

Minutes

The reorganization meeting of the Board of Fire Commissioners, Fire District No. 2 was held on the above date at the Lenola Fire House. The meeting was called to order at 7:00 p.m. by President Wesolowski.

All Commissioners were present. Also in attendance were Fire Chief Grant, Fire Official/Hall Manager Orsini, Battalion Chief DiPaolo, Chief Assistant Brian Wesolowski and Administrator Booth.

Wesolowski identified the emergency exits and stated that due to wind gusts the front door could not be propped open but will be opened if access is requested by the public via the building access system. Wesolowski opened the meeting by reading the following statement in accordance with the "Open Public Meetings Act":

This meeting of the Board of Fire Commissioners, Fire District No. 2 of The Township of Moorestown is being held in accordance with the Open Public Meetings Act of 1975. Pursuant to the "Act", on February 9th, 2018 the required notice was transmitted to the *Burlington County Times* and the *Moorestown Sun*.

Additionally, the required notice was posted on the bulletin board, reserved for such notices, in the lobby of the Town Hall, 111 West Second Street, Moorestown, NJ 08057, on the bulletin board of the Moorestown Municipal Library, 111 West Second Street, Moorestown, NJ 08057 and on the bulletin board of the Lenola Fire House, 229 North Lenola Road, Moorestown, NJ 08057 and filed with the Clerk of the Township of Moorestown on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 9th, 2017 and mailed to each person who has requested copies of the schedule of meetings.

An affidavit certifying that the aforesaid delivery and posting of notices was prepared and signed by the Administrator.

Wesolowski called for a salute to the flag and a moment of silence for our departed members.

Oaths of Office:

Notary Matthew Orsini administer the Oath of Office to Re-Elected Commissioners Willian J. Wesolowski and Lawrence F. Niedermayer for three-year terms on the Board of Fire Commissioners that ends March, 2021.

Nominations:

Wesolowski turned the meeting over to Administrator Booth, whom handled the nominations of the Officers of the Board of Fire Commissioners for Fiscal Year March 1, 2018 through February 28, 2019.

Commissioner Wesolowski was nominated for the office of President by a motion from Commissioner Grant, seconded by Commissioner Maahs-Knobbs. There being no question on the motion for Commissioner Wesolowski as President or further nominations, the nominations were closed. The motion for Commissioner Wesolowski for the office of President was carried by the five Board members present.

Commissioner Grant was nominated for the office of Vice President by a motion from Commissioner Wesolowski, seconded by Commissioner Niedermayer. There being no question on the motion for Commissioner Grant as Vice President or further nominations, the nominations were closed. The motion for Commissioner Grant for the office of Vice President was carried by the five Board members present.

Commissioner Niedermayer was nominated for the office of Secretary by a motion from Commissioner Maahs-Knobbs, seconded by Commissioner Wesolowski. There being no question on the motion for Commissioner Niedermayer as Secretary or further nominations, the nominations were closed. The motion for Commissioner Niedermayer for the office of Secretary was carried by the five Board members present.

Commissioner Ruggiano was nominated for the office of Treasurer by a motion from Commissioner Maahs-Knobbs, seconded by Commissioner Niedermayer. There being no question on the motion for Commissioner Ruggiano as Treasurer or further nominations, the nominations were closed. The motion for Commissioner Ruggiano for the office of Treasurer was carried by the five Board members present.

Administrator Booth turned the meeting over to President Wesolowski.

President Wesolowski thanked the board for nominating him as president and added he is looking forward to another successful year.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the February 7, 2018 meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the February 7, 2018 Executive Session were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board the tail board modification on 3132 came within \$200 of the budgeted amount.
2. The grant request in the amount of \$9,557 was approved by Fire House Subs for the purchase of a Battery Powered Rescue tool. Said tool was included in the District's 2018 Budget.
3. Discussed the quote for the bracket placement on 3132 to accommodate new tools (\$3,382). The Board agreed to discuss request under New Business.
4. Discussed report submitted by the Chief's Assistant covering various projects including filing NIFRS reports and preparing the grant submission to Fire House Subs.
5. Stated Chief Assistant Brian Wesolowski continues to work with Target Solutions incorporating training records.
6. Reports for February and March, 2018 were posted on the board and submitted.

Chief Assistant Brian Wesolowski replied to a question from Commissioner Maahs-Knobbs regarding communication of the grant award. Fire House Subs has requested all communication of said award go through their communication's department. Chief Assistant Wesolowski stated the grant will be awarded in approximately six weeks.

Captain's Report:

Chief Grant gave the following report for the months of February and March prepared by Captain Walter Fox:

1. All apparatus and equipment were checked regularly throughout each month and are operational.
2. Reported on the maintenance and/or repairs performed throughout February and March.
3. Reports were submitted and filed.

Fire Official Report:

Fire Official Orsini mentioned the reports provided for February and March are incomplete for District No. 2 due to software issues. Orsini stated they are in the process of converting back ver to ESP. Orsini gave the following report for March:

1. Provided the inspection totals for District No. 1 since District No. 2 were not available.
2. Penalty totals for the month were provided.
3. Nine variance notices were issued.
4. Discussed businesses with active remediation plans in place.
5. Report was submitted and filed.

Rental Manager's Report:

Hall Manager Orsini gave the following report for February and March:

1. There were three affairs held during the month of February and five during the month of March.
2. There were approximately sixty-five inquiries via email and telephone in each of February and March.
3. There were nine bookings during the month of February; seven for 2018 and two for 2019. In addition, there were nine bookings for the month of March; seven for 2018 and two for 2019.
4. Security deposits are scheduled to be returned.
5. Updated dates will be posted in the lounge.

Squad Report:

A representative from the Squad was not in attendance. Administrator Booth stated Financials from November, 2017 through February, 2018 were provided. Booth informed the Board she has reviewed said reports and noticed a drop in net operating results over the past few months. Chief Joe Shields is looking into the matter.

Bills:

The Statement of Expenditures, listing the bills to be paid in March and April were provided to the Board members for review prior to the meeting. Administrator Booth discussed the bills highlighted on said Statement. Bills received after Statement was prepared were read by Administrator Booth at the meeting.

There being no comments or questions on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to pay the March bills was approved by the five commissioners present.

There being no comments or questions on the bills, a motion by Commissioner Grant, seconded by Commissioner Niedermayer to pay the April bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in March and April will be provided at the next meeting)

Commissioner Grant abstained on all Chief Grant invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee.

Communications:

Administrator Booth discussed the following communications:

1. The Notice of Annual Scheduled Meetings was published in the *Burlington County Times* and the *Moorestown Sun* as well as posted on the bulletin boards in the lobby of the Town Hall, Moorestown Library and the Lenola Fire House. Notice was also posted on the official website of the District and filed with the Township clerk. In addition, an affidavit regarding the transmittal and posting of the Notice of Annual Scheduled meetings was prepared.
2. The 2018 Election Results Press Release was posted on the official website and provided to the Burlington County Times and the Moorestown Sun.
3. The 2018 Moorestown Fire District No. 2 Budget Election Results Certification and copy of the Fire District Election Ballot were sent to the Bureau of Authority Regulation and the Auditor on February 27, 2018.
4. Letter sent on behalf of the Board to the County Tax Administrator, Certifying the Amount to Be Raised by Taxation. The Moorestown Tax Assessor, Director of Finance and the Tax Collector were copied on said letter.
5. Received two requests to use the Hall. Discussion ensued. A motion by Commissioner Grant, second by Commissioner Ruggiano to allow Walter Fox, an active firefighter to use the Hall on October 5, 2019 for his son's wedding was approved by the five commissioners present. A motion by Commissioner Maahs-Knobbs, second by Commissioner Ruggiano to allow

Brandon Pugh, a squad member to use the Hall on Sunday, May 4, 2018 from 1:00 4:00, pending confirmation he is a member of the squad in good standing, was approved by the five commissioners present. Hall Rental Chairman Orsini will determine the appropriate rate for the use of the hall. Discussion ensued regarding requests to use the hall from Squad members. The Board agreed a letter stating their status from Chief Joseph Sheilds shall be required with all requests.

6. Notice of Cancellation and Rescheduling of the March 7, 2018 Reorganization Meeting was published in the Burlington County Times, posted on the bulletin boards of the town hall, the Fire House and the Library.
7. Received the first of three installments from the township of the 2018 amount raised by taxation.
8. Notice of Bid for the Source Capture Vehicle Exhaust Removal System was published in the Burlington County Times on March 26, 2018.
9. Received Letter of Resignation from Administrator Booth.
10. Received the Final Administrative Action from Civil Service Board of Appeals regarding the Orsini Lateral Title Change request. Said letter will be further discussed under Old Business.

Old Business:

1. The Fire Official UFD appeal request was discussed. Administrator Booth informed the Board the district's request for a lateral title change was heard by the Civil Service Board on March 27, 2018. The board found good cause to grant request pending qualifying examination. Matter was referred to Agency Services to process.
2. The promotion of Jamie Boren to the position of Clerk 2 was briefly discussed.

Resolution 2018-06 "*Appointing an Administrative Assistant (Clerk 1) to a Clerk 2 Position*" was introduced and read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll-call vote, the resolution was adopted 4-0-1 with Commissioner Maahs-Knobbs abstaining.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs-Knobbs	-Abstention
Ruggiano	-Aye

3. The Direct Install Program was briefly discussed. Administrator Booth informed the Board Hutchinson installed the HVAC systems and the remaining items (i.e., lighting) is scheduled for April 11, 2018.
4. The Vehicle Exhaust Removal System Project was discussed. Administrator Booth informed the Board the project is on schedule and the Bid Opening is scheduled for Friday, April 20, 2018 at 10:00 am.
5. Legislation (A1690/S660) allowing fire district elections to be moved to the date of the November general election was briefly discussed. Administrative Booth shared a summary of the new legislation along with potential pros and cons of moving the election for the Board to consider.

6. The 2017 Audit was briefly discussed. Administrator Booth informed the Board that the 2017 Audit is underway.

New Business:

Reorganization Resolutions:

The following Resolution was read by President Wesolowski:

Resolution 2018-07 “*Appointing an Auditor, Insurance Broker, Depository of District Funds and the Official Newspapers*” was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	-Aye

The following Resolution was read by Vice President Grant:

Resolution 2018-08 “*Appointing a Solicitor*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	-Aye

The following Resolutions were read by President Wesolowski:

Resolution 2018-09 “*Appointing Official Website of the District*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	-Aye

Resolution 2018-10 “*Authorizing the use of a Preferred Vendor to Service Fire Apparatus*” (Glick Fire Equipment Company, Inc.) was offered on a motion by Commissioner Niedermayer,

seconded by Commissioner Ruggiano. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	-Aye

1. The quote for the bracket placement on 3132 to accommodate new tools discussed by Chief Grant under the Chief's report was further discussed. On a motion by Commissioner Niedermayer, seconded by Commissioner Grant to add brackets on 3132 to accommodate new tools at a cost of \$3,382.00 was approved by the five commissioner present.
2. Membership to the Personnel/Shared Services Sub-Committee was discussed. President Wesolowski explained the current term for the committee members has expired. Brief discussion ensued. A motion by Commissioner Grant, second by Commissioner Ruggiano to appoint Commissioner Wesolowski, Commissioner Maahs-Knobbs and the new Administrator to the Personnel/Shared Services Sub-committee for a term of one year was approved by the five commissioners present.
3. Buildings & Grounds Liaison was discussed. A motion by Commissioner Niedermayer, second by Commissioner Maahs-Knobbs to have Commissioner Ruggiano serve as liaison to the Board for Buildings and Ground was approved by the five commissioners present.
4. The Annual Financial Statement Disclosure Filings were briefly discussed. Administrator Booth mentioned the due date to file is April 30, 2018.
5. Payroll Service Provider was briefly discussed. Administrator Booth informed the Board she received a quote from a company offering to provide payroll services to the district. She discussed quote with the district's current provider and they agreed to reduce their fees.
6. The Candidate Sworn Statement requirement was briefly discussed. Administrator Booth informed the Board that Form A-1 from the New Jersey Election Law Enforcement Commission is to be filed by each candidate for election to the Board of Fire Commissioners.
7. Local Finance Notice 2018-13 regarding new regulations on Electronic Funds Transfer and Claimant Certification was briefly discussed. Administrator Booth stated our current procedures should be reviewed to ensure they are in compliance with the new regulations. Brief discussion ensued.
8. Chief Grant discussed the Holmatro NCT Cutter tool and new iPads for the trucks included in the 2018 Budget. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to purchase said cutter tool for an amount not to exceed \$6,925.00 was approved by the five commissioners present. A motion by Commissioner Grant, seconded by Commissioner Maahs-Knobbs to purchase iPads for the trucks for an amount not to exceed \$3,336.00 was approved by the five commissioners present.

Meeting opened to the public.

Fire Official Orsini thanked Administrator Booth for her professional support over the years. He also wished her and her husband Doug well with their re-location.

There being no further questions or comments from the public, this portion of the meeting is closed.

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss a personnel matter.

Resolution 2018 - 11 “Resolution Authorizing a Closed Executive Session” was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Act” of the State of New Jersey, generally requires that all matters of public bodies be opened to the public; and

WHEREAS, the “Act” also provides that a public body may be excluded from a public meeting in which it will discuss various specific subjects, as enumerated in the “Act” N.J.S.A 10:4-12 Paragraph B-6.

RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time when the matters discussed have been resolved to the extent allowed by law.

On a motion by Commissioner Niedermayer and seconded by Commissioner Grant Resolution 2018-11 was approved 4-0-1 by a roll call vote with Commissioner Maahs-Knobbs abstaining.

Wesolowski	- Aye
Grant	- Aye
Niedermayer	- Aye
Ruggiano	-Aye
Maahs-Knobbs	-Abstension

Wesolowski stated the Board will be discussing a personnel matter and informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

The regular meeting was recessed at approximately 8:35 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:40 p.m. and was adjourned at 9:22 p.m.

Meeting re-opened to the public.

President Wesolowski stated that the Board regretfully accepts the resignation of Administrator Booth effective April 30, 2018. Wesolowski mentioned during the Executive Session, the Board discussed the options available to fill the Administrator position. Wesolowski noted Commissioner Maahs-Knobbs recused herself from the Executive Session at 8:44 pm.

Resolutions:

Resolution 2018 – 12 “Authorizing the Creation of a Selection Committee to Fill the Board Administrator Vacancy” was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. On a roll-call vote, the resolution was adopted 4-0-1 with Commissioner Maahs-Knobbs not in attendance at the time of the vote.

Resolution 2018 – 13 “Authorizing the Selection Committee to Either Appoint a Board Administrator on a Provisional Basis or Authorize the Award of a Non-Fair and open Contract for Administrative and Accounting Services” was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. On a roll-call vote, the resolution was adopted 4-0-1 with Commissioner Maahs-Knobbs not in attendance at the time of the vote

There being no further business to come before the Board, by Proper Action, meeting adjourned at 9:27 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration