

April 6, 2011

The regular 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 pm by President Wesolowski.

All Commissioners were present. Also in attendance were Chief Ruggiano, Deputy Chief Rob Grant, Hall Manager Mathew Orsini, Training Officer John Swan Sr., Solicitor Gregory McCloskey and Administrator Booth.

Minutes:

A minor correction to the minutes was made. On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the March 2, 2011 meeting were approved by the five commissioners present.

Chief's Report:

1. Report for March was submitted by Chief Ruggiano and filed.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: Recall from Pierce - Steering Bracket. Issue addressed.
4. Truck 3133: No problems reported.
5. Truck 3135: No problems reported.
6. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Other</u>	<u>Total</u>
284.4G	108.0G	0.0G	392.4G

7. Chief Ruggiano thanked the Board for the opportunity to attend the FDIC. He mentioned they expanded the convention center and the conference/show was larger in comparison to last year. He also mentioned that approximately 28,800 Fire Fighters attended the Conference this year.
8. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were four paying affairs scheduled during the month of March and approximately 40 inquiries via email and telephone. There were four bookings during the month for the calendar year 2011.
2. There were three cleanings to be paid for during the month. All security deposits are scheduled to be returned.

3. Updated calendar is posted in lounge.

Squad Report:

Chief Ruggiano mentioned EMS Chief Joe Sheilds was unable to attend meeting. He will submit report to Administrator Booth when completed.

Bills:

The Statement of Expenditures, listing the bills to be paid in April, 2011 was provided to the Board members for review prior to the meeting. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting. Administrator Booth commented on a few of the bills presented for payment.

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

(List of bills paid in April will be provided at next meeting)

Commissioner Maahs abstained on all C. Maahs Knobs' invoices.

Communications:

Administrator Booth discussed the following communications:

1. Received letter from State of New Jersey - Commission of Investigation requesting information and documentation on the purchase of high-pressure breathing air systems (i.e., breathing air compressors) purchased after January 1, 2005. A reply was sent on March 22, 2011 stating the breathing air compressor currently in use was purchased in May of 1993 and therefore falls outside of this request
2. Received notification from the Division of Pensions and Benefits of significant changes to the withdrawal applications procedures and purchase of service credits for members in PERS & PFRS. A letter was sent to all employees on March 9, 2011 informing them of the new procedures.
3. Received letter from Patricia Hunt, Township Clerk, requesting the completion of Financial Disclosure Statement Forms by members of the Board, its Attorney, its Administrator and the Fire Chief. Administrator Booth distributed forms along with instructions for completion and requested they be returned to Patricia Hunt by Monday, April 25, 2011.
4. Received a request from DSgt. Lee Lieber in his capacity as township Emergency Management Coordinator for use of the hall on June 30, 2011 from 1830-2230 hrs. to host the quarterly Burlington County OEM Coordinators meeting. President Wesolowski asked Hall Manager Matthew Orsini if date was available. Orsini mentioned he had discussed date with Lieber prior to meeting. Wesolowski also stated that the request goes on to say that there will be a special presentation by emergency services personnel who participated in the recent oil spill response in the Gulf of Mexico to which county fire chiefs as well as any

members of Lenola Fire Company are invited to attend. Wesolowski asked Lieber if he had sent a letter to the Lenola Volunteer Fire Company regarding presentation. Lieber stated he had discussed with Chief and also mentioned the plans are not yet final regarding the special presentation. A motion by Commissioner Niedermayer, seconded by Commissioner Grant granting the use of the hall to the local emergency management coordinator to host the quarterly Burlington County OEM Coordinators meeting on June 30, 2011 was approved by four commissioners with Commissioner Lieber abstaining.

President Wesolowski discussed the following Communications:

1. Received a letter from Dan Shields requesting to check availability and price of the Lenola Memorial Hall for two dates this year. The affair would be for Brittany Shields, Jack's oldest. The first affair would be a bridal shower on either a Saturday or Sunday in July, 2011. The second date would be for the wedding on Saturday, October 15, 2011. Discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer granting use of the hall on a Sunday in July for the shower at a cost of \$500.00 and on October 15, 2011 for the wedding at a cost of \$1,600.00 was approved by the five commissioners present.

Old Business:

1. President Wesolowski asked Administrator Booth if the discrepancy between the actual natural gas therm usage and the usage reflected on the contract was reconciled. Booth reported this item has yet to be reconciled. It appears that the usage provided to us by PSE&G ties to our bills, however, is different than the usage provided to InSource. The contract is based on the therm usage provided to InSource. Booth stated she requested the information InSource received from PSE&G so she could address discrepancy directly with PSE&G.
2. President Wesolowski stated he spoke with James Rudderman from Alaimo Engineering regarding the progress on the New Albany Road drainage issue. Rudderman advised Wesolowski that the pipe had been videoed and cleaned. Rudderman also provided the following history of drainage pipe: In 1995 the drainage system on New Albany Road was upgraded when the roadway was repaved. Certain conditions (i.e., multiple utilities passing through the manholes) lead to silt and debris to build up causing the back-up on New Albany Road. In addition, a 15" restrictor pipe, installed during the upgrade in 1995 allowing the township to meet pre-existing conditions per the EPA may have also contributed to the drainage issue. In summary, the sediment has been removed and the drainage flow has improved. Once the EPA confirms the site has been cleaned up, the 15" restrictor pipe can be replaced by a 36" pipe further improving drainage issue. Wesolowski stated we can contact Alamo at a later date to check on the status of replacing the restrictor pipe. He asked if anyone observes further drainage issues on New Albany Road to please inform the Board.
3. President Wesolowski mentioned neither he nor Commissioner Lieber were able to meet last month to review the Solar proposals. They have a tentative meeting scheduled for Tuesday, April 12th to identify various options to be further discussed by the Board.
4. Administrator Booth provided a status on the implementation of the Citi Bank Purchase Card program under state contract. Booth informed the Board the four new credit cards were received and are available for use. Booth also stated we are continuing to work with Citi

Bank to obtain system access to view activity and run reports. We will also be establishing a payment remittance process with Citi Bank.

5. President Wesolowski provided a status on the request for updated township street and water main maps. Wesolowski contacted the Water Superintendent, Billy Butler. The most current map they have is 2008. In speaking with Chief Ruggiano, we know there have been some projects since then (e.g., water main on Church St.). Wesolowski mentioned with the current cutbacks he is not sure how high on the priority this request would be. He offered to contact Chris Schultz to see if they have approved funds to have maps upgraded. Wesolowski also mentioned we have three Fire District No. 2 Maps showing both the water system hydrants and response grids from 2002. Wesolowski contacted Dennis DiBlasio from Pennoni Associates to request a quote to have the three Fire District No. 2 maps updated and mounted.
6. Administrator Booth mentioned that thanks to Matt Orsini the Moorestown Fire District No. 2 website is up and running. Orsini performed a demo of the website. The website is a “work in progress” and improvements will be made over time. Brief discussion ensued. Minor changes will be made and links with related websites will be established.

New Business:

1. Administrator Booth mentioned Moorestown Fire District No. 2 Investment Accounts with Mass Mutual and Oppenheimer are being updated with current Board Members as signers. A Letter of Instruction and related forms need to be completed by all commissioners after Board Meeting.
2. Hall Manager Matthew Orsini discussed the purchase of additional edge kits for the banquet tables and advertising on the website Knot.com for hall rentals. Brief discussion ensued. On a motion by Commissioner Grant, seconded by Commissioner Maahs to advertise on Knot.com for one year at a cost of \$1,728.00 was approved by the five commissioners present. The Board decided to wait and monitor the hall rental income before purchasing the edge kits for the banquet tables.

Meeting opened to public:

Training Officer John Swan Sr. thanked the Board for the opportunity to attend the FDIC.

Executive Session (Closed)

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 9:15 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator