

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

March 8, 2022

The March 2022 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>
Michael L. Burshtin	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> </u>	Absent: <u> X </u>

Report of Annual Election: Secretary Michael Burshtin reported the results of the Annual Election, conducted on Saturday, February 19, 2022 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 was as follows:

Mary Ann Micheletti-Levari - 5 votes at poll + 35 votes by mail + 0 provisional votes = 40 total votes
(there were no write-in ballots)

Mary Ann Micheletti-Levari was declared to be elected. Results of the 2022 budget approval was as follows:

Yes - 4 votes at poll + 31 votes by mail + 0 provisional votes = 35 total votes
No - 1 vote at poll + 2 votes by mail + 0 provisional votes = 3 total votes

The 2022 budget was declared to be approved, with 92 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.

Resolution 2022-1: (Officers) - A motion was made by Michael Burshtin and seconded by Lynn Burshtin to nominate Andrew (A.J.) Levari III as Chairman, Michael L. Burshtin as Secretary and Linda M. Burshtin as Treasurer for the next year. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Resolution 2022-2: (Fund Depositories) - A motion was made by Lynn Burshtin and seconded by Duke Levari to designate Newfield National Bank as the legal depositories of Fire District funds for the next year. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Resolution 2022-3: (Check Signatories) - A motion was made by Duke Levari and seconded by A.J. 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: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Resolution 2022-4: (Meeting Dates) - A motion was made by A.J. Levari and seconded by Lynn Burshtin to hold meetings on the second Tuesday of each month (second Thursday in November) until March 2023, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2022 regular meeting, budget approval at the November 2022 regular meeting, a public hearing on the budget and final adaption of the budget at the December 2022 regular meeting, and the 2023 reorganization meeting at the March 2023 regular meeting. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Resolution 2022-5: (Newspapers) - A motion was made by Michael Burshtin and seconded by Lynn Burshtin to designate the Vineland Daily Journal and the Press of Atlantic City as the Fire District

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

Resolution 2022-6: (Legal Representation) - A motion was made by Duke Levari and seconded by Lynn Burshtin to designate Richard Braslow as the Fire District legal representative as needed during the next year. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Resolution 2022-7: (Cash Management Plan) - A motion was made by Duke Levari and seconded by Michael Burshtin to approve the 2022 Cash Management Plan. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Resolution 2022-8: (Bonding of Treasurer) - A motion was made by Duke Levari and seconded by A.J. Levari 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: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Resolution 2022-9 (Open Public Records Plan) - A motion was made by Michael Burshtin and seconded by A.J. Levari to continue in force the Open Public Records Plan enacted by resolution the previous year. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Review of Prior Meeting's Minutes: The minutes of the previous meeting were reviewed. A motion was made by A.J. Levari 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:

Deposits for February:	
Checking account - Purchasing card rebate	\$ 37.50
Operating savings account	None
Reserve savings account	None
Interest for February:	
Checking account	\$ 6.50
Operating savings account	9.61
Reserve savings account	13.60
Ending Balance for February 28 (including above deposits and interest):	
Checking account (register balance)	\$ 167,479.78
Operating savings account	83,525.13
Reserve savings account	118,224.06

A motion was made by Michael Burshtin and seconded by Duke Levari 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	\$ 391.33
South Jersey Gas - March bill	538.57
Comcast - March internet/phone bill	152.08
Comcast - March cable bill	20.47
Commerce Bank - Inv. 187177, annual lease payment for Tanker-Pumper	24,388.99

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Berco Fleet Services - Inv. 34696, Pumper 12-11 ground light	29.95
Michael L. Burshtin - delivery of Pumper 12-11 from shop	37.20
Buena Vista Twp. EMS - 1st quarter payment	5,000.00
Impac Fleet/Mansfield Oil Co. - Inv. 741552, February truck fuel	160.24
Impac Fleet/Mansfield Oil Co. - Inv. 743500, February additional truck fuel	189.00
Hamilton Fire & Safety - Inv. 15777, extinguisher dry chemicals	155.00
Continental Fire & Safety - Inv. M1556, Pumper 12-10 ladder rack handle	110.00
ESO Solutions - Inv. 75100, Rover paging services renewal	300.00
MAB Cleaning Service - Inv. 1318, Feb. cleaning	375.00
Fire & Safety Services - Inv. SI22-0514, Pumper 12-11 fire damage repair	8,835.99
Fire & Safety Services - Inv. SI22-0512, Pumper 12-11 preventative maintenance	2,369.00
Fire & Safety Services - Inv. SI22-0511, Pumper 12-11 repairs	4,315.00
Preziosi Accounting Services - Inv. 1246, 2021 audit, 2022 budget	4,400.00
Richland General Store - Building maintenance	<u>18.28</u>
Total:	\$ 51,786.10

The Treasurer noted that Commerce Bank is the payee for the Municipal Asset Management, Inc. financing for the Rosenbauer tanker-pumper 12-19 annual lease-purchase financing payments of \$24,388.99 (interest rate is 2.49%). A motion was made by Michael Burshtin and seconded by Duke Levari to pay all bills. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Old Business: Secretary Michael Burshtin reported that the Atlantic County Board of Elections, Atlantic County Clerk and the Township Clerk inspected the Fire House during the Annual Election on February 19, and took no exceptions. The annual Fire House financial documentation reports were sent to the USDA.

Fire & Safety Services, Ltd, the Pierce fire pumper dealer, took the 2008 Pierce Contender pumper 12-11 to its shop on February 14 for completion of the engine fire damage repairs. It was completed and picked up on March 4. To address the fire damage, the truck had the complete engine wiring harness replaced, along with new air conditioning compressor, dryer and expansion valve, new belts and tensioners, and the engine box cleaned and repainted. Complete annual servicing was performed, including transmission and generator oil change, and pump servicing performed (no oil issues found). Various defects were also corrected (new primer and motor, new primer handle, rebuild leaking valves, pump and fuel coolers replaced, fuel tank and power steering painted, air dryer element and master pump drain cable replaced).

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.

Audit Report: Treasurer Lynn Burshtin presented the report of audit for the fiscal year ending December 31, 2021 from the firm of Preziosi Accounting Services which was reviewed. There was no Corrective Action Plan required.

Resolution 2022-10: (Audit Report) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to accept the audit report for the fiscal year ending December 31, 2021 including the section entitled "Schedule of Findings and Recommendations" which has been personally reviewed by each member, to give evidence of same by group affidavit to the NJ Local Finance Board, and to publish the audit results twice as prescribed by law. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved. The Secretary will promptly arrange to have all Commissioners sign the group affidavit and send all required documentation to the NJ Department of Community Affairs, and to arrange for publication of the audit results.

The Richland Fire Company needs to replace its long-obsolete software program used to perform the required NFIRS fire incident reporting to the State of NJ. Local fire companies were consulted for what programs they used, and several price quotations were obtained. The lowest cost software which would

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be most practical for its needs is from ESO, with a total installation cost of \$3,225.00 which includes a substantial discount. The following Resolution was then offered:

Resolution 2022-11: (NFIRS Reporting Software) - A motion was made by Michael Burshtin and seconded by A.J. Levari to purchase the ESO Activities software package for Fire Incident reporting and Personnel Management, including the first year subscription, at a cost of \$3,225.00. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

The New Jersey PEOSHA requirements for public employees also includes volunteer fire fighters. One of the requirements is a respiratory protection program, which required a medical survey of all members and office examination where found necessary by a licensed medical practitioner. The Richland Fire Company has obtained prices from several certified occupational health practitioners, and the lowest cost provider is Dr. John Mainiero, with a \$45 cost per member questionnaire review and \$30 cost per member for any follow-up exam.

Resolution 2022-12: (Respiratory Protection Medical Exam) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to use the services of Dr. John Mainiero for the NJ PEOSHA respiratory protection medical examinations. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Absent. Motion was approved.

Correspondence: None

Public Comments: Richland Fire Chief Anthony D. Monfredo discussed various NJ PEOSHA compliance activities, which will require the acquisition of an OSHA flammable liquid storage cabinet.

There being no further business, a motion was made for adjournment by Duke Levari and seconded by Michael Burshtin. All members present voted in the affirmative. Meeting adjourned at 8:15 PM.

Respectfully Submitted: _____
Michael L. Burshtin
Secretary