

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



MONTHLY MEETING

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**Meeting Minutes**

|                           |                            |
|---------------------------|----------------------------|
| <b>Date &amp; Time:</b>   | Tuesday, February 12, 2019 |
| <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 | Absent                           |
| Commissioner Scott Miller      | Present                          |
| Commissioner David Wood        | Absent                           |

**MINUTES / NOTES**

Meeting called to order at 19:36 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 13, 2018, 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)**

- Received an affidavit from the Home News Tribune
- Return 2019 Fire District budget from DCA, signed
- Letter from the Board of Elections, County of Middlesex dated 1/16/19 regarding the upcoming election – seeing if they would like staff available for questions on election day. The Commissioners elected not to have anyone available. Christine Gerbereux mailed out this decision.

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**INSURANCE (reported by Commissioner Duffy)**

- All caught up on renewals.
- Insurance company asked if we still had the boat and Christine responded yes.

**LOSAP (reported by Commissioner Wood)**

- Nothing to report this month.

**COMMITTEES**

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

- There have been emails going back and forth between the commissioners, architect and Design Collaborative. Our attorney is recommending we wait to get a TCO from J&M. Commissioner Bowne asked how long they wait. Commissioner Duffy, mentioned that the quality of work that has been done, has been less than on par. They should have had an inspection last week, but they didn't complete the work. Architect Ludwig said he went down to the town to see if they requested the final inspection for the building and there were none on file. He also noted that nothing has passed inspection; they have all failed as of 2/17/19. Plumbing and electrical are not even ready to be inspected. Commissioner Duffy said there are a few things that must be clarified. He also noted that the railings haven't passed and when he called the railing company they would have it completed in 2 weeks. In an email from J&M they said they would have everything done by Friday along with a TCO. It didn't make sense if there is nothing on the books yet. Commissioner Bowne feels that the decision on next steps should be made by all the Commissioners and not just those at tonight's meeting. Perhaps they can meet next week unless there is a development before then. Commissioner Duffy will do some digging to find out what is going on.
- There is a Bond that has to be completed by Design Collaborative and sent back to the township. Commissioner Duffy will pass it along to them.

**PUBLIC PORTION**

**Chiefs Report – reported by Chief Umbach**

- There was a total of 9 calls for the month of January. Seven of these were mutual aid.
- Total calls for the year 2019 is 9.
- Gear that was ordered the end of 2018 is in. This invoice can now be paid that was marked as encumbered.

**Engineers Report - reported by Ken Skalla**

- #901 – Drivers window – is off track again. This is the 3<sup>rd</sup> time this has happened. Doesn't seem to want to align properly since this keeps happening. Ken has someone working on this (Didn't say name of company. Wherever Droz works).
- #902 - Replaced two cab stream lights and two batteries.
- #903 – Side hose well work was completed. Also had the rear slide compartment door sensor was replaced.

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- #904 – Light Tower – a circuit board has stopped working – When it was taken to Hyland Park they could not get it to nest completely so they had to manually set it. Droz called the manufacturer of the vehicle regarding this. They said it's past the warranty date (over 3 yrs old) Ken thought the Commissioners might want to reach out to Fire & Safety regarding this. The replacement part is in the works. Ken is getting a number on the repair costs.

**PUBLIC PORTION**

- Nothing to report.

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

A check was mailed to J&M Contractors (check #2148) prior to tonight's meeting was \$151,478.80. There was also a deposit for \$2,793.73 which was an over payment to Workmen's Comp. Beginning balance in account as of 2/4/19 is \$599,386.03. After tonight's disbursements, balance as of today, balance is \$573,323.17.

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

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

**NEW BUSINESS**

- **Elections** – Commissioner Miller reported that this year is a little different. There were 600 ballots that were mailed to those in the county that were pre-registered to vote via mail-in ballots. Normally a list would be received of those that mailed in a ballot. Since the ballots don't need to be in until 1 day after the actual election day, those that are monitoring the election, have to check 1) make sure they are registered to vote, 2) check the second list to see if they were sent a ballot, 3) if they claim to not have sent the ballot in, they need to completed a provisional ballot and put into a separate envelope that tells who filled out the ballot and when. This ballot only gets used if the election is close. Outcome of election won't be known until at least 1 week after the election. Ballots are written in English, Spanish and Gujarati as is required by the county.

**OLD BUSINESS:**

- Nothing to report.

Meeting adjourned at 20:10.

| # | Action Item              | Lead Resource | Target Date | Priority | Comments |
|---|--------------------------|---------------|-------------|----------|----------|
| 1 | New rules with elections | C Gerbereux   | 2/16        |          |          |
| 2 | #901 window              | K Skalla      |             |          |          |

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

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| # | Description        |
|---|--------------------|
| 1 | Riva Ave situation |
| 2 |                    |

| Decisions / Agreements: |             |
|-------------------------|-------------|
| #                       | Description |
| 1                       |             |
| 2                       |             |