

July 6, 2011

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 pm by President Wesolowski.

All Commissioners with the exception of Commissioner Maahs were present. Commissioner Maahs was absent due to a work related issue. Also in attendance were Chief Ruggiano, Deputy Chief Rob Grant, Hall Manager Mathew Orsini, Chief Joe Shields, Training Officer John Swan Sr., John Tabaco and Administrator Booth.

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

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the June 1, 2011 meeting were approved by the four commissioners present. In addition, on a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the June 1, 2011 Executive Session were approved by the four commissioners present. Lastly, on a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the June 15, 2011 Special meeting were approved by the four commissioners present.

Chief's Report:

1. Report for June was submitted by Chief Ruggiano and filed.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced clearance lights on passenger side.
4. Truck 3133: No problems reported.
5. Truck 3135: No problems reported.
6. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Other</u>	<u>Total</u>
234.5G	93.5G	3.0G	331.0G

7. 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 one non-paying affair scheduled during the month of June. There were approximately 40 inquiries via email and telephone. We are receiving

one to two inquiries per month from “The Knot”. There were three bookings during the month for the calendar year 2011.

2. There were three cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. Minor maintenance to the hall (i.e., add protective corners throughout hall and repair tile in bar area) will be performed by Hall Manager.
4. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Sheilds gave the following Squad Report:

1. During the month of June the Squad responded to 135 EMS calls and 14 Fire calls for a total of 149 calls.
2. Financial Reports for May and June were submitted. In addition, a revised Financial Report for April was provided.

Bills:

The Statement of Expenditures, listing the bills to be paid in July, 2011 was provided to the Board members for review prior to the meeting. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting. Administrator Booth commented on two of the bills presented for payment.

President Wesolowski asked and Administrator Booth replied to a question regarding the bill from the Auditor.

There being no further questions on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Grant 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)

Communications:

Administrator Booth discussed the following communications:

1. Received an email from the Office of the State Comptroller on June 23, 2011 requesting each fire district to email their 2011 budget and 2010 Audit Report to their office. The email stated that the Office of the State Comptroller is compiling financial data on all fire districts in the state. Administrator Booth informed the Board that the request was forwarded to Auditor Ed Paul who will submit the information on the Board’s behalf in the format requested by the State.
2. A letter along with the resolution to authorize participation in the New Jersey State Health Benefits Program Dental Plan coverage, passed at the June 1, 2011 Board meeting, was sent to the Division of Pensions and Benefits on June 6, 2011 for processing.

3. Received a letter from the Division of Pensions and Benefits dated July 1, 2011 containing information about changes to employee pension contribution rates under Chapter 78, P.L. 2011. For PERS members the employee pension contribution rate will increase from 5.5% to 6.5% of salary. An additional increase, to be phased over the next seven years, will bring the total pension contribution rate to 7.5% of salary. For PFRS members, the employee pension contribution rate will increase from 8.5% to 10% of salary.
4. Received Notification from Pensions and Benefits outlining the major health benefit provisions of Chapter 78, P.L. 2011 signed into law effective June 28, 2011. The new law sets new health benefit contribution amounts towards the cost of employee coverage. The percentage rate of contribution (from 1.5% to 35%) is determined based on the employee's annual salary and the selected level of coverage.
5. President Wesolowski asked Administrator Booth to distribute information regarding the recent changes in Pension Contributions and Health Benefit provisions to all employees when available in an easy to understand format.

President Wesolowski discussed the following Communication:

1. Received a letter from the Moorestown Fraternal Order of Police Lodge 109 requesting the use of the hall to host a retirement dinner on Friday, October 14, 2011 for four of their members who are retiring with at least 25 years of dedicated service to the Township. In addition, they are asking the Board to consider a reduced rate for the rental of the Lenola Memorial Hall for this event. Discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer granting use of the hall on Friday, October 14, 2011 for Moorestown Fraternal Order of Police retirement dinner at a reduced rate of \$500.00 was approved by the four commissioners present.

Old Business:

1. Administrator Booth provided a status on the Solar Project. Booth informed the Board that representatives from Environmental Resolutions Inc. conduct a site visit and asked questions of the Chief regarding the roof. They also made copies of the building plans. Booth mentioned the Financial Advisor would perform an economic feasibility review and assist the Board in determining how the project will be funded (i.e., PPA, lease, purchase, bond) before the Engineer Firms can prepare their proposal. The Engineers' proposal would differ significantly based on the funding option chosen. Booth also mentioned she received an email from Moore Consulting Engineers, LLC stating that after further review, there are a number of items in the SOW that are out of their "comfort range and expertise". This leaves the Board with one Engineer Consulting Firm at this time.

The proposal from Capital Financial Advisors to provide financial services for the Solar Project was distributed to the Board Members. Brief discussion ensued. The fee structure is similar to the proposal from Acacia and references were included in the proposal. Wesolowski asked Administrator Booth to check the references with at least the two Townships and the Board of Education listed in the proposal. Wesolowski also asked Booth to request references from Acacia. In addition, Booth agreed to research the NJ regulations to

determine how many request for quotes are required if amount is above the quote threshold but below the bid threshold.

2. Administrator Booth provided an update on looking into obtaining a better rate for natural gas by switching suppliers. Booth reported the therm usage discrepancy has been resolved. PSE&G provided us with a copy of the report they send to third party suppliers and they match our actual usage and third party suppliers was able to use said report. As requested, Booth also provided the current rates (.66 per therm) as compared to the rates when the Board began looking into switching suppliers (.83 per therm).
3. President Wesolowski asked Administrator Booth if she has heard from Pensions and Benefits regarding the mandatory training of Certifying officers and their supervisors. Booth mentioned she called Pensions and Benefits and they confirmed receipt of our completed form and we should hear shortly about our required training. Booth also mentioned she received an email stating that the training system only allows for 1,000 individuals to be registered at a time and there are over 4,000 people who need to complete the training. Thus, as individuals complete their training, the division will be able to offer the opportunity to others. Their goal is to have all locations trained over the next few months.
4. President Wesolowski mentioned he has not yet received the updated water maps from Dennis DiBlasio. This will remain as an open item.
5. President Wesolowski asked Hall Manager Orsini for a status of the sound system project for the Hall. Orsini reported Bob Eboch is scheduled to complete installation on July 11, 2011.
6. President Wesolowski discussed the draft policy for hall rental requests provided at the last Board Meeting. Wesolowski asked if members had any changes or additions to the policy. Brief discussion ensued and a minor addition was made to include a 90 day advance notice of request. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to adopt the new Policy for Hall Rental Requests was approved by the four commissioners present. Wesolowski added the policy will be effective July 6, 2011. Wesolowski stated that now that the policy has been approved, the fee schedule for hall rentals should be reviewed by the commissioners and discussed/finalized at the next meeting.

Resolution:

Resolution 11-12 *“To abolish the position of paid Fire Chief position, turning the Chief position back to the Lenola Volunteer Fire Company”* was read by President Wesolowski. There being no questions, the resolution was adopted by the four Board members present on a roll call vote.

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

New Business:

Resolution:

Resolution 11-13 “*Authorizing the award of a non-fair and open contract for Administration and Accounting Services to Booth Accounting & Administrative Services, LLC.*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the four Board members present on a roll call vote.

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

In addition the following documents were entered into Record as required by law:

- a) Proposal/Contract for Administrative & Accounting Services signed by President Wesolowski and Elizabeth Booth.
- b) Scope of Services dated June 1, 2011 which covers the monthly, quarterly, annual and other administrative responsibilities for the position.
- c) Certification of Availability of Funds
- d) Determination of Value Form
- e) Business Entity Disclosure Certification
- f) Political Contribution Disclosure Form
- g) Stockholder Disclosure Certification
- h) Public Notice awarding contract.

President Wesolowski discussed a proposal to allow employees to work extended days thereby allowing them to take every other Friday or Monday off during the summer. Participation would be optional and the Fire Prevention Bureau employees would coordinate days off to ensure coverage. This arrangement would end the Friday or Monday after Labor Day. Brief discussion ensued. A motion by Commissioner Niedermayer, seconded by Commissioner Lieber to allow summer work schedule for employees was approved by the four commissioners present.

Meeting opened to public:

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

On a motion by Commissioner Grant, seconded by Commissioner Lieber, the meeting was recessed at 7:50 p.m. to enter into an executive session. Motion carried.

Executive Session (Closed)

The meeting reconvened at 8:05. There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:06 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator