

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.

Five Commissioners were present. Also, in attendance were Chief Robert Grant, Deputy Chief/Fire Official Orsini, Battalion Chief DiPaolo and Chief's Assistant B. Wesolowski.

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 22nd, 2019 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 22nd, 2019 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 Grant, seconded by Commissioner Niedermayer, the minutes of the September 11, 2019 regular meeting were approved 5-0.

Chief's Report:

Report was presented by Chief Grant.

1. Reports for July 2019 were posted on the board and submitted.
2. See report for other particulars.

3. Preventative Maintenance on Trucks completed. 3131 and 3135 no problems. 3132 has two valves to be rebuilt, an air conditioner compressor replaced and an open issue with the Command Zone screen that needs to be replaced. Estimate for replacement is \$3,692.89
4. New Particulate Blocking Hoods, K-12 Saw and a Chain Saw were purchased using Dedicated Penalty Money.
5. October 29th the ground ladders and hose is scheduled to be tested.
6. Air Bag training by ESI was completed and the Air Bags will be placed in service in the coming weeks.

Chief's Assistant Report:

Chiefs Asst. Wesolowski reported that in addition to the regular duties, he replaced the battery back ups in the firehouse that went bad and repaired the charging cradle for the gas meter on 3131.

Captain's Report:

Deputy Chief DiPaolo gave the following report:

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. Report was submitted and filed.

Fire Official Report:

See written report:

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Fire Prevention Open House is scheduled for October 11th, with a rain date of October 18th.
4. Reported on 9/2/19 there was a burn victim investigation as a result of illegal fireworks.
5. 9/4/19 Court-1 show, 2 postponed, 4 no-show and 6 dismissals.
6. 9/17/19 participated in a staff meeting at Weichert. Guest speaker spoke of Autism Awareness with fire detector testing.
7. Digital Archiving has begun. Purchased 2 additional I-pads for the Bureau. With the new system, much of the printing and mailing of reports will cease. Cost savings are expected in copying/printing/mailing costs.

Rental Manager's Report:

Hall Manager Orsini gave the following report:

1. There were 6 affairs held during the month.
2. There were approximately forty-five inquiries via email and telephone.
3. There were four bookings during the month for 2019.
4. Security deposits are scheduled to be returned.

Squad Report:

No report.

Bills:

The Statement of Expenditures, listing of bills to be paid in June were provided to the Board members for review prior to the meeting. Wesolowski 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 Niedermayer, seconded by Commissioner Grant to pay the September bills and any regular bills that come in was approved by the five commissioners present.

Commissioner Carruthers abstained on all invoices relating to his position as a Fire Inspector employed by Fire District 1.

Communications:

Administrator Knobbs stated that there were quotes in the Dropbox for the HVAC Service contract that renews in December. Atmosemp/Service Experts \$1,435.00 and Brewers Heating & Air \$1,295.00. Knobbs stated that he and Bill Ruggiano met with Brewers to discuss the needs for the contract and were happy with the meeting. States that there have been increasing problems lately with Service Experts on the company level that they were not happy with. Motion by Commissioner Grant, seconded by Commissioner Carruthers to award the service contract to Brewers Heating and Air.

Knobbs stated that there was also a draft copy of the 2018 Audit Report and a copy of the advertisement that is slated to run in the BC Times on Friday 10/11/19. All Commissioners have received a hard copy of the Official 2018 Audit Report.

Old Business:

1. 2018 Audit- President Wesolowski introduced and read *Resolution 2019-11 "ACCEPTING THE AUDITOR'S REPORT FOR THE YEAR ENDING DECEMBER 31, 2019"*.

RESOLUTION 2019-11

**ACCEPTING THE AUDITOR'S REPORT FOR THE
YEAR ENDING DECEMBER 31, 2019**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts, and financial transactions; and

WHEREAS, the Annual Report of Audit for the year ending December 31, 2018 has been filed by a Registered Municipal Accountant with the Secretary as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each fire district shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body has reviewed, as a minimum, the sections of the Annual Audit entitled:

FINDINGS AND
RECOMMENDATIONS

and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

FINDINGS AND
RECOMMENDATIONS

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty- five days after receipt of the Annual Audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, by the members of the Moorestown Fire District No. 2, in the County of Burlington, State of New Jersey, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

ADOPTED, at a regular meeting of the Moorestown Fire District No. 2 on October 9, 2019.

Motion by Commissioner Niedermayer, seconded by Commissioner Carruthers to adopt Resolution 2019-11. President Wesolowski called for a roll call vote:

President Wesolowski	Aye
Commissioner Grant	Aye
Commissioner Niedermayer	Aye
Commissioner Humes	Aye
Commissioner Carruthers	Aye

Motion passed 5-0.

Administrator Knobbs highlighted several areas of the Audit Report, noted that the fund balances were up 15% over all. Stated that we have approximately 62% of our annual budget in free funds. This is well above the average fire district.

2. Insurance: President Wesolowski stated that most of this was covered during the Bills portion of the meeting. Administrator Knobbs advised the board that the WC Audit by NJM would be taking place on 10/10/19.
3. Attorney Replacement- President Wesolowski stated that the personnel committee met on 9/17/19 at 7 pm with Christopher Costello, Esq. The personnel committee recommends that the Christopher Costello be appointed to Solicitor upon Gregory McCloskey's retirement on 12/31/2019. Commissioner Grant asked if the new solicitor would be paid monthly as we currently do. Wesolowski stated that Costello would be paid monthly and has agreed to the same pay, 650 per month. Motion by Commissioner Niedermayer, seconded by Commissioner Carruthers to appoint Christopher Costello as Solicitor beginning January 1, 2020 until the Re-Organization meeting on March 4th, 2020.
4. Shared Services Agreement – President Wesolowski stated that the Shared Services Committee met on Wednesday, September 18th, at 3 pm. The agreement was signed by both Boards, and will be in effect for 5 years.
5. Hall Entrance Wall- Administrator Knobbs stated that the wall has been completed and looks good.

New Business:

1. Hall Entrance Wall- Administrator Knobbs stated that the new wall project portion that was completed looks good. He stated that he would like to complete the remaining portion of the wall in this year's budget. Knobbs stated that the quote to complete same is \$4,926.00. Motion

by Commissioner Carruthers, seconded by Commissioner Humes to proceed with the project was approved by the five commissioners present.

2. Service Contract-HVAC- This was previously discussed and awarded earlier in the meeting.
3. Employee Salary Agreement- President Wesolowski stated that there were aspects of this he would like to discuss in the Executive session.
4. Wash Bay Heater- Administrator Knobbs reported that the wash bay heater has been turned off since early spring due to it leaking. It will need to be replaced. He called for three quotes, Hutchinson Mechanical never showed for appointment, Atmostemp quote for \$4,995.00 and Brewers Heating and Air quote for \$4,392.00. All commissioners in agreement that it should be replaced. Motion by Commissioner Carruthers, second by Commissioner Humes to award the contract to Brewers Heating and Air was approved by the five commissioners present.
5. Command Zone Replacement – Chief Grant asked that the board approve the replacement of the Command Zone on 3132. He stated that the quote in hand is for \$3,692.89, but notes that shipping and other minor parts may be need. He asked that the board approve up to \$4,000.00 for this project. Motion by Commissioner Grant, second by Commissioner Carruthers to proceed with the project not to exceed \$4,000.00 was approved by the five commissioners present.

Meeting opened to the public:

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

President Wesolowski introduced and read *Resolution 2019-12 “Resolution Authorizing a Closed Executive Session”*.

RESOLUTION 2019-12

**RESOLUTION AUTHORIZING A CLOSED EXECUTIVE SESSION
FOR THE MOORESTOWN BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT NO. 2**

WHEREAS, N.J.S.A. 10:4-6 "Open Public Meetings Acts" 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" NJ.S.A. 10:4-12 Paragraph B-6.

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners, Fire District No. 2 of the Township of Moorestown, in the County of Burlington, State of New Jersey, that:

1. The Board of Fire Commissioners, Moorestown Fire District No. 2 shall hold a closed session to which the public shall not be admitted on October 9th, 2019
2. The general nature of the subject to be discussed relate to personnel matters.

3. The minutes of said closed session may be disclosed to the public at such time when the above matter has been resolved to the extent allowed by law.

ADOPTED at a meeting of the Board of Fire Commissioners, Fire District No. 2 on October 9th, 2019.

Motion by Commissioner Grant, seconded by Commissioner Carruthers to adopt said resolution.

RECORDED VOTE:

	(Wesolowski		(
	(Grant	NAYS	(
AYES	(Niedermayer		(
	(Humes	ABSTAINED	(
	(Carruthers	ABSENT	(

President Wesolowski asked that Chief Grant remain for the Executive Session. The Board entered into Executive Session at 7:45 p.m.

The Board returned from Executive session at 8:22 p.m.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:23 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration