

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

---

Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

## ***RE-ORGANIZATION MEETING***

### ***AGENDA***

***March 6, 2018***

***7:00 PM***

***1. Call to Order and Pledge of Allegiance***

***2. Notice of Compliance***

This meeting is being held in compliance with the Public Law Meeting Notice of the Public Laws of 1975. Notice of this meeting was given by way of annual notice filed with the Township Clerk, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2017.

***3. Swearing In of Newly Elected Commissioners***

***4. Roll Call***

***5. Election of Officers***

***6. Old Business***

***7. New Business***

- A. Resolution #18-04, Authorizing Award of Contract Relative to Physicals for Firefighters
- B. Resolution #18-05, Authorizing Award of Contract for Insurance Coverage
- C. Resolution #18-06, Authorizing Appointment of Official Fire Company
- D. Resolution #18-07, Authorizing Appointment of Official First Aid Squad
- E. Resolution #18-08, Authorizing Approval and Payment of Claims
- F. Resolution #18-09, Authorizing the Appointment of Attorney for the 2018-2019 Year
- G. Resolution #18-10, Designation of Official Newspapers for Publications for the 2018-2019 Year
- H. Resolution #18-11, Adoption of Cash Management Plan
- I. Resolution #18-12, Authorizing Regular Meeting Schedule for the 2018-2019 Year
- J. Resolution #18-13, Authorizing Annual Salary for Members of the Board of Fire Commissioners
- K. Resolution #18-14, Designating Surety Bonding for Commissioners
- L. Resolution #18-15, Authorizing Appointment of Auditor for the 2018-2019 Year
- M. Resolution #18-16, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21
- N. Items Timely and Important

***8. Public Comment***

***9. Adjournment***

approved 3/29/18 AB

RE-ORGANIZATION MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
March 6, 2018

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Vice-Chairman Smith at 7:00 pm followed by a salute to the flag.

**2. NOTICE OF COMPLIANCE**

Vice-Chairman Smith read the Public Laws Meeting Notice of the Public Laws of 1975.

**3. SWEARING IN OF NEWLY ELECTED COMMISSIONERS**

Comm. Potts gave the oath of office to Charles Spahr and Douglas Wolfe, who were re-elected to the office of Fire Commissioner each for a three-year term.

**4. ROLL CALL**

Present:     Comm. Potts  
                  Comm. Smith  
                  Comm. Spahr  
                  Comm. Wolfe  
                  Comm. Young

**5. ELECTION OF OFFICERS**

The nominations for office were opened by Comm. Smith.

Comm. Wolfe nominated Comm. Spahr for Chairman, seconded by Comm. Potts and by a voice vote all voted in affirmative.

Comm. Potts nominated Comm. Smith for Vice-Chairman, seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

Comm. Smith nominated Comm. Potts for Secretary, seconded by Comm. Spahr and by a voice vote all voted in affirmative.

Comm. Potts nominated Comm. Young for Treasurer, seconded by Comm. Wolfe and by a voice vote all voted in affirmative.

Comm. Potts made a motion to cast the ballot for those nominated, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Spahr - yes, Comm. Wolfe - yes, Comm. Young – yes.

**6. OLD BUSINESS**

There was no old business to discuss.

**7. NEW BUSINESS**

- A. Resolution #18-04, Authorizing Award of Contract Relative to Physicals for Firefighters
- B. Resolution #18-05, Authorizing Award of Contract for Insurance Coverage
- C. Resolution #18-06, Authorizing Appointment of Official Fire Company
- D. Resolution #18-07, Authorizing Appointment of Official First Aid Squad
- E. Resolution #18-08, Authorizing Approval and Payment of Claims
- F. Resolution #18-09, Authorizing the Appointment of Attorney for the 2018-2019 Year
- G. Resolution #18-10, Designation of Official Newspapers for Publications for the 2018-2019 Year
- H. Resolution #18-11, Adoption of Cash Management Plan
- I. Resolution #18-12, Authorizing Regular Meeting Schedule for the 2018-2019 Year
- J. Resolution #18-13, Authorizing Annual Salary for Members of the Board of Fire Commissioners
- K. Resolution #18-14, Designating Surety Bonding for Commissioners
- L. Resolution #18-15, Authorizing Appointment of Auditor 2018-2019 Year
- M. Resolution #18-16, Authorizing Award of Contract Relative to Property Maintenance at Stations 20 and 21

Comm. Potts made a motion to approve Resolutions #18-04 to #18-16, seconded by Comm. Young.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young – yes, Chairman Spahr – yes.

#### **N. Items Timely and Important**

Chairman Spahr reported that Comm. Wolfe will continue to serve as the supervisor for Coordinator Smith.

Comm. Smith reported that he will begin compiling information and quotes on two projects for this year; installation of security cameras on the exterior of both stations and a patio area for Station 21.

Comm. Potts asked if the Board wanted to move forward with changing the annual fire district election to the general election in November. After discussion, it was decided to place the topic on the agenda for the regular March meeting in two weeks.

Comm. Young reported that he distributed copies of the final 2017 financial report. Comm. Young asked the members of the Board to review the report and notify him of any questions. Comm. Young reported that the auditors will be on site this Thursday to review the 2017 financial records.

#### **8. PUBLIC COMMENT**

No one from the floor desired to address the Board.

#### **9. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:23 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-04

Authorizing Award of Contract Relative to Physicals for Firefighters

---

WHEREAS, it is necessary to provide physicals for firefighters; and

WHEREAS, various proposals have been secured concerning the providing of these services; and

WHEREAS, the FIRE DISTRICT has determined it is appropriate to award a contract to Access Health Systems.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows

(1) An award of contract is hereby made to Access Health Systems for the providing of the services referenced pursuant to the proposal submitted.

I do hereby certify the foregoing is a copy of a resolution passed by the Fire Commissioners of Fire District No. 2 in the Township of South Brunswick at a meeting held on the 6<sup>th</sup> day of March 2018.

  
\_\_\_\_\_  
Roger S. Potts / Secretary



**Access**

# NJ Firefighter Medical Services 2018

**FIREFIGHTER MEDICAL EXAMINATION** **\$ 120.00**

*Below is a breakdown of the physical exam for the requirements of OSHA 1910.134, 1910.156, NFPA 1500, 1582, 1001: (Standard exam provided to fire fighters)*

- Vital Signs System
- Ears, Eyes, Nose, Mouth, and Throat
- Cardiovascular System
- Respiratory System
- Gastrointestinal System
- Genitourinary System
- Endocrine & Metabolic System
- Musculoskeletal System
- Audiometric Screening
- Visual Acuity & Peripheral Vision Testing
- Pulmonary Function Test

**RESPIRATORY PACKAGE** **\$135.00**

*Includes: Respiratory Questionnaire, Pulmonary Function and FIT Testing*

**ADDITIONAL SERVICES**

- ACP/Complete Blood Count/Urinalysis \$ 80
- Blood Type \$105
- D.O.T. Classification w/Firefighter Physical Exam \$ 40
- DRUG MRO \$ 90
- Electrocardiogram \$ 55
- FIT TESTING (Quantitative) \$ 38 per mask
- Flu \$ 38
- Hemocult \$ 45
- Hemoglobin A1C \$ 38
- Hepatitis B Titer \$ 90
- Hepatitis B Vaccination \$ 90 per dose
- PPD \$ 40
- PSA (Prostate Cancer Blood Test) \$105
- SCUBA Classification w/Firefighter Physical Exam) \$ 25
- Tetanus \$ 85

*Other services and testing available*

622 Georges Rd, North Brunswick, NJ 08902 ~ Phone: 732-296-1000 Fax: 732-296-1001

Program Director Lynda Joy

Email: [ljoy@accesshealthsystems.com](mailto:ljoy@accesshealthsystems.com)

IAFNJ2018.090617



THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-05

Authorizing Award of Contract for Insurance Coverage

---

WHEREAS, The Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, have determined that it is necessary to secure various insurance coverage pursuant to the documentation attached hereto and made a part hereof; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5, sets forth various exceptions to competitive bidding and specifically in subsection (1)(m), it is provided that insurance, including the purchase of insurance coverage and consultant services, as such an exception to competitive bidding, which exception shall be in accordance with the requirements for extraordinary, unspecifiable services; and

WHEREAS, N.J.S.A. 40A:11-2(7) defines extraordinary, unspecifiable services as services which are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor, and it is clear, therefore, that insurance clearly qualifies as an extraordinary, unspecifiable service, and it is, therefore, not subject to the requirements of competitive bidding; and

WHEREAS, the Commissioners did further determine that it is not reasonable, under the present circumstances, and was, in fact, not possible to receive various quotations relative to the insurance coverage and consultation services to be provided hereunder as the requirements of N.J.A.C. 5:30-14.2(B)(4)(i) and (ii) could not be satisfied under the present circumstances; and

WHEREAS, the subject resolution providing for the award of the subject contract for insurance coverage to be provided and the notice of award of said contract shall be available for public inspection; and

WHEREAS, the Local Contracts Law, N.J.S.A. 40A:11-5(l)(a)(ii) provides that a notice of award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract; and

WHEREAS, the specific insurance coverage to be provided is as per the attached proposal submitted by VFIS with the Commissioners providing payment for the premiums due thereon pursuant to dictates of N.J.S.A. 40A:14-37.

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

(1) VFIS is hereby awarded a contract relative to the providing of insurance coverage as more specifically detailed in the documentation attached hereto and made a part hereof, for a total price per the attached Schedule A. This insurance coverage shall be provided in accordance with those terms and conditions as previously agreed to between the Commissioners and VFIS.

(2) By execution of this resolution, it is certified by the Treasurer of the Commissioners that funds have been provided for or will be available for payment of services to be provided hereunder.

I do hereby certify the forgoing is a copy of a resolution passed by the Fire Commissioners of Fire District No. 2 in the Township of South Brunswick at a meeting held on the 6th day of March 2018.

  
\_\_\_\_\_  
Roger S. Potts / Secretary



## Scott Smith

---

**From:** Pamela A. Brown <pbrown@vfis.com>  
**Sent:** Wednesday, October 18, 2017 3:22 PM  
**To:** 'ssmith@mjvfd.com'  
**Subject:** Estimated Insurance Budget for 2018

South Brunswick BOFC Dist. #2/C05923

Dear Scott,

Hi, please note that as of now the renewal rates have not yet been released for 2018 and we do not expect them until late in December. I will do my best to provide you with my considerations on your estimated renewal costs:

**Group Term** was \$5,211.40 (with credits) for 1/12/17 - 1/12/18.

Per Group Term Dept. they have calculated the renewal at \$7835.00. I would suggest you **budget at least: \$7,900.00** (for changes in attained ages (please include extra amounts for any expected changes in your Organizations exposures). Please note this is purely an estimate and may change once the renewal is processed. (i.e. the adjustments have not yet been calculated)

**VFIS Portfolio** was \$33,273.46 for 2/1/17 - 2/1/18, there have been three (3) endorsements to date during the current term: **1.) Effect. 6/19/17 deleted 1992 Hallmark Trailer No \$ change 2.) effec. 7/7/17 added 2017 Pierce +\$1252.47 3.) effect. 8/1/17 deleted 1988 Spartan CR -\$474.83.** I see there have been a few losses, however I don't believe there was any big losses paid. I would suggest you **budget at least: \$36,000.00** (please include extra amounts for any expected changes in your Organizations exposures, adding of vehicles, additional members, career members, increased calls, new locations etc.)

**VFIS Accident & Sickness** was \$4,325.00 for 2/1/17 - 2/1/18 I suggest you **budget at least: \$4,800.00** (please include extra amounts for any expected changes in your Organizations exposures-especially additional Paid/Career members etc.) There is currently only one (1) Career member included on the policy.

**VFIS Special Risk** was \$591.00 for the 9/30/17 - 9/30/18 term. I would suggest you **budget at least: \$750.00**

**Travelers Workers Compensation** renewal for the 2/1/17 – 2/1/18 term was \$29,143.00. I can only suggest an approx. 20% increase. I would suggest you **budget at least: \$35,500.00** (due to unknown losses & medical costs, pending audit which cannot be done until after the renewal on 2/1/18 & rate and exposure changes)

FOR 2018 BUDGET PURPOSES ONLY  
INSURANCE BUDGET REVIEW

This document is an estimated quote only to assist you in preparing your insurance budget for 2018.

There are many factors, which must be taken into consideration in developing a budget amount for your insurance program. Basically, your final insurance costs are affected by two factors:

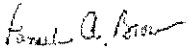
1-RATES- The rates used by the insurance carrier are developed by the Insurance Services Office and approved by the New Jersey Department of Insurance for use by the insurance companies. The individual underwriter who reviews your file will carefully examine all of the information regarding your department and determine if you are eligible for any credits or reductions in the standard manual premiums based on the circumstances of your organization.

2-EXPOSURE- Changes in exposure could include such items as purchase of a new vehicle, increased values on current vehicles or equipment, a change in your loss experience, or construction of new buildings/renovations. If any of these changes do occur, they would affect your insurance costs in the coming year.

In some cases, your budget is prepared more than a year in advance of the actual renewal of your policies. In that circumstance, it is very difficult for us to anticipate what insurance rates will be at that time. It is our intent to renew your organization's policies as close to the expiring premiums as possible, however with rates increases, exposure changes, losses, recent enhancements, these changes will all influence the costs.

We want to emphasize that we will make every effort to be sure that you receive the very best pricing on the renewal of your insurance program. Thank you.

Sincerely,



Pamela A. Brown | NJ Office Manager

VFIS of NJ

704 County Road 513 | Pittstown, NJ 08867 (new mailing address)

800.233.1957 | D: 717.741.7966

Fax 800.729.8347

[Website](#) | [Email](#)



A coverage modification or claim submitted via email will not be considered reported until such time as the duly authorized producer/adjuster acknowledges receipt of the request/information, and confirms that the coverage modification has been processed or the claim has been submitted to the insurance company.

---

**From:** Scott Smith [mailto:ssmith@mjvfd.com]  
**Sent:** Wednesday, October 18, 2017 10:50 AM  
**To:** Pamela A. Brown  
**Subject:** [EXTERNAL] Estimated Insurance Budget for 2018

Good Morning Pam,

As you have done the last number of years, can you please provide the estimated renewal rates for our various insurance coverages as we prepare our 2018 budget? The numbers you have provided in the past have been very accurate and a tremendous aid in our budget planning process. Below are the coverages and figures from last year.

Thank you for your assistance!

**Group Term** was \$9,471.38 for 1/12/16 - 1/12/17.

Per Group Term Dept. you currently have pending changes. I would suggest you **budget at least: \$10,000.00** (for changes in attained ages (please include extra amounts for any expected changes in your Organizations exposures). Please note this is purely an estimate and may change once the renewal is processed. (i.e. the adjustments have not yet been calculated)

VFIS Portfolio was \$32,837.25 for 2/1/16 - 2/1/17, there have been three (3) endorsements to date during the current term: 1.) Effect. 2/1/16 deleted 1997 Ford CR \$844.87 2.) effec. 6/6/16 added 2016 Ford +\$781.42 3.) effect. 9/28/16 deleted 1965 Brush Truck CR \$250.74. I see there have been a few losses, however I don't believe there was any big losses paid. I would suggest you budget at least: \$35,000.00 (please include extra amounts for any expected changes in your Organizations exposures, adding of vehicles, additional members, career members, increased calls, new locations etc.)

VFIS Accident & Sickness was \$4,331.00 for 2/1/16 - 2/1/17 I suggest you budget at least: \$4,500.00 (please include extra amounts for any expected changes in your Organizations exposures-especially additional Paid/Career members etc.) There is currently only one (1) Career member included on the policy.

VFIS Special Risk was \$591.00 for the 9/30/16 - 9/30/17 term. I would suggest you budget at least: \$750.00

Travelers Workers Compensation renewal for the 2/1/16 – 2/1/17 term was \$32,180.00. I can only suggest an approx. 20% increase. I would suggest you budget at least: \$38,600.00 (due to unknown losses & medical costs, pending audit which cannot be done until after the renewal on 2/1/17 & rate and exposure changes)

Scott Smith, Fire District Coordinator  
South Brunswick Township Fire District #2 / Monmouth Junction Vol. Fire Department

573 Ridge Road, P.O. Box 114  
Monmouth Junction, NJ 08852

Station: 732-329-2001  
Fax: 732-329-0327  
Cell: 848-207-7759

[ssmith@mivfd.com](mailto:ssmith@mivfd.com)  
[www.sbfd2.com](http://www.sbfd2.com)

---

Confidentiality Notice: The information contained in this communication, including all attachments, is legally protected information, confidential or proprietary information, or a trade secret intended solely for the use of the intended recipient. The information may also be subject to legal privilege. If you are not the intended recipient, you are hereby notified that any use, disclosure, dissemination, distribution, forwarding, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender by reply Fax or e-mail stating the communication was "received in error" and delete or destroy all copies of this communication, including all attachments.

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-06

Authorizing Appointment of Official Fire Company

---

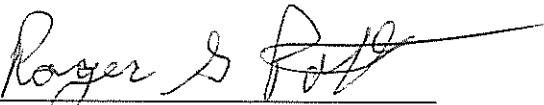
WHEREAS, there exists a need for fire protection for the residents of Fire District No. 2;  
and,

WHEREAS, funds are available or will become available for this purpose; and,

WHEREAS, the Local Public Contract Law allows that a Board of Fire Commissioners  
may enter into a contract without competitive bids.

NOW THEREFORE be it RESOLVED on this 6th day of March 2018 by the Board of  
Fire Commissioners of Fire District No. 2 in the Township of South Brunswick, as  
follows.

- (1) That the Commissioners of Fire District No. 2 are hereby authorized to enter  
into a contract with the Monmouth Junction Volunteer Fire Department.
- (2) That the expenditures for the above services be charged to the account herein  
prepared for payment of funds to the Monmouth Junction Volunteer Fire  
Department as the primary fire protection of Fire District No. 2.
- (3) Notice that an award of contract authorized shall be published in the HOME  
NEWS TRIBUNE newspaper as required by law within 10 days of its passage.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-07

Authorizing Appointment of Official First Aid Squad

---

WHEREAS, there exists a need for first aid services for the members of the Monmouth Junction Volunteer Fire Department while engaged in fire fighting service to the residents of Fire District No. 2 in the Township of South Brunswick, County of Middlesex; and,

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

WHEREAS, the Local Public Contract Law N.J.S.A. 40A11-1 et seq, requires that a resolution authorizing the award of contracts for professional services without competitive bidding must be publicly advertised; and,

NOW THEREFORE be it RESOLVED on this 6th day of March, 2018 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows.

(1) The Monmouth Junction First Aid Squad is hereby appointed as the attending first aid squad for the Board to serve for a term of one year or until the re-organization meeting of the Board of Fire Commissioners following the annual election.

(2) The Commissioners of Fire District No. 2 are hereby authorized to enter into a contract with the Monmouth Junction First Aid Squad.

(3) This appointment is made without competitive bidding as a service under the provisions of the Local Public Contracts Law because the service to be rendered or performed are by persons authorized by law to practice a recognized service and whose practices are regulated by law and such services are of a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

(4) Notice of award of contract authorized hereby shall be published in the HOME NEWS TRIBUNE within 10 days of passage.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-08

Authorizing Approval and Payment of Claims

---

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(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

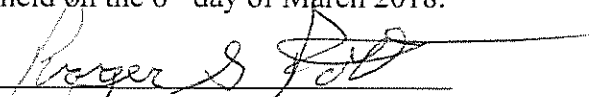
WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

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

NOW THEREFORE, be it RESOLVED on this 6th day of March, 2018 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

- (1) The checks as issued by the Commissioners for payment of claims shall be signed by the Chairman, 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) The manner in which and the time in which compensation for services rendered by the employees of the Commissioners shall be paid in accordance with individual employment contracts. The commissioner's salaries shall be paid as determined by the Commissioners.

I do hereby certify that the foregoing is a copy of a resolution passed by the Fire Commissioners of Fire District No. 2 in the Township of South Brunswick at a meeting held on the 6<sup>th</sup> day of March 2018.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-09

Authorizing the Appointment of Attorney  
For the 2018-2019 Year

---

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year 2018-2019; and,

WHEREAS, the anticipated term of this contract is for the year 2018-2019; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without competitive bidding where the nature of said contract is in the form of a professional service; and,


WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Contract Law, N.J.S.A. 40A:11-5(l)(i), provides that a notice of award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made part hereof.

(2) This resolution and notice of award shall be available for public inspection.

  
Roger S. Potts / Secretary

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**

FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant to N.J.S.A. 19:44A-20.8  
**South Brunswick Fire District No. 2**

**Part I - Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the Law Office of Richard M. Braslow has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding March, 2018 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of South Brunswick Fire District No. 2 as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Any individuals including Commissioners relating to the Fire District	
---	--

**Part II - Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

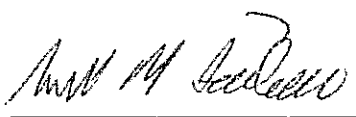
- Partnership       Corporation       Sole Proprietorship       Subchapter S Corporation  
 Limited Partnership       Limited Liability Corporation       Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Richard M. Braslow	516 Fielders Lane, Toms River, NJ 08755

**Part III - Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or in part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Law Office of Richard M. Braslow.

Signed:   
Print Name: Richard M. Braslow

Title: Owner  
Date: February 22, 2018



**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant to N.J.S.A. 19:44A-20.8  
**South Brunswick Fire District No. 2**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*  
“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2).

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-10

Designation of Official Newspaper for Publications  
for the 2018-2019 Year

---

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, 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 2018-2019 year

NOW THEREFORE be it RESOLVED on this 6th day of March, 2018 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) The official newspaper in which the Commissioners will publish all required notices or other items during the 2018-2019 year pursuant to New Jersey statutes shall be the HOME NEWS TRIBUNE unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-11

Adoption of Cash Management Plan

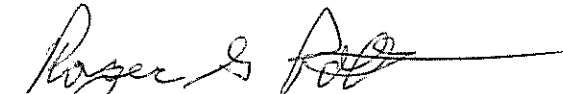
---

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and a 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 (a) provides that the governing body shall, by resolution pass 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 on this 6<sup>th</sup> day of March, 2018 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, 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 of New Jersey Cash Management Fund and/or P.N.C. Bank and/or T.D. Bank.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-12

Authorizing Regular Meeting Schedule  
for the 2018-2019 Year

WHEREAS, Public Law 1975, Chapter 231, 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 inspection, a schedule of the regular meetings of such public body to be held during the 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 on this 6<sup>th</sup> day of March, 2018 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows;

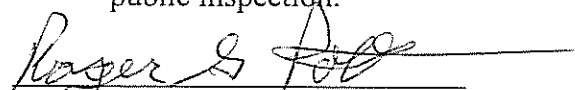
(1) All regular meetings of the Commissioners shall take place at 7:00 P.M. on the following dates at the Monmouth Junction Fire Station, 573 Ridge Road, Monmouth Junction:

|         |       |          |
|---------|-------|----------|
| Monday  | April | 16, 2018 |
| Monday  | May   | 21, 2018 |
| Monday  | June  | 18, 2018 |
| Monday  | July  | 16, 2018 |
| Monday  | Aug   | 20, 2018 |
| Monday  | Sept  | 17, 2018 |
| Monday  | Oct   | 15, 2018 |
| Monday  | Nov   | 19, 2018 |
| Monday  | Dec   | 03, 2018 |
| Monday  | Dec   | 17, 2018 |
| Tuesday | Jan   | 22, 2019 |
| Tuesday | Feb   | 19, 2019 |
| Tuesday | March | 05, 2019 |
| Monday  | March | 18, 2019 |

(2) All executive workshop meetings of the Commissioners will take place in the meeting room of the Commissioners at the aforesaid location at 7:00 P.M. prior to the regular meetings which are scheduled above.

(3) A summary of this resolution shall be mailed to the Home News Tribune.

(4) A certified copy of this resolution shall be posted on the official bulletin board of the Township of South Brunswick, and shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for the purpose of public inspection.

  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-13

Authorizing Annual Salary for Members of the Board of Fire Commissioners

---

WHEREAS, the position of Fire Commissioner has been created by the formation of Fire Districts by the Township Committee of the Township of South Brunswick; and

WHEREAS, New Jersey State statutes allow for the compensation for the position of an elected Fire Commissioner; and

WHEREAS, the appropriate funding has been set forth in the year 2018 Fire District budget; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, are desirous of setting the annual stipend of members of the Board of Fire Commissioners,

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick as follows;

(1) That the persons holding the below listed offices be compensated at the rates so prescribed as follows.

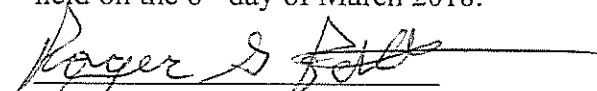
|              |             |     |   |             |
|--------------|-------------|-----|---|-------------|
| CHAIRMAN     | \$4,500.00  | x 1 | = | \$4,500.00  |
| TREASURER    | \$10,000.00 | x 1 | = | \$10,000.00 |
| SECRETARY    | \$5,000.00  | x 1 | = | \$5,000.00  |
| COMMISSIONER | \$4,000.00  | x 2 | = | \$8,000.00  |

(2) Each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix subject to review by the governing body wherein the fire district is located.

(3) This rate of compensation shall be deemed approved upon adoption of this resolution.

(4) This rate of compensation is contingent upon the appropriate funds being available relative to the 2018 budget.

I do hereby certify that the foregoing is a copy of a resolution passed by the Fire Commissioners of Fire District No. 2 in the Township of South Brunswick, at a meeting held on the 6<sup>th</sup> day of March 2018.

  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-14

Designating Surety Bonding for Commissioners

---


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 South Brunswick, County of Middlesex, deem it necessary to provide bonding for the Treasurer and all other Commissioners of said district as the Treasurer is responsible for the handling of funds for the district.

NOW THEREFORE be it RESOLVED on this 6<sup>th</sup> day of March 2018 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) That each member of the Board of Fire Commissioners shall be bonded in an amount of approximately \$1,000,000.00 dollars for the period from March 6, 2018 thru March 5, 2019.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-15

Authorizing Appointment of Auditor  
For the 2018-2019 Year

---

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2018-2019 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

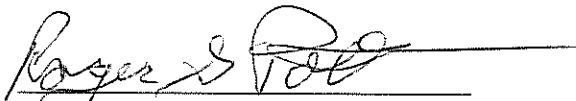
WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11 -5(1)(a)(i), provides that a notice of award of said contract be published in a newspaper, said advertisement stating the nature, duration and of the amount of the contract.

NOW THEREFORE, be it RESOLVED on this 6<sup>th</sup> day of March 2018 by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows:

(1) The firm of HOLMAN, FRENA, and ALLISON, P.C. is hereby appointed to provide auditing services to the Commissioners for the assistance in preparation of the year 2018 budget and for the establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and the State of New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

  
\_\_\_\_\_  
Roger S. Potts / Secretary

THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

Resolution #18-16

Authorizing Award of Contract Relative to Property Maintenance  
At Stations 20 and 21

---

WHEREAS, it is necessary to provide property maintenance at Stations 20 and 21: and

WHEREAS, proposals have been secured concerning the providing of these services; and

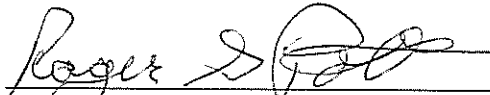
WHEREAS, ALAN LANDSCAPING has provided those services in the past year and desires no increase in unit costs; and

WHEREAS, the Fire District has determined it is appropriate to award a contract to Alan Landscaping.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex, as follows.

- (1) An award of contract is hereby made to Alan Landscaping for the providing of services referenced pursuant to the proposal submitted.

I hereby certify the foregoing is a copy of a resolution passed by the Fire Commissioners of Fire District No. 2 in the Township of South Brunswick at a meeting held on the 6<sup>th</sup> day of March 2018.

  
\_\_\_\_\_  
Roger S. Potts / Secretary



THE COMMISSIONERS OF FIRE DISTRICT No. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK

NOTICE OF AWARDS OF CONTRACTS

---

PLEASE TAKE NOTICE that the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex have awarded the following contracts for professional services for 2018 pursuant to New Jersey statutory law:

AWARDED TO: Monmouth Junction Volunteer Fire Department  
SERVICES: Fire Service Coverage  
DURATION: One Year ending 12-31-18  
COST: \$41,000.00 for calendar year 2018 as per contract

AWARDED TO: Monmouth Junction First Aid Squad  
SERVICES: First Aid Coverage at Alarms  
DURATION: One Year ending 12-31-18  
COST: \$11,400.00 for calendar year 2018 as per contract

AWARDED TO: Richard M. Braslow Esq.  
SERVICES: Legal  
DURATION: One Year  
COST: \$160.00 per hour for calendar year 2018 as per contract  
Approximately

AWARDED TO: Holman, Frena, and Allison, PC.  
SERVICES: Auditor of 2017 Financials, not to exceed \$6,400.00  
DURATION: One Year  
COST: \$140.00.00 per hour for work outside of 2017 audit

AWARDED TO: Volunteer Firemans Insurance Services (VFIS)  
SERVICES: Insurance Coverage  
DURATION: One Year  
COST: Approximately \$90,000 .00

AWARDED TO: Access Health Systems  
SERVICES: Physical Examinations for Firefighters  
DURATION: One Year ending 12-31-18  
COST: Based on number of physicals (approx. \$12,500.00)

AWARDED TO: Alan Landscaping  
SERVICES: Property Maintenance for Stations 20 & 21  
DURATION: One Year ending 12-31-18  
COST: Approximately \$10,000.00

  
Roger S. Potts / Secretary