

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Monthly & Year-End Meeting Minutes**

Meeting Date: December 28, 2015
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:44 pm
Members of Board Present: **Chairman** – Clifford Ruth
Vice Chairman – Richard Paul
Treasurer – Raymond McManus
Secretary – Wayne Hans
Commissioner – Frank Weindel
District Clerk – Kathleen Crockett
Solicitor – Richard Tavani

Salute the Flag

Sunshine Law – Comm. Ruth

In accordance with the NJ Sunshine Law this meeting has been properly advertised and is open to the public. The public portion will follow the regular business of the Board. This is also the Board of Fire Commissioner's Year-End meeting.

Roll Call Commissioners – Comm. Ruth

All present.

Minutes of the Previous Meeting – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Hans to approve the meeting minutes of 11/16/15 as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

Correspondence – Cl.Crockett

Incoming

Various correspondence was incoming and outgoing regarding the budget.

Outgoing

There was a letter sent to the Borough of Lindenwold regarding waiving the sewer and waste account bills for the 2016 year.

Comm. Ruth: Any other correspondence? (hearing none)

Treasurer's Report – Comm. McManus

As of 12/28/15:

TD Bank General Checking	150,367.85
TD Bank Money Market Account	512,293.46
TD Bank Money Market Capital	442,988.97
TD Bank Payroll Checking	27,232.62
TD Bank LEA Dedicated Penalty	7,463.36
TD Bank LEA Trust Penalty	16,030.06
Petty Cash	200.00
Total Current Assets	1,156,576.32

Motion made by Comm. Hans, seconded by Comm. Weindel to accept the Treasurer's Report as read. Any questions? (hearing none) Roll call vote, all yes.

Payment of Bills – Comm. McManus

Comm. McManus: In front of you, you have a list of 72 bills totaling \$99,909.76.

Motion made by Comm. Paul, seconded by Comm. Hans to approve the payment of bills.

Any questions? (hearing none) Roll call vote, all yes.

COMMITTEE REPORTS

Fire Department Equipment – Comm. Paul

No report.

Turn-Out Gear – Comm. Paul

No report.

Fitness Center – Comm. Paul

Comm. Paul: We have the two TV's that need to be installed.

Recruitment / Membership – Comm. Paul

Comm. Paul: We have one issue that needs to be discussed in Closed Session. We have one senior member application out for Battalion 2. That's all I have.

Building Maintenance / Grounds – Comm. Hans

No report.

Health & Safety – Comm. Hans

Comm. Hans: All the physicals look like they've been completed. There was one that just got done and I believe he was last on the list. Everybody should be up to date on that. At this time, that's all I have.

Fixed Assets – Comm. Hans

No report.

Hydrants / Water – Comm. Hans

No report.

Incentive Program – Comm. Weindel

No report.

Uniforms – Comm. Weindel

Comm. Weindel: We ordered the hooded sweatshirts for the active members. That's all I have.

Fuel – Comm. Weindel

No report.

Insurance – Comm. Weindel

No report.

Administration / Personnel – Comm. Ruth

Comm. Ruth: Since the Office of Fire Prevention and the Administrator are on vacation this week, there is no report.

Office of Fire Prevention – Comm. Ruth

No report.

Training Division – Comm. Ruth

Comm. Ruth: The Training report was read aloud for November Training, a copy is attached to the minutes. Respectfully submitted, Steve Schwegel, Jr. & Justin Mastalski.

Communications – Comm. McManus

Comm. McManus: The radios are doing good.

Computers – Comm. McManus

Comm. McManus: The server at No. 2 went down. We just had to order a new server for there.

Apparatus – Comm. McManus

Comm. McManus: I had First Priority in doing a lot of work, had to replace the turbo on the Squad. He's been doing some odds and ends that had to be done for NFPA stuff. They tested both of the Aerials. There is some minor stuff wrong with them. Jay's taking care of that so we can send the paperwork and get our certifications. P.K.'s car had to have another battery put in, Justin took care of that. Justin has been doing some stuff that he's trying to catch up on. He was all tied up getting ready for the Lieutenant's test, so some of the stuff went by the wayside. The last couple of weeks he's been working on that to get it done. Other than that, that's it.

Sale of Assets – Comm. McManus

No report.

Assist Personnel – Comm. McManus

No report.

Budget – Comm. McManus

No report.

Executive Fire Administrator's Report – E.F.A. Nolan

Comm. Ruth: We'll skip over the Administrator tonight.

President's Report – Comm. Ruth

Comm. Ruth: President's? (there are no President's in attendance)

Solicitor – R. Tavani

Sol.Tavani: Thank you Mr. Chairman. We do have a number of matters on the agenda tonight. First is the Resolution of 2015-22, which I believe is the amendment to the budget, then we need the final adoption and need a roll call vote on that. We'll also need to open it up to Public Portion on the final adoption and amendment of the budget. We also have the approval of the Temporary Budget, Resolution 2015-24. That's pretty self explanatory. We also have line item transfers under Resolution 25. I've asked for action on those. We also have a Resolution regarding Accounts Payable, also Encumbrances, all in accordance with their budgetary requirements. We also have Resolution 2015-28 which is a resolution to go into Closed Session regarding a volunteer firefighter who has been provided the Rice Notice for tonight. The last Resolution I'm proposing for the Boards consideration is for the approval of the proposed agreement with KME. You may wish to cover that before we go into Closed Session. I don't know how long Closed Session will be. You can ask for action on all these Resolutions.

Resolutions – Comm. Ruth

Comm. Ruth: **Resolution 2015 – 22** The amendment to the 2016 budget. At the time our budget was turned in, only the 2015 PERS amount was available. The 2016 PERS amount is now available, so it had to be changed.

Sol.Tavani: Mr. Chairman, I would also ask that you throw that resolution open to the public for consideration because it an amendment to the approved budget.

Motion made by Comm. Hans, seconded by Comm. Paul to open to the public. All in favor, ayes have it.
(hearing none)

Sol.Tavani: This is specifically on Resolution 2015 – 22.

Motion made by Comm. Hans, seconded by Comm. Paul to close to the public. All in favor, ayes have it.

Comm. Ruth: Do I have a motion for Resolution 2015 – 22.

Motion made by Comm. Paul, seconded by Comm. McManus. Roll call vote, all yes.

Resolution 2015 – 23 Resolution to adopt the 2016 Budget.

Motion made by Comm. McManus, seconded by Comm. Paul to open to the public. All in favor, ayes have it.
(hearing none)

Motion made by Comm. Hans, seconded by Comm. McManus to close to the public. All in favor, ayes have it.

Motion made by Comm. Paul, seconded by Comm. Weindel to adopt the 2016 Budget. Any questions?
(hearing none) Roll call vote, all yes.

Resolutions – continued

Resolution 2015 – 24 Temporary Budget Adoption for 2016

Motion made by Comm. McManus, seconded by Comm. Paul. Any questions? (hearing none)

Roll call vote, all yes.

Resolution 2015 – 25 Line Item Transfers

Motion made by Comm. Paul, seconded by Comm. Weindel. Any questions? (hearing none)

Roll call vote, all yes.

Resolution 2015 – 26 Accounts Payable

Motion made by Comm. Paul, seconded by Comm. McManus. Any questions? (hearing none)

Roll call vote, all yes.

Resolution 2015 – 27 Encumbrances

Motion made by Comm. Weindel, seconded by Comm. Paul. Any questions? (hearing none)

Roll call vote, all yes.

Resolution 2015 – 28 Authorizing Closed Session (see Closed session for the vote)

Resolution 2015 – 29 Agreement to purchase Fire Apparatus as set forth in the KME HGAC by specification.

Motion made by Comm. McManus, seconded by Comm. Weindel. Any questions? (hearing none)

Roll call vote, all yes.

Comm. Ruth: Skip Stinger is here to take the papers.

Mr. Stinger: I just need the contract signed and that letter that I sent to Ray today.

Comm. McManus: It's right there in the book.

Comm. Ruth: Which I signed already.

Cl. Crockett: I'd like to have whatever's signed and I'll make a copy of it.

Sol. Tavani: There are two agreements in here.

Mr. Stinger: We keep an original and send an original back so we have all original signatures. Only thing I have to do is give you a new first page on the contract. I have a new first page.

Comm. Hans: I have a question, what year will the truck be?

Mr. Stinger: Maybe 17, probably 16. Any chassis that's built before October 1st, will be 16. It may be a 17.

Sol. Tavani: The calendar days are 390- 420 calendar days to get it done, and there is no financing in this agreement.

Comm. Ruth: It might be no financing through KME. It doesn't mean we're not going to finance because that's the way the resolution was that we went to the taxpayers with.

Sol. Tavani: The way the agreement is drafted, it's not providing for any financing. This agreement with KME is not providing financing.

Comm. Ruth: Right. We would not finance with KME. When we did the Resolution for the truck and appropriation of funds, I do believe in that resolution when we were doing it with Oliver, the balance is approved for financing whatever we don't pay.

Comm. McManus: It was put in there it won't raise the budget.

Comm. Ruth: Won't raise the taxes, when we did the resolution for the truck itself.

Sol. Tavani: No impact on taxes. You have the funds to pay the entire amount. My advice to the Board and to you Mr. Chairman, is that this contract here isn't a financing device, it simply states you will pay us \$800,000 and we're making a payment of \$200,000 to reduce the overall price. When the truck is done, they'll say give us the rest of the money.

Comm. Ruth: Which is what they're going to do.

Sol. Tavani: We need signatures, and I want to keep the book. I want to review some additional stuff pursuant to the Resolution.

Comm. Ruth: OK, do you want to take a brief recess so the book can be signed and copies can be made so Skip can leave.

Motion made by Comm. McManus, seconded by Comm. Weindel to take a brief recess at 8:10pm.

All in favor, ayes have it.

Motion made by Comm. McManus, seconded by Comm. Paul to come out of recess at 8:20pm.

All in favor, ayes have it.

Old Business – Comm. Ruth

Comm. Ruth: Old Business? (hearing none)

New Business – Comm. Ruth

Comm. Hans: I got a check for \$100 from the Democrat Club, a donation for Josh Barnum. I told Mike about it, I did deliver it to him. I finally caught up with him, but I did give it to him today.

Comm. Ruth: Any other New Business? (hearing none)

Public Portion – Comm. Ruth

Motion made by Comm. McManus, seconded by Comm. Paul to open to the public. All in favor, ayes have it.
(hearing none, no public present)

Motion made by Comm. Hans, seconded by Comm. Paul to close to the public. All in favor, ayes have it.

Open to Commissioners – Comm. Ruth

Comm. Ruth: I'd like to wish everybody a Happy and safe New Year.

Comm. McManus: Me too.

(others said the same)

Closed Session – Comm. Ruth

Comm. Ruth: **Resolution 2015 – 28** Authorizing Closed Session.

Motion made by Comm. Weindel, seconded by Comm. Paul.

Sol.Tavani: The purpose of the Closed Session is to assess the status of Volunteer Firefighter Merrissa Garretson. The Board will reserve the right to take further action regarding this matter or potentially other matters after Closed Session. Roll call vote, all yes.

Item No. CS – 60 Volunteer Firefighter Merrissa Garretson

Item No. CS – 61 Status of Clementon Fire Department

Comm. Ruth: Motion made by Comm. Paul, seconded by Comm. Hans to come back to regular session at 8:57pm. All in favor, ayes have it.

We are back in regular session, and the matter has been turned over to the Solicitor to handle.

Adjourn – Comm. Ruth

Motion made by Comm. McManus, seconded by Comm. Hans to adjourn the meeting at 8:58pm.

All in favor, ayes have it.

7:06 PM
12/28/15
Accrual Basis

Lindenwold Fire District No.1
Treasurer's Report
As of December 28, 2015

Dec 28, 15

ASSETS

Current Assets

Checking/Savings

1000 · CASH

1010 · TD Bank General Checking 150,367.85

1011 · TD Bank Money Market Acco... 512,293.46

1013 · TD Bank Money Market Capital 442,988.97

1020 · TD Bank Payroll Checking 27,232.62

1030 · TD Bank LEA Dedicated Pen... 7,463.36

1040 · TD Bank LEA Trust Penalty 16,030.06

1090 · Petty Cash 200.00

Total 1000 · CASH 1,156,576.32

Total Checking/Savings 1,156,576.32

Total Current Assets 1,156,576.32

TOTAL ASSETS 1,156,576.32

LIABILITIES & EQUITY 0.00

LINDENWOLD FIRE DEPARTMENT

TRAINING DIVISION

To: Commissioner Ruth
From: Training Division
Date: 12/28/2015
Re: November Training Report

Department Training

- November 10, 2015
 - Topic: Vehicle Fire Simulator (lecture)
 - Instructor: Lieutenant Pizzo
 - Students: 17
 - Hours: 2.5
- November 17, 2015
 - Topic: Vehicle Fire Simulator (hands-on)
 - Instructor: Training Officer Schwegel
 - Students: 20
 - Hours: 3
- November 24, 2015
 - Topic: Battalion Night

Respectfully Submitted,

Steve Schwegel Jr
Justin Mastalski
Andrew Sarli-Prelle

RESOLUTION

2015 - 22

WHEREAS, the 2016 Budget of Lindenwold Fire District No. 1 was introduced on November 16, 2015, and

WHEREAS, the Board of Commissioners are desirous of amending said introduced budget, and

WHEREAS, amendments to the budget are permitted in accordance with N.J.A.C. 5:31-2.8, and

WHEREAS, no amendment to the budget shall become effective prior to approval by the Director of the Division of Local Government Services,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Fire District No. 1 in the Borough of Lindenwold in the County of Camden that the budget for the year ended December 31, 2016 is hereby amended as follows:

	<u>From</u>	<u>To</u>
ANTICIPATED REVENUES		
Unrestricted Fund Balance	<u>\$76,000</u>	<u>\$77,000</u>
Amount to be raised by Taxation	<u>\$863,171</u>	<u>\$863,124</u>
Total Anticipated Revenues	<u>\$1,384,006</u>	<u>\$1,384,959</u>
BUDGETED APPROPRIATIONS		
Administration Fringe Benefits	<u>\$43,790</u>	<u>\$44,743</u>
Total Budgeted Appropriations	<u>\$1,384,006</u>	<u>\$1,384,959</u>

BE IT FURTHER RESOLVED that the above amendment is the result of the Board using the 2015 pension amounts because the 2016 pension amounts were not published timely.

BE IT FURTHER RESOLVED that this resolution is adopted prior to the public hearing and adoption of the 2016 Budget.

BE IT FURTHER RESOLVED that the Director of the Division of Local Government Services is hereby requested to approve this amendment in accordance with N.J.A.C. 5:31-2.8.

<u>Recorded Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Ruth	<i>Cluth</i>			
Paul	<i>Paul</i>			
McManus	<i>PM</i>			
Hans	<i>W H</i>			
Weindel	<i>P W</i>			

It is hereby certified that this is a true copy of a resolution amending the budget as adopted by the Board of Fire Commissioners on December 28, 2015.

Certified by *Wayne T* on *12-28-15*
(Secretary) (Date Certified)

RESOLUTION 2015 - 23

2016 ADOPTED BUDGET RESOLUTION

BOROUGH OF LINDENWOLD

FIRE DISTRICT NO. 1

FISCAL YEAR: January 1, 2016 to December 31, 2016

WHEREAS, the Annual Budget for the Borough of Lindenwold Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2016 and ending December 31, 2016, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 28, 2015; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,384,959, which includes amount to be raised by taxation of \$863,124, and Total Appropriations of \$1,384,959; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 28, 2015 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,384,959, which includes amount to be raised by taxation of \$863,124, and Total Appropriations of \$1,384,959; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

(Secretary's Signature)

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Ruth	✓			
Paul	✓			
McManus	✓			
Hans	✓			
Weindel	✓			

RESOLUTION

2015 - 24

TEMPORARY BUDGET ADOPTION 2016

WHEREAS, N.J.S.A. 40A:14-78.17 directs that a Board of Fire Commissioners shall adopt a temporary budget when appropriations are to be made prior to the adoption of the budget.

NOW THEREFORE, It is herein resolved and approved that a temporary budget be and is hereby adopted by the Board of Fire Commissioners covering the period prior to the adoption of the budget by the voters, in an amount not to exceed 14% of the total appropriations made for all purposes in the budget for 2016 fiscal year, excluding appropriations for interest, debt redemption and capital improvements.

Dated: 12/28/2015



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2015 - 25

LINE ITEM TRANSFERS

WHEREAS, The Board of Fire Commissioners has determined the necessity of making end of the year line item transfers, and

WHEREAS, the laws of the State of New Jersey permits said transfers,

NOW THEREFORE, It is herein resolved and approved, that line item transfers, in accordance with the attached schedule and is hereby approved.

Date: 12/28/2015



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

RESOLUTION

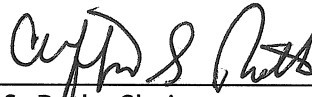
2015 - 26

ACCOUNTS PAYABLE

WHEREAS, The Board of Fire Commissioners desires to establish accounts payable to fund all expenditures for pending contracts of purchases and services from the year 2015 budget.

NOW THEREFORE, It is herein resolved and approved that an accounts payable account be and is hereby established for the 2015 budget by the Board of Fire Commissioners, in accordance with the attached schedule.

Dated: 12/28/2015



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2015 - 27

ENCUMBRANCES

WHEREAS, The Board of Fire Commissioners desires to establish an encumbrance schedule to fund all expenditures for pending contracts of purchases and services from the year 2015 budget.

NOW THEREFORE, It is herein resolved and approved that an encumbrance account be and is hereby established for the 2015 budget by the Board of Fire Commissioners, in accordance with the attached schedule.

Dated 12/28/2015



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

**Board of Fire Commissioners for Fire District No 1
Borough of Lindenwold, County of Camden**

RESOLUTION 2015 - 28

RESOLUTION TO AUTHORIZE CLOSED SESSION

WHEREAS, matters have come before the Board of Fire Commissioners as follows: Status of volunteer firefighter Merrissa Garretson

WHEREAS, the Open Public Meetings Act permits a Closed Session to discuss said matters;

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners shall meet in Closed Session on 12-28-2015 at 7:30 pm or soon thereafter as the Board direct as part of its meeting to discuss said matters. Such Closed Session in connection with this personnel matter shall not be disclosed; and

BE IT FURTHER RESOLVED that the public is hereby advised that formal action may or may not be taken on any matters disclosed in Executive Session when the Board enters into open session; and

BE IT FURTHER RESOLVED that the Board may take formal action on any other matters when it returns to open session.

Dated: 12/28/2015


Chairman Clifford Ruth

Attest: 
Kathleen Crockett, District Clerk

RESOLUTION

2015 - 29

**Agreement to Purchase Fire Apparatus
as set forth in K.M.E. HGACBuy Specification**

WHEREAS, The Board of Fire Commissioners desires to purchase a fire apparatus Model MCO6 under KME's FS12-15 HGAC contract for Custom Severe Service Chassis Pumper with an AT-60 Articulated Water Tower and;

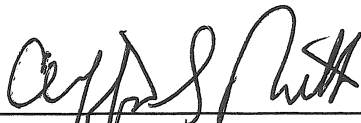
WHEREAS, a proposal was received from Kovatch Mobile which is compliant with the State Bid Laws, HGAC by proposal bid specs, and

WHEREAS, K.M.E. Kovatch has submitted an agreement for sale of the fire apparatus in accordance with the previously issued specifications issued by the Board, and said agreement and proposed apparatus appears to be compliant (subject to legal review) with those specifications.

NOW THEREFORE, It is herein resolved and approved that the Board agrees to purchase said aforementioned fire apparatus pursuant to the proposed agreement of sale for a bid price of \$866,841.00 (with a \$200,000 down payment at contract signing to be made which will result with a \$7,333 reduction of the base bid price).

THE Board authorizes it's legal counsel to review all documents to effectuate this contract and further authorizes Chairman Clifford Ruth and/or Treasurer Raymond McManus to sign all necessary documents/agreements and to take whatever action is necessary to complete the purchase of the apparatus.

Dated 12/28/2015



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk