

August 4, 2010

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 held on the above date was called to order at 7:00 pm by President Wesolowski.

All Commissioners were present. Others present included Chief Ruggiano, Rob Grant. John Swan and Joe Shields.

President Wesolowski asked if the members received and reviewed the minutes of the preceding meeting. The commissioners stated they had. Minor corrections were noted. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to approve minutes was unanimously approved.

Chief's Report:

1. Report 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: front corner on driver side of cab was refinished.
4. Truck 3133: corner on passenger side rear compartment was refinished.
5. Truck 3135: Glick performed a three year paint inspection which is required under our 10 year body paint warranty. All went well. In addition, the sensor for the turbo charger was replaced.
6. Fuel used:

| <u>Squad</u> | <u>Fire Co</u> | <u>Total</u> |
|--------------|----------------|--------------|
| 220G | 68.7G | 288.7G |
7. Report submitted and filed.
8. Chief Ruggiano advised the board that there were two minor incidents with the chief's car. The first occurred down at the Citgo Gas Station where he backed into a barrier. The second incident occurred when Chief Grant backed into a parked car at the hardware store. Repairs were made.

Hall Rental Chairman Report:

No hall report was given. President Wesolowski mentioned that Matt Orsini's young son was in the hospital and he did not expect him to attend the meeting this evening.

Squad Report:

Joe Shields mentioned the Financial Reports for the past four months were submitted. (Squad Financial Reports were distributed to Board Members during meeting for their review)

Bills:

The bills to be paid in August were read by Administrator Booth.

President Wesolowski asked if there were any questions regarding any of the bills. Commissioner Grant inquired into the breakdown of the Oakwood Uniform Invoice for \$985.00. Administrator Booth provided the details. There being no further questions, a motion by Commissioner Grant and seconded by Commissioner Niedermayer to pay the following bills and any regular bills that come in was unanimously approved.

(A list of bills paid in August is available upon request.)

President Wesolowski asked Chief Ruggiano if another call was needed to follow up with the Asphalt Care Company to complete job. Chief Ruggiano stated he has already followed up with the company and they are planning on coming back to seal the patch and understand they will not be paid till the job is complete.

Maahs abstained on all C. Maahs Knobbs' invoices.

Communications:

Administrator Booth discussed the following communications:

1. Thank you letter from Patricia Hunt, Moorestown Township Clerk expressing sincere appreciation for use of the hall as a polling place during annual School Board Elections.
2. Letter from Christopher Schultz, Township Manager requesting participation in a shared services meetings between four elected entities and the library board with the purpose of discussing share services opportunities in an effort to help reduce the fiscal tax impacts to the Moorestown Community.
3. Letter sent to the Lenola Fire Emergency Unit on July 9, 2010 requesting a member of the Squad familiar with both the financials and insurance needs of the Squad be present at the next Board meeting to discuss the Board's financial assistance to the Squad.

President Wesolowski asked Joe Shields if he was able to discuss the insurance needs of the Squad. Joe responded that he is not in a position to speak about the insurance; however, he mentioned a representative from the Squad did speak to Chief Ruggiano regarding this matter. President Wesolowski asked Chief Ruggiano to share with the Board the response he received from the Squad. Chief Ruggiano stated Chief Dan Shields mentioned they are currently paying their insurance and it would be ok if the Board wanted to hold payment till the end of the year.

President Wesolowski discussed the following communications:

1. Mathew Orsini sent out a memo inquiring whether any one internally was interested in taking on the cleaning of the hall after functions. Lenny Philips has taken on this role and it appears to be working out.
2. Email request from the Township for use of the hall on August 25th from 7:00 to 9:00 pm. The Township Engineer would like to hold a community information hearing on the potential solar project for the sewer plant. President Wesolowski checked availability of

the hall and gave them the ok to use the hall on July 30th which allowed them time to notify the residents.

President Wesolowski mentioned this ties into the Board's project of looking into alternative energy and suggested it may be interesting for any commissioner here to attend since we are just starting our project of looking into solar for the Fire House.

Since the Hall Manager was not in attendance, President Wesolowski asked Administrator Booth if she had heard anything regarding the two requests we received last month for the use of the hall (Tobacco and Carcanague). Administrator Booth responded she was not aware of the status of the Tobacco request, however, she confirmed that the Carcanague event was held this past weekend and since they did not use the kitchen they were charged \$500.00 to use hall. Commissioner Grant also added that they also did not use the soda.

Old Business:

1. Commissioner Maahs asked if he have any further information regarding our solar project. Administrator Booth mentioned we have contacted Eastern Energy Services, Inc. to begin preliminary discussions. They have been in business for over 15 years and has experience with working with local government agencies. One of the partners in the firm is a former Fire Fighter. They have requested a copies of our last 12 months of PSE&G bills. They will then come out and look at our building and put a proposal together. They do not get involved with geothermal, however will coordinate efforts as appropriate with another vendor.
2. President Wesolowski mentioned that when we met with Ed Paul to review the 2009 Audit, he provided a copy of a letter from the Attorney General dated November 25, 1997 stating that local government units may not use credit cards for goods and services. President Wesolowski contacted Greg McCloskey, our Solicitor to see if there has been anything written since then that would modify this ruling. Greg McCloskey researched issue and determined that we would be allowed to use "procurement cards", however, we would not be able to use regular credit cards. We are currently looking into what exactly a procurement card is and if it is feasible for us to use.

New Business:

1. President Wesolowski asked if everyone had a chance to review the 2009 Audit Report. He also stated there are supporting documents we need to deal with tonight one of which is Resolution 10-11 that needs to be accepted in conjunction with the Audit. President Wesolowski asked Administrator Booth to take us through the Audit Report.

Administrator Booth discussed the 2009 Audit report, specifically the Financial Highlights, Balance Sheet, Total Fund Balances, Schedule of Findings and Recommendations and the Corrective Action Statement. President Wesolowski also drew the Board's attention to the "Other Accounts Receivables" line in the Balance Sheet on

page 14. This amount represents an overpayment of dedicated penalty monies to the Lenola Fire Company from 2008 and 2007 which will be recaptured in 2010. President Wesolowski asked if there were any questions concerning the resolution to adopt the Auditor's Report for the year ending December 31, 2009. There being no questions, President Wesolowski asked for a motion to approve Resolution 10-11. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to adopt Resolution 10-11 was unanimously approved by a roll call vote.

Grant -Aye
Niedermayer -Aye
Maahs -Aye
Lieber -Aye
Wesolowski -Aye

President Wesolowski asked for a motion to approve the Corrective Action Statement for the 2009 Audit to be submitted to the State. A motion by Commissioner Niedermayer and seconded by Commissioner Maahs to approve the Corrective Action Statement was unanimously approved by a roll call vote.

Grant -Aye
Niedermayer -Aye
Maahs -Aye
Lieber -Aye
Wesolowski -Aye

The documents were signed after the meeting.

2. President Wesolowski further discussed the request from the Township inviting two elected officials and one key staff member to attend the Shared Services Meeting scheduled for August 18th at 9:00 am. Short discussion ensued. President Wesolowski, Commissioner Lieber and Administrator Booth will represent the Board at the meeting.
3. Administrator Booth requested the purchase of additional minute meeting binders for archiving the Board's historical meeting minutes. A motion by Commissioner Maahs and seconded by Commissioner Grant to purchase four additional binders at a cost of approximately \$97.00 a piece was unanimously approved.
4. President Wesolowski mentioned in talking with Hall Manager Matthew Orsini there is a need for a few tables in the hors d'oeuvre section of the hall for guests at hall events. Currently there is no place other than the bar for guests socializing in the area to set down their appetizers and drinks. Wesolowski recommends the Board purchase six Pub Tables for this purpose. In a prior conversation, Mathew Orsini mentioned they have had requests in the past for cocktail tables in that area and some people have rented tables for

that purpose. The cost is approximately \$125.00 a piece. A motion by President Wesolowski and seconded by Commissioner Maahs to purchase said tables at a cost of approximately \$125.00 a piece was unanimously approved.

Meeting opened to public:

Chief Ruggiano asked if the Board heard anything back from the Township regarding the situation at New Albany Road. President Wesolowski mentioned he spoke to Mr. Schultz a few weeks back. Mr. Schultz mentioned they had funds left over in their engineering budget and they authorized the engineer to research what was needed to address the flooding situation at New Albany Rd. President Wesolowski will follow up with Mr. Schultz at the Shared Services meeting on August 18 to obtain status.

Executive Session (Closed)

Board returned to public section of meeting:

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:10 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator