

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 Grant. Also in attendance were Chief Rob Grant, Battalion Chief Lenny Phillips 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 21st, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21st, 2013 the required notice was posted 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 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 21st, 2013 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.

Minutes:

On a motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer, the minutes of the June 5th, 2013 regular meeting were approved by the commissioners present with the exception of Commissioner Wesolowski who abstained.

Chief's Report:

1. Report for June, 2013 was submitted by Chief Grant and filed.
2. Chief Grant reminded the Board the Department will be attending the Phillies baseball game on Tuesday Night. Grant informed the Board that Station 311 and Station 312 will be covering the department while at game.

3. Chief Grant also informed the Board the rear tires of 3132 were replaced.
4. Chief Grant mentioned he spoke with Harry Klatt Jr. from the Burlington County Engineers Office regarding the installation of electronic equipment on the District's fire trucks as part of the "Emergency Vehicle Preemption Project". This project, currently in phase II, is a grant funded system that enables emergency response vehicles to clear intersections by controlling traffic signals by way of a GPS-based system. Currently lights on route to the hospitals are controlled. Trucks will be installed with the equipment next Wednesday and Thursday. Chief mentioned the grant covers the installation of the units on fire trucks, however, not command vehicles. Grant is considering using dedicated penalty monies to install unit on the district's command vehicle. Discussion ensued. Grant agreed to inquire about future phases of project and provide a priority request (e.g., Route 38 and Lenola) on behalf of the district, if appropriate.

Captain's Report:

1. Battalion Chief Phillips gave report for June.
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: Installed new rear tires.
 - Truck 3133: No reported problems.
 - Truck 3135: Replaced the latch under the passenger side seat for the radio compartment.
 - Truck 3138: No reported problems.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
268.5G	96.4G	0.0G	364.9G

5. Report submitted and filed.

Hall Rental Chairman's Report:

Hall Rental Manager Orsini was not in attendance. President Wesolowski read the following Hall Rental Chairman's Report:

1. There were five paying affairs and one nonpaying affair during the month of June. There were approximately 40 inquiries via email and telephone. There were three bookings during the month, all for 2013.
2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.

Commissioner Ruggiano asked for a status regarding the dumpster discussion from last month's meeting. President Wesolowski mentioned, as suggested, we may benefit from having a sign placed on the side of the dumpster facing the kitchen door for people taking out the trash from that direction. Wesolowski recommended the Board further discuss under "New Business".

Squad Report:

Chief Joe Shields was not in attendance; therefore no Squad Report was given.

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 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 Maahs, seconded by Commissioner Ruggiano to pay the following bills and any regular bills that come in was approved by the four commissioners present.

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

Commissioner Maahs abstained on all Fire Official Maahs' 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. Received letter from Cynthia Maahs Knobbs requesting use of hall on Sunday, August 25th, 2013. On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the request by Maahs-Knobbs to use the hall on Sunday, August 25th, 2013 from 11:00 am to 3:00 pm was approved by the commissioners present with the exception of Commissioner Maahs, who abstained.
2. Public notice awarding an administrative and accounting services contract to Booth Accounting and Administrative Services, LLC was published in the Burlington County Times in June 12th, 2013.
3. Received letter from the state regarding the submission of the 2012 Audit. Booth informed the Board that after discussing letter with Auditor Ed Paul, Paul called state to provide explanation for the delay in the report and status. Brief discussion ensued. Booth mentioned auditor hopes to provide draft of audit mid next week with the final audit report to be completed and filed with the state by July 31st, 2013. An email was sent to the state on behalf of the Board providing said status of the 2012 Audit.
4. Received letter from County Solicitor regarding the policy for charitable solicitation on county roads. Copy of letter was distributed to the President of the Lenola Volunteer Fire Company (Brian Wesolowski), Chief Grant and Chief Shields.
5. Received letter from Heather Williams requesting use of the hall on June 29, 2014 for a graduation party for her son, James Gifford, Jr. who is a junior member of the Lenola

Volunteer Fire Company. Brief discussion ensued. On a motion by Commissioner Maahs, seconded by Commissioner Ruggiano, the request by Heather Williams to use the hall on Sunday, June 29, 2014 from 1:00 pm until 6:00 pm was approved by the commissioners present providing Gifford remains a member in good standing at the time of the event. Discussion continued regarding the appropriate manner for members to request use of hall. Follow-up to determine if party is a surprise was suggested.

Old Business:

1. The status of the District's participation in a Cooperative Pricing Agreement to purchase electricity was discussed. Booth mentioned the County went out to bid on June 20th; however the two lowest bids were rejected due to the omission of required forms by the bidders. The remaining bids were not beneficial to county and therefore contract was not awarded. Moorestown Fire District No. 2's accounts, along with other accounts with a high "Price to Compare" will be re-bid on July 18th, 2013.
2. The status of the application for FEMA assistance for expenses associated with Hurricane Sandy was discussed. Administrator Booth mentioned all required forms with the exception of one of the two Squad forms have been submitted and we are waiting for FEMA to approve application. The forms/expenses associated with the Squad's Strike Team continue to be on hold. There appears to be some confusion as to where these expenses should be sent. FEMA is currently looking into the matter.
3. President Wesolowski stated the status of the 2012 Audit was discussed earlier under communications.
4. Obtaining an electronic sign for the Fire House was discussed. Commissioner Ruggiano mentioned NW Signs was unable to locate a reasonably priced used electronic sign. A new sign would cost approximately \$10,000. Discussion ensued. The Board agreed to coordinate the running of a conduit from the building to the sign with the repaving of the parking lot scheduled for 2014. Coordinating with the repaving of the parking lot would save the cost of patching the lot. Ruggiano stated he would let the Board know if NW Signs is able to locate a suitable used electronic sign.
5. The hall recycling/dumpster issue brought up under the Hall Rental Chairman's Report was further discussed. On a motion by Commissioner Maahs, seconded by Commissioner Niedermayer the Board agreed with the recommendation to add a more noticeable sign to the side of the dumpster facing the kitchen door for people taking out the trash and to amend the contract with instructions to the renter and/or caterer for the proper disposal of trash and recycling.

New Business:

1. President Wesolowski briefly discussed the need to modify the list of check signers for the bank accounts. The following resolution to amend the signers was introduced by President Wesolowski.

Resolution:

Resolution 2013-16 “*Corporate Authorization Resolution*” was introduced by President Wesolowski. The resolution allows the removal of Commissioner Lieber and the addition of Commissioner Ruggiano as an “agent” of the Township of Moorestown Fire District No. 2, thereby authorizing Commissioner Ruggiano to exercise the powers granted to him in said resolution (e.g., eligible to sign checks and documents). There being no questions, a motion by Commissioner Niedermayer, seconded by Commissioner Maahs to adopt Resolution 2013-16 was approved by the Board members present on a roll call vote.

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

President Wesolowski asked the commissioners to stay after the meeting to sign the required paperwork from the bank.

2. Vehicle and Building Maintenance Personnel Ruggiano gave a brief building maintenance report: new locked covers for the thermostats in the hall were installed, vendor was contacted to replace a few deteriorated rail road ties along side of building, and the hall kitchen refrigerator was recharged with freon.

Meeting opened to public:

Chief Grant confirmed the graduation party discussed under “Communications - Hall Requests” for James Gifford, Jr. is not a surprise. President Wesolowski thanked Grant for the information.

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 7:46 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator