

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 6th, 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 6th, 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.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the August 5th, 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 returned. More to follow.
2. Report for August, 2015 was submitted by Chief Grant and filed.

Captain's Report:

Chief Grant gave the following report for August:

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>
267.3G	55.2G	0.0G	322.5G

4. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

During the month of August there were seven affairs. There were approximately 50 inquiries via email and telephone. In addition there were three bookings for 2015 and three for 2016.

1. All security deposits are scheduled to be returned with one renter donating their security deposit to the Lenola Volunteer Fire Company.
2. Updated dates are posted in the lounge.

President Wesolowski asked Orsini about the rental activity for 2016. Orsini reported they are on track if not ahead of the pace compared to last year for following year bookings.

Squad Report:

A representative from the Squad was not in attendance. Chief Joe Shields sent the following Squad Report.

1. May, June and July Financial Statements were provided.
2. Status of the refurbishment of 3181 was also 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 September is 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. Received the New Jersey State Association of Fire Districts' June 6, 2015 Quarterly Meeting Minutes.
2. Published the 2014 Audit Synopsis in the Burlington County Times on August 11, 2015.
3. Sent 2014 Audit Synopsis, Proof of Publication and Resolution to the Director, DGLS on August 24, 2015.
4. Received the second of three installments from the Township (Amount Raised through Taxation) in the amount of \$238,508.00 on August 18, 2015.
5. Received information for Active Shooter Planning Workshop offered locally on September 29, 2015.
6. New Truck Communications:
 - Received notification on August 6, 2015 that the application to the Local Finance Board made it on the consent agenda. Received verbal notification that application was approved at the August 13, 2015 LFB meeting.
 - Sent Purchase Order for new truck to Pierce Manufacturing Inc. on August 24, 2015.
 - Sent signed lease documents to Municipal Asset Management on August 24, 2015.
 - Received revised Performance Bond from Pierce Manufacturing, Inc. on September 1, 2015.
 - Sent down payment of \$100,000.00 to Pierce Manufacturing, Inc. per invoice on September 1, 2015.
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. At President Wesolowski's request, Administrator Booth informed the board that the lease purchase agreement with Municipal Asset Management (MAM) was assigned to Commerce Bank by MAM prior to closing. The terms of the lease remained the same.

Old Business:

1. The following Repair and Maintenance Issues were discussed:
 - a. The Rail Road Side Excavation Project was discussed. Maintenance Personnel Ruggiano mentioned the contractor completed project.
 - b. The replacement of three Fire House exterior doors was discussed. The installation of the doors is expected within the next two weeks.
2. The New Truck Project was discussed. Administrator Booth mentioned the status of project was largely covered under Communications. Booth added that Municipal Asset Management will release the balance to Pierce Manufacturing shortly. Chief Grant added the truck is expected to be delivered in May or June of 2016.
3. The Sale of 3133 was discussed. Options to sell said apparatus were discussed at length. A motion by Commissioner Grant, seconded by Commissioner Maahs to authorize Administrator

Booth to prepare all necessary and appropriate statutory documents to accomplish the following actions was approved by the five commissioners present.

- a. Sell 3133 by sealed bid with the initial minimum bid of \$40,000.00.
 - b. If no acceptable bid is received, lower the minimum bid to \$30,000.00 during the second sealed bid process, at which time all reasonable bids will be considered.
 - c. If no reasonable bids are received through two sealed bid processes, utilize a broker or a DLGS approved Internet-based vendor for online auctions to sell said apparatus.
 - d. The Board reserves the right to reject any and all bids if it determines such rejection to be in the best interest of the Fire District.
4. In-street pedestrian cross walk signs were discussed. Administrator Booth informed the Board, District No. 1 agreed to join efforts to request the Township Council/Manager consider an alternative to the three in-street pedestrian cross walk signs on Main Street. Brief discussion ensued. District 2 feels strongly that both Boards, Squads and all three Fire Houses should sign letter to the Township. Booth agreed to discuss the proposed signing of letter with Administrator Chesner, Fire District No. 1. Booth added she will be meeting with Chesner to draft letter.

New Business:

1. The option to remotely deposit checks through a Cash Management Agreement with BB&T Bank was discussed. Booth mentioned with the increase in deposits due to the Shared Services Agreement with Fire District No. 1 for Fire Prevention Services, having remote deposit capability would increase efficiency. Booth stated the \$70.00 monthly fee for this service is being waived for at least one year and that BB&T is considering offering this service at no charge going forward once the merge with Susquehanna is finalized.

Resolution:

Resolution 2015-26 “*Authorizing the Board to enter into a Cash Management Master Agreement with Susquehanna/BB&T Bank*” was read by President Wesolowski. This resolution allows participation in Remote Deposit Capture Service offered by BB&T Bank. 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

2. Administrator Booth informed the Board that an invitation to walk through the old library to see if any items could be of use to the Fire District prior to the public auction was received from Patricia Hunt, Township Clerk. Administrator Booth and Fire Official Orsini

participated in the walk through and found items the district could use (i.e., metal shelving, floor lamps, extension cords, easel, poster boards, cleaning supplies, cart, etc.).

3. The 2016 Budget process was briefly discussed. Administrator Booth stated the 2016 Budget & Election Timeline has been prepared. Booth also reminded the Board of the October 21 & 28 Budget workshop dates.
4. Commissioner Niedermayer asked if we need to fill-in the seams/cracks in the concrete ramp. Maintenance Personnel Ruggiano stated he would evaluate the situation.

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 a personnel matter. 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 - 27 “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 7:53 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:56 p.m. and was adjourned at 8:04 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board discussed the Employee Salary Agreement that is set to expire on December 31, 2015. The Board discussed having the Personnel Subcommittee handle the negotiations with the employees. A motion by Commissioner Maahs, seconded by Commissioner Grant to allow the Personnel Subcommittee made up of Commissioner Wesolowski, Commissioner Maahs, and Administrator Booth to handle the negotiations with the employees was approved by the five commissioners present.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:06 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration