

Minutes

The first of two 2016 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, Fire Prevention Specialist/Captain Thomas DiPaolo, LVFC Vice President James Gifford 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, 2015 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 6th, 2015 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 2016 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 will periodically ask if the public has any input or comment though out this process. In addition, the proposed budget is being projected on the wall to allow the public to follow along with the discussion.

Wesolowski asked Administrator Booth to step through the preliminary proposed 2016 Budget. Administrator Booth began by first thanking the individuals who provided input into this process. Administrator Booth then proceeded to provide the Board with the assumptions that were used to prepare the preliminary budget for the Board's and Public's review and discussion. Booth also provided 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:

- Capital Projects: Projects planned for 2016 were briefly discussed. The Proposed 2016 Budget includes \$90,000.00 for the repaving of the front and side parking lot and \$60,000.00 for the replacement of the Chief Vehicle. The questions to repave parking lot and purchase said truck were approved by voters in February, 2015.
- Reserve for Future Capital Outlay and Post-Retirement Benefits: The 2016 Budget includes reserve contributions consistent with last year for these categories, \$50,000.00 and \$55,000.00, respectively.
- 2016 Salaries: Administrator Booth provided a summary of the 2016 salaries per the Salary Agreement. It was noted that the salaries for the Bureau of Fire Prevention employees were discussed with Fire District No. 1 per the Shared Services Agreement.
- Administration: The Workers Compensation Insurance line item is projected to increase \$9,303.00 in 2016. 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 Education and Training Budget was increased \$2,000.00 to include additional funds for FDIC training and \$1,200.00 for solicitor education fees.
- Cost of Operations & Maintenance - Fire Equipment: Chief Grant discussed the new fire equipment included in the proposed budget.
- Cost of Operations & Maintenance - Miscellaneous: Chief Grant provided a status on the ProPhoenix Project.
- Operating Appropriations Offset with Revenues: The increases to this line item were discussed along with the impact of the Shared Service Agreement with Fire District No. 1 for Fire Prevention and Code Enforcement Services on the Preliminary Proposed 2016 Budget. Appropriations and the Intra-district billing for the Bureau of Fire Prevention were also discussed.
- Increasing the 2016 Budget \$2,000.00 for additional Fire Prevention activities within the district was also discussed.
- Debt Service: Debt Service payment schedule was discussed. The impact of the new lease payment for the purchase of 3131 scheduled for 2016 was discussed.
- 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 2016 Budget as discussed reflects total revenue of \$647,263.00, amount to be raised by taxation of \$738,665.00 and total appropriations of \$1,385,928.00. The preliminary amount to be raised by taxation increased \$23,141.00 over 2015.

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

- The Multi-Year Capital Plan was discussed, specifically the timing of the Lower Roof Project and Portable Radio Program. Discussion ensued. Administrator Booth agreed to discuss the Portable Radio Program with the Board’s Auditor with respect to whether a question on the ballot is required.
- The projected Fund Balance through.
- Replacing three additional exterior hall doors at an estimated cost of \$6,934.00 was incorporated in the proposed 2016 Budget under General Repairs to the Fire House.
- Potential Funding of State Health Benefits for employees currently waiving coverage.
- Active Shooter Equipment (\$4,000.00). The Board agreed to use unexpended funds from 2015 to purchase said equipment.
- Fire Prevention - Striping of lot for parking spaces.
- New Tires for the Chief Vehicle
- Electrical work for the installation of power to the outdoor sign (\$950.00). Administrator Booth agreed to determine if funds were encumbered for this project.

The Board discussed ways to reduce the budget approximately \$8,831.00 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 preliminary information (including the adjustments to reduce the appropriations by \$8,831.00), the tax rate is projected to be .085% which represents an increase of .001% from the final published 2015 tax rate for Fire District No.2 of .084%. The owner of a home assessed at the township average of \$446,500.00 will pay \$380.55 in fire taxes, a projected increase of \$6.50 annually.

President Wesolowski asked the public if they had any questions or comments regarding the Preliminary Proposed 2016 Budget. There were no further questions or comments.

Other Business:

The 2015 Budget vs. Actual Expense Report was discussed.

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

President Wesolowski discussed the annual allotment to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing the ambulance. A motion by Commissioner Maahs, seconded by Commissioner Grant 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.

Representation from the Squad at scheduled Board Meetings was discussed. Brief discussion ensued. The Board asked Administrator Booth to send a letter to the Squad requesting a representative from the Squad attend meetings.

Snow Removal contract for the winter of 2015-2016 was discussed. Administrator Booth discussed the two quotes received. Booth stated the quote from J. Franzeo's Lawn Care appeared to be the lowest quote received. Brief Discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to enter into a snow plow contract with J. Franzeo Lawn Care for the 2015-2016 season was approved by the five commissioners present.

Payment to Arlene Tornberg to reimburse her for the cost of food for the Fire Prevention Open House was discussed. A motion by Commissioner Maahs, seconded by Commissioner Niedermayer to reimburse Arlen Tornberg for the cost of food for the Fire Prevention Open House in the amount of \$752.06 was approved by the five commissioners present..

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 the Administrative Contract. 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 2015 - 33 "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

October 21, 2015

The regular meeting was recessed at approximately 8:40 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:43 p.m. and was adjourned at 8:49 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 8:50 PM.

Respectfully Submitted,

Elizabeth Booth
Board Administrator