

Minutes

The first of two 2015 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 PM by President Wesolowski.

All Commissioners were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini, LVFC President Brian Wesolowski and Administrator Booth.

Wesolowski identified the emergency exits 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.

Proposed 2015 Budget:

President Wesolowski stated that this meeting is the first of two scheduled budget meetings in which the public has been notified through legal notices and therefore formal action can be taken.

Wesolowski mentioned in an effort to give the public as much input as possible during this budget process, the Board request that if the public has a question or comment anytime during the presentation to raise their hand and they will be recognized immediately.

In addition, Wesolowski recommended before the board discusses the budget in detail, they discuss the overall goal for the 2015 Budget. Wesolowski stated by entering into a Shared Services Agreement with District No. 1, the district should see savings in the 2015 Budget

allowing the Board to set aside funds for future capital outlays. Wesolowski recommended the board consider working this budget to the point where there is no increase in the amount to be raised by taxation as compared to 2014 while making a contribution to a reserve for future capital outlays. Wesolowski noted holding the line on spending; however, would not guarantee there would be no tax rate increase since total ratables play a role in determining the tax rate. Wesolowski mentioned Administrator Booth informed him the district's ratables increased by approximately \$16mm, therefore if we hold the budget dollars flat there may be a slight decrease in the tax rate for 2015. Discussion ensued. The Board agreed to work toward the goal of keeping the amount to be raised by taxation the same as the 2014 budget.

Wesolowski asked Administrator Booth to step through the preliminary Proposed 2015 Budget. Administrator Booth began by providing the board with a high level summary of the preliminary budget including all requests, as well as a synopsis of the changes by category as compared to the prior year. A lengthy discussion ensued with intermittent public comment.

Notable discussion items were as follows:

- 2015 Salaries: Administrator Booth provided a summary of the 2015 salaries.

President Wesolowski stated that he would like to suspend the discussion of salaries momentarily. Wesolowski mentioned after receiving guidance from the Board's Solicitor, Commissioner Ruggiano who also serves as a Maintenance Worker must recuse himself as a commissioner to request a salary increase as the Maintenance Worker.

Note: At this time, Commissioner Ruggiano left the commissioners' table and sat in the section allowed for the public. Maintenance Worker Ruggiano stated he has been in this position for two and half years and is requesting an increase to \$18.00 per hour from \$15.40 an hour based on his experience, expertise and job performance. President Wesolowski stated the Board will take this under consideration during the Executive Session in which Commissioner Ruggiano will not be in attendance.

- Administration: The Workers Compensation Insurance line item is projected to increase \$7,894.00 in 2015. This projection was discussed with our Insurance Broker and is based on the NJ Compensation Rating and Inspection Bureau and actual claim experience.
- Administration: The Financial Advisor expense (\$5,200.00) included in the 2014 Budget for the possible Solar Project will not be expended in 2014 and will be shifted to the 2015 Proposed Budget. Said funds will be allowed to go back into the General Reserve at the end of 2014 and be pulled back out for the 2015 Proposed Budget to offset projected professional services fees associated with the financing of the new fire apparatus.
- Cost of Operations & Maintenance - Miscellaneous: The ProPhoenix subscription budget item of \$5,255.00 was discussed. Chief Grant stated he will be meeting with

ProPhoenix to renegotiate the 2015's subscription costs due to software related issues. Grant expects this budget amount to change and hopes to have a final number by the next budget workshop.

- Operating Appropriations Offset with Revenues: The impact of the Shared Service Agreement with Fire District No. 1 for Fire Prevention and Code Enforcement Services on the Preliminary Proposed 2015 Budget was discussed. Appropriations, Intra-district billing and Revenues for the Bureau of Fire Prevention were also discussed.
- Debt Service: Debt Service payment schedule was discussed. Timing of the new lease payments for the purchase of 3133 was also discussed. Administrator Booth agreed to confirm lease/debt payment schedule required to take advantage of all available discounts.
- Contribution to First Aid Squad: Funding for pagers for the Squad was discussed. Funding for pagers will be further discussed with the Squad at the next budget workshop.
- Reserve for Future Capital Outlay: The 2015 Budget includes a reserve contribution of \$50,000.00 made possible due to the savings from the Shared Services Agreement.
- Capital Projects: Projects planned for 2015 were briefly discussed. The Proposed 2015 Budget includes \$200,000.00 down payment for the replacement of 3133. The question to purchase said truck was approved by voters in February, 2014 to be expended in 2015.
- Revenues: The following revenue items were discussed: Investment Income, Bureau of Fire Prevention Income, Intra-district Billing Revenue, Rental Hall Income, Supplemental Service Grant and General Reserve Funds.

The Preliminary Proposed 2015 Budget as discussed reflects total revenue of \$593,730.00, amount to be raised by taxation of \$725,600.00 and total appropriations of \$1,319,329.00. The amount to be raised by taxation increased \$10,076.00 over 2014.

The Board discussed ways to reduce the budget approximately \$10,000.00 in an effort to keep the amount to be raised by taxation flat as compared to 2014. Discussion ensued. Reducing the 2015 Budget will be further discussed at the next budget workshop.

The Preliminary tax rate calculation was also discussed. Using preliminary information, the tax rate is projected to be .085% which represents a decrease of .001% from the final published 2014 tax rate for Fire District No.2 of .086%. The owner of a home assessed at the township average of \$445,300.00 will pay \$376.42 in fire taxes, a projected decrease of \$6.54 annually.

The following items from the "Items to Consider List" were discussed:

- The timing of the items included in the Multi-Year Capital Plan.
- Replacing three exterior hall doors (\$6,800.00); included in 2015 Budget under General Repairs to the Fire House.
- Replacing entrance door to the Hall (\$3,200.00); Board discussed replacing doors utilizing 2014 funds.
- Replacing roof over lounge/kitchen with funds from the general reserve was discussed. Administrator Booth agreed to discuss with Auditor and determine an estimate for the architect fees.
- Hall Carpet Cleaning - four times a year (\$2,400.00); included in 2015 Budget under Hall Repairs and Maintenance.
- Seal Bureau parking lot (\$850.00).
- Replace Tires on 1999 Blazer (\$448.00).
- Install three receivers for bay doors (\$442.00).
- Purchase electronic outdoor sign for Fire House (\$15,400.00).
- Electrical work for the installation of power to the outdoor sign (\$950.00).

The 2014 Budget vs. Actual Expense Report was discussed.

The Board discussed purchasing the computers for the trucks (\$3,200.00) utilizing 2014 funds. The Board also agreed to further discuss above items at the next Budget meeting.

President Wesolowski asked the public if they had any questions or comments regarding the Preliminary Proposed 2015 Budget. There were no further questions or comments.

Other Business:

Administrator Booth mentioned she will be working with LVFC President Brian Wesolowski and LVFC Vice President Orsini regarding the processing of the incentive and wellness program payments.

The Board agreed to discuss the annual allotment to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing the ambulance at the next budget workshop meeting.

Meeting opened to public:

There being no further 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 salary 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 2014 - 31 "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.

The Resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Maahs and adopted by the five commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:46 p.m. to enter into an Executive Session.

Note: Commissioner Ruggiano recused himself from the Executive Session.

The Executive Session started at approximately 8:48 p.m. and was adjourned at 8:58 p.m.

Meeting re-opened to the public.

During the Executive Session the Board discussed increasing the salary of Maintenance Worker Ruggiano from \$15.40 to \$18.00 per hour. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to increase the hourly rate for the Maintenance Worker to \$18.00 per hours was approved by Commissioners Wesolowski, Niedermayer and Maahs with Commissioner Grant dissenting and Commissioner Ruggiano abstaining. Note: Commissioner Ruggiano sat in the section allowed for the public while the motion was made and carried. .

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 9:02 PM.

Respectfully Submitted,

Elizabeth Booth
Board Administrator