

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 Chief Rob Grant, Retired Chief Ruggiano, Hall Manager/Fire Inspector Matthew Orsini, Chief Joe Shields and Administrator Booth.

President Wesolowski 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 28th, 2012 the Board Administrator transmitted the required notice to the Burlington County Times.

Additionally, on February 28th, 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 after which he identified the emergency exits.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the December 5, 2012 regular meeting were approved by the five commissioners present.

Chief's Report:

1. Report for December, 2012 as well as the annual 2012 Report were submitted by Chief Grant and filed.

2. Chief Grant informed the Board that there is a minor issue with the radio on Truck 3135. Chief Grant added the radio can still be used and is being worked on by Fire Comm.
3. Chief Grant informed the Board that an inspection of the Boiler was performed (by the Bureau of Boiler and Pressure Vessel Compliance). An issue with the Safety Relief valve was noted and since been repaired by All Set Plumbing and Heating. Chief Grant asked and Administrator Booth replied no to whether she received documentation that the repair was performed to submit to the State. Grant stated when the paperwork is received it will be forwarded to the state.

Captain's Report:

1. Chief Grant gave report for December.
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: Replaced female coupling for air line; Recalibrated multi-gas meter.
 - Truck 3135: Replaced passenger side rear marker light; Replaced bolts in ladder alignment plate; Hydro tested breathing air tank; Recalibrated multi-gas meter; Replaced bulb of revolving light on driver's side.
 - Truck 3138: No problems reported.
4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
219.6G	107.1G	0.0G	326.7G
5. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were seven paying affairs during the month of December. There were approximately 45 inquiries via email and telephone. There were two bookings during the month for 2013.
2. There were seven cleanings to be paid for during the month (including one for Election Day). All security deposits are scheduled to be returned.
3. A check for \$120.00 was received from the Township for use of hall on Election Day.
4. Updated calendar is posted in lounge.
5. Hall Manager Orsini discussed referring to the Lenola Hall as the "The Venue at Lenola" when advertising. Brief discussion ensued. Web addresses www.lenolavenue.com and www.thevenueatlenola.com were added and when used are directed to the current webpage for the Hall. Email address lenolavenue@gmail.com was also added for correspondence. In addition, the ad on "The Knot" website was changed to "The Venue at Lenola".
6. The following requests from the Township for use of the hall were discussed:

The Township requested the use of the Hall on January 7, 2013 for the Township Council Annual Reorganization meeting. Lengthy discussion ensued. A motion by Commissioner

Lieber, seconded by Commissioner Niedermayer to allow the Township to use the Hall on Monday, January 7, 2013 for the Township Council Annual Reorganization Meeting was carried on a voice vote of 4-1 with Commissioner Grant opposing. After further discussion, the decision was made to have the Fire Company set up the hall after the Town Council's Reorganization Meeting for the Chief's Dinner scheduled for Wednesday, January 9, 2012

The Township also requested the use of the Hall for 18 days in January and early February to conduct meetings with the residents of Moorestown to discuss the tax reassessment. Hall Manager Orsini stated the formal request/final schedule has not yet been received from Dennis DeKlerk, Township Assessor. Lengthy discussion ensued. The Board agreed to allow the Township, if requested, the use the Hall during January and early February for the reassessment meetings at a cost of \$3,200.00 (accepting no less than \$3,000.00). Proceeds will be used to offset the hall heating and electric expenses.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of December the Squad responded to 123 EMS calls and 13 Fire calls for a total of 136 calls.
2. Chief Shields also submitted the Squad Report for November. In November, the Squad responded to 116 EMS calls and 13 Fire calls for a total of 129 calls.
3. Chief Shields thanked the Board for their Financial Support in 2012 and also Administrator Booth for the work performed on the Insurance matter.
4. Chief Shields informed the Board the cab and chassis for 3182 was ordered and has been delivered to BCI. Refurbishment will begin in late January, early February.
5. Chief Shields mentioned that the Trustees will be meeting with the Auditor on Friday, January 5 and invited Administrator Booth to attend said meeting for the purpose of bringing the Trustees up to date regarding the status of the Insurance request raised during the Budget Meeting.

Bills:

The Statement of Expenditures, listing the bills to be paid in January, 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 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 January will be provided upon request)

Commissioner Maahs abstained on all Fire Official Maahs' invoices.
Commissioner Grant abstained on all Chief Grant's invoices.

Communications:

Administrator Booth discussed the following communications:

1. The following Public Notices were published in the Burlington County Times:
 - Notice of Public Hearing regarding the 2013 Budget
 - Notice of Annual Election, Petition Closing Date and Date of Reorganization Meeting
 - Notice to Persons wanting Mail-In-Ballots for Election
2. Administrator Booth informed the Board the 2013 Budget and Supporting Schedules were posted at the Fire House and can also be found on the official website.
3. Official Notice of Claim letter was received from Liberty Mutual regarding the minor accident involving Truck 3132 during District 1's Open House on October 12, 2012. The total claim paid was \$1,485.16. Booth informed the Board that the claimant was required to initiate a claim by sending a letter to recover damages. Said letter was received on January 2, 2013. All information was forwarded to the Board's insurance carrier for processing.
4. As mentioned in the Chief's Report, a Notice of Violation was received from the Bureau of Boiler and Pressure Vessel Compliance. The notice states the issue is to be abated by February 11, 2013 and according to Chief Grant measures have been taken to abate issue. As previously mentioned the paperwork, when received, will be forwarded to the state.
5. The Approved 2013 Budget was submitted to the state. An email was received from the state stating the Budget was approved allowing the Board to proceed with the public hearing.
6. FEMA Forms for Hurricane Sandy were completed and submitted.
7. Letter sent to Belfor Property Restoration on December 19, 2013 along with partial payment for services. Letter explained the reasons for retaining 10% of the invoiced amount for the hall restoration. President Wesolowski asked and Administrator Booth replied no to the question if any response to the letter was received. Brief discussion ensued.
8. Administrator Booth stated we continue to receive the W-9 forms requested from vendors to comply with IRS regulations.

Old Business:

1. Administrator Booth provided a copy of the Website Project Plan Status Report. Booth discussed the completion of the final task on the project plan, the requirement to list attorneys, advisors, consultants, etc., which received remuneration of \$17,500.00 or more during the preceding fiscal year. A footnote was added to the list as agreed upon at last meeting and posted on the website.
2. Administrator Booth discussed the 2011 Health Benefits Reform requirement to establish Section 125 Plans (e.g., Flexible Spending Account - FSA, Premium Option Plan - POP, etc.). Booth informed the Board that the Open Enrollment meeting for the employees was held on Friday, December 7, 2012 with implementation of the program effective January 1, 2013. Employees participating in program saw the deductions for these plans in their January 1, 2013 paycheck.
3. Administrator Booth further discussed the letter sent to Belfor on December 19, 2012 regarding a number of issues that remain unresolved pertaining to the Hall Restoration Project. Booth stated a meeting was requested by January 31, 2013 to discuss issues,

however, no response has been received as of today. Brief discussion ensued. The issues outlined in letter will be discussed with Belfor when said meeting is scheduled.

4. Administrator Booth discussed the Squad's recommendation from the October 17, 2012 Budget meeting to combine insurances in an effort to reduce costs. Administrator Booth mentioned discussions continue with both the Board's Insurance Broker and Solicitor. As mentioned during the Squad Report, Administrator Booth will be meeting with the Trustees from the Squad to discuss request on Friday, January 4, 2013.
5. Administrator Booth briefly discussed the 2013 Budget. Booth mentioned total appropriations are proposed at \$934,221.00 with the amount to be raised by taxation at \$702,612.00. Booth noted the amount to be raised by taxation changed slightly (\$1.00) due to rounding adjustments recommended by the state. As mentioned under communications, Booth informed the Board that she received an email from the NJ Division of Local Government Services (Joanne Slezak) indicating that the budget was approved on December 28, 2012 and the Fire District could proceed with the adoption of the same.

Resolution:

Resolution 2013-01 "*Authorizing the Reading of the 2013 Budget by Title Only at the Public Hearing on January 02, 2013*" was read by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 2013-01 was unanimously approved by the five commissioners present on a roll call vote:

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye
Lieber	- Aye

Public Hearing:

President Wesolowski opened the Public Hearing on the 2013 Budget at 7:50 p.m. Wesolowski stated that the purpose of this portion of the meeting is to consider any and all questions and/ or comments concerning the 2013 Budget.

There being no comments from the public, the Public Hearing for the 2013 Budget was closed at 7:52 p.m.

Resolutions:

Resolution 2013-02 "*2013 Adopted Budget Resolution*" was introduced by title only by President Wesolowski. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to pass Resolution 2013-02 to adopt the 2013 Budget was unanimously approved by the five commissioners present on a roll call vote:

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye

Lieber -Aye

Resolution 2013-03 “*Resolution Authorizing a Capital Expenditure to Replace the Fire Official Vehicle*” was read by President Wesolowski. The resolution authorizes a question be placed on the Ballot for the 2013 Fire District Election to be held on Saturday, February 16, 2013 for the purpose of approving a capital expenditure to replace the Fire Official Vehicle during the fiscal year 2014 for an amount not to exceed \$38,000.00. Funding will be provided from unrestricted reserve fund balance. There being no questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. The resolution was adopted 5-0 on a roll call vote.

Wesolowski -Aye
 Grant -Aye
 Niedermayer -Aye
 Maahs -Aye
 Lieber -Aye

Resolution 2013-04 “*Resolution Authorizing a Capital Expenditure to Repave the Parking Lot*” was read by President Wesolowski. The resolution authorizes a question be placed on the Ballot for the 2013 Fire District Election to be held on Saturday, February 16, 2013 for the purpose of approving a capital expenditure to repave the parking lot of the Fire House during the fiscal year 2014 for an amount not to exceed \$70,000.00. Funding will be provided from unrestricted reserve fund balance. There being no questions the resolution was offered on a motion by Commissioner Niedermayer seconded by Commissioner Maahs. The resolution was adopted 5-0 on a roll call vote.

Wesolowski -Aye
 Grant -Aye
 Niedermayer -Aye
 Maahs -Aye
 Lieber -Aye

6. President Wesolowski asked and Administrator Booth replied no to the question of whether Harry Bopp has provided the detail to extend the condensation drain on the roof. Booth mentioned they do have a call into Harry to discuss.
7. Booth noted prior month’s resolutions and the year-to-date budget vs. actual report as of December are included in the Board’s “drop box”.

New Business:

1. Administrator Booth informed the Board the FEMA subgrant application for Hurricane Sandy was completed and submitted. The totals submitted on behalf of the Board and Squad were \$2,831.88 and \$2,472.38, respectively. Brief discussion ensued. Booth mentioned it is not known how much or when reimbursement will be made.

Meeting opened to public:

Hall Manager Orsini informed the Board he received a letter from the photographer taking pictures on behalf of Certain Teed of the completed roof thanking him for the assistance provided in taking said pictures. The photographer provided a number of pictures of the building. Orsini provided the Board with one of the professional pictures of the front of the Fire House.

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

Executive Session

President Wesolowski announced that there was a need to meet in Executive Session to discuss a potential litigation and liability matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public.

Resolution 2013- 05 “Resolution Authorizing A Closed Executive Session” was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Acts” 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.

The Resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll call vote the resolution was adopted 5-0. The regular meeting was recessed at 8:04 p.m. to enter into an Executive Session.

The Executive Session started at 8:09 p.m. and was adjourned at 8:39 p.m.

Meeting re-opened to the public at 8:40 p.m.

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:41 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator