

Minutes

The second 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 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 opened the discussion by stating this is the second of two Budget Workshops to discuss the 2019 Budget. Wesolowski asked Administrator Knobbs to provide a summary of the revisions to the proposed 2019 budget. He also noted that there is a plumbing issue in the firehouse and the cost to resolve the issue is still unknown at this time. This will play into the 2019 budget numbers

Administrator Knobbs discussed the plumbing issue and what has been done so far, and also how due to the unknown at this time as far as cost and whether it will need to be addressed this year or next played into some of the revisions in the budget thus far. Knobbs also explained that due to the number of changes in the budget and shifting of numbers, he has printed an entire

new set of pages for each of the commissioners to insert into their books. Knobbs stated that any item that was changed from the last meeting is highlighted and he went through each budget section, identifying and explaining the changes.

Revisions to the budget are reflected in the Proposed 2019 Budget below:

| | Proposed |
|--|---------------------|
| Appropriations | 2019 Budget |
| Administration | \$ 278,758 |
| Cost of Operations & Maintenance | |
| Salaries & Fringe Benefits | 102,335 |
| Retiree Hlth Benefits | 9,532 |
| Other Expenses: | |
| Care & Maintenance | 48,666 |
| Repairs Bldgs. & Grds. | 77,425 |
| Hall Repairs & Maintenance | 18,900 |
| Fire Equipment | 30,500 |
| Utilities | 49,010 |
| Fire Hydrant Rentals | 19,500 |
| Promotion (Hall) | 71,250 |
| Supplemental Fire Service Grant | 1,177 |
| Miscellaneous | 11,500 |
| Oper Approp Offset w/Rev (BFP) | |
| Salaries & Fringe Benefits | 399,817 |
| Other Expenses | 68,480 |
| Retiree Hlth Benefits | 45,355 |
| Contributions to First Aid Squad | 29,550 |
| Reserve for Gen Fund/Future Cap Outlay | 50,000 |
| Debt Service | 99,237 |
| Capital Projects (Exhaust Removal System) | - |
| Total Appropriations | <u>\$ 1,410,993</u> |
| | |
| Revenues | 2019 Budget |
| Unrestrict Fund Bal | \$ - |
| Unrestrict Fund Bal | \$ 24,150 |

| | |
|---|--------------------------|
| Unrestrict Fund Balance (Direct Install Program) | - |
| Unrestrict Fund Bal | 50,000 |
| Unrestricted | 49,786 |
| Unrestrict Fund Bal-Post Retirement Benefit | 54,887 |
| Bureau of Fire Safety Revenues | 125,000 |
| Rental Income (Hall) | 130,000 |
| Intra-District Billing (Shared Service Agreement) | 187,376 |
| Interest on Investments | 15,000 |
| Supplemental Fire Safety Grant | <u>1,177</u> |
| Total Revenues | <u>\$ 637,376</u> |
| | |
| Amount To Be Raised By Taxation | \$ 773,616 |
| Maximum Allowable Amount (2%) | \$ 774,016 |
| Variance under/(over) | \$ 400 |
| | |

The preliminary tax rate calculation was also discussed. Using temporary ratables and average home values, the tax rate is projected to be .094% which represents an increase of .001% from the final published 2017 tax rate for Fire District No.2 of .093%. The owner of a home assessed at the township average of \$450,470 will pay \$423.44 in fire taxes, a projected increase of \$4.50 annually. The tax rate calculation will be finalized upon receipt of the CNC-3 form the township assessor.

Administrator Knobbs discussed the budget timeline as well as the 2019 election timeline. Also discussed the possibility of involving the auditor to review the budget documents.

President Wesolowski concluded the budget discussion by asking the public and members of the Board if they had any additional questions or comments regarding the Proposed 2019 Budget. There were no further questions or comments. The Board was in agreement on the above proposed Budget. The final budget may be tweaked up to the December meeting where the budget will be adopted. 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. If approved by the State, the Board would be in a position to adopt said budget at the January, 2019 Board Meeting.

Other Business:

Plumbing Issue: President Wesolowski advised the board of a plumbing issue at the Fire House and asked Administrator Knobbs to discuss the problem and what we know to date. Knobbs advised the board of same and where we are and what we need to do. Craven Plumbing is engaged in trying to resolve the issue. The issues we know so far is an area of pipe between the boiler room and the showers that appears to have the bottom rotted out of the pipe. Craven will be returning 10/4/18 to further assess the issue. Knobbs is exploring several possible repair

solutions. Also, Craven can install a check valve in the floor drain in the ladies room to alleviate the suds backing up there. President Wesolowski asked Knobbs to continue to explore the resolutions. The board also discussed not having any running of the washer on the weekend when there are affairs scheduled. Knobbs will report back at the November meeting.

The board also discussed buying a smaller stackable washer/dryer combo and only use the gear washer for gear.

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 8:25 PM.

Respectfully Submitted,

Stephen Knobbs
Board Administrator

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