

Minutes

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 p.m. by President Wesolowski.

All Commissioners were present with the exception of Commissioner Maahs. Also in attendance were Chief Grant and Administrator Booth.

Wesolowski identified the emergency exits, indicated the front door was opened to the public and 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 6th, 2015 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 6th, 2015 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.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the July 1st, 2015 regular meeting were approved by the four Commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board that there is a meter out for calibration.
2. Report for July, 2015 was submitted by Chief Grant and filed.

Captain's Report:

Chief Grant gave the following report for July:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout the month.

3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
248.5G	99.0G	0.0G	347.5G

4. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini was not in attendance. President Wesolowski read the following report:

During the month of July there were four affairs and one "no show" where the deposit was not returned. There were approximately 80 inquiries via email and telephone. In addition there were four bookings for 2015 and three for 2016.

1. All security deposits are scheduled to be returned.
2. Updated dates are posted in the lounge.

Squad Report:

Squad Report was not available.

Bills:

The Statement of Expenditures, listing the bills to be paid was 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.

Administrator Booth answered a question from President Wesolowski regarding the timing of the down payment for the Heavy Duty Rescue Pumper. There being no further 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 four commissioners present.

(List of Bills paid in August is available upon request)

Commissioner Grant abstained on all Chief Grant's invoices.

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

Communications:

Administrator Booth discussed the following communications:

1. Received a letter from Burlington County Emergency Management regarding the Burlington County Mutual Aid and Assistance Agreement between participating units on July 6th, 2015.
2. New Truck Communications:

- Requested and received required statutory documentation from vendor, Pierce Manufacturing, Inc. on July 6th, 2015.
 - Sent Request for Proposals (RFPs) for the financing of the new truck to banks and leasing companies on July 9, 2015.
 - Received seven finance proposals on July 20th, 2015.
 - Submitted application to members of the NJ Local Finance Board on July 22, 2015.
 - Sent completed credit application and requested documents to Municipal Asset Management, the lowest responsive and responsible bidder.
3. Sent executed Mutual Aid and Assistance Agreement to County on July 28, 2015.
 4. Received credit card rebate check in the amount of \$520.38.
 5. Received thank you letter from Kennedy's Cause for hosting car wash.
 6. Received letter from Susquehanna Bank and Branch Bank and Truck Company regarding the merger of the two banks effective immediately.

Old Business:

1. The following Repair and Maintenance Issues were discussed:
 - a. The Low Roof Project was discussed. Administrator Booth discussed project with Auditor Ed Paul. Booth explained that the Board can either place a question on the ballot in 2016 to include in the 2017 Budget or have a Special Election this year and include project in the 2016 Budget. Brief discussion ensued. The Board agreed to place the question on the 2016 Ballot, thereby including the project in the 2017 Budget. President Wesolowski asked and Administrator Booth replied to a question regarding the funds included in the 2015 Budget for said project.
 - b. The Rail Road Side Excavation Project was discussed. Maintenance Personnel Ruggiano mentioned the contractor is expected to begin project shortly, weather permitting.
 - c. The replacement of three Fire House exterior doors was discussed. N.J. Door Works took the final measurements and ordered the doors to be installed. The project will be scheduled once the doors come in.
2. The New Truck Project was discussed:
 - a. The Board reviewed the finance proposals from seven leasing companies/banks with interest rates ranging from 2.41 to 3.30 percent. Administrator Booth mentioned Municipal Asset Management, Inc. (MAM) was the lowest responsive and responsible bidder. The proposal from MAM was included in the Local Finance Board (LFB) Application. Brief discussion ensued.
 - b. The Application to the Local Finance Board, reviewed by the Board Auditor and Solicitor, was submitted on July 22, 2015 and is expected to be on the agenda for the August 13, 2015 meeting.

Resolutions:

Resolution 2015-22 "*Awarding Finance Contract to Municipal Asset Management Inc., pending the LFB approval*" was read by President Wesolowski. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt said resolution was approved by the four Commissioners present on a roll call vote.

Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Wesolowski	-Aye
Maahs	-Absent

Resolution 2015-23 “*Authorizing Representatives from the Board to enter into a Lease Purchase Agreement on Behalf of the Board*” was read by President Wesolowski. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt said resolution was approved by the four Commissioners present on a roll call vote.

Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Wesolowski	-Aye
Maahs	-Absent

- c. Credit Approval for the financing of the new truck from Municipal Asset Management Inc. was received on July 31, 2015.
- d. The next steps and time line were briefly discussed.
- e. Chief Grant discussed the sale of Truck 3133 which is no longer needed for service. Options to advertise truck and regulatory requirements were discussed. The Board asked and Administrator Booth agreed to discuss question regarding using multiple brokers with the Board Solicitor.

New Business:

- 1. Commissioner Ruggiano discussed joining efforts with District No. 1, the EMS Squads and fire companies in requesting the Township Council/Manager consider an alternative to the three center pedestrian cross walk signs on Main Street. Ruggiano mentioned there have been incidents where lines on a fire truck were damaged on the center cross walk signs rendering the truck out of service upon reaching the scene of the call as well as damage to a bus by a fire truck navigating the center crosswalk sign. Ruggiano stated he recognizes the importance of identifying the crosswalks for pedestrians and proposes sending a joint letter requesting the Township Council/Manager consider alternatives to the center signs placed on the road. Discussion ensued. Administrator Booth agreed to discuss concern and proposal with Administrator Chesner from District No. 1.
- 2. The Burlington County Mutual Aid Agreement was briefly discussed.

Resolution:

Resolution 2015-24 “*Authorizing Membership in a Mutual Aid and Assistance Agreement with Participating Units*” was read by President Wesolowski. A motion by Commissioner

Niedermayer, seconded by Commissioner Grant to adopt said resolution was approved by the four Commissioners present on a roll call vote.

Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Wesolowski	-Aye
Maahs	-Absent

3. The 2014 Audit Status was discussed. Administrator Booth distributed copies of the Final 2014 Audit Report to the commissioners and provided a high level summary of the Audit Report. There were no reportable conditions, material weaknesses, or instances of noncompliance related to the financial statements noted. Booth mentioned the resolution accepting the Auditor's Report, which states the governing body review, at a minimum, the General Comments and Recommendations, is to be adopted no later than forty-five days after receipt of the Annual Audit Report, as per the regulations of the Local Finance Board. Administrator Booth asked the Board if they had any questions as they reviewed the 2014 Audit Report and Summary Report provided. No questions were raised.

Resolution:

Resolution 2015-25 "*Accepting the Auditor's Report for the Year Ending December 31, 2014*" was introduced by President Wesolowski. The Resolution requires as per regulation that the governing body of each fire district shall by resolution certify to the Local Finance Board that all members of the governing body has reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations* as evidenced by the group affidavit form. The Board members present acknowledged they reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations*. There being no 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.

Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Wesolowski	-Aye
Maahs	-Absent

4. Administrator Booth provided a brief summary of the YTD 2015 Actual vs. Budget Report.

Meeting opened to the public.

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

August 5, 2015

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:00 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration