

## 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, Captain Thomas DiPaolo and Administrator Booth. Fire Official Orsini joined the meeting at approximately 7:20 pm.

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 opened the discussion by stating this is the second of two Budget Workshops to discuss the 2018 Budget. Wesolowski asked Administrator Booth to provide a summary of the revisions to the proposed 2018 budget.

Administrator Booth discussed minor revisions made to the budget since the last workshop.

### **Items to be Considered List**

The Board discussed and prioritized the list of *Items to be Considered*. Lengthy discussion ensued. Items were either incorporated into the 2018 Budget, slated to be completed with unexpended 2017 funds or tabled for further discussion.

Revisions to the budget are reflected in the Proposed 2018 Budget below:

	<b>Proposed</b>
<b>Appropriations</b>	<b>2018 Budget</b>
<b>Administration</b>	\$ 280,121
<b>Cost of Operations &amp; Maintenance</b>	
Salaries & Fringe Benefits	97,909
Retiree Hlth Benefits	8,826
Other Expenses:	
Care & Maintenance	59,066
Repairs Bldgs. & Grds.	80,725
Hall Repairs & Maintenance	13,900
Fire Equipment	23,533
Utilities	48,830
Fire Hydrant Rentals	19,500
Promotion (Hall)	67,750
Supplemental Fire Service Grant	2,176
Miscellaneous	14,836
<b>Oper Approp Offset w/Rev (BFP)</b>	
Salaries & Fringe Benefits	<b>302,581</b>
Other Expenses	99,830
Retiree Hlth Benefits	41,996
<b>Contributions to First Aid Squad</b>	29,550
<b>Reserve for Gen Fund/Future Cap Outlay</b>	50,000
<b>Debt Service</b>	99,237
<b>Capital Projects (Exhaust Removal System)</b>	<u>75,000</u>
<b>Total Appropriations</b>	<u><u>\$ 1,415,366</u></u>
<b>Revenues</b>	<b>2018 Budget</b>
Unrestrict Fund Bal (Exhaust Removal System)	\$ 75,000
Unrestrict Fund Balance (Direct Install Program)	30,350
Unrestricted	53,498

Unrestrict Fund Bal-Post Retirement Benefit	50,822
Bureau of Fire Safety Revenues	125,000
Rental Income (Hall)	125,550
Intra-District Billing (Shared Service Agreement)	<b>179,011</b>
Interest on Investments	15,000
Supplemental Fire Safety Grant	<u>2,176</u>
<b>Total Revenues</b>	<u>\$ 656,407</u>
<b>Amount To Be Raised By Taxation</b>	<b>\$ 758,959</b>
<b>Maximum Allowable Amount (2%)</b>	<b>\$ 759,274</b>
<b>Variance under/(over)</b>	\$ 315
<b>Percentage Increase</b>	1.96%

The preliminary tax rate calculation was also discussed. Using prior year ratables and average home values, the tax rate is projected to be .089% which represents an increase of .001% from the final published 2017 tax rate for Fire District No.2 of .088%. The owner of a home assessed at the township average of \$466,155 will pay \$416.17 in fire taxes, a projected increase of \$5.95 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 and members of the Board if they had any additional questions or comments regarding the Proposed 2018 Budget. There were no further questions or comments. The Board was in agreement on the above proposed Budget. Administrator Booth mentioned the 2018 Proposed Budget will be incorporated into the new state web-based Financial Automation Submission Tracking system ("FAST"). 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, 2018 Board Meeting.

**Other Business:**

The Fire District Informational Questionnaire for the 2018 Budget was discussed. Administrator asked each Commissioner to review and respond to the questionnaire. The responses to the questionnaire will be incorporated into the Budget submitted to the state and posted on the district's website.

**Meeting opened to public:**

Chief Grant discussed the possible timing to have the tail board extended on 3132. Brief discussion ensued. The Board agreed to further discuss as we approach year-end.

There being no further questions or comments from the public, this portion of the meeting is closed.

October 25, 2017

President Wesolowski thanked respective personnel for providing input and for the preparation of the 2018 Budget.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:05 PM.**

Respectfully Submitted,

Elizabeth Booth  
Board Administrator