

November 2, 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 Niedermayer were present. Also in attendance were Retired Chief Ruggiano, Chief Rob Grant, Hall Manager Matthew Orsini, Fire Fighter John Madison and Administrator Booth.

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

President Wesolowski stated the Board would like to express their sincere appreciation to William Ruggiano for a job well done serving as Chief of the Lenola Volunteer Fire Company.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Maahs, the minutes of the October 5, 2011 meeting were approved by the four commissioners present. In addition, on a motion by Commissioner Grant, seconded by Commissioner Maahs, the minutes of the October 19, 2011 Budget meeting were approved by the four commissioners present. Lastly, on a motion by Commissioner Grant, seconded by Commissioner Maahs, the minutes of the October 26, 2011 Budget meeting were approved by the four commissioners present.

Chief's Report:

1. Report for October was submitted by Retired Chief Ruggiano and filed.

Captain's & Engineer Report:

1. Retired Chief Ruggiano gave report for October.
2. All Trucks were checked and are operational.
3. Truck 3132: No problems reported.
4. Truck 3133: Replaced ring on generator fuel filter.
5. Truck 3135: No problems reported.
6. Other: All hoses on trucks and racks were tested. National Testing was in and certified the ladder.

7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
192.4G	138.7G	0.0G	331.1G

8. Ruggiano informed the Board Truck 3135 will be out of service for approximately two weeks to repair the bracket on the driver's side pump panel (under warranty) and repair the damage to the spot lights and the control computer screen behind the lights that occurred during the open house. Ruggiano mentioned he spoke to the insurance adjuster who is in agreement with the repairs needed and the estimated cost. In addition, the passenger side lift cylinder

will be rebuilt while being serviced for a cost of approximately \$3,000. Brief discussion ensued.

9. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were five paying affairs during the month of October and approximately 35 inquiries via email and telephone. There were two bookings during the month for 2012.
2. There were five cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Shields was not in attendance. He was at a meeting in Atlantic City and will provide the squad and financial report for October at the next Board meeting.

Bills:

The Statement of Expenditures, listing the bills to be paid in November, 2011 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills on the Statement of Expenditures. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting.

President Wesolowski asked if the PSE&G bills can be paid by credit card. Administrator Booth mentioned there is a charge to pay via credit card and will look into to see if it would be offset by the rebates from Citibank.

There being no further questions on the bills, a motion by Commissioner Grant, seconded by Commissioner Lieber to pay the following bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills paid in November are available upon request)

Communications:

Administrator Booth discussed the following communications:

1. Received confirmation from the Burlington County Times regarding the two public notices published in October (i.e., Procuring an Architect for the roof and a Financial Advisor).
2. Received a Notice of Annual Audit from Travelers for the Workers Compensation Policy.
3. Received a request from Dennis Murphy to contact Hartford for information on behalf of the estate of Timothy Murphy in an effort to comply with an audit request from the State of New Jersey.

President Wesolowski read a letter from Fire Official Cynthia Maahs-Knobbs thanking the Board for their continued support with the Fire Prevention Open House and mentioned the positive feedback received from the residents in attendance.

Old Business:

1. Wesolowski distributed copies of the Wellness Incentive Application prepared by Fire Fighter John Madison to the commissioners who had not yet received a copy. Wesolowski mentioned this form will be used to administer the Volunteer Wellness program discussed during the budget meetings. Wesolowski asked the commissioners to review application in preparation for the next Board Meeting.
2. President Wesolowski asked if the commissioners had reviewed the revised contract for the Hall (i.e., changes to the cancellation notification policy from 90 days to 120 days in Hall Rental Contract) discussed at the October Board meeting. Wesolowski asked if they had any questions or changes. Brief discussion ensued. On a motion by Commissioner Grant, seconded by Commissioner Maahs to approve the proposed change to the Hall Contract were approved by the four commissioners present.
3. President Wesolowski asked who will be ordering the floor scrubber which was approved during the previous Board Meeting. Chief Grant stated he will place order.
4. President Wesolowski discussed the replacement of the Hall carpet. Wesolowski stated three estimates were received to replace the hall carpet. The estimates range from \$14,327.22 to \$26,000.00. Brief discussion ensued. Wesolowski mentioned he will call to make arrangements for anyone who is interested in seeing the carpet tiles installed. Wesolowski recommended the Board determine the appropriate product (i.e., carpet tile or specific carpet) for the hall and follow the bid process as appropriate.
5. President Wesolowski asked Administrator Booth if Architect Harry Bopp, came by yesterday, as expected, to look at the roof. Booth replied he had and mentioned that Harry stated the drawings are helpful and should reduce the "Alternate Additional Fee" of \$4,500.00 in his original proposal. Bopp agreed to provide us with a revised "Alternate Additional Fee" once calculated. Booth also stated Harry Bopp made the Board a copy of the drawings and the originals will be returned to the Township. With respect to the Special Election to be held on December 17, 2011, Wesolowski stated Solicitor McCloskey should review the ballot question as soon as available to ensure the appropriate time for public notice of election. Booth agreed to have question reviewed by McCloskey as soon as the question is finalized. Wesolowski mentioned we will be introducing a resolution under New Business authorizing a Special Election.
6. President Wesolowski asked Commissioner Lieber if there was any further review/discussion on the new back-up process established if we were to experience a breakdown in communications with Burlington County Central dispatch. Commissioner Lieber mentioned he discussed with Deputy Chief Rob Grant. Grant stated he received all the documentation from Commissioner Lieber, however, has not had a chance to review but will do so and discuss the process at the next meeting.
7. President Wesolowski stated last month the Board approved to have the outlets in the meeting room wired to the emergency generator and asked Retired Chief Ruggiano if the job was completed. Ruggiano stated he has met with the electrician; however, he has not yet been in to do the job. Wesolowski confirmed the estimate of \$200.00 with Ruggiano.

New Business:

Resolutions:

Resolution 11-17 "*Capital Resolution Authorizing Special Election*" was read by President Wesolowski. The Resolution authorizes the Board to hold a Special Election to be held on Saturday, December 17, 2011 for the purpose of approving a capital expenditure to replace the roof on the Banquet Hall to be funded by utilizing \$32,255.71 from funds reserved for Capital Projects (Roof Replacement) and the balance from unrestricted reserve fund balance. The total cost of said project will be determined by estimates received no later than November 11, 2011. President Wesolowski recommended that the public notice and ballot question be clear that this project will be funded by funds from reserves. A motion by Commissioner Grant and seconded by Commissioner Lieber to adopt Resolution 11-17 was approved by the four commissioners present on a roll call vote.

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

Resolution 11-18 "*Establishing the salaries of the members of the Board of Fire Commissioners for the Fiscal Year January 1, 2012 through December 31, 2012.*" was introduced by Title by President Wesolowski. The Resolution authorizes the Board to establish salaries of the members of the Board of Fire Commissioners in the sum of \$2,200.00 annually for the Fiscal year ending December 31, 2012. Furthermore, the terms of this Resolution are subject to the review of the Township Council of the Township of Moorestown. A motion by Commissioner Grant and seconded by Commissioner Lieber to adopt Resolution 11-18 was approved by the four commissioners present on a roll call vote.

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

1. President Wesolowski mentioned he was contacted by a representative from Lenola Auto Services, formally Hillman's Auto Service, and asked if the Board would consider continuing

to use their facility for vehicle repairs. Brief discussion ensued. The Board agreed to continue to use the facility, Lenola Auto Services, as a course of business as long as the service is satisfactory.

2. Administrator Booth discussed the proposal of shifting funds from the General Reserve to the Capital Projects Fund, designated Major Acquisitions as part of the 2012 Budget process. Booth provided the balance of the General Fund (\$572,593.41) and Capital Projects Fund - Major Acquisitions (\$47,862.30) as of December 31, 2010. Brief Discussion ensued. On a motion by Commissioner Grant, seconded by Commissioner Lieber, to move \$200,000.00 from the General Reserve Fund to the Capital Projects Funds, designated for Major Acquisitions was approved by the four commissioners present.

Meeting opened to public:

Retired Chief Ruggiano suggested looking into see if the repair to the Fire Official's vehicle mentioned under Bills (i.e., oil leak) is under warranty since the new used engine was recently installed. Administrator Booth read the email sent by Fire Official Maahs stating this problem is not covered under the new used engine warranty.

Retired Chief Ruggiano asked the Board to consider not renting the Hall for approximately a week and half prior to the Testimonial Dinner to allow ample time to have the hall thoroughly cleaned. Brief discussion ensued. Hall Manager Orsini recommended we do the cleaning of the hall during the week prior to the dinner so as not to impact the Hall rentals the weekend before the dinner. The Board agreed to work out a plan to try not to have any affairs between the cleaning and the dinner.

Commissioner Maahs and Grant asked Hall Manager Orsini if we are receiving inquiries/bookings from advertising in The Knot. Orsini replied it has been good. Brief discussion ensued regarding tracking the source of inquiries.

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 approximately 7:50p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator