

Minutes

The first of two 2021 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 6:30 p.m. by President Wesolowski for the purpose of immediately adjourning to an Executive session.

Five commissioners were present along with Administrator Knobbs.

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 6th, 2020 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 6th, 2020 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.

President Wesolowski announced that there was a need to have an Executive Session relating to employee salary discussions, and introduced and read Resolution 2020-11 “*RESOLUTION AUTHORIZING A CLOSED EXECUTIVE SESSION FOR THE MOORESTOWN BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT NO. 2*” On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the motion was approved and the Resolution was adopted after a roll call vote 5-0, and the board entered the Executive session at 6:33 p.m.

The board ended the executive session and President Wesolowski called for a brief recess until 7:00 p.m. at which time the regular meeting would resume.

At 7:00 p.m. the regular meeting was called back to order. Chief Grant joined the meeting at this time. Wesolowski stated that this is our 2021 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. Wesolowski also noted that the public may see salary figures which represent an increase in employee's salary, however they are not finalized until the budget is approved and the employee has received a satisfactory PAR rating for their review.

Proposed 2021 Budget:

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

- Current and projected Governmental Fund Balances through 2020
- Multi-year Capital Plan
- Budget Timeline

Knobbs then stepped through the Proposed 2021 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:

- 2021 Salaries: Administrator Knobbs stated the salary actions discussed during the October 7th and tonight's Executive Session were incorporated into the 2021 Budget.
- Administration: Overall Budget increased due to Salary and associated taxes and benefits, a \$250 increase in the Auditor's cost, and a \$930 increase in Education and Seminars.
- Cost of Operations & Maintenance-Salaries & Benefits shows a 3% increase total. These were the salaries decided in the Executive session last week.
- Cost of Operations & Maintenance-Care & Maintenance: Overall shows an increase of \$2,275 or 4.8%. This is due to increases of \$150 for the purchase of hoods, \$1,000 for a service contract on the exhaust system, \$50 for the cost of gas for the multi meter calibration, \$250 for the service contract on the Rescue Tools, \$25 for the shared calibration of the fit test machine, \$650 for the purchase of Class A Foam, \$100 for the Ground Ladder testing, and \$50 for the NDT Testing of 3135.
- Cost of Operations & Maintenance-Repairs-Buildings & Grounds: Shows a decrease of \$24,150 due to the removal of last year's Parking lots seal coating & Striping (\$12,000) and Recoating of the Hall Roof (\$12,150).
- Cost of Operations & Maintenance-Fire Equipment: Shows a decrease of \$71,400 (89.3%) due to the removal of replacement gear \$78,000 and the addition of Scott Air Mask purchase \$6,600.
- Oper App Offset with Rev-Bureau of Fire Prevention: Overall this category shows an increase of \$40,167 due to salaries and benefits, the largest being \$26,688 due to the Fire Officials change to PFRS this year. The 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 \$55,000.00, 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.

The proposed 2021 Budget as discussed reflects a total revenue of \$627,260, an amount to be raised by taxation of \$771,860 and a total appropriation of \$1,399,120. The preliminary amount to be raised by taxation decreased by \$14,930 or 1.9% compared to the 2020 Budget. Current valuation estimate was used and it would result in a two-tenths of a cent decrease or 9.7 cents per hundred over the 9.9 cents per hundred rate charged in 2020.

Commissioner Humes left the meeting at 8:25 p.m.

The 2020 Budget vs. Actual Expense Report was discussed. Knobbs advised the board to consider placing some of the maintenance projects into the budget for 2021. Knobbs stated that the board could still use unexpended money at the end of this year to complete some projects, but it would afford a small cushion in the 2021 budget should the COVID crisis still remain and our hall income was affected. The commissioners decided against doing this and wished to proceed with the budget as presented tonight.

Knobbs led the board through the current budget vs actual as of this date with some best guess projections for income and expenses.

New Business:

1. **Contribution to the squad:** Knobbs asked for the boards 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 Niedermayer was approved by the four commissioners present.
2. **Firefighter Incentive Program:** President Wesolowski asked for a motion to pay the incentive program the \$25,000 in the budget plus a one-time bonus of \$5,000. Motion was made by Commissioner Mann, seconded by Commissioner Grant and was approved by the four commissioners present.
3. **Shared Services:** President Wesolowski asked for the boards approval to enter into a 62-38% split for all of the salaries under the Shared Services agreement as discussed in Executive Session. Motion by Commissioner Mann, seconded by Commissioner Niedermayer was approved by the four commissioners present.
4. **Shared Services Salaries:** President Wesolowski asked for the board's approval for the Shared Services Salaries as discussed in the Executive Session. Motion by Commissioner Mann, second by Commissioner Niedermayer was approved by the four commissioners present.
5. **Executive Officer and Line Officer Stipends:** Motion by Commissioner Mann, seconded by Commissioner Grant to pay the Executive Officers and Line Officer stipends was approved by the four commissioners present.

Meeting opened to the public:

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

October 14, 2020

There being no further business to come before the Board, by Proper Action, meeting adjourned at 9:35 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration