

October 6, 2010

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 held on the above date was called to order at 7:00 pm by President Wesolowski.

All Commissioners except for Commissioner Grant were present. Others present included Chief Ruggiano, Rob Grant, Mathew Orsini and John Swan Sr.

President Wesolowski asked if the members received and reviewed the minutes of the preceding meeting. The commissioners stated they had. A correction was noted by Commissioner Lieber. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to approve minutes was unanimously approved.

Chief's Report:

1. Report submitted by Chief Ruggiano and filed.
2. Chief Ruggiano advised the Board that he and John Swan will be taking truck 3133 to Glick for repairs detected during the annual maintenance of the truck. As a result, the truck will be out of service for three to four days.
3. Chief Ruggiano informed the Board the fire hoses were tested and repaired as appropriate by Waterway.
4. Chief Ruggiano also discussed the repairs needed to the generator. During the annual maintenance of the generator and supported by follow-up testing, it was determined diesel fuel is leaking into the oil. Upon further inspection, it was detected that the front crank shaft seal is leaking and the radiator support is cracked. Chief communicated the need for the repair, cost and availability of funds with President Wesolowski and Administrator Booth. Chief proposed not to spend additional funds on procuring a back-up generator while the existing generator is being repaired. Chief noted if we should lose our electricity while there is a hall function, the emergency lights will still be operational.
5. Chief Ruggiano yielded to Detective/Commissioner Lieber to provide an update on the Radio System at the Moorestown Mall, specifically the possibility of obtaining additional antennas to cover the dead spots at the mall (as noted during the previous meeting). Commissioner Lieber reported there may be additional funding available through a grant from the Burlington County Office of Emergency Management for additional antennas. Wireless Communications provided a quote to the township to add three antennas to cover the dead spots (approximate cost \$18,000.00). The quote was submitted to the County for consideration.
6. Commissioner Lieber took the opportunity to also mention he is again applying for grant monies (\$5,000.00) to help fund emergency management services and Administrator Booth is assisting in providing payroll/benefit information.
7. Chief Ruggiano mentioned he and Commissioner Lieber attended a meeting at the request of the Township Manager to discuss the implementation of an annual program whereby individual(s) will be honored for outstanding performance. This year's honorees will be Craig Ruggiano, Brian Wesolowski and Walter Walczak for their quick action in helping to save Director Johnson's life. Commissioner Lieber added the presentation will take place in conjunction with the Moorestown Ministerium at Saint Matthews Church in November.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced front tires, aligned front end and replaced headset on officer's side.
4. Truck 3133: Repaired air pack bracket on passenger side.
5. Truck 3135: Replaced bulb on ground light on passenger side of cab and replaced bulb on tower.
6. All trucks and ladder had preventive maintenance service performed.
7. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Total</u>
202.2G	76.8G	279G
8. Report submitted and filed.

Hall Rental Chairman Report:

Matthew Orsini gave the Hall Rental Chairman Report:

1. During the month of September, there were six paying affairs scheduled and one non paying affair. There were approximately 45 inquiries via email and telephone. One booking was made during the month of September for the calendar year 2011.
2. Minor wording was added to the contracts to improve the link between the check list and the contract. In addition, another form was created to help ensure consideration is provided to the surrounding neighbors during an affair.
3. All but two deposits are scheduled to be refunded. The deposits being held are due to damages and cleaning issues.
4. There were six cleanings paid for in the month of September. Updated calendar is posted in lounge.
5. Copies of the revised contract were distributed to the Board and will be discussed under New Business.

Squad Report:

A representative from the Squad was not in attendance. Before the meeting, Chief Shields dropped off a copy of the Squad's September 2010 Balance Sheet.

Bills:

The bills to be paid in October were read by Administrator Booth.

President Wesolowski asked if there were any questions regarding any of the bills. There being no questions, a motion by Commissioner Niedermayer and seconded by Commissioner Lieber to pay the bills and any regular bills that come in was unanimously approved.

(A list of bills paid in October is available upon request.)

Maahs abstained on all C. Maahs-Knobbs' invoices.

Communications:

Administrator Booth discussed the following communications:

1. On behalf of the Board letters were sent out to all LLCs and Sole Proprietors requesting they complete Form W-9 Request for Taxpayer Identification Number and Certification. This information will be used when filing Form 1099-Misc. for all persons or entities, other than corporations, to whom the Board as paid at least \$600.00 during the year.
2. Notification from the State of New Jersey Division of Pension and Benefits regarding Open Enrollment for Health Plan Benefits for Plan Year 2011. The news letter and notification was distributed to all full time employees.
3. Letter from the State of New Jersey Department of Labor and Workforce Development notifying all Governmental Contributory Employers that the unemployment tax rate will increase from .6% for 2010 to .7% for 2011. This increase would raise our contribution approximately \$100.00 in 2011.

Old Business:

1. Administrator Booth discussed the resolution to the air pack financing issue raised at last month's meeting. Specifically, the issue raised was that the loan payments were calculated based on the first payments starting in 2011 and not 2012 as agreed upon at closing between the parties. The Loan Officer discussed the issue with the Bank President. They agreed to leave the annual payment totals discussed at closing as is and adjust the timing of the payments and interest rate as appropriate to fit the agreed upon schedule. The total payments over the lease period will remain at \$118,583.62; however the duration of the lease will change to 55 months from 60 months and the effective interest rate will decrease to 4.757% from 5.2%.
2. Administrator Booth provided a brief status on the solar project. In September, Booth met with representatives from Trinity Solar to discuss project. The representative estimated the total cost to be approximately \$500,000.00 depending on our demand for electricity. There are various payment options available and a formal proposal would be forthcoming. Eastern Energy Services is still working on their proposal. Booth mentioned that she and Chief Ruggiano have a meeting scheduled with Unique Indoor Comfort and Geothermal to discuss geothermal options for the Fire House.
3. Administrator Booth provided a status on the credit card/procurement card issue raised by our Auditor Ed Paul and discussed at previous Board Meetings. During the last Board Meeting we discussed looking into a commercial credit card. After checking with several banks we do not fit their criteria to obtain a commercial credit card. In doing some additional research we found out that the state has a contract with Citi Bank to offer a purchase/procurement card to state and local governments, municipalities and fire

districts. This card appears to fit the requirements to having a “procurement” card as approved by the Attorney General (e.g., merchant category code controls). An added benefit is that we would be able to participate in their Rebate program that returns a percentage of our purchase (current rate: 104 basis points based on total purchasing power of all government entities participating) in a form of a rebate. President Wesolowski asked if we could pay other bills with this card and therefore increase our rebate. Administrator Booth replied that as long as the vendor accepts credit cards for payments then we could use this card. Wesolowski also asked how the merchant codes will be controlled. Booth replied that Citi Bank will design a program specifically for our needs with regards to inclusion and exclusion of merchant codes. The card will be a “master card” issued by Citi Bank.

4. Wesolowski provided a status on the New Albany Road drainage issue. Wesolowski and Chief Ruggiano met with James Rudderman, the Township Engineer from Alaimo Group Consulting Engineers and Pete Clifford at the site of the problem. Wesolowski stated they discussed the flooding problem, history of the site, possible Conrail issue the retention pond near the main line of the railroad. The rear pond was not accessible due to fencing. Rudderman will attempt to get a key to the fence and check for the “as built” for the work that was done in the area back in 1995. Some of the engineering and search work is being done now.
5. Wesolowski stated the next Shared Services Meeting will be October 20th, 2010.
6. Wesolowski attended the tail end of the New Jersey State Association of Fire Districts meeting on Friday, September 17th. Among the items discussed was a law that was passed permitting volunteers of Fire Companies and Emergency Squads to hold municipal office effective January 15, 2010. The Attorney General’s opinion was in response to a situation in Secaucus where the Mayor also wanted to serve as a Fire Chief. The Attorney General provided an opinion/explanation of the bill which caused somewhat of an uproar. Specifically he included in his opinion that “the law does not permit a volunteer to serve as a Fire District Commissioner for the Fire District in which they are a volunteer. It only affects service on the municipal governing body”. It was noted by attendees that many of the current Commissioners are volunteers for the Fire District they serve. This part of the law is in the process of being changed.

New Business:

1. Hall Manager Matt Orsini discussed the wording changes to the hall rental contract. Summary of the changes include:
 - a. For affairs that do not use a caterer or our bartenders, they would be required to pay an additional fee for an “event supervisor” (i.e., representative from the Fire Company) to ensure proper compliance of rules and regulations.
 - b. Increase in security deposit to \$350.00 for a 5 hour affair and \$600.00 for affairs over 5 hours.
 - c. Clarified clean up and trash removal wording and added checklist.
 - d. The handling of items left behind (request needs to be made in writing)
 - e. Cleaning of the parking lot after affair
 - f. Kitchen use and non use rules.
 - g. End times of affairs by day and added a clause concerning respecting our neighbors since the hall is located in a residential area.

Discussion ensued regarding revisions. Matt also discussed his handling of a noise complaint from a neighbor. In addition, Matt proposed moving the Testimonial Dinner to possibly November since September is a popular month for hall bookings. He is asking that the Testimonial planning committee take this under consideration for next year.

2. President Wesolowski discussed possible upgrading the sound system in the hall. Specifically adding the capability of playing multiple CDs in a random pattern or being able to plug their MP3 player to have it play through the sound system. This option was discussed with Bob Eboch and would be relatively easy. Matt also asked Bob to look into having a wireless microphone for the hall, this option is a little more complicated and he will follow with Bob. Wesolowski asked Matt to obtain an estimate for these upgrades by the November Board Meeting.
3. Hall Manager Matt Orsini mentioned that renters often ask why a liquor license is required. President Wesolowski stated if the people renting the hall are required to have a liquor permit for their affair and they do not have one then the door does not get open. Wesolowski also mentioned the rules are governed by the Division of Alcohol Beverage Control (ABC) of the State of New Jersey. Wesolowski further stated if tickets are being sold to an affair and part of that ticket is for alcoholic beverages than you are in effect selling alcohol and therefore required by the state to have a permit. If you are having a wedding or party where you are dispensing alcohol and giving it to your guests than you do not need a permit.
4. President Wesolowski mentioned that the Third Quarter 2010 dedicated penalty monies totaled \$3,600.00 as per the memo from Cindi Maahs-Knobbs. As discussed at a prior meeting, Ed Paul, our auditor informed us that we overpaid dedicated penalty monies to the Fire Company by \$600.00 going back to 2007 and 2008. The dedicated penalty payment amount of \$3,000.00 mentioned by Administrator Booth during Bills included this adjustment for the overpayment.
5. President Wesolowski mentioned he has noticed that after affairs there is a large quantity of cardboard going into our dumpsters which should be recycled. Wesolowski recommended we discuss our options with Burlington County Recycling and if appropriate look into obtaining a recycle bin/dumpster for cardboard. Administrator Booth stated she will look into our options.
6. President Wesolowski recommended the Board review our projected expenses for the current year (actual vs. budget report provided) and discuss unexpended funds.
 - a. Discussion regarding Fire Equipment expenses ensued. A motion by Commissioner Niedermayer and seconded by Commissioner Maahs to have the officers of the Fire Company put together a proposal to purchase fire equipment with a cap of \$12,000.00 was unanimously approved.
 - b. Discussion ensued relating to the financial assistance to the squad, specifically insurance assistance. Wesolowski recommended the Board give this topic more thought and that it will be discussed further at a future meeting.
 - c. Utilizing the remaining funds in the hall account for a recycling dumpster and/or a new sound system was discussed.
 - d. Potential improvements to buildings and grounds, specifically painting the inside of the Fire House (engine room and wash bay) and repairing cracks in parking lot were discussed.

Meeting opened to public:

Chief Ruggiano mentioned in setting up the tables for the Testimonial Dinner he noticed some of the tables were in disrepair and recommended the Board consider purchasing four new tables for the hall. Discussion ensued. Chief Ruggiano also recommended the tables be set up by us and not the people renting the hall. A motion by Commissioner Maahs and seconded by Commissioner Niedermayer to allow the Chairman and the Chief to purchase tables if it is determined that the price is cost effective was unanimously approved.

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

Executive Session (Closed)

Board returned to public section of meeting:

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:40 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator