

Minutes

The first of two 2022 Budget Workshop Meetings 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. Five commissioners were present along with Administrator Knobbs. Also in attendance were Chief Grant, F.O. Orsini, Battalion Chief DiPaolo, Lieutenant Sterling and Chief's Assistant Wesolowski.

Wesolowski 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 23rd, 2021 the required notice was transmitted to the *Burlington County Times*.

Additionally, the required notice was posted on the bulletin board, reserved for such notices, in the lobby of the Town Hall, 111 West Second Street, 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 this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 23rd, 2021 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 for our departed members.

Wesolowski stated that this is our 2022 Budget Workshop Meeting. He will conduct the meeting as we have in the past for our budget workshops in that as each section has been completed, he will call for any public comment at that time rather than wait until the end of the meeting.

Proposed 2022 Budget:

Wesolowski asked Administrator Knobbs to lead the general budget discussion. The following items were discussed:

- Current and projected Governmental Fund Balances through 2021
- Multi-year Capital Plan
- Budget Timeline

Knobbs then stepped through the Proposed 2022 Budget. Synopsis of the changes by category as compared to the prior year were provided. Discussion ensued with intermittent public comment.

Notable discussion items were as follows:

- Knobbs reviewed the Post Retirement Reserve, and based on current costs, as well as projected costs into the future, he recommended a decrease in the amount contributed annually to the reserve. He recommends a \$25,000.00 contribution.
- 2022 Salaries: Administrator Knobbs stated the salary actions discussed during the October 6th Executive Session were incorporated into the 2022 Budget.
- Administration: Overall Budget decreased due to increased Salary and associated taxes and benefits, a \$7,000 increase in the Insurance cost, and a \$1,000 increase in Commissioners Salary and a decrease in the Post Retirement Reserve of \$30,000.
- Cost of Operations & Maintenance-Salaries & Benefits shows a 5.1% increase total. These were the salaries decided in the Executive session last week.
- Cost of Operations & Maintenance-Care & Maintenance: Overall shows an increase of \$1,130 or 2.7%. This is due to increases of \$100 for the fire extinguisher maintenance, \$305 for the service contract on the exhaust system, \$200 for the cost maintaining the multi meters and calibration, \$150 for the shared calibration of the fit test machine, \$525 for the Truck PM's, and \$50 for the NDT Testing of 3135.
- Cost of Operations & Maintenance-Repairs-Buildings & Grounds: Shows an increase of \$1,725 due to \$1,500 for Snow Removal and \$225 for Generator Maintenance.
- Cost of Operations & Maintenance-Fire Equipment: Shows an increase of \$18,900 (219.8%) due to the removal of Scott Air Masks \$6,600 and the addition of Helmet purchase \$25,000 and an increase in Hose Replacement of \$500.
- Cost of Operations & Maintenance-Promotions (Hall): Shows and increase of \$500 for an increase for the annual dinner.
- Oper App Offset with Rev-Bureau of Fire Prevention: Overall this category shows an increase of \$10,460. \$9,960 due to salaries and benefits, and \$500 for Gas/Auto Expenses. Intra-district billing for the Bureau of Fire Prevention was also discussed.
- Reserve for Future Capital Outlay and Post-Retirement Benefits: The 2021 Budget includes reserve contributions for these categories, \$50,000.00 and \$25,000.00, respectively.
- Debt Service: Debt Service payment schedule was briefly discussed.
- Revenues: The following revenue items were discussed: Investment Income, Bureau of Fire Prevention Income, Intra-district Billing Revenue and Rental Hall Income.

Knobbs ended the discussion by reiterating the fact that the state is behind in providing Pension rate information. The proposed budget at this time is using last years rate. He will adjust the figures as they become available, and if the commissioners are happy with the current proposed budget, he will adjust the amount to be used from reserves to maintain a flat tax rate for tax payers.

The proposed 2022 Budget as discussed reflects a total revenue of \$623,732, an amount to be raised by taxation of \$772,310 and a total appropriation of \$1,396,042. The preliminary amount to be raised by taxation decreased by \$425 or 0.06% compared to the 2021 Budget. Current valuation estimate was used and it would result in a two-tenths of a cent decrease or 9.6 cents per hundred over the 9.8 cents per hundred rate charged in 2021.

The 2021 Budget vs. Actual Expense Report was discussed. Knobbs informed the board of the projected income and expenses for year end, and stated that he had received quotes for completing the window replacement in the Hall. He stated that if we ordered the windows this year, we could save an estimated \$4,000. He recommends ordering the six windows and encumbering the funds out of this year's budget.

New Business:

1. **Contribution to the squad:** Knobbs asked for the board's approval to issue a check to the squad for the annual contribution that is in the budget for \$20,000 to be used towards the purchase/refurb of an ambulance. Motion by Commissioner Grant, seconded by Commissioner Mann was approved by the five commissioners present.
2. **Firefighter Incentive Program:** President Wesolowski asked for a motion to pay the incentive program the \$25,000 in the budget plus the Line Officer stipends. Motion was made by Commissioner Humes, seconded by Commissioner Mann and was approved by the five commissioners present.
3. **Executive Officer Stipend:** Motion by Commissioner Grant, seconded by Commissioner Humes to pay the Executive Officer Stipend was approved by the five commissioners present.
4. **Cancel Meeting of October 20, 2021:** President Wesolowski stated that he believed that the budget presented tonight, with the exception of the discussed pension numbers looked good, and he did not see a need to have a second Budget Workshop. He asked if this meeting could be cancelled. Administrator Knobbs stated that it could be cancelled, as it is listed as an "if needed" meeting, and he would have to post the cancellation notice on the website as well as post a notice at the library and town hall. Wesolowski asked if the commissioners were in agreement with cancelling the meeting and all agreed.

Meeting opened to the public:

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration