

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 Niedermayer. Also in attendance were Deputy Chief Mathew Orsini, Battalion Chief Lenny Phillips and Administrator Booth.

President Wesolowski identified the emergency exits 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 21st, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21st, 2013 the required notice was posted on the bulletin board, reserved for such notices, in the lobby of the Town Hall, 2 Executive Drive, Suite 9A, 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 21st, 2013 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.

Minutes:

On a motion by Commissioner Ruggiano, seconded by Commissioner Maahs, the minutes of the July 3rd, 2013 regular meeting were approved by the four commissioners present.

Chief's Report:

1. Report for July, 2013 was submitted by Deputy Chief Orsini and filed. President Wesolowski asked Deputy Chief Orsini to post a copy of the Report (i.e., Lenola Fire Company Incident List) on the bulletin board downstairs.

Captain's Report:

1. Battalion Chief Phillips gave report for July.
2. All apparatus and equipment were checked regularly throughout the month and are operational.
3. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: Installed traffic light controller; Sent out command center front cab for recalibration; Installed LED lights in all compartments; Replaced retainer for handle on hand held spot light.
 - Truck 3133: Installed traffic light controller; Repaired accident damage on front bumper.
 - Truck 3135: Installed traffic light controller; Checked right front outrigger, found no problem.
 - Truck 3138: No reported problems.
 - Truck 3130: Installed traffic light controller.
4. Fuel used:

| <u>Squad</u> | <u>Fire Co.</u> | <u>Other</u> | <u>Total</u> |
|--------------|-----------------|--------------|--------------|
| 249.0G | 127.4G | 0.0G | 376.4G |
5. Report submitted and filed.

Hall Rental Chairman's Report:

Hall Rental Manager Orsini gave the following Hall Rental Chairman's Report:

1. There were four paying affairs during the month of July. There were approximately 30 inquiries via email and telephone. In addition, there were six bookings during the month, two of which were for 2014.
2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. A new "Card Board Only" sign was ordered for the dumpster. Orsini noted a new sign had been placed on the dumpster. Commissioner Ruggiano stated a representative from the recycling company provided the sign.
4. Updated calendar is posted in lounge.

Brief discussion ensued regarding the volume of bookings for 2013.

Squad Report:

Chief Joe Shields was not in attendance; therefore no Squad Report was given.

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 the

Statement of Expenditures. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting.

There being no questions on the bills, a motion by Commissioner Grant, seconded by Commissioner Ruggiano 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 are available upon request)

Commissioner Grant abstained on all Chief Grant's invoices.

Commissioner Maahs abstained on all Fire Official Maahs' 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 letter from retiree Ginny Konecsny notifying the Board of a decrease in the monthly health insurance premium to be reimbursed.
2. Received letter dated July 9, 2013 from Fire Official Maahs-Knobbs providing the amount of the Second Quarter, 2013 Dedicated Penalty monies due to the Lenola Volunteer Fire Company.
3. Information sent to insurance carrier regarding 7/11/13 incident involving Truck 3133.
4. Email sent to the state regarding status of the 2012 Audit.
5. Received email and forms from the FEMA State Applicant Liaison to be completed by each applicant in an effort to improve the management of FEMA Grants.
6. Sent letters to LVFC & Squad regarding payment of their share of air conditioner and copier expenses previously agreed upon.
7. Received letter from employee Randy Williams requesting participation in the deferred compensation plan.
8. Received the second of three installments from Township (\$234,204.00) on July 23, 2013.

Old Business:

1. The status of the District's participation in a Cooperative Pricing Agreement to purchase electricity was discussed. Booth mentioned the County went out to bid on July 18th; however due to lower PSE&G rates, a contract was not awarded to a third party supplier. Booth mentioned that the current PSE&G rates for our accounts are close to the variable rate we are receiving from NextEra. Discussion ensued. Board agreed to return to PSE&G for the supply of electricity. In addition, Booth will determine the Board's current obligations under the Camden County Cooperative Pricing Agreement and the process to withdraw from agreement, if appropriate.
2. The status of the application for FEMA assistance for expenses associated with Hurricane Sandy was discussed. Administrator Booth informed the Board a check for \$2,162.82 in FEMA grant monies was received. The amount received represents approximately 90% of

the in-county expenses incurred by the department as a result of Hurricane Sandy.

Commissioner Ruggiano thanked Administrator Booth for her time and effort in coordinating the filing for FEMA Assistance.

3. The hall recycling/dumpster issue brought up under the Hall Rental Chairman's Report was briefly discussed. As noted under the Hall Chairman's Report a sign was placed on the side of the dumpster facing the kitchen door for people taking out the trash for the proper disposal of cardboard/paper.
4. Commissioner Ruggiano discussed the Traffic Light Controller project. Specifically he recommended the Board consider combining efforts with other local Boards to obtain additional grant monies to include more intersections as part of the "Emergency Vehicle Preemption Project". Discussion ensued. Wesolowski suggested we determine what information Chief Grant received regarding future phases of the project. Commissioner Ruggiano offered to have Harry Klatt Jr. from the Burlington County Engineers Office contact Administrator Booth to explain process. Booth agreed to confirm source of grant funds and if there are funds in the pipeline for additional phases.

New Business:

1. Administrator Booth distributed copies of the Final 2012 Audit Report to the commissioners and provided a high level summary of the Audit Report. Booth also stated no reportable conditions, material weaknesses, or instances of noncompliance related to the financial statements were noted. Booth asked the Board to review the 2012 Audit Report and send any questions to her prior to the September Board Meeting. 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. The Resolution will be presented for adoption at the September 4, 2013 Board Meeting.
2. President Wesolowski briefly discussed the request from employee Randy Williams to participate in the deferred compensation plan administered by the Board. A motion by Commissioner Grant, seconded by Commissioner Maahs allowing Randy Williams to participate in the deferred compensation plan was approved by the four commissioners present.
3. President Wesolowski mentioned the 2013 Budget included a line item for renovations to the beverage/bar area in the rental hall. Wesolowski recommended the Board begin researching possible options and plans. A motion by Commissioner Maahs, seconded by Commissioner Grant to proceed with investigating options for the beverage/bar area was approved by the four commissioners present.
4. Administrator Booth requested "view only" access to online account information (i.e., quarterly investment income) for funds held in the Mass Mutual Accounts. A motion by Commissioner Maahs, seconded by Commissioner Ruggiano to allow "view only" access to Administrator Booth for the MassMutual Accounts was approved by the four commissioners present. Booth mentioned signatures required to grant access will be obtained at the end of the meeting.

Meeting opened to public:

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. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2013- 17 “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.

The Resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Ruggiano and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 7:40 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:42 p.m. and was adjourned at 8:04 p.m.

Meeting re-opened to the public.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:05 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator