

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. Also in attendance were Fire Chief Grant, Fire Official Orsini, Captain DiPaolo, Architect Harry Bopp 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 8<sup>th</sup>, 2017 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 8<sup>th</sup>, 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.

**Lower Roof Project**

President Wesolowski stated we will be deviating from the regular order of business to discuss the Lower Roof Project. Wesolowski asked Architect Harry Bopp to provide a status of the open items of said project.

Harry Bopp stated he received a request for final payment from the roof contractor, however since there are outstanding punch list items from the project, the application for payment is being held. Bopp provided a status on the following items:

- Manufacturer warranty is essentially done per the representative from the warranty company, however said warranty has not yet been received.
- Flashing in support of the air conditioning units was not installed as per reference detail.
- Missing pipe drain bracket near the engine room.
- Puddling of water on the southwest corner of roof near the wash bay.

Bopp further discussed the puddling on the roof and potential issues associated with water settling on the roof in excess of 48 hours. Bopp discussed concern with the representative from the warranty company, who felt the puddling was minor and would not affect the warranty. The representative sent an email confirming his assessment and agreed to follow-up with a letter. Bopp mentioned he also discussed concern with contractor who believes he is not responsible for the puddling and that the roof was installed per the plan/specs. After further discussion, the contractor offered to put a coating over the area of concern to protect from water penetration. Bopp went on to discuss possible ways to address the issue (i.e., coating, cut out and replace section of roof) and potential risks associated with taking these actions. Discussion ensued. President Wesolowski recommended we discuss this puddling issue with the Board's attorney to determine what viable options the Board has to address this concern.

Bopp also mentioned the discussion with the contractor focused on the puddling issue and that they did not get to the other items on the punch list, however, a list of all punch list items was provided to the contractor.

The Board also discussed the issue relating to the flashing around the air conditioner units not installed per plan/specs. Bopp stated the contractor would need to cut into the new roof to fully address this concern which may not be a viable option. Bopp also stated there may be a work around to address this issue by building up the flashing. Commissioner Maahs Knobbs asked if funds could be held from the final payment to address the flashing issue if the contractor does not address the concern. Bopp stated that is an option for the Board to consider. Bopp added that the contractor would have to agree with the adjustment to the final payment.

Harry Bopp left the meeting at approximately 7:27 pm.

### **Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the November 1<sup>st</sup>, 2017 meeting were approved by the five commissioners present.

### **Chief's Report:**

Chief Grant gave the following report:

1. Informed the Board that all the air paks were tested with only one pak needing a new strap.
2. Work on 3132's bumper is scheduled for January 8<sup>th</sup> at Glick.
3. Target Solutions is up and running and currently being populated. Chief stated it should be ready by the first of the year.

4. Discussed report submitted by the Chief's Assistant covering various projects including filing NIFRS reports, maintaining RMS information, gathered and input information associated with the implementation of the Target Solutions Software package and completed the 2017 pipeline response agency capabilities survey.
5. Reports for November, 2017 were posted on the board and submitted.

**Captain's Report:**

Captain DiPaolo gave the following report for the month of November:

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. Report was submitted and filed.

**Fire Official Report:**

Fire Official Orsini gave the following report for November:

1. One hundred and twelve inspections were performed in November.
2. Penalty totals for the month were provided.
3. Referred two zoning and three variance notices to the Township
4. Discussed transitioning back to ESP as the bureau's inspection and reporting tracking software with a target date of 1/1/2018.
5. The drafting point for the mall is operational, however the sandpipe is out of service; working with the mall on a remediation plan. Brief discussion ensued.
6. Reported on fire at 231 Fellowship Avenue; cause appears to be electric in nature.
7. Report was submitted and filed.

**Hall Rental Manager's Report:**

Hall Manager Orsini gave the following report for November:

1. There were eight affairs during the month of November and approximately fifty-five inquiries via email and telephone. There were eight affairs booked during the month, seven for 2017 and one for 2018.
2. Discussed utilizing a daily soda dispenser cleaning system for the venue. Brief discussion ensued. Orsini agreed to look into whether our current supplier of soda products offers a similar service.
3. Security deposits are scheduled to be returned.
4. Updated dates will be posted in the lounge.

**Squad Report:**

A representative from the Squad was not in attendance. Financial reports from July through October were provided.

**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.

There being no comments or 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 December are available upon request)

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. Notice of Contract Award for Accounting and Administrative Services was published in the Burlington County Times on November 8, 2017.
2. Sent letter to Township Council on November 2<sup>nd</sup>, 2017 requesting approval of Commissioner Salaries for 2018. Received certified copy of Resolution No. 192-2017 approving salaries for the Fire District No. 2 Commissioners for the year 2018 on November 16<sup>th</sup>, 2017.
3. Received a letter from the Project Coordinator of New Jersey's Clean Energy Program stating the project to install energy efficient measures at the Fire House was approved.
4. Sent letter to the Lenola Fire Company Emergency Unit referencing financial assistance provided by the Board to be used toward a new ambulance
5. Received New Jersey Association of Fire Districts' September 15, 2017 Quarterly Meeting Minutes.
6. Received a request from the US Department of Commerce requesting completion of the Survey of Local Government Finances.
7. Received letter from the Moorestown Police Department requesting the use of the hall on April 13, 2018. A motion by Commissioner Maahs-Knobbs, seconded by Commissioner Grant to allow the Moorestown Fire Department to use the hall on April 13, 2018 at no charge was approved by the five commissioners present. Hall Manager Orsini agreed to reach out to Sergeant Maahs to discuss logistics.

### **Old Business:**

1. The medical pouches for the tactical gear was discussed under Bills. Chief Grant added that any charges above the monies encumbered by the Board will be funded by dedicated penalty monies.
2. The Lower Roof Project was discussed at the start of the meeting with Architect Harry Bopp present.
3. The Fire Official UFD appeal request was briefly discussed. Determination has yet to be made; appeal still pending with the CSC Board.
4. The promotion of Jamie Boren to the position of Clerk 2 was discussed. Booth stated Civil Service will determine eligibility and provide said list to the Board.
5. The incident involving 3135 and a member's vehicle was briefly discussed. The Board is awaiting the invoice for the minor paint touch-up of the member's vehicle. The Board agreed to contact the member and let him know we would like to have this repair completed by the end of the year.

6. The Direct Install Program was discussed. As discussed under Communications, the Board received a letter from the Project Coordinator of New Jersey’s Clean Energy Program stating the project to install energy efficient measures at the Fire House was approved.

**Resolution 2017-24** “Awarding a Contract to Hutchinson Mechanical Services for the New Jersey Direct Install Program” was read by President Wesolowski.

Commissioner Ruggiano asked if the Board would have a choice in the manufacturer of the HVAC systems. Administrator Booth agreed to discuss this request with Hutchinson.

A motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobs to adopt Resolution 2017-24 was approved by the five commissioners present on a roll call vote.

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

7. The Proposed 2018 Budget and Public Hearing were discussed. Administrator Booth provided an overview of the 2018 Proposed Budget previously discussed at the Budget Workshops in October. Booth informed the Board, the Annual Budget as introduced reflects total revenues of \$1,415,028.00 which includes the amount to be raised by taxation of \$758,839.00 and total Appropriations of \$1,415,028.00. The amount to be raised by taxation increased \$14,453.00 as compared to the prior year, within the allotted 2% Levy Cap. The proposed tax rate increased 1/10 of a cent to .089 per \$100.00 of assessed valuation. Both briefly discussed the format of the 2018 Budget State Workbook and the informational questionnaire.

Booth informed the Board that the new FAST System for submitting the 2018 Budget is still being worked on therefore the budget will be submitted under the old format. Once the new system is finalized, the 2018 Budget will be input into the new system.

**Resolutions:**

**Resolution 2017-25** “Approving the 2018 Fire District Budget” was introduced and read by President Wesolowski. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to pass Resolution 2017-25 approving the 2018 Proposed Budget was unanimously approved by the five commissioners present on a roll call vote.

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

Booth mentioned the approved budget will be submitted to Division of Local Government Services for their approval. If approved by the State, the Public hearing and adoption of the 2018 Budget will occur at the January, 2018 Board Meeting.

**Resolution 2017-26** “*Establishing Date, Time and Place for Public Hearing of the 2018 Budget*” was read by President Wesolowski. The Resolution sets the date, time and place for the Public Hearing of the 2018 Budget for Wednesday, January 3<sup>rd</sup>, 2018 at 7:00 pm in the second floor meeting room in the Lenola Fire House located at 229 N. Lenola Road, Moorestown, NJ. A motion by Commissioner Niedermayer, seconded by Commissioner Gant to adopt Resolution 2017-26 was approved by the five commissioners present on a roll call vote.

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

8. Legislation (A1690/S660) allowing fire district elections to be moved to the date of the November general election was briefly discussed. Booth informed the Board that Local Finance Committee Notice 2017-23, an *Update on Various Fire District Matters* was distributed to all Fire Districts in November. The Notice provides guidance on the legislation allowing fire districts to move the elections to November. Booth mentioned, that under the new legislation, if the district decides to move the election to November, the public would no longer vote to approve the fire district’s budget. In addition, the election of the commissioners would happen in November, however, certain referendum questions (i.e., Levy Cap, restricted Fund Balance, and or the borrowing for a capital item or project) would continue to be presented to the voters in February. Copy of said notice was provided to the Board via drop box.
9. The Moorestown Mall Tax Appeal was briefly discussed. Articles regarding appeal were shared with the Board. Booth stated she spoke with the Township Assessor and the appeal did not impact the 2017 CNC-3 Form which is used for the 2018 Budget tax rate calculation. The appeal will, however, have a slight impact in the 2019 Budget tax rate (2/10 of a cent).
10. Snow Removal Contract was briefly discussed. As discussed at the last Board Meeting, the Snow Removal Contract was awarded to Franzeo Landscaping, the vendor with the lowest quote. A copy of said contract was shared with the Board. Booth noted that two vendors were solicited and only one snow removal contractor provided a quote.

**New Business:**

1. The 2017 Actual vs. Budget Report was discussed. Administrator Booth briefly discussed the budget appropriation transfer process.

**Resolution 2017-27** “*Authorizing Budget Appropriation Transfers*” was introduced and read by President Wesolowski. The Resolution authorizes the Board to offset overspent 2017 budget items with under spent/underutilized budget items. A motion by Commissioner, Grant seconded by Commissioner Niedermayer to adopt Resolution 2017-27 was approved by the five commissioners present on a roll call vote.

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

2. Commissioner Wesolowski requested a committee be formed to research the appropriate vehicle exhaust removal system for the Fire House. Wesolowski proposed appointing Chief Grant and Commissioner Ruggiano to said committee and asked that they propose additional members as appropriate at the January Board Meeting. A motion by Commissioner Maahs-Knobbs, seconded by Commissioner Niedermayer to form said committee was approved by the five commissioners present.

**Meeting opened to the public.**

Chief Grant and Deputy Chief Orsini briefed the Board on the active shooter training held on November 6<sup>th</sup> and 9<sup>th</sup>. The Moorestown Police Department, both Fire Districts and Emergency Units were present along with the County Taskforce.

President Wesolowski informed the Board and Officers present of a pilot program discussed at a recent Shared Services Subcommittee meeting with Fire District No. 1. The pilot program is being run by Rowan University and offers college credit and financial assistance to participants stationed at the Fire House. This program has the potential to increase the number of volunteers responding to calls. Fire District No. 1 is currently participating in the pilot program.

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 compensation/personnel matter.

**Resolution 2017 - 28** “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.

A motion by Commissioner Niedermayer and seconded by Commissioner Grant to adopt Resolution 2017-28 was unanimously approved by a roll call vote.

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

Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken. President Wesolowski asked that Chief Grant join the Commissioners for the Executive Session.

The regular meeting was recessed at approximately 8:40 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:40 p.m. and was adjourned at 8:46 p.m.

**Meeting re-opened to the public.**

President Wesolowski stated that during the Executive Session, the Board discussed providing a \$500.00 stipend to Training and Safety Officer DiPaolo for 2017. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to provide a stipend to the Training and Safety Officer in the amount of \$500.00 was approved by a roll call vote with Commissioner Ruggiano abstaining:

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

**Remarks by the President:**

President Wesolowski thanked the commissioners, administrator and employees for their work during the 2017 calendar year. Wesolowski mentioned great strides were made in many areas and appreciates everyone's time and effort.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:49 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration