

THE BOARD OF COMMISSIONERS OF FIRE  
DISTRICT NO. 3  
TOWNSHIP OF EAST BRUNSWICK, NEW JERSEY  
MONTHLY MEETING



**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, January 9, 2018
<b>Location:</b>	Colonial Oaks Firehouse
<b>Facilitator:</b>	Commissioner Bowne
<b>Scribe:</b>	Linda Nicholas
<b>Meeting Objective:</b>	Monthly Meeting

<b>Attendees:</b>	<b>Status (Present / Absent)</b>
Commissioner Edward Bowne	Present
Commissioner Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Present
Commissioner Scott Miller	Present
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at 19:39 by Commissioner Bowne.

Pledge of Allegiance was recited by all.

Commissioner Bowne read the Open Public Meeting Act as follows:

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE REQUIREMENTS OF THE OPEN PUBLIC MEETING ACT (L.1975, C.231, S.3-D) AND PURSUANT THERETO, A SCHEDULE OF REGULAR MEETINGS WAS ADOPTED AT THE MEETING OF MARCH 21, 2017, WHICH SCHEDULE WAS FILED WITH THE MUNICIPAL CLERK, PROVIDED TO THE HOME NEWS TRIBUNE AND THE SENTINEL, AS WELL AS POSTED IN THE MUNICIPAL BUILDING.

Commissioner Bowne indicated where the emergency exits are located.

Roll call was taken.

**CORRESPONDENCE (reported by Commissioner Miller)**

- Returned the renewed vehicle registration for the Pierce 1992 registration
- Received a notice from Minvera Bunker Gear cleaners – they are covering Middlesex county and other counties. This was given to the police chief.
- Affidavit received from Gannett papers, dated 12/5/17. It contained circulation information regarding ads in their newspaper.
- Received noticed dated 12/20/17 from Nanette Perry, county clerk – 3 cert copies of an agreement regarding Shared services agreement for the domestic water and service; #16-238 adopted 12/18/17. They are not going to bill the fire company for water. Commissioner Miller asked if there was no objection he will sign all three and keep a copy for himself.

Commissioner Bowne made a motion to sign the agreement from Nanette Perry regarding the Shared Services for water. All were in favor; it was so moved.

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**INSURANCE (reported by Commissioner Duffy)**

- Working with a sales rep from the insurance company to get a better package deal.

**LOSAP (reported by Commissioner Wood)**

- Nothing to report this month.

**COMMITTEES**

**Riva Avenue Project (reported by Commissioner Duffy)**

- Ever since Design Collaborative stepped in there has been a different atmosphere with the job.
- There is only a little play room to put towards extras on the job so they have to be careful how it's spent.
- Commissioner Duffy went down to Riva Ave with the architect to go over plans to make sure everything is in place.
- New Sprinkler system was approved. New sprinkler guy has not been in due to holidays/vacation. Architect has to have a conversation with him and then go to the township to take care of all the questions that have arisen regarding the new sprinkler system.
- Had discussion about labor and material on the crack in the building – need to rely on Design Collaborative and Kurt to come up with a logical price. They want to charge \$33K for filling 2 column cracks. They felt the supervisory fee was amped up because of some mistakes that were made when pouring the slab. The drains were off a bit.
- Commissioner Bowne feels they are 'double dipping' on the scaffolding. Design Collaborative feels the builders are double dipping on a few things as well. The \$3,700 going to Kurt tonight is for the inspection services and not to Kurt himself.
- Next Tuesday will be an onsite meeting at the new firehouse with the commissioners to check on progress.
- When work change order was received on the underpinning – Ed and Tom thought that was more than reasonable. They signed off on the work change order and sent it out.
- Construction change directive was signed last week. There was not enough backing of why and how much on the \$33K they were asking for. J&M were not happy about that. They had given the request to the Commissioners on Friday before Christmas wanting an answer by 5pm today.

Commissioner Miller made a motion to publish special meetings every Monday and Thursday at 7pm at the colonial oaks fire house for the balance of 2018 for the purposes of the Riva Ave expansion project. Commissioner Duffy 2<sup>nd</sup> that motion. All were in favor; it was so moved.

Christine stated that Design Collaborative have not cashed their checks yet. She asked that whomever talks to them to make sure they received the checks.

**PUBLIC PORTION**

**Chiefs Report – reported by Chief Umbach**

- There was a total of 10 calls for the month of December.
- Total calls for the year 2017 was 154.
- Nothing else to report.

**Engineers Report - reported by Ken Skalla**

- Annual testing is being scheduled and will be completed in the next few days.
- Going to start on the remaining apparatus pit repairs. #903 is the only engine that has not been touched yet. Encumbered monies (\$6,500.00) are started to be used for these repairs. Board was fine with his actions.
- Replaced backup light on the driver's side of #904.

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- Got an oil change and the tires rotated for #912.
- (refer to the report for the full list of work to be done)

**PUBLIC PORTION**

Commissioner Bowne opened the meeting up to the public. There was no one that stepped forward to speak.

Commissioner Miller then presented the 2018 Budget to the public if anyone would like to review it.

Commissioner Miller moved to adopt the 2018 budget. Read resolution #18-01 in full. A roll call vote was taken. All voted yes. It was so passed.

**TREASURY REPORT (reported by Commissioner Wood)**

Beginning balance in account as of 12/18/17 is \$2,096,164.21 including an interest income of \$546.56. After disbursements tonight, balance as of today, January 9, 2018 is \$2,002,728.01.

(See attached reports for the breakdown of payments/disbursements)

Christine Gerbereux needs supporting documentation on all payments made to contractor. Commissioner Duffy to pass along full invoice he received via email so Chris can keep for her records.

There was also a question about how much the first phase of the Riva Ave project was. There are two different amounts out there with a \$3K difference. The Commissioners discussed that the \$3K may have been a charge for the new engineering firm to confirm the changes. Commissioner Duffy to discuss this with Design Collaborative about this. Chris will give him a copy of these discrepancies for their discussion.

Commissioner Duffy made a motion to pay the bills. Commissioner Fenstermaker seconded the motion. All were in favor; it was so moved.

**NEW BUSINESS**

- Nothing new to report.

**OLD BUSINESS:**

- Safety car is listed as per Commissioner Fenstermaker.
- Website is up and running. Just a few more minutes need to be added to the website to be current.
- Commissioner Duffy asked Chief Umbach about the new Chief vehicles about mileage. Chief Umbach reported the following - 2016 Tahoe – 13,600 miles on the F150 has roughly 10, 300 miles on it. Tahoe went into service in July of 2016. F150 went into service beginning of September 2016. He also reported they are clean inside and they are keeping up with them.
- Commissioner Duffy asked that the Chief pass along to the big rig drivers to have a 'No Tolerance' using a cell phone when driving these large rigs. Chief will pass along.
- Commissioner Miller received 2 petitions that need signatures. One from Commissioner Wood and one from Commissioner Duffy. They are due back in and notarized no later than January 20<sup>th</sup> with a minimum of 10 signatures each. Signatures must be from the town and registered voters.

Commissioner Miller made a motion to end the meeting. Commissioner Fenstermaker seconded the motion. All were in favor.

Meeting adjourned at 20:17.

THE BOARD OF COMMISSIONERS OF FIRE  
 DISTRICT NO. 3  
 TOWNSHIP OF EAST BRUNSWICK, NEW JERSEY  
 MONTHLY MEETING



#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Commissioner Duffy to forward on details regarding Design Collaborative to Christine Gerbereux	Commissioner Duffy			
2					

**Items / Issues to discuss at a future meeting (Parking Lot):**

#	Description
1	n/a
2	

**Decisions / Agreements:**

#	Description
1	Chris will post special meeting schedule to be on Mondays and Thursdays @ 7pm at the Colonial Oaks Fire house for the balance of 2018 for the purposes of the Riva Ave expansion project.
2	



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## ASBURY PARK PRESS

### AFFIDAVIT

STATE OF NEW JERSEY

: ss:  
:

COUNTY OF MONMOUTH

Thomas Donovan, of full age, being duly sworn according to law, hereby deposes and says:

1. I am the publisher of the Asbury Park Press.
2. For the period of October 1, 2016 to September 30, 2017, the net paid circulation for the Asbury Park Press was 62,585.
3. Based on the forgoing circulation, the rate to be charged by the Asbury Park Press for official advertising, as calculated in accordance with N.J.S.A. 35:2-1, shall be \$0.55 per line.

Thomas Donovan/President & Publisher

Sworn to and subscribed before me  
this 21 day of December, 2017.

*Kathleen A. Gibson*  
[notary public]





## Township of East Brunswick

NENNETTE PERRY, RMC/CMR  
MUNICIPAL CLERK

December 20, 2017

Fire District #3  
363 Dunhams Corner Road  
East Brunswick, NJ 08816

Dear Sir:

Enclosed please find three (3) certified copies of an Agreement For Shared Services between The Township of East Brunswick and The East Brunswick Fire District #3 signed and sealed. Please sign all three (3) copies and return two (2) copies to my attention.

Also enclosed is a certified copy of resolution 16238 adopted by the East Brunswick Township Council on December 18, 2017.

If you have any questions, please feel free to contact this office.

Sincerely,

Nennette Perry, RMC/CMR  
Township Clerk

NP/lm  
Encl.  
File  
cc: L.M. Neely, Chief Financial Officer

AGREEMENT FOR SHARED SERVICES

THIS AGREEMENT made this 20 day of December, 2017, by and between the TOWNSHIP OF EAST BRUNSWICK, a municipal corporation of the State of New Jersey, having its principal offices located at 1 Jean Walling Civic Center Drive, East Brunswick, NJ, hereinafter referred to as "Township," and the EAST BRUNSWICK FIRE DISTRICT # 3, a public entity of the State of New Jersey, having its principal offices located at 363 Dunhams, hereinafter referred to as "Fire District."

*Corner Rd* WITNESSETH:

WHEREAS, pursuant to N.J.S.A. 40A:65-1 et seq., a municipality may enter into agreements for shared services with another public entity to provide or receive any service that the units participating in the agreement are empowered to provide or receive within their own jurisdiction; and

WHEREAS, it is the intent and purpose of the "Act" to encourage economy and regionalization of services as well as Shared Service Agreements to eliminate unnecessary duplication of effort and fees; and

WHEREAS, each local unit authorized to enter into an agreement under the Shared Services and Consolidation Act must do so by the adoption of a resolution; and

WHEREAS, the agreement must comply with the requirements of N.J.S.A. 40A:65-7 and specify the services to be performed under the agreement, procedures for payment, and assignment and allocation of responsibility for meeting standards between and among the parties; and

WHEREAS, Township has a need for Fire Department services; and

WHEREAS, the Fire District has a need for domestic water and domestic water services; and

WHEREAS, the parties desires to enter into a Shared Service Agreement for the exchange of the above mentioned services.

NOW, THEREFORE, in consideration of the mutual covenants and commissions hereinafter set forth pursuant to the authority provided by law, the Township and Fire District mutually agree as follows:

1. **Scope of Services:** The Township shall be entitled to receive Fire Department services from the Fire District. Specifically, the Fire District will assist the Township with the search for missing persons, respond and assist police calls for water and ice rescue, assist the Police Department with forcible entry into buildings for police related calls, assist police with specialized equipment such as inferred camera / ladders / entry tools etc, provide lighting for crime and accident scenes, provide mobile Public Address alert and warning capability and assist with various community events such as Law Enforcement Torch Run, Community Day, and 4<sup>th</sup> of July. In exchange for the above-mentioned services, the Fire District shall be entitled to receive domestic water and related domestic water services.

2. **Responsibility:** At all times, the Fire District shall maintain the responsibility for and control over the Fire District's equipment necessary to provide services to the Township. Additionally, at all times, the Township shall maintain responsibility for and control over all Township equipment necessary to provide services to the Fire District.

3. **Fee:** It is acknowledged by both parties that the cost for services provided by the Fire District is reasonably equivalent to the domestic water services provided by the Township to the Fire District. If the cost of domestic water service charges or services provided by the Fire District increase substantially, the cost analysis may be revisited by the parties.

4. **Term:** This Shared Service Agreement shall become effective on the date the contract is fully executed by both the Township and the Fire District and continue in full force and effect for a period of ten years.

5. **Termination:** Either party may cancel this Shared Service Agreement on written notice to the other.

6. **Amendment:** No change or modification of any of the covenants, terms or provisions hereof shall be valid unless in writing and executed by the Mayor or Administrator of each party or his/her designated representative and specifies the date the provisions of such amendment shall be effective.

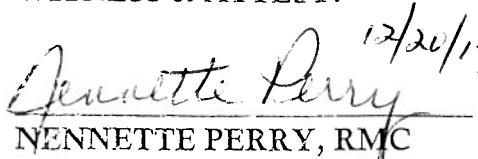
7. The covenants and agreements herein contained shall inure to the benefit of, be binding upon the successors, heirs, executors, administrators and assigns of the parties hereto, respectively.

8. The Agreement shall be governed by and construed under the laws of the State of New Jersey.

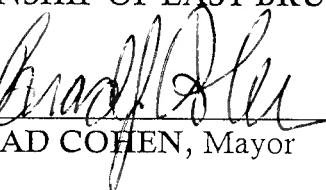
9. The provisions of the Agreement are severable and it is the intention of the parties hereto that if this Agreement cannot take effect in its entirety because of the final judgment of any Court of competent jurisdiction, holding invalid any part or parts thereof, the remaining provisions of the Agreement shall be given full force and effect as completely as if parts held invalid had not been included therein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by its proper Officers and its corporate seals to be hereto affixed, as of the day and year first above written.

WITNESS & ATTEST:

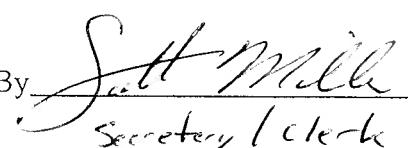
  
NENNETTE PERRY, RMC  
Clerk of the Township of  
East Brunswick  
(Seal)

TOWNSHIP OF EAST BRUNSWICK

By   
BRAD COHEN, Mayor

Mayor

FIRE DISTRICT # 3

By   
Salt Miller  
Secretary / Clerk  
Fire Dist # 3



# TOWNSHIP OF EAST BRUNSWICK

NO: 16228 DATE OF ADOPTION: December 18, 2017

## RESOLUTION OF THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE FIRE DISTRICT 1 AND FIRE DISTRICT 3

**WHEREAS**, the Township of East Brunswick and the East Brunswick Fire District #1, and Fire District #3 have various and numerous resources employed to protect the public safety and welfare of the community; and

**WHEREAS**, the Township of East Brunswick is in need of Fire Department Services, including assistance with various police calls and community events; and

**WHEREAS**, the Fire Districts are in need of domestic water services; and

**WHEREAS**, the Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes the Township of East Brunswick to enter into an agreement for the exchange of certain governmental services with the Fire Districts; and

**WHEREAS**, N.J.S.A. 40A:65-5 requires that such a contract be authorized by resolution; and

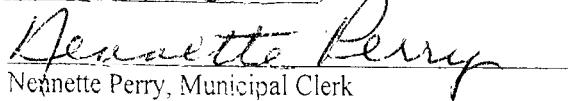
**WHEREAS**, the Township and the Fire Districts recognize that a sharing of said services would result in a cost savings for the taxpayers of each municipality; and

**WHEREAS**, the Township of East Brunswick desires to enter into a Shared Services Agreement with the Fire Districts for a term of agreement of ten years for the exchange of Fire Department Services and domestic water services.

RECORD VOTE OF COUNCIL ON FINAL PASSAGE										
Council Member	Y	N	NV	Ab	Council Member	Y	N	NV	Ab	
Clark	✓				Wendell	✓				
Spadafino	✓				Hughes	✓				
Stanley	✓									

X • Indicates Vote. NV • Not Voting Ab • Absent

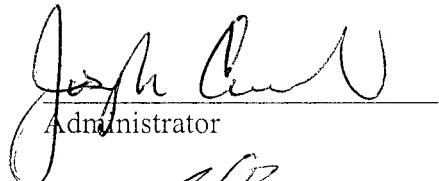
This is to certify that this is a true and compared copy of a resolution adopted by the Municipal Council of the Township of East Brunswick on December 18, 2017.

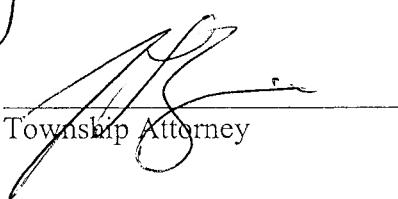
  
Neanette Perry, Municipal Clerk

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of East Brunswick, County of Middlesex, State of New Jersey, as follows:

1. That the governing body is hereby authorized to enter into a Shared Services Agreements with the Fire Districts for the exchange of Fire Department Services and domestic water services, in accordance with the Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.*, for a term of ten (10) years from the date of execution of the agreement unless terminated by either party.
2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the Shared Services Agreements, and any other documents necessary to effectuate the terms of this resolution. Said Agreements shall be in a form acceptable to the Township Attorney and in a form substantially the same as the attached Schedule A.
3. That this resolution shall become effective immediately.
4. That a copy of the Shared Services Agreement shall be kept on file and made available for public inspection at the Township Clerk's Office during normal business hours.
5. That a certified copy of this resolution, together with a copy of the Shared Services Agreement, shall be forwarded to East Brunswick Fire District #1, and Fire District #3.

CERTIFICATIONS:

  
\_\_\_\_\_  
Administrator

  
\_\_\_\_\_  
Township Attorney

RECORD OF VOTE OF THE COMMISSIONERS

for Resolution #18-01

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes	X	X	X	X	X
No					
Absent					

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on January 9, 2018.

Commissioner Scott Miller

Brookview Volunteer Fire Company  
Monthly Engineer Report  
January 2018

General Items: Annual Testing being scheduled. New floor jack purchased to replace old bottle jack. Remaining apparatus repairs being scheduled.

901 2009 Pierce Engine:

902 2003 Pierce Engine

903 1997 Pierce Engine

904 2016 Pierce Rescue Truck

\*Driver side backup light replaced.

905 1994 Ford F 250 Water / Ice Rescue Truck

906 1994 Ford Bronco Utility Truck

907 1972 Dodge Brush Truck

908 2016 Chevrolet Tahoe

909 2016 Ford F250

912 1994 Ford F250 Pick Up

*\*OIL CHANGE/TIRES ROTATED*

## East Brunswick Fire District #3

1/9/2018 7:55 PM

Register: TD Bank

From 12/13/2017 through 01/09/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/18/2017			Interest Income	Interest		X	546.56	2,096,164.21
01/09/2018	1748	east Brunswick Fire ...	6236 Office Expenses	1/3 Cost eDisp...	486.00			2,095,678.21
01/09/2018	1749	Board of Fire Commi...	6224 Election Expenses	2018 Election ...	243.33			2,095,434.88
01/09/2018	1750	Verizon Wireless	6236 Office Expenses	INV#9798803...	80.02	+		2,095,354.86
01/09/2018	1751	Home News Tribune	6230 Legal & Display ...	Order#000262...	47.32			2,095,307.54
01/09/2018	1752	Access Health	accts payable - 05-WA...	INV#11/27/20...	4,435.00			2,090,872.54
01/09/2018	1753	NJ Casualty Insurance...	6332 Insurance Worker...	Policy#M2655...	2,644.39			2,088,228.15
01/09/2018	1754	The Design Collabor...	6640 Riva Ave Project	INV#17239(66...	6,545.00	+		2,081,683.15
01/09/2018	1755	1st Choice Safety Eq...	accis payable - 05-WA...	INV#17-10788...	530.00	+		2,081,153.15
01/09/2018	1756	Linda Nicholas	6250 Admin Service	INV#31(6250)	130.00	+		2,081,023.15
01/09/2018	1757	Christine Gerbereux	6250 Admin Service	INV#241(6250)	282.00	+		2,080,741.15
01/09/2018	1758	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-2761(...	3,715.00			2,077,026.15
01/09/2018	1759	J & M Quality Contr...	6640 Riva Ave Project	Application#9(...	74,248.14			2,002,778.01
01/09/2018	1760	Brookview Vol. Fire ...	6346- Vehicle M&R	Reim for 905(6...	50.00			2,002,728.01