

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

March 14, 2023

The March 2023 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: _____
Randall J. Knapp, Jr.	Present: <u> X </u>	Absent: _____
Andrew (Duke) Levari Jr.	Present: <u> X </u>	Absent: _____
Andrew (A.J.) Levari III	Present: <u> X </u>	Absent: _____
Mary Ann Micheletti-Levari	Present: <u> X </u>	Absent: _____

Report of Annual Election: The Annual Election was conducted on Saturday, February 18, 2023 at the Richland Fire House from 2 PM to 9 PM. Results for the election of two Fire Commissioners for a full term of 3 years were as follows:

Randall J. Knapp, Jr. - 9 votes at poll + 23 votes by mail + 0 provisional votes = 32 total votes  
Andrew J. Levari, Jr. - 9 votes at poll + 27 votes by mail + 0 provisional votes = 36 total votes  
(there were no write-in ballots)

Randall J. Knapp, Jr. and Andrew J. Levari, Jr. were declared to be elected. Results of the 2023 budget approval was as follows:

Yes - 9 votes at poll + 24 votes by mail + 0 provisional votes = 33 total votes  
No - 0 votes at poll + 5 votes by mail + 0 provisional votes = 5 total votes

The 2023 budget was declared to be approved, with 87 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 Commissioners Randall J. Knapp, Jr. and Andrew Levari Jr. formally received the oath of office.

Resolution 2023-3: (Officers) - A motion was made by Duke Levari and seconded by Lynn Burshtin 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 2023-4: (Fund Depositories) - A motion was made by Lynn Burshtin and seconded by Randy 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 2023-5: (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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2023-6: (Meeting Dates) - A motion was made by Mary Ann Micheletti and seconded by Lynn Burshtin to hold meetings on the second Tuesday of each month until March 2024, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2023 regular meeting, budget approval at the November 2023 regular meeting, a public hearing on the budget and final adaption of the budget at the December 2023 regular meeting, and the 2024 reorganization meeting at the March 2024 regular meeting. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

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Resolution 2023-7: (Newspapers) - A motion was made by Duke Levari and seconded by Lynn Burshtin to designate the Vineland Daily Journal and the Press of Atlantic City as the Fire District newspapers for Public Notices for the next year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2023-8: (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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2023-9: (Cash Management Plan) - A motion was made by Duke Levari and seconded by Lynn Burshtin 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 2023-10: (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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2023-11: (Open Public Records Plan) - A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti 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 A.J. 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 - Purchasing card rebate	\$	21.92
Operating savings account		None
Reserve savings account		None
Interest:		
Checking account	\$	4.71
Operating savings account		14.85
Reserve savings account		16.06
Ending Balance (including above deposits and interest):		
Checking account (register balance)	\$	119,223.68
Operating savings account		129,074.50
Reserve savings account		139,563.13

A motion was made by A.J. 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	\$	464.47
South Jersey Gas - March bill		459.08
Comcast - March internet/phone bill		153.33
Comcast - March cable bill		19.99
Commerce Bank - Inv. 201441, annual lease payment for Tanker-Pumper		24,388.99

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V.E. Ralph & Son - Inv. 449978, AED pads	44.80
Western Pest Services - Inv. 8281218, pest control services	268.00
DiVal Safety Equipment - Inv. 3240358, 6 SCBAs, 10 air cylinders	39,882.00
Impac Fleet/Mansfield Oil Co. - Inv. 821122, February truck fuel	260.70
Staples Credit Plan - Feb. office supplies	50.46
T-Mobile - Inv. 982839172, truck tables internet	22.96
ESO Solutions - Inv. 103853, annual NFIRS software renewal	2,096.05
ESO Solutions - Inv. 105398, Rover paging services renewal	300.00
MAB Cleaning Service - Inv. 1330, 1331, Jan. and Feb. cleaning	750.00
Daily Journal - Inv. 5387029, 2022 audit legal ad	111.60
Preziosi Accounting Services - Inv. 1522, 2022 audit, 2023 budget	4,400.00
Richland General Store - Building maintenance	<u>13.49</u>
Total:	\$ 73,685.92

The Treasurer noted that Commerce Bank payment is for the Rosenbauer tanker-pumper 12-19 annual lease-purchase financing payments of \$24,388.99 (interest rate is 2.49%), with one more year remaining. The DiVal Safety Equipment payment is for the remaining Scott X3 SCBAs to be reimbursed by the NJ DCA grant. There is still a partial credit remaining on the T-Mobile account. A motion was made by Randy Knapp and seconded by Duke Levari to pay all bills. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Old Business: The Secretary 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. The Treasurer reported that the Atlantic County Board of Commissioners voted to approve the free transfer of a 2004 Ford Excursion vehicle to the Fire District at its March 7 meeting, and the County bill of sale forms were signed.

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, 2022 from the firm of Preziosi Accounting Services which was reviewed. There was no Corrective Action Plan required.

Resolution 2023-12: (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, 2022 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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. 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.

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 8:15 PM.

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