

**Buena Vista Township Fire District No. 1
Minutes of Meeting**

November 10, 2022

The November 2022 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 Acting Chairman Mary Ann Micheletti-Levari. 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>
Michael L. Burshtin	Present: <u> X </u>	Absent: <u> _____ </u>
Andrew (Duke) Levari Jr.	Present: <u> _____ </u>	Absent: <u> X </u>
Andrew (A.J.) Levari III	Present: <u> _____ </u>	Absent: <u> X </u>
Mary Ann Micheletti-Levari	Present: <u> X </u>	Absent: <u> _____ </u>

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

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

Deposits:

Checking account	\$	None
Operating savings account		None
Reserve savings account		None

Interest:

Checking account	\$	9.36
Operating savings account		7.96
Reserve savings account		17.77

Ending Balance (including above deposits and interest):

Checking account (register balance)	\$	213,893.92
Operating savings account		62,458.10
Reserve savings account		139,494.32

The Treasurer noted that the semi-annual mortgage payment to the US Department of Agriculture will be deducted from the checking account on December 15. A motion was made by Mary Ann Micheletti and seconded by Michael Burshtin 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	\$	388.58
South Jersey Gas		53.60
Comcast - internet/phone		150.99
Comcast - cable		16.51
Motorola Solutions - Inv. 11092022, two 800 MHz truck radios for 12-10 and 12-11		8,721.50
Berco Fleet Services - Inv. 38901, 38907, 12-10 underbody light		24.02
Elmer Door Co. - Inv. 14282101222, truck bay doors weatherstrip renewal		863.00
Bank of America - P-Card, LED parking lot lamps		513.01
Impact Fleet/Mansfield Oil Co. - truck fuel		245.05
US Postal Service - two rolls postage stamps		120.00
T-Mobile - Inv. 982839172, 1 month truck tablet service		33.60
Western Pest Services - Inv. 8082265, pest control services		268.00
Richland General Store - vehicle maintenance		<u>38.99</u>
Total:	\$	11,436.85

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The Treasurer noted that T-Mobile still has the wrong billing address and amounts for the invoices for the recently acquired truck tablets, and Assistant Chief Anthony Mazzio is working with them to correct the account. A motion was made by Mary Ann Micheletti and seconded by Michael Burshtin to pay all bills. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Absent, Micheletti - Yes. Motion was approved.

Old Business: Secretary Michael Burshtin reported the two 800 MHz truck radios for Pumpers 12-10 and 12-11 were purchased under State contract with additional discounts, and have a second control head for the pump panel. The existing single control head 800 MHz truck radio on Pumper 12-10 will be relocated to Cascade truck 12-15. This will complete the upgrade of the entire vehicle fleet to 800 MHz radios, as Tanker 12-19 is already equipped. The following resolution was then offered:

Resolution 2022-21: (800 MHz Truck Radios) - A motion was made by Michael Burshtin and seconded by Mary Ann Micheletti to award a contract to Motorola Solutions, Inc. for the purchase of two 800 MHz truck radios with dual control heads and all needed accessories at a State contract price of \$8,721.50. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Absent, Micheletti - Yes. Motion was approved.

A decision is expected shortly on the NJ Department of Community Affairs SCBA grant application. The Buena Vista Township Committee approved Resolution 2022-18 regarding the 2023 Commissioner stipends. The Commissioners were in agreement to send a letter to Buena Vista Township stating our displeasure regarding the major increase in our JIF insurance premium, and to request a meeting with the insurance underwriters to review. The Secretary reported that the Township's new insurance agency performed a site inspection of the Fire House property on October 27, and he was disturbed to see the inspector's records still showed the former Fire House which was demolished in 2011, despite numerous records sent at the time of the new construction to update the policy information. A.J. Levari is attempting to schedule the truck fleet annual servicing with Berco, who is extremely backed up.

New Business: Treasurer Lynn Burshtin reported that as the uniform allowance will be distributed to the Richland Volunteer Fire Company firefighters after November 30, the following resolution was offered:

Resolution 2022-22: (Uniform Allowance) - A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti to authorize the Treasurer to issue Uniform Allowance payments in accordance with the 2022 Budget amount of \$3,900.00, and to authorize the Fire District officers to sign these uniform allowance checks. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Absent, Micheletti - Yes. Motion was approved.

The Fire District accountant Matthew J. Preziosi submitted documentation regarding the proposed 2023 budget with comparisons to the previous year's expenditures. There is a decrease of \$20,000 in the budgeted amount for the EMS, as these payments are now terminated. With the increase in our insurance premiums, forecasted utility bill increases and increasing breakdowns being experienced with our aging apparatus and equipment, this amount was generally applied to the maintenance and repair budget. The final result was a continuation of last year's total revenues, total expenditures and amount to be raised by taxation. The proposed budget falls below our levy cap. If there is a NJ DCA grant for SCBAs awarded within the next 30 days, the budget can be amended prior to its final adoption at the December meeting.

Resolution 2022-23: (Budget Approval) - A motion was made by Mary Ann Micheletti and seconded by Lynn Burshtin to approve a 2023 annual budget in compliance with the Property Tax Levy Cap Law, reflecting total revenues of \$267,316, including an amount to be raised by taxation of \$266,257, and total appropriations of \$267,316, including supplemental schedules, with the 2023 annual budget being considered for adoption at the December 13, 2022 meeting. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Absent, Micheletti - Yes. Motion was approved. The Secretary will submit the budget package to the New Jersey Department of Community Affairs for their review and approval.

The establishment of the required budget public hearing was discussed:

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Resolution 2022-24: (Budget Public Hearing) - A motion was made by Michael Burshtin and seconded by Lynn Burshtin to hold a public hearing on the proposed 2023 annual budget on Tuesday, December 13, 2022 at 7:30 PM at the Richland Fire House, Richland, NJ. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Absent, Micheletti - Yes. Motion was approved. The Secretary will arrange for publication of a legal notice of public hearing.

The Treasurer reported that the Fire District was notified that our accountant Preziosi Accounting Services, LLC will be closing their business on May 1, 2023. While we will still be able to have our 2022 audit performed by them prior to that date, a new accountant will be needed next Fall for the preparation of the 2024 budget.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by Lynn Burshtin and seconded by Michael Burshtin. All members present voted in the affirmative. Meeting adjourned at 8:00 PM.

Respectfully Submitted: _____
Michael L. Burshtin
Secretary