

Minutes

The regular meeting 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 p.m. by President Wesolowski.

All Commissioners were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini and Administrator Booth.

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 6<sup>th</sup>, 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 6<sup>th</sup>, 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 for our departed members.

The Board deviated from the regular order of business to accommodate Fire Official/Hall Manager Orsini's attendance at the Mount Laurel Fire Prevention Program.

**Hall Rental Manager's Report:**

Hall Rental Manager Orsini gave the following report:

During the month of September there were seven affairs, approximately 65 inquiries via email and telephone and seven bookings for 2016.

1. All security deposits are scheduled to be returned.
2. Updated dates are posted in the lounge.

**Fire Prevention Program:**

President Wesolowski asked Fire Official Orsini to provide the Board with a brief synopsis of the up and coming Fire Prevention Program.

Orsini stated the first joint Fire Prevention Program with Fire District No. 1 will be held at the William Allen Middle School, believing it to be a more of a central location for the residents. Orsini mentioned the original date of October 5<sup>th</sup> was rescheduled to October 26<sup>th</sup> due to weather. Orsini also provided a brief summary of the planned activities.

President Wesolowski mentioned that understanding we are moving toward more of a joint effort with Fire District No. 1 on activities, most recently the Shared Services Agreement relating to inspections, he asked Fire Official Orsini to consider, going forward, holding a program here at the Fire House for the residents of Lenola. Orsini agreed and mentioned he too wanted to have something at the Fire House, however, this being the first year as the Township Fire Official, responsible for all the inspections and coordinating the Township Fire Prevention program, he wanted to assess the work involved and resources available before making the commitment of holding two programs. Commissioner Ruggiano added he received feedback from local residents regarding having a program here at Lenola and would like to see one held here going forward.

Wesolowski suggested we discuss and plan a strategy for holding a program here in Lenola early in 2016.

**Minutes:**

On a motion by Commissioner Grant seconded by Commissioner Niedermayer, the minutes of the September 2<sup>nd</sup>, 2015 regular meeting were approved by the five Commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Informed the Board the generator issue on 3135 appears to have been repaired. Grant mentioned Cummins Onan had put out a bulletin regarding this issue. Maintenance Personnel Ruggiano is negotiating a discount on the repair cost due to the known problem by the manufacturer.
2. Provided the Board with a status on the Pro Phoenix project. Grant stated he met with representatives from Pro Phoenix to discuss the numerous issues. Weekly meetings will be held for the next 2-3 months until the issues are resolved. Grant mentioned ID/Accountability tags will be printed on Friday and are FEMA compliant. Grant added the maintenance fees are being negotiated due to the concerns raised. Grant agreed to keep the Board posted on the progress of the project. President Wesolowski thanked Chief Grant for his persistence and efforts in addressing the issues.
3. Report for September, 2015 was submitted by Chief Grant and filed.

**Captain's Report:**

Chief Grant gave the following report for September:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout the month.

3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
218.1G	89.3G	0.0G	307.4G

4. Report prepared by Captain DiPaolo was submitted and filed.

**Squad Report:**

A representative from the Squad was not in attendance. No Squad Report was provided.

**Bills:**

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review prior to the meeting. Administrator Booth discussed the bills highlighted on said Statement. Bills received after Statement was prepared were read by Administrator Booth at the meeting.

There being no further questions on the bills, a motion by Commissioner Grant seconded by Commissioner Niedermayer to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in October are available upon request)

Commissioner Grant abstained on all Chief Grant's invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Vehicle and Building Maintenance Employee.

**Communications:**

Administrator Booth discussed the following communications:

1. Sent signed Cash Management Agreement to BB&T to allow remote bank deposits.
2. Sent Letter to Township Council and Manager on September 11<sup>th</sup>, 2015 regarding in-street crosswalk signs.
3. Received Resolution from Local Finance Board approving the financing of the new truck.
4. Resent Letter to Township Council and Manager on September 11<sup>th</sup>, 2015 regarding the Water System.
5. Received executed Lease-Purchase Agreement from Municipal Asset Management for new truck.
6. Sent required Statement to Local Finance Board on September 28<sup>th</sup> regarding actual issuance costs for the financing of the new truck.
7. Fire Prevention Specialist Notice of Hire was posted at all three Moorestown Fire Houses for a part-time position at Moorestown Bureau of Fire Prevention.
8. Sent requests for 2016 Budget submissions on September 8<sup>th</sup>.
9. SHBP Open Enrollment Information was received and distributed to employees.
10. Received letter from the Township Manager requesting the use of the hall on October 14<sup>th</sup>, 2015 from 6:30 PM to 10:00 PM to hold a town hall style visioning meeting with members of the community as part of the Township's attempts to improve the economic development of the Lenola Business District. On a motion by Commissioner Grant, seconded by

Commissioner Niedermayer, the request by the Township Manager to use the hall on October 14<sup>th</sup>, 2015 from 6:30 PM to 10:00 PM was approved by the five commissioners present.

President Wesolowski read a letter from Life Member Rick Ruggiano requesting the use of the hall on January 23, 2016 for his wedding. On a motion by Commissioner Maahs, seconded by Commissioner Grant, the request by the Life Member Rick Ruggiano to use the hall on said date was approved by the five commissioners present.

Wesolowski asked Administrator Booth to contact both parties to inform them of the Board's approval of their requests for the use of the hall.

**Old Business:**

1. The following Repair and Maintenance Issues were discussed:
  - a. The replacement of three Fire House exterior doors was discussed. The doors were installed by NJ Door Works and painted by Maintenance Personnel Ruggiano. NJ Door works will be returning to address minor items relating to the installation. Ruggiano mentioned he is recommending replacing three additional doors in 2016 as part of the budget process. Ruggiano suggested the Board consider installing a door with a security window in the lounge. The Board agreed. Ruggiano will obtain quote for the installation of three additional doors.
  - b. The Lower Roof project was discussed. Administrator Booth shared the estimate received from Architect Harry Bopp for the project (\$95,000.00) as well as an estimate for the architect fees (\$4,900.00) for a total of just under \$100,000.00. Discussion ensued. Booth stated since this is a capital project, voter approval is required. If voter approval is received in 2016, project may commence in 2017. Maintenance Ruggiano added this project is bigger than first expected due to the tapered construction of the roof. Ruggiano also mentioned Bopp is planning on adjusting the position of the two AC units on the roof to address water dam concerns.

Chief Grant asked if the new roof would eliminate the deluge of water flowing over the lounge window. Brief discussion ensued. The Board agreed to address this issue by redirecting the water during both the roof and repaving project plans.
  - c. The concrete ramp seams were briefly discussed. Maintenance Personnel Ruggiano addressed questions raised by Commissioner Niedermayer at the last Board meeting. Ruggiano stated although there are surface cracks, the joints are still solid underneath.
2. The New Truck Project was discussed. Administrator Booth stated the Local Finance Board (LFB) provided a resolution regarding its positive findings of its review of the truck financing. Booth further mentioned the Board of Fire Commissioners is required to, within 45 days of receipt of the Local Finance Board's findings and recommendations, shall certify by resolution that the members thereof have personally reviewed the findings and recommendations as evidenced by group affidavit.

**Resolution:**

Resolution 2015-28 “*Concerning Review of Findings and Recommendations of the Local Finance Board Made at a Meeting of said Board on August 13, 2015 in accordance with N.J.S.A.5:A-7*” was read by President Wesolowski. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt said resolution was approved by the five Commissioners present on a roll call vote.

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

3. The Sale of 3133 was discussed. Administrator Booth stated all necessary and appropriate statutory documents to sell 3133 by sealed bid, broker or online auction were prepared and shared with the Board. Brief discussion ensued. Booth added the Bid Opening is scheduled for November 18, 2015.

**Resolution:**

Resolution 2015-29 “*Authorizing the Sale of Personal Property No Longer Needed for Public Use*” was read by President Wesolowski. A motion by Commissioner Grant seconded by Commissioner Maahs to adopt said resolution was approved by the five Commissioners present on a roll call vote.

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

4. In-street pedestrian cross walk signs were discussed. Administrator Booth stated, as discussed under Communication, a letter was sent to the Township Council and Manager requesting they consider an alternative to the three in-street pedestrian cross walk signs on Main Street. Booth informed the Board that the Township Manager asked Lee Lieber, Acting Director of Police and Ken Ewers, Acting Director, Public Works to consider the matter and make a recommendation. Booth sent Lieber the information gathered regarding potential alternatives to the in-street crosswalk signs. Lieber mentioned it may take some time and appreciates our patience as they work through the process.
5. Remote Deposits through a Cash Management Agreement with BB&T Bank was discussed. Booth informed the Board that the scanner and software were installed and are fully operational.

**New Business:**

1. Salaries of the Members of the Board of Fire Commissioners were discussed. It was noted that the current salaries of the commissioners has been effect for the past ten years. A motion by Commissioner Niedermayer, second by Commissioner Ruggiano to send a letter to the Township Council to seek approval to raise the Fire Commissioners annual fee from its

current rate of \$2,200.00 to \$2,500.00 per year effective 2016 was approved by the five commissioners present.

2. Participation in the township auction for the supply of electricity was discussed. Booth discussed the option of joining efforts with the Township in seeking the lowest possible rate for the supply of electricity.

**Resolution:**

Resolution 2015-30 “*Authorizing the Participation in an Aggregation Program /Auction Coordinated by the Township for the Purchase of Electricity*” was read by President Wesolowski. A motion by Commissioner Niedermayer seconded by Commissioner Ruggiano to adopt said resolution was approved by the five Commissioners present on a roll call vote.

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

3. Snow removal services for the upcoming winter season were briefly discussed. Booth mentioned Maintenance Personnel Ruggiano will be obtaining quotes for the Board to consider.
4. Administrator Booth discussed the following documents in preparation of the upcoming Budget Process:
  - a. 2015 Budget vs Actual Report
  - b. Multi-year Capital Plan - The Lower Roof and Portable Radio projects were discussed.
  - c. Computer Replacement Program
5. The 2016 Budget process was briefly discussed. Administrator Booth shared the current 2016 Budget & Election Timeline with the Board. Booth also reminded the Board of the October 21 & 28 Budget workshop dates.

**Meeting opened to the public.**

There being no 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 personnel matters. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

**Resolution 2015 - 31** “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 Niedermayer, seconded by Commissioner Grant, and adopted by the five commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:14 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:18 p.m. and was adjourned at 8:45 p.m.

**Meeting re-opened to the public.**

President Wesolowski stated that during the Executive Session the Board discussed the Employee Salary Agreement for 2016.

**Resolution:**

Resolution 2015-32 “*Authorizing the Board to Enter into a Salary Agreement with its Full-time Employees*” was read by President Wesolowski. A motion by Commissioner Maahs seconded by Commissioner Grant to adopt said resolution was approved by four Commissioners with one Commissioner abstaining on a roll call vote.

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:49 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration