

## 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.

Four Commissioners were present, Commissioner Grant was absent. Also, in attendance were Deputy Chief/Fire Official M. Orsini, Battalion Chief DiPaolo, and Chief's Asst. B. Wesolowski.

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 22<sup>nd</sup>, 2019 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 22<sup>nd</sup>, 2019 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.

President Wesolowski noted that Commissioner Grant was absent due to a work conflict.

## **Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Carruthers, the minutes of the January 9, 2020 regular meeting were approved 4-0.

## **Chief's Report:**

Report was presented by Battalion Chief DiPaolo.

1. Reports for the January were posted on the board and submitted.

2. See report for other particulars.
3. Battalion Chief DiPaolo noted that the particulate barrier hoods that were ordered have been received and distributed.

**Chief's Assistant Report:**

Report given by B. Wesolowski. In addition to normal duties, there were six new pagers purchased and programming and distribution to the Officers has occurred. He further noted that the stock of pagers is low, and the cost of repairing the old ones is approximately \$150 while the new pagers cost \$350.00. Looking to continue in replacing the old pagers. HazCom and Blood-borne Pathogen training has been updated. Truck inventories have been updated and verified that all equipment listed is on the trucks.

**Captain's Report:**

Deputy Chief DiPaolo gave the following report for the month of January prepared by Captain Walter Fox:

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:**

Report given by F.O. Orsini:

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.

Orsini noted that Inspector Askenstedt is back to work and Inspector Mann has started the False Fire Alarm project.

President Wesolowski asked for breakdown on Zoning Reviews. Orsini stated that they were split, two for each district. They were minor reviews.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for January:

1. There were five affairs held during the month.
2. There were approximately fifty-five inquiries via email and telephone.
3. There were thirteen bookings during the month for 2020, and one for 2021.
4. Security deposits are scheduled to be returned.
5. Painting of the hall is scheduled the February 10, 2020. Estimating approximately five days for completion.

**Squad Report:**

Administrator Knobbs reported that there are two new financial reports in the drop box, December 2019 and January 2020.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in February were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on said Statement and reported on bills received after the report was published. He further noted that there were routine bills that were due to be paid but not yet received.

There being no further questions or comments on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Humes to pay the February bills and any regular bills that come in was approved by the four commissioners present.

Commissioner Carruthers abstained on bills relating to the Bureau of Fire Prevention.

**Communications:**

1. The 2020 Adopted Budget and letter was sent to the Director of the Division of Local Government Services on January 14, 2020
2. W-2's were distributed to all employees.
3. 1099-Misc. are in the process of being distributed. Paychex had a problem with mailing of same and it has been corrected.
4. Second Notice of Annual District Election & Publication of the 2020 Budget Summary was sent to the Burlington County Times for publication, and also posted at the Firehouse and on the Official Website.
5. Request for use of the hall was received from Virginia Woehr, representative of Maple Shade Fire Department. Request is for March 28<sup>th</sup> for a benefit for member's child, 3 years old, who was diagnosed with Leukemia. Knobbs noted that the child is the son of former Chief, Kevin Greenfield. Motion by Commissioner Niedermayer, seconded by Commissioner Humes to allow the use of the hall at no charge. Motion was approved by the four commissioners present.
6. President Wesolowski stated that he also has a letter requesting use of the hall on March 15<sup>th</sup>, for a birthday party for his great-great granddaughter from Commissioner Niedermayer. Motion by Commissioner Carruthers, seconded by Commissioner Humes. Motion was approved 3-0 with Commissioner Niedermayer abstaining.
7. President Wesolowski also noted that he received a thankyou card from John and Eleanor Swan thanking the board for use of the hall for their son Jeffrey's memorial service and the planter. President Wesolowski read same.

**Old Business:**

1. Notice of Annual Scheduled Board Meetings 2020-2021- Schedule was discussed. Motion by Commissioner Niedermayer, seconded by Commissioner Humes was approved by the four commissioners present.
2. Fire Official, UFD Appeal- Administrator Knobbs reports that there is nothing new, still waiting for Pension Board action.
3. Proposed 2020 Budget- Administrator Knobbs stated that the budget was submitted to the state as previously mentioned. It has been approved, but the physical copy has not yet been received. Knobbs noted that there was no revision to the rateables by the township this year.
4. 2019 Budget vs. Actual Report- Administrator Knobbs noted that the report is in the drop box. Knobbs reviewed the report and reported that he had discussed same with President Wesolowski and would like to encumber the roofing and parking lot projects which we have signed contracts for. The proposal is for A Brooks Roofing \$12,150.00 and American Asphalt \$11,742.00 to be encumbered. Motion was made by Commissioner Niedermayer, seconded by Commissioner Humes. Motion was approved by the four commissioners present.

**New Business:**

- 1- Shared Services- Administrator Knobbs stated that the reconciliation and 4<sup>th</sup> quarter invoice was in the drop box. Knobbs reviewed the year end totals including the 4<sup>th</sup> quarter “true up”, and the invoice for \$44,609.00. Check was received on 2/4/2020.
- 2- Election- Administrator Knobbs reported that there was one petition received for the open Commissioner spot from Howard C. Mann Sr. The ballot face was transmitted to the county on 1/17/2020 for the electronic ballot. Absentee ballots are being printed by the county this year. All required notices have been published. Arrangements have been made for the election Judge, Tellers and Voting Machine Operator. Voting machine was requested as well as the Voter Registration list. A 2020 Election Press Release has been prepared and approved by the President; a copy is in the drop box. Knobbs noted that the Moorestown Sun requested a copy of the press release. There was an additional question posed after the press release was received. The question was “*Why would you encourage people to come out and vote?*” Knobbs stated that he forwarded the following response: “The District welcomes and encourages residents to come out and vote. Hopefully, the residents are pleased with how the board has managed the budget, continually looking for ways to find cost savings while maintaining services provided to both residents and businesses. We are dedicated to the protection of life and property of our residents and community, and strive to deliver excellence in our commitment of quick and efficient emergency response and fire prevention.”
- 3- 2019 Audit Process- Knobbs stated that he has begun preparing the necessary documents to be sent to the auditor. He also stated that there have already been documents transmitted to the auditor electronically through the drop box.
- 4- Resolution 2020-03 “Budget Appropriations Transfer- President Wesolowski introduced and read the following:

**Resolution 2020-03**

*RESOLUTION AUTHORIZING BUDGET  
APPROPRIATION TRANSFERS*

**WHEREAS**, under N.J.S.A. 40A:14-78.10 allows the Board of Fire Commissioners, Fire District No. 2 of the Township of Moorestown during the first two months of any fiscal year, adopt a resolution to transfer excess line item appropriations to pay claims from preceding year for other line items, and

**WHEREAS**, the Board of Fire Commissioners, Fire District No. 2 of the Township of Moorestown desires to authorize budget appropriation transfers.

**THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners, Fire District No. 2 of the Township of Moorestown that pursuant to N.J.S.A. 40A:14-78.10, the following transfers be made in the Budget Appropriations for the 2019 year.

<b>Appropriation Line Item</b>	<b>From</b>	<b>To</b>
Fire Equipment	\$ 10,485.00	
Cost of Operations; Repairs Bldgs & Grounds		\$ 10,485.00
Oper Approp Offset w/Rev:Fire Inspector PT	\$ 750.00	
Oper Approp Offset w/Rev:Fire Inspector FT		\$ 750.00
Oper Approp Offset w/Rev:Office Expense	\$ 1,192.00	
Oper Approp Offset w/Rev:Supplies Expense		\$ 1,192.00

**ADOPTED** at a meeting of the Board of Fire Commissioners, Fire District No. 2 on February 5<sup>th</sup>, 2019.

**RECORDED VOTE:**

	(Wesolowski		(
	(Niedermayer	NAYS	(
AYES	(Humes	ABSTAINED	(
	(Carruthers	ABSENT	(Grant
	(		(

**CERTIFICATION**

I, Secretary of the Moorestown Fire District No. 2, do hereby certify that the foregoing resolution was presented and duly adopted by the fire district members at a meeting of the Board of Fire Commissioners of the Moorestown Fire District No. 2 held on February 6<sup>th</sup>, 2020.

Lawrence F. Niedermayer, Sr  
Secretary

February 5, 2020

Motion by Commissioner Niedermayer, Seconded by Commissioner Carruthers. Roll call vote results were as listed above.

President Wesolowski noted that this would be Commissioner Carruthers' last meeting as a commissioner as he is not running for another term. Wesolowski thanked him for his time and service to the board and stated that he hoped if the opportunity to serve again in the future presented itself, that he would consider serving again. Commissioner Carruthers thanked the president for his kind words.

**Meeting opened to the public:**

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:38 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration