

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

March 14, 2017

The March 2017 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 Mary Ann Micheletti. 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 (A.J.) Levari III	Present: <u> X </u>	Absent: <u> </u>
Mary Ann Micheletti-Levari	Present: <u> X </u>	Absent: <u> </u>
Stanley J. Tarquinio	Present: <u> X </u>	Absent: <u> </u>

Report of Annual Election: Secretary Michael Burshtin reported the results of the Annual Election, conducted on Saturday, February 18, 2017 at the Richland Fire House from 2 PM to 9 PM. Additional signs and staffing was used, as requested by the Atlantic County Board of Elections. There were 8 voters at the polls, and no absentee ballots, for a grand total of 8 voters. Results for the election of two Fire Commissioners for a full term of 3 years was as follows:

Michael L. Burshtin - 8 votes at poll + 0 absentee votes = 8 total votes
Stanley J. Tarquinio - 7 votes at poll + 0 absentee votes = 7 total votes
(there were no write-in ballots)

Michael L. Burshtin and Stanley J. Tarquinio were declared to be elected. Results of the 2017 budget approval was as follows:

Yes - 8 votes at poll + 0 absentee votes = 8 total votes
No - 0 votes at poll + 0 absentee votes = 0 total votes

The 2017 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 Commissioners Michael L. Burshtin and Stanley J. Tarquinio formally received the oath of office.

Resolution 2017-2: (Officers) - A motion was made by Mary Ann Micheletti and seconded by A.J. Levari to nominate Stanley J. Tarquinio 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 - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-3: (Fund Depositories) - A motion was made by Lynn Burshtin and seconded by Stanley Tarquinio 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 - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-4: (Check Signatories) - A motion was made by A.J. Levari and seconded by Mary Ann Micheletti 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 - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-5: (Meeting Dates) - A motion was made by Mary Ann Micheletti and seconded by Stanley Tarquinio to hold meetings on the second Tuesday of each month (except second Monday in May and first Monday in August) until March 2018, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2017 regular meeting, budget approval at the November 2017 regular

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meeting, a public hearing on the budget and final adaption of the budget at the December 2017 regular meeting, and the 2018 reorganization meeting at the March 2018 regular meeting. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-6: (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 newspapers for Public Notices for the next year. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-7: (Legal Representation) - A motion was made by A.J. 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 - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-8: (Cash Management Plan) - A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti to approve the 2017 Cash Management Plan. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-9: (Bonding of Treasurer) - A motion was made by A.J. Levari and seconded by Mary Ann Micheletti 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 - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Resolution 2017-10 (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 - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Review of Prior Meeting's Minutes: The minutes of the previous meeting were reviewed. A motion was made by Stanley Tarquinio 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	\$	None
Operating savings account		None
Reserve savings account		None
Interest for February:		
Checking account	\$	11.38
Operating savings account		25.09
Reserve savings account		27.56
Ending Balance for February 28 (including above deposits and interest):		
Checking account (register balance)	\$	146,139.51
Operating savings account		130,818.59
Reserve savings account		143,697.74

The Treasurer reported that on March 11 in accordance with Resolution 2017-1 and the approved 2017 budget, \$120,000.00 was transferred from the Reserve (restricted) savings account to the checking account, and \$58,910.00 was transferred from the Operating (regular) savings account to the checking account. A motion was made by Mary Ann Micheletti and seconded by A.J. Levari to approve the Treasurer's Report, and all members present voted in the affirmative.

Bills: The following bills were presented for payment:

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Atlantic City Electric - March bill	\$ 452.02
South Jersey Gas - March bill	378.52
Comcast - March bill	116.10
Commerce Bank - Inv. 125813, down payment/annual payment for Tanker-Pumper	224,388.99
Impac Fleet/Mansfield Oil Co. - March truck fuel	50.70
MES Pennsylvania - Inv. 1107532, Hurst tool repairs and annual inspection	1,426.20
Premier Orthopaedic - Inv. 287917, M. Axe physical	175.00
Insurance Agencies - Inv. 2089, Siracusa-Kaufman accident and sickness insurance	571.80
Preziosi Nicholson & Assoc. - Inv. 9898, RVFC 2017 NJ Corporate filing	55.00
MAB Cleaning Service - Inv. 1220, 1221, Jan.-Feb. cleaning	750.00
Automotive Parts - Inv. 57181, truck repairs	49.98
Billows Electric Supply - Inv. 3442097, building electrical	206.96
Continental Fire & Safety - Inv. G1585, 3 Storz hose couplings	381.00
Press of Atlantic City - Inv. 0204, Election notice legal ad	63.80
Richland General Store - Building maintenance	264.87
Total:	\$ 229,330.94

The Treasurer noted the Commerce Bank payment is the payee for the Municipal Asset Management, Inc. financing for the new Rosenbauer tanker-pumper, consisting of the \$200,000 down payment and the first of 8 years annual financing payment of \$24,388.99 (interest rate is 2.49%). The annual payment will be due on each May 11 for the next 7 years. The Insurance Agencies payment reflected our share of the Siracusa-Kaufman accident insurance for all Township fire districts. A motion was made by Stanley Tarquinio and seconded by A.J. Levari to pay all bills. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes, Tarquinio - Yes. Motion was approved.

Old Business: Michael Burshtin reported that an insurance claim was filed for the damaged 5" hose and couplings. The annual financial documentation reports were sent to the USDA. The Atlantic County Board of Elections and the Township Clerk inspected the Fire House during the Annual Election on February 18, and took no exceptions. The replacement wind sock was delivered and will need to be installed.

New Business: Tanker-Pumper fire apparatus: Michael Burshtin reported that the truck chassis has yet to enter the building production line, thus Rosenbauer does not have an exact completion date. Working with the Fire Chief, he will start issuing requests for written quotations to vendors for the initial equipment needed to furnish the truck using the multiple price quotation process required by FEMA, so as to comply with their funding requirements if the grant is awarded to us. Stanley Tarquinio will investigate the lettering for the truck which will be applied following delivery, as well as a dedication plaque.

Correspondence: None

Public Comments: None

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

Respectfully Submitted: _____
Michael L. Burshtin
Secretary