

## Tuesday, March 6, 2012

A regular meeting of the Little Egg Harbor Fire Commissioners, District No. 2 was called to order at 7:30 p.m.. Chairman Norgard made the required public statement. Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by the adoption of a schedule of regular meetings and notice thereof being posted in the Municipal Building, Radio Road, Little Egg Harbor; being filed with the Municipal Clerk and being transmitted to the Atlantic City Press and the Times-Beacon and to all persons who have requested copies in accordance with statute.

Roll call was taken; Present: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Absent: Mr. Gulbert.

Minutes of the January 24, 2012 Special Meeting – A motion was offered by Ms. Gilton, seconded by Mr. Caronia that the reading of the minutes of the January 24, 2012 special meeting be waived and accepted as read providing that the minutes shall be made available for inspection by any member of the public during the meeting.

Roll call vote; Aye: Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.  
Abstain: Mr. Maguire.

Minutes of the previous meeting – A motion was offered by Mr. Caronia, seconded by Mr. Maguire that the reading of the minutes of the previous meeting be waived and accepted as read providing that the minutes shall be made available for inspection by any member of the public during the meeting.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Secretary's report – Commissioner Gilton reported that Mr. Gulbert was re-elected to a three-year term, and the 2012 budget was passed by the voters. She presented the following resolutions to be approved by the Board:

Resolution #12-06 Authorization of Auditing Services was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Resolution #12-07 Adopting the Regular Meeting Schedule was introduced by Ms. Gilton, seconded by Mr. Maguire (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Resolution #12-08 Approving the Official Newspapers was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Resolution #12-09 Authorizing the Approval and Payment of Claims was introduced by Ms. Gilton, seconded by Mr. Maguire (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Resolution #12-10 Authorization of Legal Services was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

## Tuesday, March 6, 2012

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Resolution #12-11 Authorization of Surety Bonding was introduced by Ms. Gilton, seconded by Mr. Maguire (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Resolution #12-12 Approval of Cash Management Plain was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Resolution #12-13 Authorization of Bookkeeping Services was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Treasurer's report – Acting Treasurer Caronia presented the treasurer's report. A motion was offered by Ms. Gilton, seconded by Mr. Maguire to approve the payment of bills (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Chief's Report – Chief Hewitt gave the Chief's report (attached). Chief Hewitt requested to have the dive team placed back under the direction of the Fire Chief.

A motion was offered by Mr. Caronia, seconded by Ms. Gilton that the dive team be placed under the direction of the Fire Chief.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Commissioners' Positions for the New Year are as follows:

Chairman – Russell Gulbert  
Treasurer – Thomas Norgard  
Clerk – Christine Gilton  
Asst. Clerk – Michael Caronia  
Commissioner-at-large – William Maguire

### **New Business:**

Apparatus – Commissioner Caronia stated that he believes the batteries need to be replaced on the rescue truck. Commissioner Caronia said he will get prices.

Open to public – A motion was offered by Mr. Maguire, seconded by Ms. Gilton to open the meeting to the public.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Close to public – A motion was offered by Mr. Maguire, seconded by Ms. Gilton to close the meeting to the public.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.  
Nay: None.

Adjournment – A motion to adjourn the meeting was offered by Mr. Maguire, seconded by Ms. Gilton.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Ms. Gilton, Mr. Norgard.

Tuesday, March 6, 2012

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Nay: None

The meeting was adjourned at 7:55 p.m..

Respectfully submitted,



Christine A. Gilton  
Clerk

# Mystic Island Volunteer Fire Company Chief's Report: March 2012

March 6, 2012

## Fire Calls:

- 24 Calls YTD
- 10 Calls for Feb.
- 18 US FF Line of Duty Deaths To Date

## Equipment Status:

- Equipment on back shelf need to get repaired.
- Hose for 7205 should be in soon.
- I will have quotes and a prioritized list of equipment for the possible purchase by the Board, next meeting.

## Apparatus:

Training on 7205 began on Sunday, and will continue Tuesdays and Sundays. The factory rep will be training us on 3/24, 25 & 26 if needed. The old Asst. Chiefs truck (2001 Dodge) is OSS due to a hole in the piston.

I would like to ask the Board to have the Dive Team placed back under the direction of the Fire Chief.

I, along with the membership, would like to thank the Board for purchasing the new ladder truck. It has been a lot of work, but well worth it. I think we have a piece of apparatus that will serve our community well for many years.

Respectfully Submitted,



Tom Hewitt  
Chief

Mystic Island Vol. Fire Co. #1

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF LEH COUNTY OF OCEAN

Resolution # 13-06

Resolution Authorizing the Award of a Non Fair and Open Contract  
For Auditing Services

WHEREAS, the Fire District has a need to acquire auditing services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Fire District has determined and certified in writing that the value of the acquisition ~~will~~ <sup>may</sup> exceed \$17, 500; and

WHEREAS, the anticipated term of this contract is for the year 2012-2013; and

WHEREAS, Witham Smith Beaud has submitted a proposal indicating it will provide auditing services pursuant to the proposal; and

WHEREAS, Witham Smith Beaud has completed and submitted a Business Entity Disclosure Certification which certifies that Witham Smith Beaud has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit Witham Smith Beaud from making any reportable contributions through the term of the contract; and

WHEREAS, the Fire District has determined that funds are available concerning the projected expenditures.

NOW THEREFORE, BE IT RESOLVED, that the Commissioners of Fire District No. 2 in the Township of LITTLE EGGS HARBOR County of OCEAN, authorized the Fire District to enter into a contract with Witham Smith Beaud as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed with this resolution.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF LEH, COUNTY OF OCEAN

Resolution # 12-67

Authorizing Regular Meeting Schedule  
for the 2012-2013 Year

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of LEH, County of Ocean as follows:

(1) All regular meetings of the Commissioners shall take place on the 1st Tuesday of every month at 7:30 p.m. with caucus meetings to be held at 7:00 p.m. at the Mystic Island Firehouse, 827 Radio Rd., LEH, New Jersey.

*(List Dates of Meeting)*

(2) A summary of this resolution shall be mailed to the Press of AC and the Tuckertown Beacon

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of LEH, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

COMMISSIONERS MEETING SCHEDULE FOR 2012 - 2013

Tuesday, April 3, 2012

Tuesday, May 1, 2012

Tuesday, June 5, 2012

Tuesday, July 3, 2012

Tuesday, August 7, 2012

Tuesday, September 4, 2012

Tuesday, October 2, 2012

Tuesday, November 6, 2012

Tuesday, December 4, 2012

Tuesday, January 1, 2013 \* *sgk*

Tuesday, February 5, 2013

Tuesday, March 5, 2013

\*May be changed at Commissioners discretion to Tuesday, January 8, 2013

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF LEH, COUNTY OF OCEAN

Resolution # 12-08

Designation of Official Newspapers for  
Publications for the 2012-2013 Year

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WHEREAS, the Commissioners of Fire District No. 2 in the Township of LEH, County of Ocean, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2011-2012 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2, in the Township of LEH, County of Ocean as follows:

- (1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2012-2013 year pursuant to New Jersey statutes shall be Press of Atlantic City and/or Tuckert's Beacon, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.



THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF LEH, COUNTY OF OCEAN

Resolution # 12-09

Authorizing Approval and Payment of Claims

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WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No 2, in the Township of LEH, County of OCEAN, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF LEH COUNTY OF OXFORD

Resolution # 12-10

Resolution Authorizing the Award of a Non Fair and Open Contract  
For Legal Services

WHEREAS, the Fire District has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Fire District has determined and certified in writing that the value of the acquisition ~~will~~<sup>may</sup> exceed \$17, 500; and

WHEREAS, the anticipated term of this contract is for the year 2012-2013; and

WHEREAS, the Law Office of Richard M. Braslow has submitted a proposal indicating it will provide legal services pursuant to the proposal; and

WHEREAS, the Law Office of Richard M. Braslow has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Office of Richard M. Braslow has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit the Law Office of Richard M. Braslow from making any reportable contributions through the term of the contract; and

WHEREAS, the Fire District has determined that funds are available concerning the projected expenditures.

NOW THEREFORE, BE IT RESOLVED, that the Commissioners of Fire District No. 2 in the Township of Little Egg Harbor County of OXFORD, authorized the Fire District to enter into a contract with the Law Office of Richard M. Braslow as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed with this resolution.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF LEH, COUNTY OF OCEAN

Resolution # 12-11

Designating Surety Bonding for Commissioners

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WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of LEH, County of OCEAN, deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of LEH, County of OCEAN as follows:

- (1) All Commissioners shall be bonded in the amount of approximately \$250,000, TREASURER, \$400,000

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF LEH, COUNTY OF OCEAN

Resolution # 12-12

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of LEH, County of OCEAN as follows:

- (1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be The State Cash Management Fund and/or SUN BANK and/or

APPOINTMENT OF BOOKKEEPER/SECRETARY FOR FIRE DISTRICT NO. 2  
LITTLE EGG HARBOR TOWNSHIP  
OCEAN COUNTY, NEW JERSEY

WHEREAS, there exists a need for bookkeeping/secretarial services for the Commissioners of Fire District No. 2 in the Township of Little Egg Harbor, County of Ocean, and

WHEREAS, funds are available or will be available for the purpose of obtaining such services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A.40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2, LITTLE EGG HARBOR TOWNSHIP, as follows:

1. Darlene Gargano is hereby appointed as bookkeeper/secretary for the Little Egg Harbor Township Fire District No. 2 for the period of March 6, 2012 through February 28, 2013.
2. This contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A.40A:11-5(1)(a) of the Local Public Contracts Law.
3. Darlene Gargano shall be compensated at the rate of \$725 per month for the following services:
  - a. Prepare Vouchers and Invoices for Payment
  - b. Prepare Checks
  - c. Enter Cash Receipts and Banking Transactions into Computer
  - d. Prepare Bill List
  - e. Prepare Bank Reconciliation
  - f. Prepare Itemized Budgetary Report

- g. Prepare Spreadsheet of Account Balances
  - h. Prepare Balance Sheet for General Fund
  - i. Prepare Balance Sheet for Capital Fund
  - j. Prepare Statement of Changes
  - k. Prepare List of Resolutions
  - l. Attend Meetings to take Minutes
  - m. Prepare Minutes
  - n. Copy bill list, all financial statements, budgetary reports, and minutes for all commissioners, attorney, and auditor
  - o. Send checks to vendors
  - p. Send vouchers to vendors whose signatures were missing from vouchers
  - q. Advertise Notices of Election
  - r. Advertise Public Hearing on Budget
  - s. Prepare Election Ballot information
4. A notice of this action shall be printed once in the Press of Atlantic City.
5. A certified copy of this resolution shall be directed to Darlene Gargano.

CERTIFICATION

I hereby certify that the above is a true copy of a resolution duly adopted by the Commissioners of Little Egg Harbor Township, District No. 2, in the County of Ocean and State of New Jersey, at its meeting held on the 1<sup>st</sup> day of Feb , 2012.

  
Christine A. Gilton, Clerk