

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

December 11, 2018

The December 2018 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 (A.J.) Levari III	Present: <u> X </u>	Absent: <u>     </u>
Mary Ann Micheletti-Levari	Present: <u>     </u>	Absent: <u> X </u>

2019 Budget Public Hearing: At the start of the meeting, a Public Hearing on the proposed 2019 Fire District Budget, in accordance with Resolution 2018-20, was conducted at 7:30 PM by A.J. Levari. There were no public comments, and the public hearing closed at 7:35 PM.

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:

Deposits for November:

Checking account - Buena Vista Twp 3rd and 4th quarter tax receipts	\$ 122,512.50
Operating savings account	None
Reserve savings account - 2018 Capital Outlay Reserve	30,445.00

Interest for November:

Checking account	\$ 18.23
Operating savings account	13.17
Reserve savings account	6.56

Ending Balance for November 30 (including above deposits and interest):

Checking account (register balance)	\$ 244,442.73
Operating savings account	41,782.68
Reserve savings account	54,258.42

The Treasurer reported that the 3rd and 4th quarter tax payments for \$122,512.50 was received and deposited from Buena Vista Township. The semi-annual automatic payment of \$41,075.00 from the checking account to USDA-Rural Development for the building payments will take place on December 15. The transfer of \$30,445.00 from Operating savings to Reserve savings was the 2018 budgeted Capital Outlay Reserve in accordance with Resolution 2018-17. 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 - December bill	\$ 497.88
Buena Vista Twp. EMS - 4th quarter payment	5,000.00
South Jersey Gas- December bill	416.24
Comcast - December bill - internet/telephone	116.55
Comcast - December bill - cable TV	9.96
2018 Commissioners stipend	1,250.00
Uniform Allowance payments per Resolution 2018-18	3,900.00

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Impac Fleet/Mansfield Oil Co. - Inv. 447232, November truck fuel	156.57
Preziosi Accounting Services - Inv. 230, 2019 budget preparation	335.00
Michael L. Burshtin - postage, office computer parts	71.65
Daily Journal - Inv. 3257082, 3262362, legal ads	<u>84.14</u>
Total:	\$ 11,837.99

A motion was made by A.J. Levari and seconded by Michael Burshtin to pay all bills. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Absent. Motion was approved.

Old Business: The Treasurer reported that a meeting took place with Buena Vista Township EMS to finalize the updated operating agreement wording in accordance with Resolution 2018-11. The agreement was signed by the Fire District and sent to the EMS for their signature, but was not yet received from them.

New Business: Treasurer Lynn Burshtin reported that the NJ DCA approved the 2019 budget submitted last month, and the final adoption of the annual budget was required.

Resolution 2018-21: (Budget Adoption) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to adopt a 2019 annual budget in compliance with the Property Tax Levy Cap Law, reflecting total revenues of \$246,084, including an amount to be raised by taxation of \$245,024, and total appropriations of \$246,084, including supplemental schedules. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Absent. Motion was approved. The Secretary will submit the budget package to the New Jersey Department of Community Affairs for their final review and approval, and will arrange for publication of the required legal notices for the annual election on February 16, 2019.

The adaption of a temporary 2019 budget was discussed.

Resolution 2018-22: (2019 Temporary Budget) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to adapt a temporary 2019 budget of 14 percent of the line items in the 2018 budget, as approved by law. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Absent. Motion was approved.

Correspondence: None

Public Comments: None

The Secretary announced that the 2019 annual election will be held on Saturday, February 16, 2019 from 2:00 PM until 9:00 PM in accordance with law. One Commissioner position for an unexpired one year term, and one Commissioner position for a full term of three years will be up for election (the term of office for Mary Ann Micheletti is expiring).

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 7:50 PM.

Respectfully Submitted: \_\_\_\_\_  
Michael L. Burshtin  
Secretary