

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

September 12, 2023

The September 2023 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 Chairman Andrew 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>

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: The Treasurer reported the following for August:

Deposits:

Checking account (P-card rebate)	\$	15.69
Operating savings account		None
Reserve savings account (		None

Interest:

Checking account	\$	6.36
Operating savings account		16.46
Reserve savings account		17.79

Ending Balance (including above deposits and interest):

Checking account (register balance)	\$	147,826.38
Operating savings account		129,172.14
Reserve savings account		139,668.70

Bills: The following bills were presented for payment:

Atlantic City Electric	\$	435.18
South Jersey Gas		40.50
Comcast - internet/phone		153.79
Comcast - cable		20.00
Impact Fleet/Mansfield Oil Co. - Truck fuel		277.73
Atlantic Co. Firefighters Assoc. - Inv. 2023-38, FF1		92.00
DiVal Safety Equipment - Inv. 3349855 2 SCBAs, 4 air cylinders		20,312.00
Crown Trophy- Inv. 36900, Accountability tags		68.00
Dennis LaSassa Jr. Plumbing LLC- Inv. 5206, Septic pump-out		350.00
MAB Cleaning Service- Inv. 1343, Interior building cleaning& wall cleaning		562.50
T-Mobile- Inv. 982839172-14, Truck tablets internet		40.60
Tony D's Auto- Inv. 2737,2747, Repairs & Service to 12-10,12-11		6,877.89
Tony D's Auto- Inv. 2760, Service to 12-15		912.00
Richland General Store - Building& Equipment Maintenance		<u>58.47</u>
Total:	\$	30,200.66

A motion was made by A.J. Levari and seconded by Randall Knapp to pay all bills. Roll Call: L. Burshtin - Yes, R. Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

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Old Business: Secretary Randall Knapp reported that Engine 12-11 completed the repairs discussed at the last meeting, and recieved a full service while in the shop.

New Business: The Secretary reported Engine 12-10 was sent out for repair, and completed its full service while the truck was already in the shop.

Truck 12-15 recieved its annual full service on September 11.

Upon 3rd quarter review of the budget, there is still \$16,446.00 remaining to be spent this year from the state SCBA grant, sufficient to purchase two additional sets with some available local match funds.

Resolution 2023-15: (Two Scott X3 Pro SCBAs) - A motion was made by Randall Knapp and seconded by A.J. Levari to award a purchase to DiVal Safety Equipment in accordance with their proposal 3J16400 for two Scott X3 Pro SCBAs, four 4,500 psi 45 minute carbon fiber air cylinders, and two AV3000 HT medium face pieces, at a total cost not to exceed \$20,312.00 reflecting the NJ State Contract price and including a customer loyalty discount. Roll Call: L. Burshtin - Yes, R. Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

The NJ DCA also requires as part of its budget approval that the Fire District issue an annual resolution regarding Commissioner stipends for Buena Vista Township approval, regardless if the amount is modified or not, as was done last year, and the following resolution was then offered:

Resolution 2023-16: (2024 Commissioner Stipends) - A motion was made by Randall Knapp and seconded by Mary Ann Micheletti, WHEREAS, N.J.S.A. 40A:14-88 states that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix subject to review by the governing body wherein the Fire District is located, and WHEREAS, the Board of Fire Commissioners of Buena Vista Township Fire District No. 1 has issued its Commissioners an annual stipend for the last several years, and WHEREAS, the NJ Department of Community Affairs now requires that the Fire District must seek annual approval of elected Commissioner compensation from the municipal governing body regardless of whether the Board is modifying the amount of compensation, and WHEREAS, the compensation shall be contingent upon the Municipal Governing Body approval, NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners of Buena Vista Township Fire District No. 1 hereby continues for 2023 an annual stipend to the members of the Board of \$500 for the Chairman, Secretary and Treasurer and \$250 for the remaining two members of the Board. BE IT FURTHER RESOLVED that the Secretary of the Fire District is hereby directed to promptly submit a certified true copy of this resolution to the Buena Vista Township committee for review and approval as required under N.J.S.A. 40A:14-88. Roll Call: L. Burshtin - Yes, R. Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Treasurer Lynn Burshtin reported that former accountant Matthew Preziosi has retired, and he recommended we use Martini and Martini as our replacement accountant. Proposals were requested from them and other firms for preparation of the 2023 audit and 2024 budget, and the only proposal recieved was from Martini and Martini.

Resolution 2023-17: (Auditor) - A motion was made by Lynn Burshtin and seconded by Randall Knapp to authorize the Treasurer to award a professional services contract without competitive bidding pursuant to N.J.S.A. 40A:11-4 and 40A:11-5(1)(a)(I) to the firm of Martini and Martini, CPA, Pa for the time period of November 2023 until October 2024, for the preparation of the 2023 audit and the 2024 budget, at a cost not to exceed \$10,250.00. Roll Call: L. Burshtin - Yes, R. Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved. The Secretary will arrange for publication of a legal notice of contract award without competitive bidding.

The Treasurer announced that she is drafting a preliminary 2024 budget as done in prior years.

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The transfer of capital outlay reserve funds into the Equipment Reserve Fund in accordance with the 2023 budget was discussed:

Resolution 2023-18: (Reserve for Capital Outlay) - A motion was made by Lynn Burshtin and seconded by Aj Levari to authorize the Treasurer to transfer \$21,145.00 to the Equipment Reserve Fund (Reserve savings account), as 2023 capital outlay reserve funds in accordance with the approved 2023 budget. Roll Call: L. Burshtin - Yes, R. Knapp- Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Secretary Randall Knapp announced he applied for a grant from "Leary Firefighters Foundation" in the last month. He also reported he began to make a list of all the potential grants and deadlines for each.

The Secretary brought up the possibility of hiring a grant writer for future grants. He will reach out to multiple grant writers and bring quotes to the October meeting.

There is spalling and cracking taking place in the concrete in front of the Fire House. Chairman Aj Levari is going to work on receiving quotes for repairs to bring to the October meeting.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by Lynn Burshtin and seconded by Duke Levari. All members present voted in the affirmative. Meeting adjourned at 8:45 PM.

Respectfully Submitted: \_\_\_\_\_  
Randall J. Knapp, Jr.  
Secretary