

Minutes

The re-organization 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, 2014 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, 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 February 14th, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14th, 2014 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.

Nominations:

Wesolowski turned the meeting over to Administrator Booth, whom handled the nominations of the Officers of the Board of Fire Commissioners for Fiscal Year March 1, 2015 to February 29, 2016.

Commissioner Wesolowski was nominated for the office of President by a motion from Commissioner Niedermayer, seconded by Commissioner Maahs. There being no question on the motion for Commissioner Wesolowski as President or further nominations, the nominations were closed. The motion for Commissioner Wesolowski for the office of President was carried by the five Board members present.

Commissioner Grant was nominated for the office of Vice President by a motion from Commissioner Niedermayer, seconded by Commissioner Wesolowski. There being no question on the motion for Commissioner Grant as Vice President or further nominations, the nominations were closed. The motion for Commissioner Grant for the office of Vice President was carried by the five Board members present.

Commissioner Niedermayer was nominated for the office of Secretary by a motion from Commissioner Wesolowski, seconded by Commissioner Maahs. There being no question on the motion for Commissioner Niedermayer as Secretary or further nominations, the nominations were closed. The motion for Commissioner Niedermayer for the office of Secretary was carried by the five Board members present.

Commissioner Maahs was nominated for the office of Treasurer by a motion from Commissioner Grant, seconded by Commissioner Niedermayer. There being no question on the motion for Commissioner Maahs as Treasurer or further nominations, the nominations were closed.. The motion for Commissioner Maahs for the office of Treasurer was carried by the five Board members present.

Administrator Booth turned the meeting over to President Wesolowski.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the February 4th, 2015 regular meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the February 4th, 2015 Executive Session were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Mooretown's Fire Departments will be conducting training at a residence located at the corner of Mill Street and Central Avenue in March. The house is scheduled to be demolished and the owners are allowing the fire departments to conduct training prior to demolition.
2. Members of the Fire Department will be attending the services for Jim Liberatore on Saturday, March 7, 2015.
3. Specifications for an engine are being reviewed by the Truck Committee.
4. Report for February, 2015 was submitted by Chief Grant and filed.

Captain's Report:

Chief Grant gave the following report for February:

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>
231.6G	49.2G	0.00G	280.8G

4. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini was not in attendance. President Wesolowski read the following report:

During the month of February there were two affairs and approximately 85 inquiries via email and telephone. In addition, there were two bookings for 2015.

1. Two hall and restroom cleanings as well as two servers were scheduled to be paid. All security deposits are scheduled to be returned.
2. New thermostats are being installed for the purpose of controlling devices remotely.
3. New hall delivery door lock is being installed for the purpose of controlling lock remotely.
4. The refurbishment of the bar area is progressing; the back of the bar area is 95% complete with the front continuing to be worked on throughout the upcoming weeks.
5. Weather permitting, the new hall entry doors will be installed in the upcoming weeks.
6. Updated calendar will be posted in the lounge.

Commissioner Ruggiano inquired as to the purpose of having the thermostats in the hall being controlled remotely. Wesolowski replied the heat/air can be turned on prior to affairs without coming to the hall. The new hall delivery door remote lock was briefly discussed.

Squad Report:

A representative from the Squad was not in attendance. Administrator Booth mentioned the report and financials are in the drop box. Commissioner Grant read the following report:

1. During the month of January the Squad responded to 163 EMS calls and 4 Fire calls for a total of 167 calls.
2. During the month of February the Squad responded to 156 EMS calls and 5 Fire calls for a total of 161 calls.
3. The January, 2015 Financial Report was also provided.

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

(List of Bills paid in March are 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. The Notice of Annual Scheduled Meetings was published in the *Burlington County Times* and the *Moorestown Sun* as well as posted on the bulletin boards in the lobby of the Town Hall, Mooretown Library and the Lenola Fire House. Notice was also posted on the official website of the District and filed with the Township Clerk.
2. Affidavit prepared by Administrator Booth regarding the transmittal and posting of the Notice of Annual Scheduled meetings
3. The 2015 Election Results Press Release was posted on the official website and provided to Burlington County Times.
4. The 2015 Moorestown Fire District No. 2 Budget Election Results Certification and a copy of the Fire District Election Ballot were sent to the Bureau of Authority Regulation and the Auditor on February 25, 2015.
5. Letter sent on February 25, 2015, on behalf of the Board, to Margaret M. Nuzzo, County Tax Administrator Certifying the Amount to Be Raised by Taxation (\$715.523.00). The Moorestown Tax Assessor, Director of Finance and the Tax Collector were copied on said letter.
6. Received the NJ State Association of Fire Districts' December 6, 2014 Quarterly Meeting Minutes.
7. Received email form the Division of Local Government Services approving the 2015 Adopted Budget on 2/19/15.
8. Sent requested information to Auditor in preparation for the upcoming 2014 Audit.
9. E-mails were sent out to employees and members on February 19, 2015 from WeComply introducing the Discrimination and Harassment Training.
10. The request from the NJ State Firemen's Association to use the hall on Tuesday, August 25, 2015 for their annual caucus was discussed. A motion by Commissioner Grant, seconded by Commissioner Ruggiano to allow said use of the hall was approved by the five commissioners present.

Old Business:

1. Status of the Hall maintenance project was provided under Hall Manager's report. Booth provided brief status of Bureau's renovations.
2. The Low Roof Project was discussed. Administrator Booth informed the Board the project will be completed in early spring, weather permitting.
3. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrator Booth mentioned close to 50% of employees and members have completed the online training thus far. The due date is March 21, 2015.

4. New telephone system for the Fire House and the Bureau of Fire Prevention was discussed. Chief Grant provided a status of the project informing the board the new telephone system is operational and new labels for the telephone will be in place this month.
5. Administrator Booth provided a brief recap of the Election. Copy of the Election Results Certification was provided to Commissioners. The use of the electronic voting machine was also discussed. A motion by Commissioner Niedermayer, second by Commissioner Maahs to utilize an Electronic Voting Machine going forward was approved by the five commissioners present. In addition, the Board discussed a concern raised by a candidate for commissioner regarding members' use of property of the district and the Lenola Volunteer Fire Company while campaigning on Election Day, February 21, 2015. Discussion ensued. Administrator Booth provided information on election regulations and IRS rules pertaining to political activity and tax exempt status. Although it appears no regulations were violated, to avoid the appearance of impropriety the Board recommended that property of the District/LVFC (i.e., gear and equipment) not be used to advocate for or against specific candidates in elections. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs requesting that the Lenola Volunteer Fire Company consider implementing a policy addressing this issue for its members was approved by the five commissioners present. President Wesolowski asked Administrator Booth to send letter to the LVFC regarding said matter.

New Business:

1. The annual review of LVFC and Lenola Fire Company Emergency Unit Financials by a representative of the Board was discussed. Administrator Booth mentioned a review of financial statements for both organizations at the request of our Auditor was completed and a letter stating funds provided were used as intended was prepared and will be part of the information given to our Auditor as part of the 2014 Audit.

Reorganization Resolutions:

The following Resolutions were read by President Wesolowski:

Resolution 2015-08 "*Appointing an Auditor*" (Ball Buckley & Seher, LLP) was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

Resolution 2015-09 "*Appointing a Solicitor*" (Gregory McCloskey, Esq.) was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

Resolution 2015-10 “*Appoint Official Newspaper of the District*” (Burlington County Times, Inc.) was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

Resolution 2015-11 “*Appoint Official Website of the District*” (Moorestownfire2.com) was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

Resolution 2015-12 “*Appointment of Insurance Broker*” (Brown & Brown Insurance) was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

Resolution 2015-13 “*Authorizing the use of a Preferred Vendor to Service Fire Apparatus*” (Glick Fire Equipment Company, Inc.) was offered on a motion by Commissioner Niedermayer,

seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

2. The Personnel Committee was briefly discussed. President Wesolowski informed the Board that members of the committee will be meeting with members of the Fire Company and the Squad to discuss concerns. Administrator Booth mentioned when this committee was formed back in June, 2014 the Board agreed the term for the current members of said committee will be through February 29, 2016.
3. The 2014 Audit Process was briefly discussed. Administrator Booth stated required information is being gathered for Ball, Buckley & Seher to perform the 2014 Audit. The target date to provide information is March 30, 2015.
4. The Annual Financial Disclosure statement filing process was discussed. Booth mentioned a Local Finance Notice is expected to be released soon for distribution to Local Government Officers. The deadline for filing is April 30, 2015.
5. The Annual Building Valuation Report from Industrial Appraisal Company was discussed. Booth stated this information was forwarded to our Insurance Broker.
6. President Wesolowski discussed practices that are in place in Municipal Forms of Governments (under the Falkner act) which protect employees. Specifically Wesolowski proposed that if a Commissioner has a concern regarding a particular employee, the employee would be better served if the Commissioner discussed concern with the employee's department head or boss or brings the concern to the Personnel Committee. The Board agreed with said proposal.
7. Commissioner Ruggiano asked about the addition of Lincoln's Birthday to the current holiday schedule for the employees. President Wesolowski explained that the sub-committee discussed the holiday schedules of the two districts during the shared services agreement meetings. In an effort to align the holidays, District No. 1 gave up Election Day and District No. 2 added Lincoln's Birthday. Administrator Booth agreed to provide a copy of the 2015 Employees Holiday Schedule to the Board in response to a request made by Commissioner Grant.

Meeting opened to the public.

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

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss a personnel matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2015 - 14 “Resolution Authorizing a Closed Executive Session” was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Act” of the State of New Jersey, generally requires that all matters of public bodies be opened to the public; and

WHEREAS, the “Act” also provides that a public body may be excluded from a public meeting in which it will discuss various specific subjects, as enumerated in the “Act” N.J.S.A 10:4-12 Paragraph B-6.

RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time when the matters discussed have been resolved to the extent allowed by law.

Wesolowski mentioned that due to the nature of the subject matter Commissioner Ruggiano will be recusing himself from the Executive Session. The Resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant and adopted on the following roll call vote.

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

The regular meeting was recessed at approximately 7:55 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:58 p.m. and was adjourned at 8:40 p.m. Commissioner Ruggiano recused himself from the Executive Session.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board discussed and disposed of two personnel matters.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:47 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration