

Buena Vista Township Fire District No. 1

Minutes of Meeting

March 11, 2025

The March 2025 reorganization meeting of the Board of Fire Commissioners of Buena Vista Township Fire District No. 1 at the Richland Fire House was called to order at 7:30 PM by A.J. Levari III. Public notice of this meeting was sent to the Vineland Daily Journal and the Press of Atlantic City newspapers for publication as prescribed by law. All requirements of the Open Public Meeting Act have been achieved for this meeting in compliance with the Sunshine Law.

Roll Call

Linda M. Burshtin	Present: <u> X </u>	Absent: <u> </u>
Randall J. Knapp, Jr.	Present: <u> X </u>	Absent: <u> </u>
Andrew (Duke) Levari Jr.	Present: <u> X </u>	Absent: <u> </u>
Andrew (A.J.) Levari III	Present: <u> X </u>	Absent: <u> </u>
Mary Ann Micheletti-Levari	Present: <u> X </u>	Absent: <u> </u>

Report of Annual Election: The Annual Election was conducted on Saturday, February 15, 2025 at the Richland Fire House from 2 PM to 9 PM. Results for the election of one Fire Commissioner for a full term of 3 years were as follows:

Mary-Ann Micheletti Levari - 6 votes at poll + 21 votes by mail + 0 provisional votes = 27 total votes

Mary-Ann Micheletti Levari was declared to be elected. Results of the 2025 budget approval was as follows:

Yes - 6 votes at poll + 22 votes by mail + 0 provisional votes = 28 total votes

No - 0 votes at poll + 0 votes by mail + 0 provisional votes = 0 total votes

The 2025 budget was declared to be approved, with 100 percent approval by those voting. The Secretary has reported the results of the annual election to the NJ Department of Community Affairs and the Buena Vista Township Clerk.

Oath of Office: Newly-elected Fire Commissioner Mary-Ann Micheletti Levari formally received the oath of office.

Resolution 2025-05: (Officers) - A motion was made by Mary-Ann and seconded by Duke Levari to nominate Andrew (A.J.) Levari III as Chairman, Randall J. Knapp, Jr. as Secretary and Linda M. Burshtin as Treasurer for the next year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-06: (Fund Depositories) - A motion was made by Lynn Burshtin and seconded by Randall Knapp to designate Newfield National Bank as the legal depositories of Fire District funds for the next year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-07: (Check Signatories) - A motion was made by Randall Knapp and seconded by Duke Levari that only two signatures, that of the Chairman and the Treasurer, be required on Fire District checks, and that the signature of the Secretary may substitute for the absence of one individual. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-08: (Meeting Dates) - A motion was made by Randall Knapp and seconded by Mary-Ann to hold meetings on the second Tuesday of each month until March 2026, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2025 regular meeting, budget approval at the November 2025 regular meeting, a public hearing on the budget and final adaption of the budget at the December 2025 regular meeting, and the 2026 reorganization meeting at the March 2026 regular meeting. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-09: (Newspapers) - A motion was made by Randall Knapp and seconded by Lynn Burshtin to designate the Vineland Daily Journal and the Press of Atlantic City as the Fire District newspapers for

Buena Vista Township Fire District Number 1

Minutes of Meeting - March 11, 2025

Public Notices for the next year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-10: (Legal Representation) - A motion was made by Randall Knapp and seconded by Lynn Burshtin to designate Richard Braslow as the Fire District legal representative as needed during the next year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-11: (Cash Management Plan) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to continue in force the Cash Management Plan enacted by resolution the previous year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-12: (Bonding of Treasurer) - A motion was made by Mary- Ann and seconded by Randall Knapp that the Fire District Treasurer continue to be bonded in the minimum amount of \$100,000.00, in accordance with N.J.S.A. 40A:14-89, to be provided by means of the JIF Statewide Insurance plan. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2025-13: (Open Public Records Plan) - A motion was made by Lynn Burshtin and seconded by Duke Levari to continue in force the Open Public Records Plan enacted by resolution the previous year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Review of Prior Meeting's Minutes: The minutes of the previous meeting were reviewed. A motion was made by Lynn Burshtin and seconded by Duke Levari to approve the minutes as presented, and all members present voted in the affirmative.

Treasurer's Report: Treasurer Lynn Burshtin reported the following for February:

Deposits:		
Checking account	\$	None
Operating savings account		None
Reserve savings account		None
Interest:		
Checking account	\$	9.58
Operating savings account		3.82
Reserve savings account		20.98
Ending Balance (including above deposits and interest):		
Checking account (register balance)	\$	243,134.54
Operating savings account		33,200.83
Reserve savings account		182,327.41

A motion was made by Duke Levari and seconded by Mary Ann Micheletti to approve the Treasurer's Report, and all members present voted in the affirmative.

Bills: The following bills were presented for payment:

Atlantic City Electric - March bill	\$	427.62
South Jersey Gas - March bill		627.01
Comcast - March internet/phone bill		158.21
Comcast - March cable bill		23.93
DiVal Safety Equipment - Inv.3648379, compressor breathing air test		145.00
Impac Fleet/Mansfield Oil Co. - Inv. February truck fuel		238.96
T-Mobile - Inv. 982839172-31, truck tables internet		52.60

Buena Vista Township Fire District Number 1
Minutes of Meeting - March 11, 2025

ESO Solutions - Inv. 162107, annual NFIRS software renewal	2,223.71
MAB Cleaning Service - Inv. 1381, Feb. cleaning	375.00
Daily Journal - Inv. 6907797, 2025 Election Notice	49.52
Tony D's Auto- Inv. 3279, 12-15 repairs	924.00
Service Tire Truck Centers- Inv. 25-0797472-016, 12-19 tires	7,082.88
Krise Services- Inv. 103924, parking lot light repairs	1,955.04
Bank of America- Inv. 9637, building maintenance	458.54
Richard M. Braslow- Inv. 5317, Legal services	35.00
Richland General Store - Def for trucks	<u>37.98</u>
Total:	\$ 14,815.00

Old Business: The chairman announced 12-19 recieved new tires.

12-15 recieved its annual service.

New Business: The Secretary will place the required newspaper legal ads for the Public Meeting notice, file the Fire District roster and Public Meeting notice with the Buena Vista Township Clerk, and update the Fire District internet site.

Hose and Ladder Testing needs to be completed next month.

The secretary will submit MVR Forms to the insurance company.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by Duke Levari and seconded by Lynn Burshtin. All members present voted in the affirmative. Meeting adjourned at 8:55 PM.

Respectfully Submitted: _____
Randall J. Knapp, Jr.
Secretary