

Minutes

The first of two 2018 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.

Four Commissioners were present, President Wesolowski advised that Commissioner Swan would be absent due to a plumbing issue at his residence. Also in attendance were Chief Grant, LVFC President Brian Wesolowski, F.O. Orsini, Battalion Chief DiPaolo and Administrator Knobbs.

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 9th, 2018 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, 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 9th, 2018 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 2019 Budget:

President Wesolowski stated this meeting is the first of two scheduled budget meetings. In an effort to give the public input into the budget process, Wesolowski added that the Board will allow comments and/or questions as each section is reviewed. The proposed budget was viewable on the overhead screen to allow the public to follow along with the discussion.

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

- Current and projected Governmental Fund Balances through 2019
- Multi-year Capital Plan

Knobbs then stepped through the Proposed 2018 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:

- Capital Appropriations: The Proposed 2019 Budget includes \$24,150 for the Painting of the Fire house inside and out, and the coating of the engine room roof. This will be changed from a Capital Appropriation to an Unrestricted Fund Balance on the revenue side and the numbers will be absorbed into the Cost of Operations-Care & Maintenance Repairs budget category.
- 2018 Salaries: Administrator Knobbs stated the salary actions discussed during the October 3rd Executive Session were incorporated into the 2019 Budget. It was noted that the proposed salaries for the Stipend positions discussed in tonight's Executive session will be incorporated.
- Administration: Overall Administration budget increased due to PERS contribution for the Administrator and 1.6% increase in insurance, \$400.00 increase in Auditor expenses, \$2,000 increase in Computer replacement and \$1,200 increase in education and seminars. This was partially offset by the decrease in Administrator compensation from 2018 budget.
- Cost of Operations & Maintenance - Fire Equipment: Chief Grant discussed the new fire equipment included in the proposed budget.
- Cost of Operations & Maintenance - Care and Maintenance: The Care & Maintenance Budget decreased by \$10,400 (17.6%) primarily due to the cost of replacing tires on 3135 in the amount of \$7,500 and the tailboard extension \$5,000 in the 2018 budget. Increases were in \$1,100 replace tire on 3138, Training expenses \$900, Calibration gas for multi meters \$200 and TI Batteries at \$200.
- Cost of Operations & Maintenance - Repairs Building & Grounds: The 2019 Budget decreased \$40,000 due to the removal of the Direct Install program and a new a/c unit that were in the 2018 budget.
- Cost of Operations & Maintenance - Miscellaneous: The 2018 Budget included \$3,336 for replacing the computers in the apparatus and fire police vehicle per the Computer/Technology Replacement Program. This was eliminated from the 2019 Budget.
- Operating Appropriations Offset with Revenues: The increases to this line item along with the impact of the Shared Service Agreement with Fire District No. 1 for Fire Prevention and Code Enforcement Services on the Proposed 2019 Budget were discussed. The Intra-district billing for the Bureau of Fire Prevention was also discussed.
- Reserve for Future Capital Outlay and Post-Retirement Benefits: The 2019 Budget includes reserve contributions consistent with last year 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 2018 Budget vs. Actual Expense Report was briefly discussed.

The Proposed 2019 Budget as discussed reflects total revenue of \$585,501, amount to be raised by taxation of \$769,090.00 and total appropriations of \$1,354,591. The preliminary amount to be raised by taxation increased \$10,250 over 2018.

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

- Repair and maintenance items:
 - New steps and coating & Restriping of asphalt parking lot at the Bureau Office
 - Venue restroom refurbishment
 - Exterior Painting of Fire House.
 - Replacement of Administrator computer and iPad.
 - Replace ceiling tiles in the engine room.
 - Replacing the tire on 3138
 - Interior painting of Fire House
 - Hall painting touch-up
 - Engine room roof restoration

The Board agreed to further discuss and prioritize above items at the next Budget Workshop and possibly utilize unexpended funds from 2018 Budget for above projects.

President Wesolowski concluded the budget discussion by asking the public if they had any additional questions or comments regarding the Proposed 2019 Budget. There were no further questions or comments.

New Business:

1. The annual allotment to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing the ambulance was discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing their ambulance in the amount of \$20,000.00 was approved by the four commissioners present.
2. Administrator Knobbs mentioned he will be working with LVFC President Brian Wesolowski regarding the processing of the incentive program payments. Motion by Commissioner Niedermayer, seconded by Commissioner Grant to pay the Incentive Program at the appropriate time. Motion was approved by the four commissioners present.
3. New Shed-Administrator Knobbs and Chief’s Assistant Wesolowski discussed the purchase of a new shed. Knobbs stated that the funds were available in the budget. Commissioner Ruggiano discussed placement of the shed and was against moving the recycling dumpster as he felt if the cater had to walk, they would not use it. Motion by Commissioner Grant, seconded by Commissioner Niedermayer to buy the new shed. Motion was approved by the four commissioners present.
4. Administrator Knobbs discussed the bills to be paid. A copy was placed in the drop box prior to the meeting for the commissioners to review. There being no comments or questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Grant to pay the bills read by Booth was approved by the five commissioners present.

5. Administrator Knobbs informed the board of an Unclaimed Funds Claim that he filed. He discussed how this was discovered by President Wesolowski and the steps to claim the funds thus far. The funds are from 2017 and prior and due to the Bureau of Fire Prevention. Knobbs explained that he has spoken with our auditor Ed Paul and the funds should be received into Miscellaneous Income, Unanticipated whenever we receive them.

Meeting opened to the public.

There being no 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 9:36 p.m.

Respectfully Submitted,

Stephen W Knobbs
Board Administrator