

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 Grant and Administrator Booth.

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 6th, 2015 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 6th, 2015 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.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the June 3rd, 2015 regular meeting were approved by the five Commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board that Kennedy's Cause has teamed up with the recreation department and the township to coordinate the donation of two sand volleyball courts at Jeff Young Memorial Park, adjacent to the Fire House. Volunteers from the fire company have donated their time to this project. In addition, the LVFC will be hosting a car wash on Saturday, July 11th from 9:00

am to 2:00 pm to help raise funds for the courts. All proceeds will be donated to Kennedy’s Cause. Brief discussion ensued regarding the donation of car wash supplies.

2. Informed the Board PSE&G used the parking lot of the Fire House as a charging/water/ice station for their customers after the power outages resulting from the recent storms. Emergency Management was notified of the debris (i.e., palates, plastic) left behind by PSE&G.
3. Report for June, 2015 was submitted by Chief Grant and filed.

Captain’s Report:

Chief Grant gave the following report for June:

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. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
267.3G	60.9G	0.0G	328.2G
4. Report submitted and filed.

Hall Rental Manager’s Report:

Hall Rental Manager’s Report was not available.

Squad Report:

Squad Report was not available.

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 questions on the bills, a motion by Commissioner Maahs seconded by Commissioner Grant to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in July is available upon request)

Commissioner Grant abstained on all Chief Grant’s invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Vehicle and Building Maintenance Employee.

Communications:

Administrator Booth discussed the following communications:

1. Public notice of “Intent to Award Contract Under Alternate Procurement Method” was published in the Burlington County Times on June 17, 2015. In addition, notice was posted on the bulletin board of the Town Hall, Library, Lenola Fire House and the district’s website.

2. Letter to the Township Council on behalf of the Boards of both Fire Districts regarding the township's water system was sent on June 16, 2015.
3. Received executed Interlocal Contract for Cooperative Purchasing from H-GACBuy on June 23, 2015.
4. Received 2nd Quarter, 2015 Shared Services check in the amount of \$31,653.00 from Fire District No. 1.

Old Business:

1. The following Repair and Maintenance Issues were discussed:
 - a. The Low Roof Project was discussed. Administrator Booth discussed project with Architect Harry Bopp. Bopp agreed to obtain a construction estimate for a tapered roof and submit a proposal for his fees for project in late summer.
 - b. The Rail Road Side Excavation Project was discussed. Maintenance Personnel Ruggiano mentioned the contractor is expected to begin project shortly, weather permitting.
 - c. The Fire House back parking lot issues were discussed. Administrator Booth informed the Board American Asphalt came on June 8th to saw cut/milled and overlaid the patched area and saw cut and filled in the cracked seam with a polymer product.
2. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrative Booth informed the board of her discussion with Solicitor McCloskey regarding the matter of a member not completing the training. Specifically, McCloskey recommended the LVFC suspend member until the training is complete. The reading of a paper copy of the training slides was discussed as an alternative to taking the online training course. After a discussion with a fellow member, said member agreed to complete the required training. Booth reported that all but one member has completed the online training. The remaining member will complete training after recuperating from an illness.
3. Status of the 2014 Audit was discussed. Administrator Booth mentioned the audit is expected to be completed prior to the Board submitting the application to the Local Finance Board for the financing of the new truck. Brief discussion ensued pertaining to the Board's approval of the audit prior to submission to the State.
4. The Township Water System and its capability in fire protection was briefly discussed. A letter to the Township Council on behalf of the Boards of both Fire Districts regarding the township's water system was sent on June 16, 2015. Brief discussion ensued. Wesolowski agreed to contact the Township Manager regarding the repair of the hydrant on Lenola Road.
5. The New Truck Project was discussed:
 - a. Meeting Open to the Public: Wesolowski stated a Notice of Intent to Contract with Pierce Manufacturing Inc. was published in the Burlington County Times on June 17, 2015 affording the public the opportunity to provide comment. President Wesolowski opened the meeting up to the public at 7:25 pm. No public comment was received. Wesolowski closed the meeting to the public at 7:26 pm.
 - b. Wesolowski opened the meeting to the Board for discussion. A motion by Commissioner Ruggiano, seconded by Commissioner Grant to approve the specifications from the Truck Committee and proceed with the purchase of the

truck through Pierce Manufacturing, Inc., was approved by the five commissioners present.

- c. Administrator Booth mentioned Resolution 2015-21 authorizes the President and/or Vice President to enter into a contract with Pierce Manufacturing, Inc. contingent on Pierce Manufacturing submitting the required statutory documents (including the Performance Bond) and the approval from the Local Finance Board. Booth also noted Commissioner/Treasurer Maahs has certified the availability of fund for said project.

Resolution:

Resolution 2015-21 “Awarding Contract to Pierce Manufacturing, Inc., Through Use of the H-GAC Procurement Process Pursuant to N.J.S.A. 52:34-6.2(B)(3)” was read by President Wesolowski. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt said resolution was approved by the five Commissioners present on a roll call vote.

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

- d. Request for Finance Proposals (RFP) Document was discussed. Administrator Booth stated document was reviewed by Solicitor and is currently being reviewed by Auditor. RFP will be sent to eight banks/leasing companies on or around July 6, 2015 with proposals due noon on July 20, 2015.
- e. Draft Application to the Local Finance Board was briefly discussed. Booth asked the Board to provide any comments they may have after reviewing the draft application. Booth stated the application will be reviewed by the Board’s Solicitor and Auditor prior to submission.
- f. The next steps and time line were briefly discussed.

New Business:

- 1. Quotes for the removal and installation of three exterior doors & frames to the Fire House were discussed. Three quotes were received ranging from \$5,868.42 to \$9,000.00. Brief discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to award New Jersey Door Works, LLC with said project at a cost of \$5,868.42 was approved by the five Commissioners present.

Meeting opened to the public.

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

July 1, 2015

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:42 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration