

March 3, 2010

The Reorganization 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. All Commissioners were present.

Others present included Charles Gotthardt, Chief Ruggiano, Rob Grant, Chief Shields, Matthew Orsini and John Swan.

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

Nominations:

At this time Administrator Booth entertained nominations of officers to the Board for the upcoming year.

- President – Commissioner Wesolowski was nominated for the office of President by a motion from Commissioner Grant, seconded by Commissioner Maahs.
- Vice President – Commissioner Grant was nominated for the office of Vice President by a motion from Commissioner Wesolowski, seconded by Commissioner Maahs.
- Secretary – Commissioner Niedermayer was nominated for the office of Secretary by a motion from Commissioner Wesolowski, seconded by Commissioner Grant.
- Treasurer – Commissioner Maahs was nominated for the office of Treasurer by a motion from Commissioner Grant, seconded by Commissioner Niedermayer.

One vote was cast by Secretary Grant for the officers nominated above.

Above motions were carried by all five commissioners.

President Wesolowski welcomed Lee Lieber to the Board and congratulated both Commissioner Lieber and re-elected Commissioner Grant for their successful election and re-election to full three year terms ending March 2013.

President Wesolowski mentioned the fifth Commissioner is usually responsible for Buildings and Grounds and asked Commissioner Lieber to fill this position. Commissioner Lieber accepted.

Reorganization Resolutions:

President Wesolowski read in full Resolution 10-3 authorizing the award of a non-fair and open contract for Administrative and Accounting Services to Malin and Murphy Financial Services. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to adopt Resolution 10-3 was unanimously approved by a roll call vote.

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

President Wesolowski read in full Resolution 10-4 appointing Ball, Buckley & Seher, LLP Inc. as Auditors for the Township of Moorestown Fire District No. 2. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to adopt Resolution 10-4 was unanimously approved by a roll call vote.

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

Other Reorganization Matters:

Official Newspaper – A motion by Commissioner Grant, seconded by Commissioner Niedermayer to approve Burlington County Times as the newspaper for publishing our legal ads was unanimously approved

Appointment of Insurance Broker – (Discussed in “Old Business”) A motion by Commissioner Grant, seconded by Commissioner Niedermayer to approve the appointment of Mr. Donald K. Sheldon of Brown and Brown to serve as “Insurance Broker” for the upcoming year was unanimously approved.

President Wesolowski noted that the appointment of a solicitor is put on hold until our April meeting.

Presentation:

President Wesolowski stated that before returning to our regular order of business, we have a “distinguished” guest in attendance this evening. President Wesolowski, went on to recognize, on behalf of the Board, retired Commissioner Gotthardt for his years of service to the Board as well as all the time and effort he put in on various committees while serving as Commissioner. To show the Board’s appreciation, President Wesolowski presented Charlie Gotthardt with a card.

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 Niedermayer, seconded by Commissioner Maahs to approve minutes was unanimously approved.

Chief's Report:

1. Chief reported that the gear washing machine was installed and ECOLAB will finalize the setting up of the soap dispenser. In addition, Chief sent a letter to Paul Kuphal, Vice President of Formations thanking them for their generous donation.
2. Chief stated he was back in touch with a representative from Fire Com regarding the intercom system on Truck 3135. Weather permitting they should be here mid to late this month to re-wire the Truck outdoors.
3. Report submitted and filed.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and no problems were found with any of the apparatuses.
3. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Total</u>
185.3G	98.5G	283.8G

4. Report submitted and filed.

Hall Rental Chairman Report:

1. Matthew Orsini gave February's Hall Report. During the month of February, there were four paying affairs and one non-paying affair scheduled. There were approximately 60 inquiries via e-mail and telephone. We received two bookings during the month.
2. Matthew stated they received a letter from Moorestown Men Into Action requesting a refund of their \$500.00 deposit since they were not able to obtain insurance for the event. The refund request was received in time according to the contract. Refund request was given to Board Administrator for payment.
3. All security deposits are scheduled to be refunded and there were three cleanings paid for in the month of February. Updated dates are posted in the lounge.
4. Report submitted and filed.

Squad Report:

1. Financial reports for January and February were submitted by Chief Shields.
2. Chief Shields mentioned he is trying to keep an accurate count of the Fire Prevention employees when they go on an ambulance run. Chief Shields asked if someone would provide him with the schedule of days worked by Greg Askenstedt so he can determine when he is working versus when he is here as a volunteer. President Wesolowski suggested Chief discuss with Cindy Maahs Knobbs to obtain this information.

Bills:

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

President Wesolowski asked if there were any questions regarding any of the bills. Chief Ruggiano clarified that the airline bill mentioned was for Greg Askenstedt and not Lenny Philips as read.

A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pay the following bills and any regular bills that come in was unanimously approved.

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

Maahs abstained on all C. Maahs Knobbs' invoices.

Communications:

Administrator Liz Booth discussed the following Communications:

1. Received a request from the Moorestown Home and School Association for use of the hall on April 20, 2010 from 1:30 to 9:30 P.M. for a "mock" election to be held for children in grades Kindergarten through 6th grade. A motion by Commissioner Niedermayer and seconded by Commissioner Maahs was unanimously approved granting use of the hall to Moorestown Home and School Association on April 20, 2010. President Wesolowski asked Administrator Booth to contact Moorestown Home and School Association to work out the logistics.
2. Sent a letter on February 23, 2010, on behalf of the Board, to Margaret M. Nuzzo, Tax Administrator, Burlington County Board of Taxation Certifying the Amount to Be Raised by Taxation (\$671,441.00). A copy of the 2010 Budget Resolution and results of the Election were attached. The Moorestown Tax Assessor, Tax Collector and Director of Finance were copied on the letter. Booth stated the first of three installments from the Township representing the amount raised by taxation (\$223,814.00) was received.
3. Request sent to Burlington County Times to publish the Legal Notice regarding Board Meeting dates through March, 2011.
4. Received a letter from the Township of Moorestown regarding the availability of Grants to counties making improvements to polling places allowing accessibility to voters with disabilities. President Wesolowski stated the polling place/hall is already handicap accessible and no improvements are planned.
5. Received a letter from Jeffrey Mathison, from The Board of Chosen Freeholders regarding migrating to narrow band channel spacing from wide band effective January 1, 2013. President Wesolowski asked Chief Ruggiano if he has seen this letter. Chief replied that the request has already been handled. Discussion ensued. Chief stated that only our Minitor 5 pagers are compliant to narrow band channel spacing and as of March 1, Motorola will no longer be servicing our mobile radios and portables.

President Wesolowski discussed the following Communications:

1. President Wesolowski asked Administrator Booth if she heard back from Dennis DeKlerk, our Tax Assessor, regarding the Final "Total Assessed Valuation" for Mooretown District #2. Booth replied she had and the Final Fire District #2 Ratables totaled \$1,038,947,760.00. Booth stated this amount is approximately \$10 million lower than the preliminary valuation used in the Budget Process. The final tax rate is calculated at \$.065 resulting in a \$21.40 increase over 2009, \$5.38 higher than previously reported.
2. Received letter from Bill Hafner requesting the Board to cover expenses associated with his attendance at the F.D.I.C. in Indianapolis, Indiana in April. Bill is requesting \$400.00 toward the cost of a Hotel, \$350.00 toward food/expense allowance for a total of \$750.00. As a Judge for the Honor Guard Competition, Bill is receiving full conference registration at no cost to the department or commission. Commissioner Grant asked if there were sufficient funds in budget to cover request. President Wesolowski reviewed the Education/Seminar line of the monthly budget report and determined there were sufficient funds to cover request. A motion by Commissioner Grant and seconded by Commissioner Maahs was unanimously approved granting an advance to Bill Hafner in the amount of \$750.00 to be used toward his attendance at said conference.
3. Received letter from the 2010 Moorestown High School Project Graduation Committee. President Wesolowski mentioned in the past they have requested the use of the hall for breakfast the morning after graduation, however, the letter does not specifically include a request for the hall. President Wesolowski asked Administrator Booth to reach out to the committee to inquire if they are requesting use of the Hall this year. A motion by Commissioner Niedermayer, seconded by Commissioner Grant was unanimously approved granting use of the hall to the Project Graduation Committee on June 18, 2010 if requested and if date is available.
4. The Board was presented a Plaque for allowing a fund raiser at the hall. The Plaque reads "Presented to the Lenola Fireman's Hall in appreciation of your generous donation to Hope for Delaney and contributing to funding for a cure for Cystic Fibrosis" dated February 6, 2010.

Old Business:

1. Administrator Liz Booth updated the Board regarding the discontinuation of the OSNA/Hot lines raised at the previous meeting, a master list is being prepared and will be sent to all Fire Chiefs in Burlington County. As discussed, this list will be placed by the telephones.
2. Commissioner Grant discussed the Baby Changing Station. After discussing with Matt, it was determined that only one is needed in the women's rest room (no room for one in the men's restroom). Discussion ensued. The cost is approximately \$180.00. A motion by Commissioner Grant and seconded by Commissioner Maahs was unanimously approved to purchase a Baby Changing Station to be installed in the women's room.
3. President Wesolowski reported the results of the question on the ballot regarding the Air Packs. The vote was 53 to 5 to pass proposition. Wesolowski mentioned that we are not through with the approval process yet. Ed Paul, our Auditor has advised us that the request for financing has to be submitted to the local Finance Board for approval. Liz Booth has contacted Ed requesting him to initiate the approval process. As of the meeting date, we have not heard back from Ed Paul. President Wesolowski further stated that a lot

has happened regarding the Air packs since last month primarily due to the Chief's efforts. In summary, our original quote from MES was the basis for the \$107,000 price for the purchase of the Air Packs. Chief Ruggiano was able to obtain a significantly lower quote from Nat Alexander for the Air packs. The quote from Nat Alexander was for \$98,039.00 and if we replace the 42 face masks that we were planning to, it would be an additional \$7,350.00. The total bid from Nat Alexander is still \$1,300.00 less than the bid from MES for the Air packs alone. As a result, we are going to proceed with Nat Alexander.

New Business:

1. Administrator Booth stated we converted our book keeping system from Quicken to QuickBooks, which allows us to interface directly with the Bank using "Direct Connect" to pay our monthly bills. After a download of bills to be paid, the Bank would mail out the checks to our vendors on our behalf. The monthly charge for this service is \$15.00. We average roughly 55 checks per month and spend approximately \$24.00 in stamps alone per month. We would also save money by using less envelopes and check stock. This has been discussed with our Auditor, Ed Paul and he is fine with this since all of our vouchers are signed by each commissioner each month. Administrator Booth requested approval from the Board to sign up for this program with the bank and has the necessary papers for the board to sign if approved. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to sign up for "Direct Connect" with Susquehanna Bank for a monthly fee of \$15.00 was unanimously approved.
2. Administrator Booth mentioned the new book keeping system also allows us to offer Direct Deposit to our employees who wish to participate at a cost of \$1.05 per transaction. The commissioners unanimously approved use of Direct Deposit for those employees who wish to participate.
3. Administrator Booth mentioned that she has paper work for Lee Lieber to sign to be added as a signee for our bank accounts at Susquehanna Bank.
4. President Wesolowski discussed the voter registration list from the county used by our tellers on Election Day. Specifically, there were questions raised regarding district no. 9 which shows up on our voter registration list. At first, it was believed that district no. 9 was the Carriage Hill and North Riding area, however, it was determined we do not have any residents in district no. 9. Those particular streets noted above (Carriage Hill & North Riding Rd) are part of district no. 6 and were not included on our list. Our current list includes districts 1,2,3,4 & 9. It was concluded that district no. 9 should not be on our list and parts of district no.5 & 6 should be. President Wesolowski recommended that the Board be more diligent going forward to ensure we have the proper voter registration list for our District. He further mentioned that we don't want to be in a position where we turn someone away from voting and they are actually within our district lines. We will be working with the Burlington County IT Unit at the end of this year in preparation for next year's election.
5. Commissioner Grant commented on the parking situation that occurred the other night with a large affair. Commissioner Grant noticed that all parking spots were filled and people were parked in areas where it was difficult to maneuver around the parking lot. Matthew Orsini mentioned there were between 275 and 300 people in attendance at that

affair. Commissioner Grant asked if we should consider putting up a sign to let people know where to park, Discussion ensued. Matthew Orsini mentioned that he lets the people booking the event know that they can park on the field and on the side streets, however, sometimes the weather is a factor when parking on the field. Since this is only a problem with the larger affairs, it was agreed that we would discuss parking options with person booking a large event. Chief Ruggiano recommended we have one of our members assigned to parking duty on large affairs and add charge to the cost of the rental. President Wesolowski suggested we give this more thought and discuss further at a later date.

Meeting opened to public:

1. Chief Ruggiano asked if the Board heard anything back from the Township regarding the situation at New Albany Road. President Wesolowski mentioned he spoke to Mr. Schultz two or three months ago before a planning Board Meeting. Mr. Schultz mentioned they had funds left over in engineering and they authorized the engineer to research what was needed to address the flooding situation at New Albany Rd. President Wesolowski stated he does not know the result of the research and will request a status at the next Planning Board meeting.
2. Chief Ruggiano also asked why Sensational Host still had a key to the Hall. President Wesolowski recommended we request they return the key immediately.

Executive Session (Closed)

Board returned to public section of meeting:

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

Respectively Submitted,

Elizabeth A. Booth
Board Administrator
Malin and Murphy Financial Services