

September 1, 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 were present. Others present included Chief Ruggiano, Rob Grant and Mathew Orsini.

President Wesolowski asked if the members received and reviewed the minutes of the preceding meeting. The commissioners stated they had. No additions or corrections were noted. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve minutes was unanimously approved.

Chief's Report:

1. Report submitted by Chief Ruggiano and filed.
2. Chief Ruggiano yielded to Detective/Commissioner Lieber to discuss the new Radio System at the Moorestown Mall. Commissioner Lieber reported the Radio Amplifier was installed approximately two weeks ago and was tested today. Burlington County Central Radio technicians, Wireless Communications, Chief Ruggiano and Detective Lieber walked the entire mall. Lieber noted that although this system was not their preferred choice (i.e, cost constraints) he believes the system is significantly better than the previous one. Lieber mentioned there are still some dead spots (i.e., Sears basement, Macy's near the escalator and a spot at Lord & Taylor's), otherwise it was pretty good. He also stated we received an added bonus in that the new system appears to have helped the ops channels.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: No problems reported.
4. Truck 3133: No problems reported.
5. Truck 3135: Cleaned carburetor on chainsaw.
6. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Total</u>
165G	101.6G	266.6G
7. Report submitted and filed.

Hall Rental Chairman Report:

Matthew Orsini gave the Hall Rental Chairman Report for both August and September.

August Report

1. During the month of July, there were five paying affairs scheduled and no non paying affairs. There were approximately 65 inquiries via email and telephone. One booking was made during the month of July for the calendar year 2010.
2. The cleaning company came in and cleaned entire kitchen and did an exceptional job.
3. All deposits are scheduled to be refunded except for the July 31st affair. Said security deposit is on hold due to an exorbitant amount of trash as well as carpet, bathroom and kitchen drain issues. In addition, there was a contract violation regarding bottled alcohol. Matt stated he would come back to this item at the end of his report.
4. One cancellation was requested in time according to the contract for a full refund.
5. There were five cleanings paid for in the month of July. Updated calendar is posted in lounge.

September Report:

1. During the month of August, there were four paying affairs scheduled and two non-paying affairs. There were approximately 55 inquires via email and telephone. There were three bookings made during the month of August for the calendar year 2011.
2. All deposits are scheduled to be refunded.
3. There were five cleanings paid for in the month of August. Updated calendar is posted in lounge.

Matt mentioned increasing the security deposit from \$300.00 to \$350.00 and \$600.00 on affairs over five hours. This item will be discussed in New Business.

Matt further discussed the July 31st affair, providing more detail of the extra cleaning time needed after the affair. Discussion ensued and questions were raised regarding the wording in the contract. Matt agreed to review the wording in the contract and as appropriate discuss recommended changes at the next meeting.

Squad Report:

A representative from the Squad was not in attendance. No report presented. Chief Ruggiano relayed a message from Chief Shields that station 319 will be picking up hisr cell phone expenses going forward.

Bills:

The bills to be paid in September 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 Grant and seconded by Commissioner Niedermayer to pay the bills and any regular bills that come in was unanimously approved.

(List of bills paid in September is available upon request.)

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

Communications:

Administrator Booth discussed the following communications:

1. The format of the 2010 Budget vs. Actual monthly report distributed to each Board member was revised to include monies encumbered for the current year. This information will provide the Board with projected 2010 expenses as we head into the 2011 Budget process.
2. Letter from New Jersey State Firemen's Association requesting use of the hall on Tuesday, August 23, 2011 from 5:00 to 10:00 pm for their annual caucus of the Chief's Delegates, Exempt Delegates and Life Members of Burlington County. The date was discussed with Matt Orsini and it is available.
3. Notification from the New Jersey State Association of Fire Districts of their next meeting scheduled for Friday, September 17th from 7:45 to 12:30 pm. They also provided the minutes to their June 5, 2010 meeting. There were two items worth noting from the meeting:
 - a. Four bills were introduced to move the Fire Election date
 - b. A bill passed authorizing Fire Districts and Municipal Governments to require a physician certificate for membership or continuing service in the volunteer fire service.
4. Letter sent on behalf of the Board to the State of New Jersey, Director of the Division of Local Government Services with copies of the following:
 - a. 2009 Audit
 - b. Corrective Action Statement
 - c. Proof of Publication
 - d. Resolution accepting Auditor's Report.

Old Business:

1. President Wesolowski mentioned the pub tables were delivered and are in the hall if anyone would like to see them. The estimated cost was \$125.00 per table and as mentioned in the reading of the bills the actual cost came in at \$108.00 per table.
2. Wesolowski asked Administrator Booth to provide status on the credit card/procurement card issue raised by our Auditor Ed Paul and discussed at the last Board Meeting. Booth stated our current credit card company offers a "commercial credit card" which allows us to better control the expenses charged to the card by identifying and limiting the merchant codes used when purchases are made. This may address the concerns raised by the auditor and mentioned in the Attorney General's letter. We are waiting to hear from the credit card company to determine if we would qualify for a commercial credit card. Wesolowski suggested once we gather the information, forward it to our solicitor Greg McCloskey to determine if this card falls within the guidelines of a "procurement" card.
3. Wesolowski provided a status on the New Albany Road drainage issue. He spoke with Chris Schultz, Township Manager at the Shared Services Meeting. Mr Schultz shared that the funding for the Capital Improvements Project has yet to be released, once the funds are released the Township Engineer will make direct contact with us to discuss issue.
4. Wesolowski asked Commissioner Lieber to provide a synopsis of the Shared Services Meeting attended by Commissioners Wesolowski, Lieber and Administrator Booth. Commissioner Lieber stated the purpose of the meeting was to discuss shared services opportunities amongst the four local elected entities (School Board, Township and the two Fire Districts) and the appointed Library Board. Among the items discussed was

potentially pooling insurance and fuel needs. Wesolowski added that the next meeting is October 20th and they want participants to come back to the table to discuss what we are currently doing as far as shared services and ideas for future opportunities.

5. Wesolowski mentioned that in doing some preliminary budget work we ran into a “glitch” relating to the payment schedule for the air pack lease agreement. Wesolowski asked Administrator Booth to explain the financial aspect of the issue. Booth explained that the payment dates discussed and agreed upon at closing were not the dates used by the bank to calculate the payment amounts provided at closing. Specifically, it was agreed upon between all parties that there would be four quarterly payments of \$6,021.51, two payments due in 2010 and two payments due in 2011 and four annual payments of \$23,624.09 starting in 2012 and continuing through 2014. However, the payment amounts included in the closing documents were calculated with the annual payments beginning in 2011, one year earlier than agreed, resulting in lower payments being calculated over the life of the lease. The loan officer apologized for this error. If the payment schedule were to be recalculated based on what was discussed at closing, the total payments over the life of the lease would be \$122,333.00, which is \$3,749.36 higher than the total payments agreed upon and \$2,133.00 higher than the amount approved by the voters. The increase represents additional interest due as a result of changing the lease period.

After a discussion with the Bank, the Loan Officer recalculated the amortization schedule taking into account our concerns and budget constraints. Keeping the annual interest rate at 5.2%, he adjusted the payment dates to be earlier in the year originally agreed upon (i.e., first annual payment due 1/2/12). Under the revised payment schedule, the total payments over the life of the lease would still be higher than the total payments agreed upon at closing. President Wesolowski added that there was no ambiguity with regards to the payment schedule at the time of closing and we will be meeting with the bank to further discuss this issue.

6. President Wesolowski briefly mentioned that the issues raised during the meeting held at the Lenola Memorial hall to discuss the Township’s solar project proposal for the Pine Street sewer treatment plant were not applicable to our initiative. Wesolowski asked Administrator Booth to provide an update on our solar project. Booth mentioned Eastern Energy Services, Inc. performed a site survey. Their engineers will take the information gathered and come up with a proposal to present to the Board. Booth also mentioned she is working with Dave Goldstein to provide us with additional proposals from other solar companies.

New Business:

1. President Wesolowski requested we be in a position to discuss in depth at our next Board Meeting on October 6, the status of our accounts for 2010 in preparation for our 2011 budget meetings scheduled on the 20th and 27th of October. Administrator Booth agreed to provide the 2010 actual, projected and budget information to facilitate the discussion.
2. Administrator Booth discussed an option available to use a supplier other than PSE&G for our gas and electricity. Energy Analysis handouts showing potential savings if we were to change our supplier were discussed. It was noted that we would continue to use PSE&G for the delivery of our gas and electricity. Based on the projections from InSource Power we could see savings of \$1,700.00 and \$6,800.00 for gas and electricity

respectively, over a two year contract. These savings are based on the assumption that PSE&G rates will raise 13% annually. Administrator Booth also discussed the risk if the gas and electricity rates drop significantly. If this were to happen we could be paying higher rates under this contract than current rates. The suppliers do offer a “blend and extend” feature to their contract where we would blend in the new lower rates and extend the contract which would allow us to take advantage of the drop in rates. Booth also mentioned this contract would not be impacted by our solar initiative. If we decide to go solar, and our demand for electricity were to drop we would not be penalized under this contract as long as we are using alternative energy. We would not be able to use another electricity provider while we are under this contract, however, we can use an alternative energy method to reduce our electricity needs.

3. President Wesolowski asked for a motion to approve the use of the hall on August 23, 2011 from 5:00 to 10:00 pm for their annual caucus of the Chief’s Delegates, Exempt Delegates and Life Members of Burlington County as requested by the New Jersey State Firemen’s Association. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to allow said use of the hall was unanimously approved
4. Matthew Orsini, Hall Rental Chairman recommended increasing the security deposit from \$300.00 to \$350.00 for the standard five hour affair and \$600.00 on affairs exceeding five hours. Discussion ensued. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to increase the security deposit to \$350.00 for the standard five hour affair and \$600.00 for affairs exceeding five hours was unanimously approved.

Meeting opened to public:

There being no 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 8:00 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator