

Minutes

The first of two 2017 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 with the exception of Commissioner Maahs who had a work commitment. 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>, 2016 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>, 2016 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 2017 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 2018
- Multi-year Capital Plan

- Debt Payment Schedule
- Projected Capital Projects Fund Balances
- Budget assumptions used to prepare the Proposed Budget

Booth then stepped through the Proposed 2017 Budget. Synopsis of the changes by category as compared to the prior year were provided. A lengthy discussion ensued with intermittent public comment.

Notable discussion items were as follows:

- Capital Projects: The Proposed 2017 Budget includes \$115,000.00 for the Lower Roof project. The question to replace the lower roof was approved by voters in February, 2016.
- Reserve for Future Capital Outlay and Post-Retirement Benefits: The 2017 Budget includes reserve contributions consistent with last year for these categories, \$50,000.00 and \$55,000.00, respectively.
- Administration: The Workers Compensation Insurance and Package, Auto & Liability Insurance line items are projected to increase \$5,301.00 and \$3,318.00, respectively.
- Administration: The Education and Training Budget was increased \$2,000.00 to include additional funds for FDIC training.
- 2017 Salaries: Administrator Booth provided a summary of the 2017 salaries incorporated into the budget. The inclusion of the Assistant to the Chief position (Clerk 1) in the budget was also discussed. It was noted that the salaries for the Bureau of Fire Prevention employees will be discussed during the Executive Session and with the Board of Fire District No. 1 per the Shared Services Agreement.
- Cost of Operations & Maintenance - Fire Equipment: Chief Grant discussed the new fire equipment included in the proposed budget as well as other items the chief is hoping to purchase through dedicated penalty monies, grant monies or donations.
- Morale Fund: The shifting of \$1,000.00 from the wellness program to the morale fund was briefly discussed.
- 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 2017 Budget were discussed. The Intra-district billing for the Bureau of Fire Prevention was also discussed.
- Fire Fighter Incentive Program: LVFC President Brian Wesolowski mentioned they are looking into different ways to incentivize volunteers to ensure adequate 24/7 coverage.
- Debt Service: Debt Service payment schedule was discussed.
- Revenues: The following revenue items were discussed: Investment Income, Bureau of Fire Prevention Income, Intra-district Billing Revenue, Rental Hall Income, and Supplemental Service Grant.

During the budget discussion, repairs to and flushing of the fire hydrants were also discussed. Administrator Booth agreed to contact the township to inquire about the status of the fire hydrant in Moorestown Woods and the flushing schedule for the hydrants.

The Proposed 2017 Budget as discussed reflects total revenue of \$571,497.00, amount to be raised by taxation of \$769,537.00 and total appropriations of \$1,341,034.00. The preliminary amount to be raised by taxation increased \$39,704.00 over 2016.

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

- The Multi-Year Capital Plan was discussed, specifically the purchase of a new Exhaust System for the Fire House. A motion by Commissioner Grant, seconded by Commissioner Ruggiano to include a question on the 2017 Ballot asking the voters to approve the purchase of said system was approved by the four commissioners present.
- Repair and maintenance items:
  - Replacement of commercial refrigerator in hall kitchen - the Board agreed to purchase in 2016 utilizing unexpended funds
  - Additional parking spaces at 225 N. Lenola Road - the Board agreed to discuss further and in the interim asked that the employees park their personal vehicle in the Fire House parking lot to allow more space for visitors
  - Replace thermostats at Fire House - the Board agreed to discuss further as part of the Direct Install Program
  - Update alarm system at the Bureau of Fire Prevention - the Board agreed to discuss further during the December Board Meeting
  - Replace hot water heater at Bureau of Fire Prevention - the Board agreed to discuss further during the December Board Meeting
  - Lounge repairs - the Board agreed to discuss once the lower roof is replaced. 2018 Expenditure after the roof is replaced
  - Interior painting of Fire House; Board agreed to discuss as part of the 2018 Budget provided the new exhaust system is approved by voters
- New tires for 3135 - Board agreed to incorporate in the 2018 Budget
- Replace Commissioner and Administrator iPads - the Board agreed to replace one iPad in 2016 utilizing unexpended funds

The Board discussed ways to reduce the budget \$25,108.00 in an effort to keep the amount to be raised by taxation under the 2% cap. Discussion ensued and adjustments were made.

The preliminary tax rate calculation was also discussed. Using prior year ratables and average home values the tax rate is projected to be .088% which represents an increase of .002% from the final published 2016 tax rate for Fire District No.2 of .086%. The owner of a home assessed at the township average of \$446,500.00 will pay \$391.54 in fire taxes, a projected increase of \$7.55 annually. The tax rate calculation will be finalized upon receipt of the CNC-3 form the township assessor.

President Wesolowski concluded the budget discussion by asking the public if they had any additional questions or comments regarding the Proposed 2017 Budget. There were no further questions or comments.

**New Business:**

The 2016 Budget vs. Actual Expense Report was briefly discussed.

The annual allotment to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing the ambulance was discussed. A motion by Commissioner Grant, 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.

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

The snow removal contract for the winter of 2016-2017 was briefly discussed. Administrator Booth stated a second quote for snow removal was requested in an effort to compare pricing. The Board agreed to discuss further when second quote is received.

**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 a personnel matter. Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public, however no further official action will be taken.

**Resolution 2016 - 25** “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 Niedermayer, seconded by Commissioner Grant and adopted by the four commissioners present on a roll call vote.

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

October 19, 2016

The regular meeting was recessed at approximately 8:34 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:35 p.m. and was adjourned at 8:50 p.m.

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:51 PM.**

Respectfully Submitted,

Elizabeth Booth  
Board Administrator