

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. Commissioner Maahs was detained at work. Also in attendance were Chief Rob Grant, Retired Chief Bill Ruggiano, Hall Manager/Fire Inspector Matthew Orsini, Fire Fighter John Swan Sr., 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 28<sup>th</sup>, 2012 the Board Administrator transmitted the required notice to the Burlington County Times.

Additionally, on February 28<sup>th</sup>, 2012, the Board Administrator posted the required notice 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 on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on March 7, 2012, filed with the Clerk of the Township of Moorestown on July 23, 2012 and mailed to each person who has requested copies of the schedule of meetings.

The Board Administrator has provided me with an affidavit, certifying that the aforesaid delivery and posting of notices were accomplished.

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

**Minutes:**

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the January 2, 2013 regular meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the January 2, 2013 Executive Session were approved by the four commissioners present.

**Chief's Report:**

1. Report for January, 2013 was submitted by Chief Grant and filed.
2. Chief Grant informed the Board that the Annual Pump Testing will be combined with stations 101, 311 and 312 in effort to reduce costs. Testing will be performed at station 101 and is scheduled for April 4<sup>th</sup>. Grant mentioned they hope to continue to share services with other stations in an effort to reduce costs.
3. Chief Grant also informed the Board that the two foam valves along with associated piping were repaired on 3133 and stated said truck is back in service.
4. Grief Grant mentioned all other testing for the year has been scheduled.

**Captain's Report:**

1. Chief Grant gave report for January.
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: No reported problems.
  - Truck 3133: No reported problems.
  - Truck 3135: Replaced Firecom jack at seat #4.
  - Truck 3138: Siren control knob was tightened.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
236.0G	50.7G	5.0G	291.7G

5. Report submitted and filed.

**Hall Rental Chairman's Report:**

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were three paying affairs and three non-paying affairs during the month of January. The Township used the hall for 9 days during January for the town wide reassessment. There were approximately 45 inquiries via email and telephone. There were four bookings during the month for 2013.
2. There are three cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. The Township use of the hall for the town wide reassessment was discussed. The township is using the hall for a total of eighteen days with the last day being on February 12<sup>th</sup>, 2013 at a cost of \$3,000.00. Brief discussion ensued (proceeds will be used to offset the hall heating and electricity expenses).

**Squad Report:**

Chief Joe Shields was not present and therefore no report was given.

**Bills:**

The Statement of Expenditures, listing the bills to be paid in February, 2013 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 Niedermayer, seconded by Commissioner Lieber to pay the following bills and any regular bills that come in was approved by the four commissioners present.

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

Commissioner Grant abstained on all Chief Grant's invoices.

**Communications:**

Administrator Booth discussed the following communications:

1. The Notice of Annual Election and Publication of the 2013 Budget Summary was published in the Burlington County Times on January 29, 2013 as well as posted on both the Bulletin Board at the Fire House and the official website of the District.
2. The Adopted 2013 Budget was submitted to the state on January 4, 2013.
3. Received the Certification of the Adopted Budget signed by the Director of the Division of Local Government Services on February 6, 2013.
4. Received request from the Moorestown Patch to provide information regarding the 2013 Election. Press Release was sent to the Patch via e-mail on January 29, 2013.
5. Employee W-2s were distributed.
6. 1099 Misc. Forms were distributed to all persons or vendors requiring such.
7. Administrator Booth stated we continue to receive the W-9 forms requested from vendors to comply with IRS regulations.
8. Documentation of work performed to abate "Notice of Violation" from Division of Public Safety/Occupational Safety regarding the boiler safety relief valve was sent on January 16, 2013. Received confirmation letter was received and issue closed.
9. Received check from VFIS (i.e., Board's Insurance Carrier) for \$500.00 representing reimbursement of the deductible paid toward the hall repairs. Booth notified the Board that VFIS's Subrogation Department recaptured \$185,205.00 from the Roofer's Insurance Company to offset in part the claim paid to repair hall.

**Old Business:**

1. Administrator Booth discussed the status of the Hall Restoration Project. Meeting was held on January 11, 2013 with Ray Felix and two other representatives from Belfor along with Administrator Booth, Maintenance Employee Ruggiano and Hall Rental Chairperson Orsini to discuss the open issues, specifically the expansion joints, dance floor, remaining open

punch list items, required paperwork and timeline. Felix agreed to address the open punch list items within the timeline discussed. The expansion joints, dance floor and required paperwork were further discussed between Administrator Booth and Felix. Booth informed Felix that quotes to repair the expansion joints and dance floor were received from vendors in which the Board has used in the past. Felix agreed to contact Victorian Flooring to see if they would work under the Belfor Program. Felix also stated during the meeting that they would like to attempt again to repair the expansion joints. He promised to drop off a sample expansion joint on Monday, January 14<sup>th</sup>. As of January 31<sup>st</sup>, the sample expansion joint was not received.

Booth sent a follow-up email to Felix on January 31, 2013 informing him that since the sample expansion joint was not provided and our window of opportunity to do the repairs is limited (February 13 through March 8), the Board will proceed with another contractor to schedule the work. Booth also let Felix know that the Board will further retain the cost of the repair (\$3,000.00) along with the cost of repainting the area impacted. Also in the follow-up email Booth inquired if Belfor had contacted Victorian Flooring to schedule the repair of the dance floor. During a telephone call on January 31, 2013 it was determined Belfor has not yet scheduled the repair of the dance floor. Lengthy discussion ensued. President Wesolowski expressed concern with Belfor's ability to schedule contractors as promised. Board agreed to schedule directly with the Flooring Company the repair of the dance floor if arrangements are not made by Belfor by the next business day. The Board also agreed to make the necessary arrangements to paint the affected areas. Booth agreed to communicate this decision to Belfor and inform them that the cost of said work will be further retained from the final payment. Copies of all referenced correspondence between Administrator Booth and Belfor were shared with the Board.

2. Administrator Booth discussed the Squad's request from the October 17, 2012 Budget meeting to combine insurances in an effort to reduce costs. Administrator Booth mentioned she met with the Trustees from the Squad on Friday, January 4, 2013 to review the 2011 Financials and provide an update regarding the insurance request. Booth conveyed to the Trustees that the Board considered all options and that although no final decision was made, the Board was amenable toward the option of not making any structural changes regarding "control" to either organization and would consider providing additional financial assistance to the Squad for their insurance if funds are available.
3. Administrator Booth briefly discussed the 2013 Budget. Booth mentioned, as discussed under communications, the adopted budget has been certified by the state. Booth also informed the Board that since the Township is in the process of a town wide reassessment the total assessed valuation used to calculate the Fire Tax Rate for District No.2 is not yet available. This was noted in the press release since this information is typically included in said submission to the papers. The final tax rate will be calculated when the total assessed valuation of the District is received from the Township's Tax Assessor.
4. Administrator Booth discussed the status of the roof condensate drain. The sketches for the condensate piping of the Hall rooftop HVAC unit from Architect Harry Bopp were shared with the Commissioners. Booth informed the Board that Bopp has discussed the sketches with Hall Rental Chairman Orsini. Brief discussion ensued. President Wesolowski asked and

Orsini replied yes to the question if this work could be done “in-house”. Wesolowski stated the Board will consider “in house” options.

5. Administrator Booth briefly discussed the Fire District’s Website. All the required information was posted on the website by the target date. During a prior status update, Booth mentioned she would review other Fire District’s websites and determine what information was being posted regarding “rules, regulations and official policy statements”. Many of the websites did not appear to have any information posted under this topic. Booth did find one local district that posted items under this topic. Examples of these postings were shared with the Board for them to consider. Wesolowski asked the Commissioners to review these examples and be prepared next month to discuss if similar information should be posted on District 2’s website.

Booth stated now that all the required information is posted on the website, Hall Rental Chairman Orsini is working on a new website design to better organize the information. Booth thanked Orsini for his time and effort in designing a new website.

**New Business:**

1. Administrator Booth discussed the “Draft” 2013-2014 Notice of Annual Scheduled Board Meetings. Two Board meeting dates were highlighted for discussion. Brief discussion ensued. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer the 2013-2014 Notice of Annual Scheduled Board Meetings as amended was approved by the four commissioners present. Booth stated said notice will be published by the end of February.
2. Administrator Booth discussed the 2013 Election Process. Petitions nominating three candidates for the two open seats on the Board were received. The ballots were finalized and printed. A portion of the ballots were provided to the County for “mail-in” ballot requests. All required public notices were published and posted. In addition, arrangements have been made with the Judge and Tellers for the election scheduled for Saturday, February 16, 2013. A sample ballot was shared with the Commissioners.

President Wesolowski informed the Board that the question authorizing the expenditure of revenues not anticipated was deleted from this year’s ballot. Wesolowski stated this question appeared historically on prior ballots and after researching regulations, it was determined this could not be approved/acted upon via a public vote and therefore was removed.

3. Administrator Booth informed the Board the current electricity supplier contract is set to expire at the end of April, 2013. President Wesolowski asked Administrator Booth what the Board’s options are. Booth first shared a report of the estimated savings achieved over the last two years under the electricity supply contract with Next Era. The savings were estimated at \$6, 345.00. Booth also mentioned based on current rates, the District may save an additional \$3,147.00 over the next two years if we enter in to new electricity service contract. Booth also stated additional Electric and Natural Gas Supply Procurement Guidance has been published since the time the contract was signed back in April of 2011 (i.e., Local Finance Notice 2012-12 dated July 16, 2012). Booth reviewed recent guidance along with the historical regulations. Discussion ensued. Booth agreed to follow-up with Solicitor McCloskey for clarification on whether a new two year contract for electricity would be

under our bid threshold since going out to bid could be costly for the district. Booth also agreed to research if we could participate in a local cooperative purchase agreement for electricity.

The Board agreed to allow Administrator Booth to sign a two year contract if we receive a quote for a rate that saves the Board at least an additional \$3,000.00 over the contracted period compared to our current contract and if the Board's Solicitor agrees we are allowed to award contract after soliciting at least two quotes and reviews the contract if a new vendor is used.

4. Booth informed the Board that the Monthly Budget vs. Actual Report for January is in the new format previously agreed upon in a prior meeting. This new format will facilitate the compilation of the annual budget to the state as well as the annual audit process. Brief discussion ensued. Wesolowski asked the Commissioners to review new format and provide any comments and/or feedback at the next meeting.

**Meeting opened to public:**

Vehicle and Maintenance Employee Ruggiano informed the Board that during the meeting he contacted Bob Kreifels Jr., the Drywall Contractor and confirmed that he can start the expansion joint repairs on February 14<sup>th</sup>. Ruggiano stated that Mr. Kreifels asked for a portion of the payment up front to cover the cost of materials. Brief discussion ensued. On a motion by Commissioner Grant seconded by Commissioner Niedermayer to contract directly with the Drywall Contractor to repair the expansion joints and pay for the materials needed was approved by the four commissioners present.

After further discussion regarding hall repairs, the Board also agreed to contract directly with Victorian Flooring to repair the dance floor.

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:03 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator