

OCEAN GROVE  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE TOWNSHIP FIRE DISTRICT No. 2.

7:30 PM MEETING MINUTES

March 4, 2025

OPENING

The meeting was called to order with a flag salute. The clerk announced the meeting is was held in compliance with the provisions of Chapter 231, New Jersey Public Laws of 1975, "Open Public Meetings Act" having been published in a March 2024 issue of the Coaster.

Roll Call:

present	Commissioner Robert McEwan, Chairman
present	Commissioner Paul Bagdanov
present	Commissioner Matthew Gannon
present	Commissioner Scott Jarmer
present	Commissioner Lori Moses-Day

UNFINISHED BUSINESS OF THE OUTGOING BOARD

Motion to adjourn the Board sine die

Motion: Comm. Jarmer      Second: Comm. Gannon

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

ELECTION REPORT

The Clerk reports the district election was held on February 15, 2025

One candidate filed a petition to appear on the ballot;  
Following the count of votes received at the polling place and the mail votes received by the Monmouth County Clerk,

Matthew Gannon received 100 votes, 23 at the polling place, 77 by mail.  
There were two write in candidates, each with one vote.

The budget was approved with 71 votes in favor and 38 against.

## INVESTITURE

Matthew Gannon to the office of Commissioner of Neptune Township Fire District No. 2, the Ocean Grove Fire District.

## REORGANIZATION

On the motion of Commissioner Bagdanov and second of Commissioner Jarmer, and approval of the entire Board, Commissioner Gannon was selected to act as temporary Chairman.

Vote: Unanimously approved

Commissioner McEwan was nominated by Comm. Jarmer and second by Comm. Bagdanov for the office of Chairman for the next year.

Vote: Unanimously approved

Commissioner Jarmer was nominated for Secretary of the Board of Fire Commissioners by Comm. Moses-Day, second by Comm. Bagdanov.

Vote: unanimously approved

Commissioner Bagdanov was nominated for the office of Treasurer of the Board of Fire Commissioners by Comm. McEwan, seconded by Comm. Jarmer.

Vote: unanimously approved

## RESOLUTIONS for ORGANIZATION

Resolution 2025-3-01

### A RESOLUTION TO ESTABLISH STAFF POSITIONS

Offered by: Comm. Bagdanov Second by: Comm Jarmer

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

Resolution 2025-03-02

TO ESTABLISH SCHEDULE OF  
MEETINGS& WORKSHOPS  
from April 2025 through March 2026 and the Fire District Election

Motion: Comm. Bagdanov                      Second: Comm. Gannon

Roll Call:     yes     Commissioner Robert McEwan, Chairman  
                  yes     Commissioner Paul Bagdanov  
                  yes     Commissioner Matthew Gannon  
                  yes     Commissioner Scott Jarmer  
                  yes     Commissioner Lori Moses-Day

Resolution #2025-03-03  
TO APPOINT PROFESSIONALS  
(auditor & attorney)

Motion: Comm. Bagdanov                      Second: Comm. Jarmer

Roll Call:     yes     Commissioner Robert McEwan, Chairman  
                  yes     Commissioner Paul Bagdanov  
                  yes     Commissioner Matthew Gannon  
                  yes     Commissioner Scott Jarmer  
                  yes     Commissioner Lori Moses-Day

Resolution #2025-03-04  
DESIGNATE DEPOSITORIES FOR MUNICIPAL FUNDS

Motion: Comm. Bagdanov                      Second: Comm. Moses-Day

Roll Call:     yes     Commissioner Robert McEwan, Chairman  
                  yes     Commissioner Paul Bagdanov  
                  yes     Commissioner Matthew Gannon  
                  yes     Commissioner Scott Jarmer  
                  yes     Commissioner Lori Moses-Day

Resolution #2025-03-05

Motion: Comm. Jarmer                      Second: Comm. Bagdanov

Resolution #2025-03-06  
DESIGNATE INDIVIDUAL COMMISSIONERS TO SUPERVISE SPECIFIC AREAS  
of the Neptune Township Fire District #2 (Ocean Grove Fire District).

Motion: Comm. Bagdanov                      Second: Comm. Jarmer

Roll Call:      yes      Commissioner Robert McEwan, Chairman  
                   yes      Commissioner Paul Bagdanov  
                   yes      Commissioner Matthew Gannon  
                   yes      Commissioner Scott Jarmer  
                   yes      Commissioner Lori Moses-Day

Resolution #2025-03-07  
RESOLUTION TO CERTIFY THE AMOUNT TO BE RAISED BY TAXATION.

Whereas at the fire district election held on February 15, 2025 the voters approved the budget question with 71 votes in favor and 38 against, the Board now certifies the amount of \$747,253.23 to be raised by taxation.

Motion: Comm. Bagdanov                      Second: Comm. Jarmer

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

Motion to resume the regular meeting agenda

Motion: Comm. Bagdanov                      Second: Comm. Moses-Day

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

MINUTES OF LAST MEETING

Motion to approve the minutes of the February 13, 2025 meeting.

Motion: Comm. Bagdanov                      Second: Comm. Gannon

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

## COMMUNICATIONS

1. Two email (2/24 and 3/1) and one letter (2/24) from Nick Walker
2. Donations received in memory of Lee Moses

## ACTION ON COMMUNICATIONS

1. Directed to Apparatus Committee
2. Turned over to Eagle Hook & Ladder Co.

## REPORT OF THE TREASURER

Report attached

Motion to approve bill list and accept the report of the Financial Officer.

Motion: Comm. Jarmer

Second: Comm. Bagdanov

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

## OLD BUSINESS

Electrical work at Eagle: identification of appliance or circuit with problem

Apparatus Committee. The chairman noted that the Apparatus Planning Committee consists of Commissioner Jarmer (chair), Commissioner Moses-Day, Chief Benfer, and Deputy Chief Deuchar. The chairman added the fire official and the clerk to the committee. The chair may invite additional members to the committee.

## NEW BUSINESS

Resolution 2025-03-08

Resolution to Approve Legal Services Contract

Motion: Comm. Bagdanov

Second: Comm. Moses-Day

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov

yes Commissioner Matthew Gannon  
yes Commissioner Scott Jarmer  
yes Commissioner Lori Moses-Day

2025-03-09

A Resolution regarding the 2023 Audit.

Motion to approve the 2023 Audit.

Motion: Comm. Bagdanov                      Second: Comm. Gannon

Roll Call:    yes    Commissioner Robert McEwan, Chairman  
                  yes    Commissioner Paul Bagdanov  
                  yes    Commissioner Matthew Gannon  
                  yes    Commissioner Scott Jarmer  
                  yes    Commissioner Lori Moses-Day

2025-03-10

A Resolution adopting the Open Public Records Act Request Form approved by the New Jersey Government Records Council

Motion: Comm. Bagdanov    Second: Comm. Gannon

Roll Call:    yes    Commissioner Robert McEwan, Chairman  
                  yes    Commissioner Paul Bagdanov  
                  yes    Commissioner Matthew Gannon  
                  yes    Commissioner Scott Jarmer  
                  yes    Commissioner Lori Moses-Day

REPORT OF FIRE OFFICIAL

Report attached

REPORT OF FIRE CHIEF

Verbal report: 43 year to date alarms; MARP (mutual aid response plan) posted in firehouses with minor changes from prior MARP.

PUBLIC HEARING

The chairman opened the floor for public comment. Members of the fire department addressed the board regarding purchase of apparatus, and various mechanisms for purchasing a specific vehicle presently identified as available by the sale representative for the manufacturer for earlier delivery than other potential options.

## ADJOURNMENT

There being no further business before the Board at this meeting, motion to adjourn meeting.

Motion: Comm. Jarmer

Second: Comm. Bagdanov

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

## RESOLUTION #2025-03-01 A RESOLUTION TO ESTABLISH STAFF POSITIONS

BE IT RESOLVED, That the following designated staff positions are approved and assigned as shown:

Scott Liddick	Fire Official
David M. Shotwell Jr.	Fire District Clerk
Debra Latshaw	Financial Officer
James Hundley	Attorney
Vincent J. Alvino	Auditor
Rev. Joe Tiedemann	Chaplain
Rev. William Noll	Chaplain

Offered by: Comm. Bagdanov

Second by: Comm. Jarmer

## Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer



yes      Commissioner Lori Moses-Day

RESOLUTION NO. 2025-03-02  
A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS

BE IT RESOLVED, That pursuant to the Open Public Meetings Act, the Board of Fire Commissioners, Fire District No. 2, (Ocean Grove Fire District) Neptune, N.J. adopts the following schedule of meetings for the balance of the year 2025-2025, said meetings to be held at the Ocean Grove Fire Headquarters, 50 Olin Street, Ocean Grove, on the dates listed at 7:30 P.M., unless otherwise indicated. Each meeting will begin with a workshop session.

Thursday April 10, 2025  
Thursday May 8, 2025  
Thursday June 12, 2025  
no meeting scheduled in July  
Thursday August 14, 2025  
Tuesday September 9, 2025  
Thursday October 9, 2025  
Thursday November 13, 2025  
Thursday December 11, 2025  
Thursday January 8, 2026  
Thursday February 12, 2026  
Tuesday March 3, 2026

Fire District Election  
Saturday, February 21, 2026, 2 p.m - 9 p.m.

BE IT FURTHER RESOLVED, That the clerk of the Board be and he is hereby authorized to publish this resolution in accordance with the Open Public Meetings Act.

Offered by: Comm. Bagdanov                      Second by: Comm. Gannon

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

RESOLUTION NO. 2025-03-03  
A RESOLUTION TO APPOINT PROFESSIONALS

WHEREAS, There exists a need by the Board of Fire Commissioners for various professional services including legal and audit; and,

WHEREAS, These appointments are being made without competitive bidding because the appointments involve members of recognized professions, licensed and regulated by law, pursuant to NJSA 40A:11-5;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Fire Commissioners of the Fire District No. 2 (Ocean Grove Fire District) Neptune, N.J, that the Chairman and Clerk be and they are hereby authorized and directed to engage the services of:

Vincent J. Alvino  
James Hundley

Auditor  
Attorney

BE IT FURTHER RESOLVED, That these appointments are being made pending submission and approval of service contracts; and,

BE IT FURTHER RESOLVED, That the clerk of the Board be and he is authorized and directed to publish this resolution in accordance with NJSA 40A:11-1.

Offered by: Comm. Bagdanov      Second by: Comm. Jarmer  
Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

RESOLUTION #2025-03-04  
A RESOLUTION TO DESIGNATE DEPOSITORIES FOR MUNICIPAL FUNDS

BE IT RESOLVED, that the Kearny Bank is hereby designated as the depository for the Neptune Fire District No.2 (Ocean Grove Fire District) funds; and,

BE IT FURTHER RESOLVED, that Kearny Bank is hereby authorized to make payment from the funds on deposit in said institutions to the credit of Neptune Fire District No. 2 (Ocean Grove Fire District) in the following accounts: General and Payroll, upon and according to the checks drawn bearing three signatures from any three as follows:

Signature of: Chairman, Secretary, Treasurer or Financial Officer.

BE IT FURTHER RESOLVED, that the Board of Fire Commissioners' safe deposit box shall also require three signatures from three as follows:

Signature of: Chairman, Secretary, Treasurer or Financial Officer.

Offered by: Comm. Bagdanov          Second by: Comm. Moses-Day

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

RESOLUTION #2025-03-05  
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the Asbury Park Press and the Coaster be designated as the official newspapers for the insertion of legal notices for the Board of Fire Commissioners, Fire District No.2, (Ocean Grove Fire District) Neptune, NJ.

Offered by: Comm. Jarmer    Second by: Comm. Bagdanov

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

RESOLUTION #2025-03-06  
A RESOLUTION  
TO DESIGNATE INDIVIDUAL COMMISSIONERS  
TO SUPERVISE SPECIFIC AREAS

BE IT RESOLVED, the following areas shall fall under the supervision of the indicated Commissioners:

FACILITIES:	Commissioner Matthew Gannon
ADMINISTRATION & FINANCE:	Commissioner Paul Bagdanov
PERSONNEL:	Commissioner Lori Moses-Day
APPARATUS:	Commissioner Scott Jarmer

Offered by: Comm. Bagdanov      Second by: Comm. Jarmer

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

Resolution #2025-03-07  
RESOLUTION TO CERTIFY THE AMOUNT TO BE RAISED BY TAXATION.

Whereas at the fire district election held on February 15, 2025 the voters **approved** the budget question below with 71 votes in favor and 38 against,

Shall the Board operate for the year 2025 with a budget of \$1,005,695.23 and an amount to be raised by taxation of \$747,253.23?

Now therefore, the Board resolves and certifies the amount of \$747,253.23 to be raised by taxation.

Offered by: Comm. Bagdanov                      Second by: Comm. Gannon

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

2025-03-09

CONFIRM THE RECEIPT OF THE ANNUAL REPORT OF AUDIT  
FOR NEPTUNE TOWNSHIP FIRE DISTRICT #2 FOR THE YEAR 2023

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

WHEREAS, the Annual Report of Audit for the year 2023 has been filed by a Registered Municipal Accountant with the District Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and,

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

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

General Comments   Recommendations   Auditors' Opinions

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

General Comments   Recommendations   Auditors' Opinions

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

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

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

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

R.S.52:27BB-52 - " A local officer or member of a local governing



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

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

Offered by: Comm. Bagdanov                      Second by: Comm. Gannon

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

The above is a true and exact copy of a resolution adopted by the Board of Fire Commissioners of Neptune Township Fire District #2 on March 4, 2025

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David M. Shotwell, Jr., District Clerk

2025-03-10

A Resolution adopting the Open Public Records Act Request Form approved by the New Jersey Government Records Council

Whereas the Open Public Records Act requires local government entities have a mechanism for interested parties to request government records, and

Whereas the New Jersey Government Records Council has promulgated and published a form to accomplish the purpose of requesting records and made same available at

[https://www.nj.gov/grc/GRC%20Official%20OPRA%20request%20form%20\(2024-9-3\)\(Writable\).pdf](https://www.nj.gov/grc/GRC%20Official%20OPRA%20request%20form%20(2024-9-3)(Writable).pdf)

Now therefore, the Board of Commissioners adopts the form published by the New Jersey Government Records Council and directs the Clerk to cause the link to same to be published to the fire district web page.

Offered by: Comm. Bagdanov      Second by: Comm. Gannon

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day

2025-03-08  
Resolution to Approve Legal Services Contract

Whereas the attorney has been appointed in Resolution 2025-03-03, and

Whereas such appointment is made without competitive bidding because the appointment involves a member of a recognized profession, licensed and regulated by law, pursuant to NJSA 40A:11-5, and

Whereas, the Board of Commissioners have reviewed the proposed contract and find same acceptable, and in the further interest of the Board, the fire department, and the public,

Now therefore, the Board of Commissioners approve the Legal Services Contract of James T. Hundley and authorize the Chairman to sign same.

Offered by: Comm. Bagdanov      Second by: Comm. Moses-Day

Voting

Roll Call:	yes	Commissioner Robert McEwan, Chairman
	yes	Commissioner Paul Bagdanov
	yes	Commissioner Matthew Gannon
	yes	Commissioner Scott Jarmer
	yes	Commissioner Lori Moses-Day