

## **Minutes**

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 was held on the above date in the Fireman's Memorial Hall. The meeting was called to order at 7:00 p.m. by President Wesolowski.

Four Commissioners were present, Commissioner Humes, Chief Grant and F.O. Orsini are out on a call assisting the squad at this time.

Wesolowski 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>, 2020 the required notice was transmitted to the *Burlington County Times*.

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>, 2020 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.

## **Minutes:**

On a motion by Commissioner Mann, seconded by Commissioner Grant, the minutes of the September 2, 2020 regular meeting were approved 4-0.

Due to the chief and F.O.'s absence for a call, the reports section of the meeting will be revisited upon their return.

## **Squad Report:**

Administrator Knobbs reported that there are no reports at this time.

## **Bills:**

The Statement of Expenditures, listing of bills to be paid in October were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on

said Statement and reported on bills received after the report was published. He further noted that there were routine bills that were due to be paid but not yet received.

There being no further questions or comments on the bills, a motion by Commissioner Grant, seconded by Commissioner Mann to pay the October bills and any regular bills that come in was approved by the four commissioners present.

Commissioner Grant abstained on bills relating to Chief Grant.

### **Communications:**

Administrator Knobbs reported that there are no communications to report.

### **Old Business:**

1. Fire Official, UFD Appeal- Administrator Knobbs reported that there is finally a resolution. Knobbs stated that he had spoken with Anita Johnson-Felenz from the Employer Billing section at the state. After numerous telephone calls and messages, she reports that because this was a delayed admission through no fault of ours, the State transferred the PERS account to PFRS with no penalty to us. M. Orsini is responsible for his portion of the back difference. We will be billed as normal beginning with the 2021 budget year based on the 2019 salary.

President Wesolowski recessed the meeting for a few minutes to allow Commissioner Humes and others to rejoin the meeting.

2. 2019 Audit- President Wesolowski introduced and read Resolution 2020-09 “*ACCEPTING THE AUDITOR'S REPORT FOR THE YEAR ENDING DECEMBER 31, 2019*” On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the motion was approved and the Resolution was adopted after a roll call vote 5-0.
3. Repairs: Administrator Knobbs discussed the following repair quotes that have been received after a tour of the premises by Commissioner Mann and Maintenance man Ruggiano.
  - Tree Removal- Knobbs stated that there is a dying tree in the rear of the office lot that needs to be removed and the stump ground out. He has received two quotes and they are both identical at \$400.00, he recommends using Weldon’s for the job.
  - Hall window-BFP Door- Knobbs stated that there is one hall window in dire need of repair and the backdoor to the BFP office needs to be replaced. Quotes were received from Replacements by Anderson and New Jersey Door Works. The quotes were as follows:
    - RBA- Window \$4,697 Door \$ 4,173 Total project \$8,870
    - NJ Door-Window \$4,150 Door \$7,181 Total Project \$11,331Knobbs noted that the window quoted was not the correct custom color and there would be an additional cost to match the current window through NJ Door. Knobbs recommended the project be awarded to Replacements by Anderson.
  - Shingles/Gutters- Knobbs reported that there are several places where shingles were missing tabs from the architectural shingles. Also, the gutters on the low roof are pulling apart at the seams and need to be reinforced. A quote was received from Brooks roofing for \$1,570 to repair/replace same.
  - Restroom Faucets- Knobbs reports that there were 4 plumbing contractors

contacted and only Craven replied, came to discuss the job. To replace the restroom faucets with “touchless” faucets, the total quote from Craven was \$4,437.00.

- Restroom Granite- Knobbs reported that All Marble, Granite & Tile was contacted to clean/polish the granite counter tops as well as clean and re-caulk the undermount sinks in the restrooms. The total cost this year would be \$1,600.00. they recommend that this be done annually at a cost of \$500 to \$600.
- Wash bay Fan- Knobbs reported that the cost to replace the overhead fan that is going bad in the wash bay is \$650.00. Knobbs stated that the cost includes a rental lift to fit between the rafters to reach the fan.

Administrator Knobbs stated that there was no action that needed to be taken at this time. He stated that we should wait until the November meeting to further get a sense of where we are at with our budget.

At this point, President Wesolowski asked to return to the reports section of the meeting that was postponed earlier.

#### **Chief's Report:**

The Chief's report was filed and available for review in the Commissioners Drop Box. Chief Grant advised the board that the COVID measures are still in place. The second order of gear has been received and was distributed. The apparatus P.M.'s has been delayed due to a problem at Glick. The hose and ground ladder testing will be done 10/8/2020.

#### **Chief's Assistant Report:**

Chief Grant reported that in addition to his regular duties, the assistant had been working on coordinating the repair of an iPad dock for the apparatus, inventorying the old gear and working on updating the Right to Know books and chemical inventories.

#### **Captain's Report:**

1. The written report is available for review in the drop box. Chief Grant reported that there was an issue with 3131 that was repaired by Glick and that 3138 is schedule to go to Holman for repairs on Friday 10/9/2020.

#### **Fire Official's Report:**

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Zoning & Planning review totals.

Orsini also noted that this week would have been our Fire Prevention Open House. It was cancelled due to COVID. States that there have been several schools who have reached out for Fire Prevention Activities/Visits. Orsini and staff are working on same. Orsini also briefly

outlined a case that was scheduled in court today that was dismissed by the Township Prosecutor. Orsini is waiting for a call from same to find out why.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for September:

1. There were no affairs held during the month.
2. There were Seven bookings during the month for 2021.
3. There are no indications of changes to the current Covid imposed occupancy limits.
4. Discussion about rescheduling or cancellations due to the imposed restrictions. 2021 looks to be shaping up well as many of the summer and fall Saturdays are already booked.

**Meeting opened to the public:**

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

President Wesolowski announced that there was a need to have an Executive Session relating to employee salary discussions, and introduced and read Resolution 2020-10 "*RESOLUTION AUTHORIZING A CLOSED EXECUTIVE SESSION FOR THE MOORESTOWN BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT NO. 2*" On a motion by Commissioner Mann, seconded by Commissioner Humes, the motion was approved and the Resolution was adopted after a roll call vote 5-0. President Wesolowski requested that Chief Grant remain for the first portion to provide input on his officers.

This portion of the meeting was closed and the executive session was begun at 7:48 p.m.

The regular meeting was called back into session at 8:42 p.m. Wesolowski noted that there was no business conducted that would need a motion at this time.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:43 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration