

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 Vice President Grant.

All Commissioners were present with the exception of Commissioners Wesolowski and Niedermayer. Also in attendance were Fire Chief Grant and Administrator Booth.

Grant 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 8th, 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 8th, 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.

Grant called for a salute to the flag and a moment of silence for our departed members.

Minutes:

On a motion by Commissioner Ruggiano, seconded by Commissioner Maahs-Knobbs, the minutes of the January 3, 2018 meeting were approved by the three commissioners present.

On a motion by Commissioner Ruggiano, seconded by Commissioner Maahs-Knobbs, the minutes of the January 3, 2018 Executive Session were approved by the three commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board that 3132 is back in service after work was completed to modify the bumper
2. Worked with ESI to determine bracket placement on 3132 to accommodate new tools. An estimate from ESI is currently being prepared. Once received, funding options will be discussed with the Board.
3. The portable power unit ordered utilizing dedicated penalty monies was received.
4. Discussed report submitted by the Chief's Assistant covering various projects including filing NIFRS reports, changing batteries on trucks, keeping computers on the trucks in good working order, updating inventory for the trucks; preparing grant submission to Fire House Subs for a new battery powered tool and assisted with the coordination of the Chief's Meeting.
5. Stated Chief Assistant Brian Wesolowski has been working on Target Solutions and hopes to provide usernames and passwords to all members by mid-January.
6. Reports for January, 2018 were posted on the board and submitted.

Captain's Report:

Chief Grant 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:

Fire Official Orsini was not in attendance. Vice President Grant stated the Fire Official Report is posted in the drop box folder. Administrator Booth mentioned a copy of the 2017 LEA Annual Report is also in the drop box folder. A summary of the report submitted by Fire Official Orsini for January is as follows:

1. One hundred and seventy one inspections were performed.
2. Penalty totals for the month were provided.
3. Two zoning and one variance notice were issued.
4. The 2017 LEA Annual Report was submitted.
5. Awaiting approval from the Judge to approve a request to dismiss violations since entity is no longer licensed to operate as a daycare.
6. Annual NJ IAAI training is March 7 through 9.
7. Report was submitted and filed.

Rental Manager's Report:

Hall Manager Orsini was not in attendance. Vice President Grant gave the following report for January prepared by Orsini:

1. There were eight affairs held during the month.
2. There were approximately sixty-five inquiries via email and telephone and six bookings during the month for 2018.
3. A new chair dolly was purchased and an electronic locater was placed on dolly.
4. Security deposits are scheduled to be returned.
5. Updated dates will be posted in the lounge.

Squad Report:

A representative from the Squad was not in attendance. No Financial reports 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 Ruggiano seconded by Commissioner Mahhs-Knobbs to pay the following bills and any regular bills that come in was approved by the three commissioners present.

(List of Bills paid in February 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. The Adopted 2018 Budget was submitted to the state on January 5, 2018 for review and certification and posted on the bulletin board at the Fire House and the official website of the district.
2. Filed the Moorestown Fire District No. 2 Further Statement with the Township Assessor to maintain tax exempt status.
3. W-2 Statements were distributed to all employees.
4. 1099 Misc. Forms were distributed to all persons or vendors requiring such.
5. The Second Notice of the Annual Fire District Election and the Publication of the 2018 Budget Summary were published in the Burlington County Times and posted on the bulletin board at the Fire House and the official website of the district.
6. Received Certification of Adopted Budget from the state on January 30, 2018.
7. Received three requests to use the Hall. A motion by Commissioner Ruggiano, second by Commissioner Maahs-Knobbs to allow Andrew O'Donnell, a squad member to use the Hall on March 4, 2018 from 1:00 to 5:00 pm was approved by the three commissioners present. A motion by Commissioner Maahs-Knobbs, second by Commissioner Ruggiano to allow Robert Kreifels, an active Fire Fighter to use the Hall on Friday, April 19, 2019 from 4:00 to 11:00 pm was approved by the three commissioners present. A motion by Commissioner Ruggiano, second by Commissioner Maahs-Knobbs to allow Kenneth Sterling, an active Fire Fighter to use the Hall on Sunday, March 11, 2018 was approved by the three commissioners present.
8. Received the NJ State Association of Fire Districts' December, 2017 Quarterly meeting minutes.

Old Business:

1. The medical pouches for the tactical gear were discussed. Booth stated all outstanding items for the medical pouch were ordered.
2. The Lower Roof Project was discussed. As directed by the Board, Administrator Booth contacted Architect Harry Bopp and requested a new drawing be prepared to address the flashing issue around the AC units and to provide an estimate of the cost to perform said work. The drawing was shared with the contractor. Contractor expressed concern with the drawing and recommended not to disturb the existing roof membrane. After discussing the contractor's concern with Bopp, a decision was made not to perform said work. The final amount paid to the contractor was reduced by \$500 since the original work was not done per plan/specification.
3. The Fire Official UFD appeal request was briefly discussed. Administrator Booth informed the Board the appeal is scheduled for the next CSC Board meeting. Booth also mentioned the CSC Board meetings have been put on hold until further notice due to lack of quorum. Booth will monitor the meeting schedule as it is posted on the Civil Service website.
4. The promotion of Jamie Boren to the position of Clerk 2 was discussed. Booth stated the NJ Civil Service Eligible Roster for the position was received. Booth informed the Board a letter from Boren expressing her continued interest in the position was received, a completed Request For Certification Form was submitted and a Certificate of Eligibles For Appointment Form was received. The Board will be in a position to permanently appoint Boren to Clerk 2 at the next Board meeting in March.
5. The Direct Install Program was briefly discussed. Administrator Booth informed the Board Hutchinson will begin installing planned equipment on February 12, 2018. A brief discussion ensued pertaining to the replacement of the lighting in the restroom initiated by a questions from Janitor Robert Grant
6. The Proposed 2018 Budget was discussed. As mentioned under Communications, final certification from the Division of Local Government Services for the Adopted 2018 Budget was received. Booth discussed the recent reduction to the District's assessed valuation from the Township Assessor resulting from tax appeals and its impact on the tax rate.
7. Legislation (A1690/S660) allowing fire district elections to be moved to the date of the November general election was briefly discussed. Administrative Booth shared a summary of the new legislation along with potential pros and cons of moving the election for the Board to consider. Brief discussion ensued.
8. The Vehicle Exhaust Removal System Project was discussed. Administrator Booth informed the Board the project would be put out to bid. Non-proprietary specifications were provided to the committee for their review. In addition a proposed timeline for said project was created.
9. The 2017 Encumbrances were discussed. Administrator Booth listed the projects, previously discussed by the board, where 2017 funds would be encumbered. A motion by Commissioner Maahs-Knobbs, seconded by Commissioner Ruggiano to encumber said funds was approved by the three commissioners present.

Administrator Booth briefly discussed the budget appropriation transfer process.

Resolution 2017-04 "*Authorizing Budget Appropriation Transfers*" was introduced and read by Vice President Grant. The Resolution authorizes the Board to offset overspent 2017 budget items with under spent/underutilized budget items. There being no comments or questions, the resolution was offered on a motion by Commissioner Rugginao, seconded by Commissioner Maahs-Knobbs. On a roll-call vote, the resolution was adopted 3-0.

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

New Business:

1. The Shared Services sub-committee meeting scheduled for Tuesday, February 13, 2018 was briefly discussed. Administrator Booth shared the year-end billing reconciliation reports that will be discussed at said meeting with the board.
2. The 2018 Election process was discussed. Two petitions were received nominating candidates for the two open seats on the Board. Booth mentioned the ballot face was transmitted to the county for the electronic voting machine and paper ballots were also provided for “mail-in” ballot requests. In addition, all required public notices were published and posted. Booth also stated arrangements have been made with the Judge, Tellers and voting machine operator for the election scheduled for Saturday, February 17, 2018. A sample ballot was shared with the Commissioners. Booth also informed the Board that the Voter Registration list has been requested and the Election Press Release has been prepared and will be provided to any reporter requesting information and posted on the official website. An updated Budget/Election Calendar was provided to the Board.
3. The “Draft” 2018-2019 Notice of Annual Scheduled Board Meetings was discussed. A motion by Commissioner Niedermayer seconded by Commissioner Maahs-Knobbs to approve the 2018-2019 Notice of Annual Scheduled Board Meetings was approved by the three commissioners present. Booth stated said notice will be published in the Burlington County Times and the Moorestown Sun, posted on the bulletin boards of the Fire House, Town Hall and Library and posted on the official website.
4. The 2017 Audit was briefly discussed. Administrator Booth informed the Board that preparation for the 2017 Audit has begun.
5. The FDIC per diem requests were briefly discussed. Booth stated said requests were included in the Bills to be Approved report previously discussed under “Bills”.
6. Utilization of a third party supplier for electricity was discussed. Booth informed the board, that the contract with a third party supplier to provide electricity has expired. The Township is considering whether it is feasible to go out to bid for a new contract. If the township decides not to go out to bid, the district may consider going to bid on their own. It was noted that since the district’s volume is considerably lower, the rates may not be as appealing as the last contract.
7. Administrator Booth informed the Board that the Board of Fire Commissioners, Moorestown Fire District No. 1 agreed to pay for fifty percent of the bureau parking lot repaving project.

Meeting opened to the public.

There being no 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.

Resolution 2018 - 05 “Resolution Authorizing a Closed Executive Session” was read by Vice President Grant.

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 Ruggiano and seconded by Commissioner Maahs-Knobbs adopt Resolution 2018-05 was approved 3-0 by a roll call vote.

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

The regular meeting was recessed at approximately 7:52p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:53 p.m. and was adjourned at 7:58 p.m.

Meeting re-opened to the public.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:59 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration