

OCEAN GROVE BOARD OF FIRE COMMISSIONERS

MINUTES July 11, 2013

The meeting called to order at 7:30 p.m. followed by the flag salute.

The clerk announced the meeting is held in compliance with the provisions of Chapter 231, New Jersey Public Laws of 1975, "Open Public Meetings", having been advertised in the Asbury Park Press and The Coaster.

| | | |
|------------|---------|--------------------------------------|
| Roll Call: | Present | Commissioner Robert McEwan, Chairman |
| | Present | Commissioner William Ball |
| | Present | Commissioner Edwin Deuchar |
| | Absent | Commissioner Matthew Gannon |
| | Present | Commissioner Scott Jarmer |

The minutes of the June 13, 2013 meeting were read and unanimously approved after the motion of Commissioner Ball and second of Commissioner Jarmer.

COMMUNICATIONS

Background checks were returned favorable to Brian Turner and Christopher Holcomb.

Thank you letter from Ray DeFaria

Request for Fire Police assistance from Bradley Beach 5K.

ACTION ON COMMUNICATIONS

On the motion of Commissioner Jarmer and second of Commissioner Deuchar, the \$100.00 donation from Ray DeFaria was turned over to the Exempt Association. All present approved.

On the motion of Commissioner Jarmer and second of Commissioner Deuchar, the Fire Police were authorized to provide assistance to the Bradley Beach 5K run, provided the Fire Police Captain determined there were sufficient resources available to meet the anticipated demand. All present approved.

INVESTITURE OF NEW MEMBERS

Christopher Holcomb, Washington Fire Co., was invested. His intent is to attend the fire academy this fall.

TREASURER'S REPORT

The Board unanimously approved the treasurer's report and payment of the bill list, following the motion of Commissioner Ball and second of Commissioner Deuchar.

OLD BUSINESS

No action

Resolution 2013-7-4

To authorize the Board Attorney to join in the motion of Neptune Township for relief of the automatic stay in bankruptcy in the Parkview matter.

Offered by: Commissioner Deuchar Second by: Commissioner Jarmer

Roll Call: Commissioner Robert McEwan, Chairman AYE
 Commissioner William Ball AYE
 Commissioner Edwin Deuchar AYE
 Commissioner Matthew Gannon (absent)
 Commissioner Scott Jarmer AYE

FIRE OFFICIAL AND CHIEF'S REPORT

Chief Reports: none submitted

Official: attached

PUBLIC HEARING

The floor was opened for public comment

ADJOURNMENT

At 7:45 p.m., a motion to adjourn was

Offered by: Commissioner Jarmer, with a second by Commissioner Deuchar, all present agreed.

RESOLUTION NO. 2013-7-1

A RESOLUTION OF THE TOWNSHIP OF NEPTUNE FIRE DISTRICT #2, NEPTUNE, NEW JERSEY APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT WITH THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY TO FINANCE THE ACQUISITION OF CERTAIN CAPITAL EQUIPMENT WHICH WILL BE LEASED BY THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY TO THE TOWNSHIP OF NEPTUNE FIRE DISTRICT #2, APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LETTER OF REPRESENTATION IN CONNECTION WITH THE ISSUANCE AND DELIVERY OF THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY'S CAPITAL EQUIPMENT POOLED LEASE REVENUE BONDS, SERIES 2013 AND AUTHORIZING THE FIRE COMMISSIONER TO DO ALL OTHER THINGS DEEMED NECESSARY OR ADVISABLE IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF SUCH BONDS

WHEREAS, the Township of Neptune Fire District #2 (the "District") desires to lease and permanently finance the cost of acquisition of certain capital equipment as set forth in Schedule A (the "Equipment") from The Monmouth County Improvement Authority (the "Authority"); and

WHEREAS, the Authority will provide for the financing of the cost of the acquisition of the Equipment by the issuance of its Capital Equipment Lease Revenue Bonds, Series 2013 (Township of Neptune Fire District #2 Project) in an aggregate principal amount not to exceed \$468,000 (the "Bonds") payable from rentals by the District pursuant to a Lease and Agreement by and between the District and the Authority; and

WHEREAS, the Township of Neptune, and the County of Monmouth, New Jersey, will each unconditionally and irrevocably guaranty the punctual payment of the principal of and the interest on the Bonds; and

WHEREAS, there has been prepared and submitted to the District forms of (a) a Lease and Agreement by and between the District and the Authority, to be dated as of the first day of the month of the date of delivery of the Bonds (the "Agreement") attached hereto as Exhibit A; and (b) a Letter of Representation to be dated the date of delivery of the Bonds (the "Letter of Representation") attached hereto as Exhibit B;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF NEPTUNE FIRE DISTRICT #2 AS FOLLOWS:

Section 1. That the Agreement, in the form presented to this meeting, be and the same is hereby approved, and the Fire Commissioner is hereby authorized to execute the Agreement, with such additions, deletions or modifications as such officer

shall approve, and to deliver the same to the Authority, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 2. That the Letter of Representation in the form presented to this meeting, be and the same is hereby approved, and the Fire Commissioner is hereby authorized to execute the Letter of Representation, with such additions, deletions or modifications as such officer shall approve, and to deliver the same to the addressees designated on such Letter of Representation, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. That the Fire Commissioner is hereby authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for the execution and delivery of the Agreement and for carrying out the sale, issuance and delivery of the Bonds, the Authority's Capital Equipment Pooled Lease Revenue Bonds, Series 2013 and all related transitions contemplated by this resolution.

Section 4. All resolutions or proceedings, or parts thereof, in conflict with the provision of this resolution are to the extent of such conflict hereby repealed.

Section 5. This resolution shall become effective immediately.

Date: July 11, 2013

SCHEDULE A - EQUIPMENT LIST

Township of Neptune Fire District #2

| <u>Equipment</u> | <u>Useful Life (Years)</u> | <u>Lease Term (Years)</u> | <u>Estimated Cost</u> |
|------------------|--------------------------------|-------------------------------|-----------------------|
| Class A Pumper | 10 | 10 | \$400,000 |

RESOLUTION #2013-7-2

MAKE APPLICATION TO THE LOCAL FINANCE BOARD
PURSUANT TO N.J.S.A. 40A:2-1 ET SEQ.

WHEREAS, the Board of Fire Commissioners of Neptune Township Fire District No. 2 desires to make application to the Local Finance Board for its review and/or approval of a proposed lease purchase authorizing the acquisition of a Class A pumper; and,

WHEREAS, the Board of Fire Commissioners of Neptune Township Fire District No. 2 believes:

- (a) it is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, wealth, convenience or betterment of the inhabitants of the local unit or units;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant;
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the local unit or units and will not create an undue financial burden to be placed upon the local unit or units;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Neptune Township Fire District No. 2 as follows:

Section 1. The application to the Local Finance Board is hereby approved, and the Fire District Bond Counsel and Financial Advisor, along with other representatives of the Fire District, are hereby authorized to prepare such application and to represent the Fire District in matters pertaining thereto.

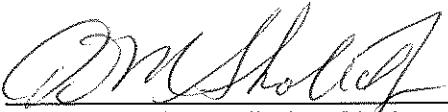
Section 2. The Secretary of the Neptune Township Fire District No. 2 is hereby directed to prepare and file a copy of the proposed lease purchase agreement with the Local Finance Board as part of such application.

Section 3. The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

Recorded Vote

| <u>AYE</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|------------|-----------|----------------|---------------|
| 4 | 0 | 0 | 1 |

The foregoing is a true copy of a resolution adopted by the governing body of the Neptune Township Fire District No. 2 on July 11, 2013



David M. Shotwell, Jr., Clerk

RESOLUTION #2013-7-3

CONFIRM THE RECEIPT OF THE ANNUAL REPORT OF AUDIT
FOR NEPTUNETOWNSHIP FIRE DISTRICT #2 FOR THE YEAR 2012

WHEREAS, N.J.S.A 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and,

WHEREAS, the Annual Report of Audit for the year 2012 has been filed by a Registered Municipal Accountant with the District Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and,

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General
Comments
Recommendations
Auditors'
Opinions

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General
Comments
Recommendations
Auditors'
Opinions

as evidenced by the group affidavit form of the governing body; and,

WHEREAS, such resolution of certification shall be adopted by the Governing body no later than forty-five (45) days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and,

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 to wit:

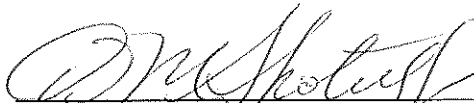
R.S.52:27BB-52 - " A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners of Neptune Township Fire District #2 hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Recorded Vote

| <u>AYE</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|------------|-----------|----------------|---------------|
| 4 | 0 | 0 | 1 |

The above is a true and exact copy of a resolution adopted by the Board of Fire Commissioners of Neptune Township Fire District #2 on July 11, 2013



David M. Shotwell, Jr., District Clerk

OCEAN GROVE BUREAU OF FIRE PREVENTION

50 OLIN STREET
OCEAN GROVE, NJ 07756
732-774-0306

Ronald Cole, Fire Official

Scott Liddick, Fire Inspector

July 11, 2013

Fire Official Report for June/ July

Inspections

1. Flea Market Vendors Inspected
2. April Cornell – Certificate issued
3. Cheese on Main – Certificate issued
4. Century 21 – waiting for Alarm report
5. Carasale Salon – Certificate issued
6. Comfort Zone – Certificate issued
7. Days Ice Cream – Certificate issued
8. Yvonne's Café – waiting for alarm report
9. Tumblety Howell Art – Certificate issued
10. Sawbucks – Certificate issued
11. OG Bake Shoppe – Certificate issued
12. Pizza Shoppe – waiting for alarm report
13. Beach House I and II – Waiting for alarm report
14. Smugglers Cove – Certificate issued
15. Pet Boutique – Certificate issued
16. Patricia's Boutique – Certificate issued
17. Craft Fair vendors Inspected
18. NFIRS Reports
19. Inspected Bridgefest Vendors
20. OG Historical Society – Certificate issued
21. The Emporium – Waiting for alarm report
22. OG Flower and gift – Certificate issued
23. Gallarie – Certificate issued

- Air packs and bottles being inspected and tested

BILL LIST - JULY 2013

| CHECK | PAYEE | DESCRIPTION | AMOUNT |
|------------------------|-------------------------------|---------------------------------|--------------------|
| 1880 | Ronald Cole Jr. | Payroll | \$3,262.11 |
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| 1882 | Richard J. Cuttrell | Payroll | \$844.94 |
| 1883 | Scott Liddick | Payroll | \$668.84 |
| 1884 | David Shotwell, Jr. | Payroll | \$561.62 |
| 1885 | Eagle Hook & Ladder Co. | Building maintenance | \$700.00 |
| 1886 | Washington Fire Co. | Building maintenance | \$700.00 |
| 1887 | Stokes Fire Co. | Building maintenance | \$700.00 |
| 1888 | JCP&L | Electric | \$910.36 |
| 1889 | NJAWC | Hydrants/water | \$2,854.09 |
| 1890 | NJNG | Natural gas | \$222.72 |
| 1891 | Optimum | Internet/phone | \$215.65 |
| 1892 | Verizon | Phones | \$73.38 |
| 1893 | Township of Neptune | Final installment insurance/gas | \$14,147.79 |
| 1894 | Ocean Grove Hardware | Building supplies | \$40.95 |
| 1895 | Staples Advantage | Office supplies/chairs | \$854.32 |
| 1896 | Ocean Grove Flower & Gifts | Memorial Day flowers | \$411.42 |
| 1897 | Seaboard Welding Supply | Air rental | \$7.75 |
| 1898 | PL Custom | Repairs to Sutphen | \$6,208.30 |
| 1899 | RZ Termite & Pest Control | Pest control services | \$385.00 |
| 1900 | Fail Safe Testing | Annual hose testing | \$3,336.30 |
| 1901 | A.R. Communications | Pager repair | \$110.50 |
| 1902 | Unemployment Trust Account | 2nd quarter payroll | \$34.16 |
| 1903 | Prudential Retirement | Pension payment | \$149.82 |
| 1904 | New Jersey Fire Equipment Co. | SCBA repairs | \$84.38 |
| Dir. Debit | State of New Jersey - NJ927 | 2nd quarter payroll | \$943.41 |
| Dir. Debit | Internal Revenue Service | Payroll Taxes | \$1,789.01 |
| Dir. Debit | NJSHBP | Health Benefits | \$6,002.33 |
| Dir. Debit | PFRS/PERS/PERS Life Ins. | Pension Payments | \$965.22 |
| BILL LIST TOTAL | | | \$50,446.48 |

**OCEAN GROVE BOARD OF FIRE COMMISSIONERS
MONTHLY BUDGET STATEMENT - AS OF JUNE 30, 2013**

| <u>REVENUES</u> | <u>2013 BUDGET</u> | <u>REALIZED</u> | <u>UNREALIZED</u> |
|-----------------------------|---------------------|---------------------|---------------------|
| SURPLUS | \$80,000.00 | \$80,000.00 | \$0.00 |
| STATE FEES | \$10,000.00 | \$2,378.67 | \$7,621.33 |
| LOCAL FEES | \$15,000.00 | \$0.00 | \$15,000.00 |
| STATE FIRE GRANT | \$6,000.00 | \$6,250.20 | (\$250.20) |
| INTEREST EARNED | \$300.00 | \$251.20 | \$48.80 |
| AMOUNT RAISED BY TAX | \$644,742.00 | \$320,914.10 | \$323,827.90 |
| TOTAL REVENUES | \$756,042.00 | \$409,794.17 | \$346,247.83 |
| | | | |
| <u>APPROPRIATIONS</u> | <u>2013 BUDGET</u> | <u>REALIZED</u> | <u>UNREALIZED</u> |
| SALARIES | \$157,836.00 | \$73,742.19 | \$84,093.81 |
| Administration | \$34,620.00 | \$12,909.94 | \$21,710.06 |
| Operations | \$98,216.00 | \$46,534.65 | \$51,681.35 |
| Uniform Fire Safety | \$25,000.00 | \$14,297.60 | \$10,702.40 |
| BENEFITS | \$138,206.00 | \$74,586.61 | \$63,619.39 |
| Administration | \$58,887.00 | \$23,778.51 | \$35,108.49 |
| Operations | \$79,319.00 | \$50,808.10 | \$28,510.90 |
| HYDRANT RENTAL | \$32,000.00 | \$13,952.00 | \$18,048.00 |
| RESERVE FOR CAPITAL | \$20,000.00 | \$0.00 | \$20,000.00 |
| INSURANCE | \$85,000.00 | \$41,085.50 | \$43,914.50 |
| PROFESSIONAL SERVICES | \$24,000.00 | \$13,617.00 | \$10,383.00 |
| ADVERTISING | \$1,500.00 | \$492.10 | \$1,007.90 |
| ELECTION | \$1,500.00 | \$805.70 | \$694.30 |
| TRAVEL | \$3,000.00 | \$0.00 | \$3,000.00 |
| DUES | \$3,000.00 | \$195.00 | \$2,805.00 |
| SUPPLIES | \$80,000.00 | \$20,705.74 | \$59,294.26 |
| UTILITIES | \$36,000.00 | \$13,577.75 | \$22,422.25 |
| OFFICE SUPPLIES | \$7,000.00 | \$1,197.44 | \$5,802.56 |
| MAINTENANCE & REPAIRS | \$100,000.00 | \$31,577.43 | \$68,422.57 |
| TRAINING | \$3,000.00 | \$703.36 | \$2,296.64 |
| COMMUNICATIONS | \$22,000.00 | \$3,782.42 | \$18,217.58 |
| FIRE SAFETY - OTHER EXP. | \$27,000.00 | \$549.18 | \$26,450.82 |
| INTERLOCAL - CSOs | \$15,000.00 | \$15,300.00 | (\$300.00) |
| TOTAL APPROPRIATIONS | \$756,042.00 | \$305,869.42 | \$450,172.58 |
| | | | |
| 2012 APPROPRIATION RESERVES | \$92,163.51 | \$15,998.08 | \$76,165.43 |
| | | | |
| <u>CASH ON HAND</u> | | | |
| PNC MONEY MARKET | \$234,940.89 | | |
| CENTRAL JERSEY CHECKING | \$131,670.73 | | |
| TOTAL | \$366,611.62 | | |
| | | | |
| GENERAL FUND | | \$231,611.62 | |
| CAPITAL RESERVE FUND | | \$135,000.00 | |