

## 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.

All Commissioners were present. Also in attendance were Chief Grant, LVFC President Brian Wesolowski, and Administrator Booth.

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 8<sup>th</sup>, 2017 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 8<sup>th</sup>, 2017 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 2018 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 Booth to lead the general budget discussion. The following items were discussed:

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

Booth 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 Projects: The Proposed 2018 Budget includes \$75,000.00 for the Exhaust Removal System. The question to install the exhaust removal system was approved by voters in February, 2017.
- 2017 Salaries: Administrator Booth stated the salary actions discussed during the October 4<sup>th</sup> Executive Session were incorporated into the 2018 Budget. It was noted that the proposed salaries for the Bureau of Fire Prevention employees discussed at the Shared Services Subcommittee meeting will be discussed during the Executive Session following the Budget Workshop and with the Board of Fire District No. 1 per the Shared Services Agreement.
- Administration: The Education and Training Budget was increased \$2,870.00 to include additional funds primarily for training tracking software.
- Cost of Operations & Maintenance - Fire Equipment: Chief Grant discussed the new fire equipment included in the proposed budget as well as a battery powered portable power unit the chief is hoping to purchase with dedicated penalty monies.
- Cost of Operations & Maintenance - Care and Maintenance: The Care & Maintenance Budget increased by \$6,351 (13.3%) primarily due to the cost of replacing tires on 3135 in the amount of \$7,500.
- Cost of Operations & Maintenance - Repairs Building & Grounds: The 2018 Budget includes \$30,350 to install LED lighting and replace certain HVAC systems. The budgeted amount reflects the cost to the district which will be funded by district reserves and the remaining cost (\$59,149) funded by the NJ Clean Energy Fund through the Direct Install Program.
- Cost of Operations & Maintenance - Promotions (Venue): Increases in venue related expenses are fully offset in increases in Rental Income.
- Cost of Operations & Maintenance - Miscellaneous: The 2018 Budget includes \$3,336 for replacing the computers in the apparatus and fire police vehicle per the Computer/Technology Replacement Program.
- 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 2018 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 2018 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 2017 Budget vs. Actual Expense Report was briefly discussed.

The Proposed 2018 Budget as discussed reflects total revenue of \$605,409, amount to be raised by taxation of \$793,959.00 and total appropriations of \$1,399,368. The preliminary amount to be raised by taxation increased \$49,573 over 2017.

The Board discussed ways to reduce the Amount to be Raised by Taxation by \$34,685 in an effort to stay within the allotted 2% property tax levy cap without using levy cap bank totals or levy cap exclusions available to the district. Discussion ensued and adjustments were made.

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

- Repair and maintenance items:
  - Landscaping and extension of asphalt parking lot at the Bureau Office
  - Venue restroom refurbishment
  - Meeting Room Air Conditioner Unit
  - Sensors for Fire House Bay doors/Annual Maintenance of Bay doors
  - Replace thermostats at Fire House
  - Lounge repairs
  - Interior painting of Fire House
  - Hall painting touch-up
  - Engine room roof restoration
- New Shed/Training Prop
- Replacement of Commissioner/Administrator iPads per the Computer/Technology Replacement Program

The Board agreed to further discuss and prioritize above items at the next Budget Workshop and possibly utilize unexpended funds from 2017 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 2018 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 Ruggiano, seconded by Commissioner Niedermayer to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing their ambulance in the amount of \$20,000.00 was approved by the five commissioners present.
2. Administrator Booth mentioned she will be working with LVFC President Brian Wesolowski regarding the processing of the incentive program payments.
3. Target Solutions Training Software was further discussed. Specifically Administrator Booth discussed entering into a two year contract based on 2017 pricing for the software effective January 1, 2018. A motion by Commissioner Maahs, seconded by Commissioner Grant to enter into a two year contract with Target Solutions for training tracking software for a cost of \$2,570 in 2018 and \$2,645 in 2019 was approved by the five commissioners present.
4. The Direct Install Program was discussed. Administrator Booth stated by signing the Statement of Work (SOW), if approved by the State the Board is committing to having the

work performed (i.e., installing LED lighting and replacing certain HVAC systems) for a cost of 30% of the total cost of the project. A motion by Commissioner Maahs-Knobbs, seconded by Commissioner Grant to sign the SOW and submit to the state for approval was approved by the five commissioners present.

5. Administrator Booth discussed the a few bills to be paid. There being no comments or questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Maahs-Knobbs to pay the bills read by Booth was approved by the five commissioners present

**Meeting opened to the public.**

There being no 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 personnel matters.

**Resolution 2017 - 21** “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.

A motion by Commissioner Niedermayer and seconded by Commissioner Grant to adopt Resolution 2017-21 was unanimously approved by a roll call vote.

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

Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

The regular meeting was recessed at approximately 8:24 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:25 p.m. and was adjourned at 8:55 p.m.

**Meeting re-opened to the public.**

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:57 p.m.**

Respectfully Submitted,

Elizabeth Booth  
Board Administrator