

July 7, 2010

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 held on the above date was called to order at 7:00 pm by President Wesolowski. President Wesolowski informed the board Commissioner Neidermayer called to tell him he may be late.

All Commissioners were present. (Commissioner Neidermayer arrived during the Chief's Report) Others present included Chief Ruggiano, Matt Orsini and Rob Grant.

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

President Wesolowski mentioned we will be deviating from the regular order of business to discuss the appointment of an administrator.

Wesolowski read a letter from Walter Malin formally notifying the Board that Malin and Murphy Financial & Tax Services is resigning as Board Administrator to the Board of Fire Commissioners, Fire District No. 2 , Township of Moorestown effective July 1, 2010. (copy of letter will be included in Minute Binder)

President Wesolowski stated this was discussed during an executive session at last month's meeting and that the Board was aware of Walter's decision to resign as Administrator. The Board discussed and agreed to appoint Liz Booth, of Booth Accounting & Administrative Services, LLC as the new Administrator.

Confirming all commissioners had a copy of the resolution, President Wesolowski read in part Resolution 10-10 authorizing the award of a non-fair and open contract for Administrative and Accounting Services to Booth Accounting & Administrative Services. A motion by Commissioner Grant and seconded by Commissioner Maahs to adopt Resolution 10-10 was unanimously approved by a roll call vote.

Grant	-Aye
Maahs	-Aye
Lieber	-Aye
Wesolowski	-Aye
Nidermayer	-Absent

Wesolowski read in full the following documents relating to Resolution 10-10:

Certification of Availability of Funds signed by Commissioner Maahs.
Determination of Value Form

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 18, 2010 which covers the monthly, quarterly, annual and other administrative responsibilities for the position.
- c) Certificate of Formation of Booth Accounting & Administrative Services, LLC
- d) State of NJ Dept. of Treasury Filing Certification
- e) State of NJ Business Registration Certificate
- f) Business Entity Disclosure Certification
- g) Political Contribution Disclosure Form
- h) Stockholder Disclosure Certification

Regular Meeting Resumed:

President Wesolowski asked if the members received and reviewed the minutes of the preceding meeting. The commissioners stated they had. No additions or corrections were noted. A motion by Commissioner Grant, seconded by Commissioner Lieber to approve minutes was unanimously approved.

Chief's Report:

- 1. Chief Ruggiano informed the board that the air conditioner in the lounge (wall unit) no longer works. Chief met with Fire Company President Wesolowski and Chief Shields to discuss replacement of unit. Quotes were received and Mr. Heal's was the lowest quote. The unit is expected to be installed tomorrow. Chief Ruggiano mentioned that if the Board is interested in looking into a unit that is mounted on roof with air handlers put in lounge and office - that can be done in the future but for now the Squad and Fire Company are replacing the wall unit.
- 2. Report submitted and filed.

Captain's & Engineer Report:

- 1. Chief Ruggiano gave report.
- 2. All Trucks were checked and are operational.
- 3. In truck 3132, generator hour meter on pump panel was replaced. In addition, arms on air pack seats were changed.
- 4. In truck 3133, brackets on seats and back wall for the air pack were changed.
- 5. In Truck 3135, circuit breaker #14 in the electrical panel was replaced. In addition, arms on air pack seats were changed and the carburetor on the Honda generator was cleaned.
- 6. The new air packs were placed in service on all trucks and all training on the pack tracker is complete.
- 7. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Total</u>
264.7G	79.1G	343.8G
- 8. Report submitted and filed.

Hall Rental Chairman Report:

1. Matt Orsini gave the Hall Rental Chairman Report. During the month of June, there were five paying affairs and no non-paying affairs scheduled. There were approximately 65 inquiries via e-mail and telephone. We received two bookings during the month for the calendar year 2010 and two for the calendar year 2011.
2. All security deposits are scheduled to be refunded and there will be one cleaning paid for the month of June. Updated dates are posted in the lounge.
3. Matt informed the Board, that the hall cleaning situation changed again. John Tabaco is no longer able to clean the hall. Needing the hall to be cleaned before a showing, Matt had Barbara Shepherd, his wife's mother clean the hall. Matt stated Barb Shepherd has her own cleaning service and was pleased with the job she did and she was very reliable. Matt mentioned if the Board approves, she would like to use her for future cleanings. President Wesolowski stated the Board will discuss further in "New Business".
4. Commissioner Grant asked Matt if he called to have the handle on the beer box repaired. Matt apologized and said he will call tomorrow.
5. Report submitted and filed.

Squad Report:

A representative from the squad was not in attendance. No report presented.

Chief Ruggiano informed the Board that Chief Shields was unable to make the meeting tonight and apologizes for not submitting the financial report. He is attending a service for the paramedic who passed away. Chief Shields will provide the financial reports shortly.

Bills:

Administrator Booth mentioned our Comcast Bill increased to \$234.88 from 163.75 per month. The two year promotion rate we were under had expired on 6/30/2010. We called Comcast to discuss rates. We will discuss further in "New Business".

The bills to be paid in June were read by Administrator Booth.

President Wesolowski included the first quarterly payment to Susquehanna Commercial Financial for \$6 021.51 for the air packs in the bills to be approved if it comes in before the next meeting. There will be four quarterly bills the first year and then one bill annually going forward. Wesolowski recommended we pay these bills as they come in so as not to incur a late payment fee.

President Wesolowski asked if there were any questions regarding any of the bills. There being none, a motion by Commissioner Maahs and seconded by Grant to pay the following bills and any regular bills that come in was unanimously approved.

(A list of bills paid in July is available upon request.)

Maahs abstained on all C. Maahs Knobbs' invoices.

Communications:

Administrator Booth discussed the following communications:

1. Request from Patricia Hunt, Moorestown Township Clerk for use of the hall for School Board Elections in April of each year from 2:00 pm to 9:00 pm. Ms. Hunt states in her letter that the New Albany Recreation Center is no longer fully adequate due to the increase in the number of voters participating in the School Board Elections (i.e., parking). President Wesolowski stated the Board will discuss further in “New Business”.
2. Local Finance Notice 2010-13 regarding the adjustment of the public bidding threshold effective July 1, 2010. The bid threshold for awarding contracts by various contracting units rose from \$21,000.00 to \$26,000.00 with the quotation threshold at \$3,900.00.
3. Letter sent on behalf of the Board to all Employees and Active Volunteers regarding the Off Duty Activity Accidental Death and Dismemberment Benefit and Beneficiary Designation. Commissioner Grant inquired if she should have also received letter. It was determined that since she is a volunteer for the Squad and the Squad is covered under their own policy she should discuss coverage with them.
4. The following letters were sent out on behalf of the Board regarding the enrollment in to the State Health Benefits Program (SHBP):
 - a. Letters to Employees on June 14, 2010 enrolling in SHBP notifying them of Health Benefits Rights under Federal Law.
 - b. Letter to State of NJ, Division of Pensions and Benefits on June 18, 2010 requesting enrollment into the SHBP effective August 1, 2010.
 - c. Letter to AmeriHealth on July 6, 2010 requesting cancellation of Medical and Drug Insurance effective August 1, 2010.
5. Ed Paul, our auditor called to inform us that the 2009 Audit is complete and he will be meeting with President Wesolowski and Administer Booth next week to discuss.

President Wesolowski discussed the following communications:

1. Letter sent to the Lenola Fire Emergency Unit on June 14, 2010 requesting that a member of the Squad present the monthly Squad Report at our Board Meeting. President Wesolowski stated we received a response from Chief Shields through Chief Ruggiano regarding this request.
2. Received a request from John Tabaco for use of the hall on Saturday, October 30, 2010 for a family reunion with approximately fifty people expected to attend. President Wesolowski discussed the date with hall manager Orsini. Orsini mentioned he is still receiving bookings for Saturdays in this current year. Wesolowski recommended if we are able to rent the hall before October 1 then this date is unavailable to John, however, if the date is still available on October 1 then John can use hall. If John is unable to wait till Oct. 1 to confirm event date, we would recommend that he choose a Friday or Sunday to book the event. The Board agreed with this approach. Wesolowski asked Matt Orsini to get back to John Tabaco regarding his request and the Board’s recommendation.
3. Received a request from Monica Carcanague for use of the hall either on Saturday, August 1, Saturday, August 7th or Sunday, August 8th, 2010 from 1:00 pm to 5:00 pm for a 70th birthday party for their father Jules. The family is under the impression that the hall is available for free with a small donation for life members and that their family falls in that category. President Wesolowski mentioned there may be some errors in their assumptions; specifically he did not believe that Jules was a life member (his father, Jules

Sr. who has passed was a life member). Discussion ensued regarding the Board's policy. Specifically the policy states Life members, members of the Fire Company in good standing for twelve continuous months and members of the Emergency Squad in good standing for twelve continuous months are allowed use of the hall. The Board decided to have Matt discuss the policy with Monica. Since the request does not fit the criteria, the Board agreed to offer the hall to the family at a reduced rate of \$500.00 plus \$275.00 if they use the kitchen. This price will cover costs. A motion by Commissioner Grant and seconded by Commissioner Maahs was unanimously approved granting use of the hall to the Carcanague Family for \$500.00 with an additional charge of \$275.00 if they decide to use the kitchen.

Old Business:

1. President Wesolowski mentioned we agreed last month to approve the cost of \$1,100.00 for the shrubs; however, the actual bill came in at \$1,149.95. The increase in cost is due to a change in type of some of the shrubs purchased due to our prior issues with bag worms.
2. Administrator Booth provided a status regarding the balance due to the State of New Jersey, Department of Labor and Workforce Development primarily from the first qtr. 1999 filing. In researching the issue it was determined that the January, 1999 tax withholding bill was inadvertently missed and as a result we owe this amount plus interest. The Department of Labor was called to determine if we could receive an adjustment for the interest due. The representative informed Booth that no abatements are provided for interest due. The amount due is approximately \$567.00 and will be recalculated at the time of payment since interest accrues daily.
3. Commissioner Grant inquired about the deep cleaning of the hall. Matt Orsini informed the board that there was some confusion with the dates and the deep cleaning will take place soon.
4. President Wesolowski discussed the repair to the crack in asphalt discussed at the last meeting. Two quotes to repair crack were received. The Asphalt Care Company located in Medford provided a price of \$1,900.00 and Tri-boro Paving in Cinnaminson provided a quote of \$2,650.00. A motion by Commissioner Neidermayer and 2nd by Commissioner Grant was unanimously approved to have The Asphalt Care Company repair the crack for \$1,900.00 with payment made once job is complete and bill is approved by the Board.

New Business:

President Wesolowski discussed the following items:

1. Request from Patricia Hunt, Moorestown Township Clerk for use of the hall for School Board Elections in April of each year from 2:00 pm to 9:00 pm. President Wesolowski mentioned that anyone who votes in the School Board Elections at the Recreation Center knows the challenges indicated in their letter. Discussion ensued. A motion by Commissioner Wesolowski and 2nd by Commissioner Neidermayer was unanimously approved to allow the School Board Elections held at the hall beginning in 2011.

2. Alternative energy. President Wesolowski mentioned Administrator Booth provided some general information regarding alternative energy solutions (solar, geo-thermal) that we may wish to consider for the Fire House. Discussion ensued. In an effort to reduce heating, cooling and electricity cost, the Board agreed to explore alternative energy solutions.
3. Insurance assistance to the Squad. Wesolowski mentioned that during the budget 2010 process we included an amount (\$10,000) under Insurance Line Item to assist the Squad in their Insurance needs. We had indicated that we would try to make the payment in the beginning of the year to assist them in their transition to having their own Insurance Policy. Discussion ensued. The Board agreed to send another letter to the Squad requesting a member of the Squad familiar with both the financials and insurance needs to be present at the next Board Meeting to discuss the Board's financial assistance to the Squad.
4. Cleaning person for the Hall. Dave Giberson has semi- retired and is no longer cleaning the hall. John Tabaco was filling in while he was out of work, however, he is now back to work and unable to continue. Our current janitor is not interested in cleaning after events. President Wesolowski recommended we first see if we have someone within the organization who is interested, qualified and dependable. The Board agreed to discuss at the next Fire Company meeting to see if there is anyone interested, in the meantime we will continue to have Ms. Shepherd clean the hall.
5. Comcast Bill. The Board approved Administrator Booth to sign a two year contract with Comcast on behalf of the Board at a rate of \$146.90 per month. This rate represents a new promotional rate with an additional discount of \$20.00 per month.

Commissioner Maahs discussed an option available to Board Members and employees regarding reimbursement of their cell phone bill. Currently the Board pays the monthly Verizon Wireless bill for the commissioners and employees at a cost of approximately \$50.00 a month per person under the 'Government Accounts' plan. They will now have the option to take their number and move to a private plan with their own carrier and be reimbursed up to \$50.00 per month. There is no termination fee to switch plans. Administrator Booth discussed reimbursement process with Ed Paul, our Auditor. Ed Paul recommended a voucher be submitted with supporting documentation (i.e., copy of cell phone bill) for reimbursement. A motion by Commissioner Maahs and seconded by Commissioner Grant to add an option to the current cell phone expense reimbursement process for commissioners and employees to obtain their own private plan with reimbursement for up to \$50.00 per month was unanimously approved. Commissioner Maahs will get the paperwork from Audrey Johnson (Verizon Wireless Government Account representative) and coordinate with Administrator Booth.

Meeting opened to public:

Chief Ruggiano informed the Board that the roof has a 40 year warranty on it and this should be considered when exploring Solar panels (i.e., impact on warranty)

Chief Ruggiano also inquired as to who is responsible for the set up and break down for the School Board Elections. President Wesolowski asked Board Administrator Booth to let Ms. Hunt

know that the building will be open at the designated times, however, set up and clean up would be their responsibility. Administrator Booth confirmed with Matt Orsini that he will be reserving these dates on the Hall calendar going forward (Wednesday, April 27, 2011 and third Tuesday in April thereafter, unless otherwise notified). Matt Orsini recommended we request they contact Matt with any changes to the dates. Booth agreed to relay to Miss Hunt the arrangement discussed..

Executive Session (Closed)

Board returned to public section of meeting:

A motion by Commissioner Wesolowski seconded by Commissioner Maahs to make Matt Orsini position as a Fire Prevention Specialist permanent was unanimously approved by a roll call vote.

Grant - Aye

Niedermayer - Aye

Maahs - Aye

Lieber – Aye

Wesolowski – Aye

(Matt Orsini rejoined the meeting)

President Wesolowski addressed Matt and said it was a pleasure to inform him that the Board unanimously decided to appoint him to the permanent position of Fire Prevention Specialist effective July 1, 2010. The Board congratulated Matt.

Matthew Orsini thanked the Board for all the support they provided him and added it was an honor to work in the district that he grew up in.

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:30 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator