

## **February 1, 2012**

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 Rob Grant, Retired Chief Ruggiano, Hall Manager Matthew Orsini, Chief Joe Shields, Fire Fighter John Swan Sr. and Administrator Booth.

President Wesolowski called for a salute to the flag and a moment of silence.

### **Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the January 4, 2012 meeting were unanimously approved by the five commissioners present.

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

1. Report for January was submitted by Chief Grant and filed.
2. Chief informed the Board the roof is still leaking despite multiple calls to Alper Roofing. Another contractor is being contacted to provide a quote for the repair.
3. Chief also informed the Board of issues with air pack bottles. Two bottles have leaked around the valves and were repaired under warranty. Chief Grant will monitor situation.

### **Captain's & Engineer Report:**

1. Chief Grant gave report for January.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced fuel tank brackets (under warranty repair).
4. Truck 3133: No reported problems.
5. Truck 3135: No reported problems.
6. Truck 3138: Replaced headlight flasher.
7. Other: Replaced broken plug for battery charger (3135)
8. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
257.4G	40.4G	6.0G	303.8G

9. Report submitted and filed.
10. Commissioner Grant asked Chief about the hydraulic pistons for the tailgate on 3138. Chief replied he is currently working with Real Trucks to resolve issue.

### **Hall Rental Chairman's Report:**

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were four paying affairs and three non paying affairs during the month of January and approximately 45 inquiries via email and telephone. There were three bookings during the month; all for 2012.
2. There were four cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. Hall Manager Orsini informed the Board that a salt truck was called in for the affair on January 21, 2012 due to icy conditions in the parking lot. Brief discussion ensued. It was agreed that Orsini will have a contact lined up for potential future situations.

### **Squad Report:**

Chief Joe Shields gave the following Squad Report:

1. During the month of January the Squad responded to 128 EMS calls and 9 Fire calls for a total of 137 calls.
2. Financial Report for the month of December was submitted. The January Financial Report will be provided at the next meeting.

### **Bills:**

The Statement of Expenditures, listing the bills to be paid in February, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills 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 Niedermayer to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in February are available upon request)

Commissioner Maahs abstained on all Fire Official Maahs' invoices.

### **Communications:**

Administrator Booth discussed the following communications:

1. A letter and copies of the 2012 Moorestown Fire District No. 2 Adopted Budget was sent to Howard Izes, Bureau Chief of the Bureau of Authority Regulations.
2. Sent request to Burlington County Times to publish the Notice of Annual Election including the 2012 Budget.
3. Distributed W-2s to all employees and 1099 Misc. forms to vendors, as appropriate.
4. Received a letter from Dee Bertino, Chair - Project Democracy requesting the use of the building for a mock election for students in grades K-6 on April 17, 2012 during the same hours as the school board election. The Board agreed to allow use of the front room of Fire

House for project Democracy during the school board elections. Wesolowski mentioned that the school board is meeting tomorrow to decide whether to move the election from April to November to coincide with the general election. If they decide to move the election to November, Wesolowski suggested Administrator Booth reach out to her contact for Project Democracy to determine what they would like to do.

Hall Manager Matthew Orsini informed the Board he received a letter from Jilian Klatt-Grahl requesting use of the Lenola Memorial hall on Saturday, May 5, 2012 from 7:00 pm to 12:00 midnight for the annual Hope for Delaney Charity Event. Orsini provided background of request and a recap of recent correspondence with Jilian Klatt Grahl regarding the revised hall rental and reduced rate guidelines approved by the Board. President Wesolowski read aloud both the letter requesting the use of the hall and the recently approved guidelines. Discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Lieber to follow the guidelines established was approved by a vote of 4-0 with Commissioner Maahs abstaining, granting use of the hall for the Hope for Delaney Charity Event for a fee of \$800.00 for a Friday night rental or \$1,000.00 for a Saturday night rental. Orsini agreed to discuss decision with Jilian Klatt Grahl.

### **Old Business:**

1. Wesolowski asked Administrator Booth for a status on the roof project. Booth discussed the Proposed Roof Timeline developed after discussions with both Harry Bopp and Solicitor Greg McCloskey. The Proposed Timeline is as follows:
  - Feb. 29<sup>th</sup> – Harry Bopp, Architect provides Specs and Plans
  - March 15<sup>th</sup> – Greg McCloskey provides legal/bid information
  - March 16<sup>th</sup> – Public Advertisement/Notice of Project– accept bids up to April 13<sup>th</sup>
  - April 13<sup>th</sup> – Sealed bids due and opened
  - April 13<sup>th</sup> through May 1<sup>st</sup> – Review by committee as appropriate
  - May 2<sup>nd</sup> – Recommendation/Discussion/Decision – during May Board Meeting (Solicitor Greg McCloskey will be in attendance.Booth mentioned that in an effort to maintain a fair bidding process to all contractors, no information should be shared that would give a contractor an advantage over another contractor. Only information regarding when the bid packages are available and the closing date for the bids can be shared. Wesolowski asked and Booth agreed to follow up with Harry Bopp during the month to ensure we are on schedule.
2. Wesolowski asked Administrator Booth when we should expect to receive the rebates from the Citi-Bank purchase card program. Booth replied the rebates are paid out 60 days after the close of the fiscal year ending December 31, 2011. We should expect the rebate check around the end of February.
3. President Wesolowski asked Administrator Booth if she heard back from Capital Financial Advisors regarding an update on the current market conditions for the solar project. Booth replied she had received an email from Capital Financial explaining the good news that the interest rates continue to be low and that most observers seem to think they will stay that way at least through the third quarter. In addition, the not-so-good news is that the Governor and the legislature have not as of yet reached any kind of compromise with regards to propping up the Solar Renewable Energy Certificate market, which is a key ingredient in making solar affordable. They recommend assessing the situation again once the roof project is completed.

They also added that the Board not rule out a PPA, particularly if the economy picks up and the SREC market stabilizes.

4. President Wesolowski stated that no action can be taken regarding the carpet for the hall until the 2012 Budget is approved.
5. Wesolowski also reminded the members of the Board of the Fire District Election to be held on Saturday, February 18, 2012.
6. Wesolowski asked Hall Manager Orsini if he received any contracts or pricing for the maintenance of the beer boxes or ice machine. Orsini replied he did not have an opportunity to follow-up but will do so for next month.
7. President Wesolowski discussed an article in the Burlington County Times from January 17, 2012 regarding local authorities having to post financial information online. Wesolowski mentioned that with the work we have done on the website over the last year we are well on our way in meeting the requirements stated in the article. One of the items required to be included on the website is the entity's mission statement. Wesolowski asked the Board members to provide him with any ideas or thoughts they may have regarding a mission statement.

Wesolowski asked Administrator Booth if she was able to find the actual bill that was passed in which the article is based on. Booth mentioned copies of pages from the actual bill were distributed to the Board members along with a copy of the article for their review. Booth stated although we have much of what will be required, we need to include additional items (i.e., Mission statement, Agenda, 2010 meeting minutes, etc.) to be in full compliance with the regulation by 2013. Discussion ensued. Wesolowski stated the website is a work in progress and this project will be an agenda item each month until we are in full compliance with the regulation.

#### **New Business:**

1. President Wesolowski discussed the proposed 2012-2013 Annual Scheduled Meetings Notice prepared by Administrator Booth. Wesolowski mentioned that the July Board meeting falls on the holiday. Brief discussion ensued. The Board agreed to hold the July Board meeting on Wednesday, July 11, 2012. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve the 2012-2013 Notice of Annual Scheduled Meetings for publication was approved by the five Board members present. Booth mentioned this notice will be published by the end of February in the Burlington County Times.
2. Administrator Booth discussed the 2012 Election Ballot and provided a copy of said ballot to the commissioners. Booth informed the Board that the budget is being displayed differently this year and aligns with how the budget is reported to the state. Upon review of the sample ballot, Commissioner Maahs noticed an error on the ballot under the voting for commissioners section. The ballot should read "Vote For Two" instead of "Vote For One". Booth will discuss options for correcting ballot with the County Board of Elections prior to election.

#### **Meeting opened to public:**

Retired Chief Ruggiano mentioned the wireless microphone recently installed in the Hall cannot be located. Brief discussion ensued. The cordless mic is useful for meetings and hall functions. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to purchase another cordless mic for the hall was unanimously approved by the five commissioners present.

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

**Executive Session (Closed)**

**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