACTED TO INSURE THE RIGHT OF THE PUBLIC TO HAVE ADVANCED NOTICE OF AND TO ATTEND THE MEETING OF PUBLIC BODIES AT WHICH ANY BUSINESS AFFECTING THEIR INTERESTS IS DISCUSSED OR ACTED UPON. IN ACCORDANCE WITH THE PROVISIONS OF THIS ACT, THE MAURICE RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT #3, HAS CAUSED NOTICE OF THIS MEETING TO BE PUBLISHED, BY HAVING THE DATE, TIME AND PLACE THEREOF, POSTED IN THE MILLVILLE NEWS.

**Attendance - Roll Call**

\_\_\_\_\_ Ewan \_\_\_\_\_ Lafferty Jr. \_\_\_\_\_ Kelley \_\_\_\_\_ Lafferty Sr. \_\_\_\_\_ Rascone

**Pledge of Allegiance to the United States Flag**

**Approval of Minutes of Previous Meetings:**

Meeting Date: August 4, 2015 Regular Meeting.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

Meeting Date: September 1, 2015 Regular Meeting.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**Chief's Report**

*Motion to Receive the Chief's Report*

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**Correspondence**

1. Letter and enclosures from Richard M. Braslow dated 09/13/15 – Return of original financing bids.

2. BB&T Bank – Advisory of upcoming important dates regarding transition from Susquehanna Bank. Note: After Dec. 2, 2016 checks and deposit slips encoded with Susquehanna Bank account numbers will not be accepted.

**Committee Reports**

**Old Business**

**New Business**

**Good of the Commission**

Budget Prep usually scheduled for October meeting.

**Reading of the Bills**

**Bill List**

PEVFC	Ck #586, V#637	Contracted Service	6601.82

**Motion to Pay Bills**

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 Roll Call: \_\_\_\_\_ Ewan \_\_\_\_\_ Lafferty Jr. \_\_\_\_\_ Kelley \_\_\_\_\_ Lafferty Sr. \_\_\_\_\_ Rascone

**Treasurer's Report**

Motion to Receive the Treasurer's Report \$ \_\_\_\_\_  
 Motion \_\_\_\_\_ Second \_\_\_\_\_  
 Roll Call: \_\_\_\_\_ Ewan \_\_\_\_\_ Lafferty Jr. \_\_\_\_\_ Kelley \_\_\_\_\_ Lafferty Sr. \_\_\_\_\_ Rascone

**Adjournment**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Time \_\_\_\_\_

**Maurice River Township  
Fire Commission, District #3  
Port Elizabeth, New Jersey**

**MINUTES OF MEETING HELD ON  
October 6, 2015**

The regular meeting of the Maurice River Township Board of Fire Commissioners District #3 was held on Tuesday evening, October 6, 2015 at 7:15 PM at the Port Elizabeth Volunteer Fire Company at 7 Port Elizabeth-Cumberland Road, Port Elizabeth, NJ. The meeting was called to order by Chairman Glenn Ewan. The following Commissioners were present: Glenn Ewan, Jeffrey Rascone and Jack Lafferty Sr.

The Open Public Meetings Act Statement was read by Chairman Ewan who then led the Commission in the Pledge of Allegiance to the Flag of the United States of America. The meeting was now open to conduct business.

**Minutes:**

The minutes of the August 4, 2015 meeting were presented for approval by the Commission.

Jeff Rascone made a motion to approve the minutes, seconded by Jack Lafferty Sr.

Roll Call: Ayes: Rascone, Lafferty Sr., Ewan      Nays: None      Abstentions: None

The minutes of the September 1, 2015 meeting were presented for approval by the Commission.

Approval of minutes was tabled due to lack of members present qualified to vote.

**Chief's Report:**

Chief Brandon Nelson reported 11 calls during the month of September including motor vehicle accidents, medical emergencies and residential and commercial alarms. Chief Nelson advised Berco is asking for updated information.

Chief Nelson advised he has obtained the following quotes for 2016 budgeting purposes with costs remaining the same as 2015: Firegrounds Operations for Training, Hurst Hose Testing by MES, Ladders & Equipment Testing by FD Testing, Pump Tests by Fire Apparatus Repair.

Chief Nelson reported on equipment items to be obtained from NJ Forest Fire and Heislerville VFC.

He advised a new Pro Pac Unit is needed for the new truck, plus couplings, adapters and wrenches.

Three quotes were received: The Fire Store -\$1,854, Nat Alexander - \$1,634, and Jersey Fire & Safety - \$1,750.

Chief Nelson also noted all usable items have been removed from the old units.

Chief Nelson advised he is exploring options for savings regarding air packs and new technology.

Jeff Rascone made a motion to accept the chief's report, seconded by Jack Lafferty Sr.

Roll Call: Ayes: Rascone, Lafferty Sr., Ewan      Nays: None      Abstentions: None

**Correspondence:**

1. Letter and enclosures from Richard M. Braslow dated 09/13/15 – Return of original financing bids.
2. BB&T Bank – Advisory of upcoming important dates regarding transition from Susquehanna Bank. It was noted after December 2, 2016 checks and deposits slips encoded with Susquehanna Bank account numbers will not be accepted.

**Committee Reports:** None

**Old Business:** None

**New Business:**

2016 Budget - Glenn Ewan advised \$60,000 was pulled from the capital portion of the budget for the new truck purchase, therefore preparation for future capital reserve needs should be considered. He noted taxes were raised in 2015 to cover the new truck payment. He advised 1¢ raises \$7,600 in tax revenue. He noted there is a cap on the amount allowed to be levied, noting there is no cap for capital reserve, therefore 1.5¢ would generate \$10,000 in tax revenue.

Mr. Ewan advised firm numbers are needed from the Chief for inclusion in the 2016 budget.

Mr. Ewan requested a longevity plan be provided for future required purchases.

**Good of the Commission:** None

**Reading of the Bills:**

Port Elizabeth VFC	Contracted Service	\$6,601.82
Jack's Auto Service	Maintenance/Repair	1,008.19

Jeff Rascone made a motion to approve payment of all properly submitted bills. Motion seconded by Jack Lafferty Sr.

Roll Call: Ayes: Rascone, Lafferty Sr., Ewan      Nays: None    Abstentions: None

**Treasurer's Report:**

The treasurer's report reflected a current balance of \$138,613.56 after payment of the approved bill list.

Jeff Rascone made a motion to approve the treasurer's report as presented, seconded by Jack Lafferty Sr.

Roll Call: Ayes: Rascone, Lafferty Sr., Ewan      Nays: None    Abstentions: None

**Call for Adjournment:**

Jeff Rascone made a motion to adjourn the meeting at 7:51 PM, seconded by Jack Lafferty Sr.

Respectfully submitted by,

Linda L. Costello, Recording Secretary

**Maurice River Township  
Fire Commission, District #3  
Port Elizabeth, New Jersey**

**AGENDA**

**Tuesday, December 1, 2015**

**Time:** \_\_\_\_\_

**CALL TO ORDER**

**OPEN PUBLIC MEETINGS ACT STATEMENT**

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**Attendance - Roll Call**

\_\_\_\_\_ Ewan \_\_\_\_\_ Lafferty Jr. \_\_\_\_\_ Kelley \_\_\_\_\_ Lafferty Sr. \_\_\_\_\_ Rascone

**Pledge of Allegiance to the United States Flag**

**Approval of Minutes of Previous Meetings:**

Meeting Date: September 1, 2015 Regular Meeting. (Rascone, Ewan, Kelley)

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

Meeting Date: October 6, 2015 Regular Meeting. (Rascone, Ewan, Lafferty Sr.)

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**Chief's Report**

Motion to Receive the Chief's Report

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**Correspondence**

1. Maurice River Twsp. – Request for dates to be included on 2016 municipal calendar.
2. BB&T Bank – Letter advising new account information to be mailed week of November 2, 2015. Enclosures: Commercial bank Services Agreement dated July 20, 2015; Commercial Overdraft Review Notice; Business Services and Product & Pricing Guide.

3. Advisory Memorandum from Richard M. Braslow dated 11/8/15 re: Budget and Annual Election Timetable.
4. Commerce Trust Company Statement thru 10/31/15. \$185,951.00

**Committee Reports**

**Old Business**

1. 2016 Budget Introduction

2016 Budget will increase the tax rate by \_\_¢ for a total budget of \$\_\_\_\_\_00

Motion to adopt the 2016 Budget as introduced and set the public hearing to be held January 5, 2015 at 7:00 PM at the Port Elizabeth Fire House.

Roll Call: \_\_\_ Ewan \_\_\_ Lafferty Jr. \_\_\_ Kelley \_\_\_ Lafferty Sr. \_\_\_ Rascone

**New Business**

1. Resolution #2015-16:14 Authorize 2015 Budget Transfers

Roll Call: \_\_\_ Ewan \_\_\_ Lafferty Jr. \_\_\_ Kelley \_\_\_ Lafferty Sr. \_\_\_ Rascone

**Good of the Commission**

1. Petitions for candidates for 2016 election are due nlt 01/22/16.

**Reading of the Bills**

Richard M. Braslow, Esq.	Ck #588, V#639	Professional Services	\$ 25.00
Fire Apparatus Repair Inc.	Ck #589, V#640	Equipment Repair	656.00
Linda L. Costello	Ck #590, V#641		<u>590.00</u>
			\$1,271.00

**Motion to Pay Bills**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Roll Call: \_\_\_ Ewan \_\_\_ Lafferty Jr. \_\_\_ Kelley \_\_\_ Lafferty Sr. \_\_\_ Rascone

**Treasurer's Report**

Motion to Receive the Treasurer's Report \$ \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_

Roll Call: \_\_\_ Ewan \_\_\_ Lafferty Jr. \_\_\_ Kelley \_\_\_ Lafferty Sr. \_\_\_ Rascone

**Adjournment**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Time \_\_\_\_\_

**Maurice River Township  
Fire Commission, District #3  
Port Elizabeth, New Jersey**

**MINUTES OF MEETING HELD ON  
December 1, 2015**

The regular meeting of the Maurice River Township Board of Fire Commissioners District #3 was held on Tuesday evening, December 1, 2015 at 7:10 PM at the Port Elizabeth Volunteer Fire Company at 7 Port Elizabeth-Cumberland Road, Port Elizabeth, NJ. The meeting was called to order by Chairman Glenn Ewan. The following Commissioners were present: Glenn Ewan, Keith Kelley, Jeffrey Rascone and Jack Lafferty Sr.

The Open Public Meetings Act Statement was read by Chairman Ewan who then led the Commission in the Pledge of Allegiance to the Flag of the United States of America. The meeting was now open to conduct business.

**Minutes:**

The minutes of following meetings were presented for approval by the Commission:

Jeff Rascone made a motion to approve the minutes of the September 1, 2015 regular meeting. Motion seconded by Jack Lafferty Sr.

Roll Call: Ayes –Rascone, Kelley, Ewan Nays –None Abstention – Lafferty, Sr.

Jeff Rascone made a motion to approve the minutes of the October 6, 2015 regular meeting.

Motion seconded by Jack Lafferty Sr.

Roll Call: Ayes –Lafferty Sr., Rascone, Ewan Nays –None Abstention - Kelley

It was noted the November 2015 meeting was cancelled.

**Chief's Report:**

Chief Nelson reported ten calls during the month of November, including dispatches for EMT and MVA.

Chief Nelson reported the 2015-year of training is coming to an end. The last session was at the county burn building. Annual fire extinguisher training will be held December 14.

Chief Nelson advised PEVFC is ready for the OSHA inspection. They are prepared for the inspection and have discussed the anticipated AOC's.

Chief Nelson submitted a past due bill from Fire Apparatus in the amount of \$656.00.

Chief Nelson requested authorization to make purchase at Nat Alexander for supplies in the amount of \$1,635.00.

Chief Nelson advised a sensor is bad in the gas meter; cost for part is \$174.50 and labor will be at no charge.

Chief Nelson reported on the status of air pacs noting previous request for a five-year plan. He advised this is the last year for the hydro test and five-years from Jan. 1<sup>st</sup> units will be expired for service.

There are a total of sixteen bottles including four for the new truck. Four packs plus bottles will be received from NJ Forest Fire Service at no charge. Chief Nelson has reviewed demos on the top three suppliers and the cheapest way to go is buy 3 and get 1 free; buy 24 get 8 free. He noted the old masks do not work with the new units. The anticipated replacement cost is \$112,250.00. There may be options offered wherein the vendor of Scott Pacs will work with vendors and provide financing options. Mr. Ewan asked why 24 bottles are needed when they currently have 16. Chief Nelson

advised a spare bottle is needed for each unit and he is counting seats on the truck, not number of fire fighters. The subject will be further discussed at a later date.

Keith Kelley made a motion to accept the Chief's Report, seconded by Jeff Rascone.

Roll Call: Ayes: Kelley, Rascone, Lafferty Sr., Ewan      Nays: None      Abstentions: None

**Correspondence:**

1. Maurice River Township – Request for dates to be included on 2016 municipal calendar.
2. BB&T Bank – Letter advising new account information to be mailed week of November 2, 2015. Enclosures: Commercial Bank Services Agreement dated July 20, 2015; Commercial Overdraft Review Notice; Business Services and Product & Pricing Guide.
3. Advisory Memorandum from Richard M. Braslow dated 11/08/15 re: Budget and Annual Election Timetable.
4. Commerce Trust Company Statement thru 10/31/15. \$185,951.00

**Committee Reports:** None

**Old Business:**

1. 2016 Budget Introduction
2. Mr. Ewan advised the 2016 Budget will increase the tax rate by .01¢ for a total budget of \$113,858.00. The capital improvement line item will include \$17,076.00. Jeff Rascone made a motion to adopt the 2016 Budget as introduced and set the public hearing to be held January 5, 2016 at 7:00 PM at the Port Elizabeth Fire House. Motion seconded by Jack Lafferty Sr.

Roll Call: Ayes: Kelley, Rascone, Lafferty Sr., Ewan      Nays: None      Abstentions: None

3. Mr. Ewan reported on problems at Susquehanna/BB&T Bank with the tax id numbers and name of district as listed on the existing account. Mr. Ewan made a motion to change the name on the BB&T checking account to be MRT Board of Fire Commissioners #3. Motion seconded by Jack Lafferty Sr.

Roll Call: Ayes: Kelley, Rascone, Lafferty Sr., Ewan      Nays: None      Abstentions: None

**New Business:**

1. Resolution #2015-16:14 A Resolution Authorizing 2015 Budget Transfers

Mr. Ewan made a motion to approve Resolution #2015-16:14 which includes the following budget

transfers:	From Maintenance	To Professional Services	\$2,000.00
	From Losses	To Admin/Advertisements	350.00

Motion seconded by Jeff Rascone.

Roll Call: Ayes: Kelley, Rascone, Lafferty Sr., Ewan      Nays: None      Abstentions: None

**Good of the Commission:**

It was noted petitions for candidates for the 201 election are available and due no later than January 22, 2016.

**Reading of the Bills:**

Richard M. Braslow, Esq.	Professional Services	\$ 25.00
Fire Apparatus Repair Inc.	Equipment Repair	656.00
Linda L. Costello	Staff/Payroll	590.00
Jack's Auto Service	Maintenance/Repairs	1,008.19
Gen-el Safety & Industrial Products	Supplies	174.50

Jeff Rascone made a motion to approve payment of all properly submitted bills. Motion seconded by John Lafferty Sr.

Roll Call: Ayes: Rascone, Kelley, Ewan, Lafferty Sr. voted yes except as noted below.

Nays: None

Abstentions: Lafferty Sr. abstained on payment to Jack's Auto Service.

**Treasurer's Report:**

Keith Kelley made a motion to approve the treasurer's report as presented, seconded by Jeffrey Rascone.

Roll Call: Ayes: Rascone, Kelley, Lafferty Sr., Ewan      Nays: None      Abstentions: None

**Call for Adjournment:**

Jeff Rascone made a motion to adjourn the meeting at 7:45 PM, seconded by Jack Lafferty Sr.

Respectfully submitted by,

Linda L. Costello, Recording Secretary