

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

March 13, 2018

The March 2018 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 Michael L. Burshtin. 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> </u>	Absent: <u> X </u>

Report of Annual Election: Secretary Michael Burshtin reported the results of the Annual Election, conducted on Saturday, February 17, 2018 at the Richland Fire House from 2 PM to 9 PM. There were 9 voters at the polls, and no absentee ballots, for a grand total of 9 voters. Results for the election of two Fire Commissioners for a full term of 3 years was as follows:

Linda M. Burshtin - 9 votes at poll + 0 absentee votes = 9 total votes
Andrew J. Levari III - 9 votes at poll + 0 absentee votes = 9 total votes
(there were no write-in ballots)

Linda M. Burshtin and Andrew J. Levari III were declared to be elected. Results of the 2018 budget approval was as follows:

Yes - 9 votes at poll + 0 absentee votes = 9 total votes
No - 0 votes at poll + 0 absentee votes = 0 total votes

The 2018 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 Linda M. Burshtin and Andrew J. Levari III formally received the oath of office.

Resolution 2018-1: (Officers) - A motion was made by A.J. Levari and seconded by Michael Burshtin to nominate Mary Ann Micheletti-Levari 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 - Absent. Motion was approved.

Resolution 2018-2: (Fund Depositories) - A motion was made by Lynn Burshtin and seconded by A.J. 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 - Yes, Micheletti - Absent. Motion was approved.

Resolution 2018-3: (Check Signatories) - A motion was made by A.J. Levari and seconded by Michael Burshtin 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 - Absent. Motion was approved.

Resolution 2018-4: (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 until March 2019, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2018 regular meeting, budget approval at the November 2018 regular meeting, a public hearing on the budget and final adaption of the budget at the December 2018 regular meeting, and the 2019 reorganization meeting at the March 2019 regular meeting. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Absent. Motion was approved.

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Resolution 2018-5: (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 newspapers for Public Notices for the next year. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Absent. Motion was approved.

Resolution 2018-6: (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 - Absent. Motion was approved.

Resolution 2018-7: (Cash Management Plan) - A motion was made by Lynn Burshtin and seconded by Michael Burshtin to approve the 2018 Cash Management Plan. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Absent. Motion was approved.

Resolution 2018-8: (Bonding of Treasurer) - A motion was made by A.J. Levari and seconded by Michael Burshtin 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 - Absent. Motion was approved.

Resolution 2018-9 (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 - 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	\$	None
Operating savings account		None
Reserve savings account		None
Interest for February:		
Checking account	\$	12.07
Operating savings account		13.82
Reserve savings account		4.56
Ending Balance for February 28 (including above deposits and interest):		
Checking account (register balance)	\$	151,434.84
Operating savings account		72,093.43
Reserve savings account		23,766.94

A motion was made by Michael Burshtin 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:

Atlantic City Electric - March bill	\$	473.45
South Jersey Gas - March bill		558.80
Comcast - March bill		118.37
Commerce Bank - Inv. 137113, annual lease payment for Tanker-Pumper		24,388.99
Impac Fleet/Mansfield Oil Co. - Inv. 393815, February truck fuel		35.02
Buena Vista Twp EMS - 1st quarter payment		5,000.00
Berco - Inv. 10743, 10756, 10766, annual service 12-10, 12-11, 12-15		1,272.25

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V.E. Ralph & Son - Inv. 73851, AED kit equipment	658.99
Rental Country, Inc. - Inv. 4-092962-01, chain saw and portable generator/light	1,660.91
MAB Cleaning Service - Inv. 1253, Jan. - Feb. cleaning	750.00
MASE Concepts - Inv. 1663, 8 pager batteries, 4 pager chargers	358.00
Lillian Nelson - auto fuel for fire school students attendance	10.00
Continental Fire & Safety - Inv. H1706, H1208, turnout coat, pants, boots	2,364.00
Continental Fire & Safety - Inv. H1212, 6 lengths of 100 ft. 5" hose	3,244.00
Continental Fire & Safety - Inv. H1214, 3 hydrant valves, 2 hose adapters	951.42
Richland General Store - Building maintenance	92.89
Total:	\$ 41,937.09

The Treasurer noted the South Jersey Gas bill was higher than normal due to several power outages requiring operation of the building emergency generator. Commerce Bank is the payee for the Municipal Asset Management, Inc. financing for the new Rosenbauer tanker-pumper, and is the second of 8 years of annual lease-purchase financing payments of \$24,388.99 (interest rate is 2.49%). A motion was made by Michael Burshtin and seconded by A.J. Levari to pay all bills. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Absent. Motion was approved.

Old Business: A.J. Levari reported that he was researching quotations for key fob access for the truck bay door. Michael Burshtin reported that 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 17, and took no exceptions.

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.

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