

Minutes

The second 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, Fire Prevention Specialist Tom DiPaolo 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 recommended the Board consider the following as they review the Proposed 2015 Budget:

- Repair roof over lounge and kitchen: Wesolowski mentioned quotes to repair the roof along with the need for an architect was discussed at the last meeting. Upon further review, it was determined the quotes were calling for different roofing material; one an EPDM rubber roofing system and the other, a one-ply modified roof material. The architect's recommendation and the timing of the repair will be discussed as the 2015 Budget is reviewed.

- Utilization of general reserve funds to close budget gap: Wesolowski mentioned at this point in the budget process, \$6,700.00 is coming from reserves to close the budget gap. Wesolowski stated some organizations may be asked to shift a priority in their request to the board to help close this gap.
- Run off issue along back parking lot: It was recently determined a drainage issue along the back parking lot exists and should be addressed.
- Future capital projects: Wesolowski discussed the need to prioritize capital projects and discussed briefly the steps involved to fund said projects (i.e., ballot question, inclusion in budget in the year following ballot question).

President Wesolowski asked Administrator Booth to proceed with the 2015 Budget review. Wesolowski also asked if the public has a question or comment anytime during the review of the budget to raise their hand and they will be recognized immediately.

Note: Commissioner Maahs left the meeting momentarily to take a work call.

Administrator Booth began by continuing the discussion regarding the lounge/kitchen roof by providing additional information received through discussions with the architect and auditor. The Board discussed the need to repair roof as soon as possible knowing water is being trapped under the base and attempts to have it recoated have not addressed the issue. The Board also discussed an alternative less costly solution recommended by Hall Manager Orsini. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to include the lounge/kitchen roof repair in the 2015 Budget to be funded by general reserves at a cost not to exceed \$50,000.00 was approved by the four commissioners present with the understanding that if the less costly solution is possible the remaining funds would flow back to general reserves.

Administrator Booth went on to discuss the revisions made to the preliminary 2015 budget from the first budget workshop meeting on October 15.

Note: Commissioner Maahs rejoined the meeting at 7:23 p.m.

Notable discussion items were as follows:

- Janitorial Cleaning Fees for the restrooms before and after affairs were incorporated into the Proposed 2015 Budget.
- Hall Representative/Server Revenue and Fees paid were incorporated into the Proposed 2015 Budget.
- Chief Grant informed the Board the subscription fees for ProPhoenix were reduced by \$2,867.00 to \$2,388.00 for 2015.
- Contribution to the First Aid Squad was reduced by \$1,000.00 (Pagers \$850.00 & Fuel \$150.00).
- The Box Fan under Fire Equipment was removed reducing the budget by \$3,500.00 with the understanding that if funds are available at the end of 2015, it may be possible to purchase additional fire equipment.

- The timeline for the Finance Committee Presentation and the new lease payments for the purchase of 3133 was further discussed.
- The side and front parking lot project was discussed. Since it would be considered a capital project a question to the voters on the ballot in February of 2015 is required to have the project completed in 2016. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to place a question on the ballot during the elections in February of 2015 was approved by the five commissioners present.
- A minor excavation project to address the parking lot drainage issue was discussed. Booth mentioned there is a possibility that funds may be available from the 2014 Budget for this project. The Board agreed to further discuss this project at the November Board Meeting at which time the board would have a better picture of available funds for 2014.
- Replacing the Chief Vehicle in 2016 was discussed. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to place a question on the ballot during the elections in February of 2015 was approved by a roll call vote.

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

- Board agreed to further discuss sealing the Bureau parking lot, replace tires on Blazer and install receivers for the bay doors at the November and December Board meetings.

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer the following Proposed 2015 Budget was approved by a roll call vote.

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

	Proposed
Appropriations	2015 Budget
Administration	\$ 255,642
Cost of Operations & Maintenance	
Salaries & Fringe Benefits	73,439
Retiree Hlth Benefits	8,664
Other Expenses:	
Care & Maintenance	47,769
Repairs Bldgs. & Grds.	38,225
Hall Repairs & Maintenance	11,100

Fire Equipment	15,500
Utilities	50,250
Fire Hydrant Rentals	19,500
Promotion (Hall)	47,675
Supplemental Fire Service Grant	1,177
Miscellaneous	7,388
Oper Approp Offset w/Rev (BFP)	
Salaries & Fringe Benefits	235,529
Other Expenses	88,776
Retiree Severance Pkg & Hlth Benefits	38,076
Contributions to First Aid Squad	29,550
Reserve for Future Capital Outlay	50,000
Debt Service	101,868
Roof Repair (Lounge/Kitchen)	50,500
Capital Projects (3133)	<u>200,000</u>
Total Appropriations	<u>\$ 1,370,628</u>
Revenues	2015 Budget
Unrestrict Fund Bal (Lounge/Kitchen Roof)	\$ 53,700
Restrict Fund Balance-Post Retirement Benefit	46,741
Unrestrict Fund Bal (Fin'l Adv, Hall & Cap Adj)	6,500
Restricted Fund - Aparatus	200,000
Bureau of Fire Safety Revenues	120,000
Rental Income (Hall)	86,375
Intra-District Billing (Shared Service Agreement)	126,612
Interest on Investments	14,000
Supp Fire Safety Grant	<u>1,177</u>
Total Revenues	<u>\$ 655,104</u>
Amount To Be Raised By Taxation	\$ 715,524
Maximum Allowable Amount (2%)	\$ 729,835
Variance under/(over)	\$ 14,311

Administrator Booth mentioned the 2015 Proposed Budget will be incorporated into the state approved workbook format. The Final Proposed Budget will be presented at the December Board meeting for approval by the Board and then submitted to the Director of DLGS.

Other Business:

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

Meeting opened to public:

There being no further 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 approximately 8:20 PM.

Respectfully Submitted,

Elizabeth Booth
Board Administrator