

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

June 12, 2018

The June 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 Chairperson Mary Ann Micheletti-Levari. 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> |

Review of Prior Meeting's Minutes: The minutes of the previous meeting were reviewed. A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti 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 May:

|  |             |
|--|-------------|
| Checking account - FEMA grant reimbursement    | \$ 7,318.00 |
| Checking account - BVT 1st quarter tax revenue | 61,256.25   |
| Operating savings account                      | None        |
| Reserve savings account                        | None        |

Interest for May:

|                           |          |
|---------------------------|----------|
| Checking account          | \$ 13.28 |
| Operating savings account | 15.32    |
| Reserve savings account   | 5.05     |

Ending Balance for May 31 (including above deposits and interest):

|                                     |               |
|-------------------------------------|---------------|
| Checking account (register balance) | \$ 168,194.25 |
| Operating savings account           | 72,138.88     |
| Reserve savings account             | 23,781.93     |

A FEMA grant reimbursement of \$7,318.00 was received on May 3. Approximately \$2,500 remain in the FEMA grant to be expended by August. The Buena Vista Township first quarter tax receipts in the amount of \$61,256.25 was received and deposited on May 4. On June 15 the semi-annual payment of \$41,075.00 to USDA-Rural Development for the building loan payment will automatically be deducted from the checking account. 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 - June bill                                   | \$ 496.65 |
| South Jersey Gas - June bill   | 50.84     |
| Comcast - June bill  | 118.31    |
| Impac Fleet/Mansfield Oil Co. - Inv. 416240, May truck fuel          | 77.17     |
| Automotive Parts Co. - Inv. 113987, Pumper 12-11 lights              | 129.50    |
| Automotive Parts Co. - Inv. 111458, 114312, 053118, 114338, supplies | 103.99    |
| Buena Vista Twp EMS - 2nd quarter payment                            | 5,000.00  |
| Berco Fleet Services - Inv. 12221, Pumper 12-11 headlight            | 7.86      |
| Continental Fire and Safety - Inv. H2739, thermal imaging camera     | 4,999.00  |
| Nat Alexander Co. - Inv. 1023479, annual SCBA flow testing, repairs  | 727.00    |
| A.J. Levari - parts for lawn irrigation system                       | 60.91     |

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| Preziosi Nicholson and Assoc. - Inv. 10743, NJ state filing fees                     | 55.00        |
| Maglocks - Inv. 10566, truck bay key fobs  | 764.89       |
| Staples - Inv. 6035 5178 6249 2450, accounting software, label maker, ink, envelopes | 411.71       |
| Richland General Store - Building maintenance  | 25.75        |
| Total:   | \$ 13,028.58 |

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

Audit Report: Treasurer Lynn Burshtin presented the report of audit for the fiscal year ending December 31, 2017 from the firm of Preziosi Nicholson and Associates, P.A. which was reviewed. There was no Corrective Action Plan required.

Resolution 2018-12: (Audit Report) - A motion was made by A.J. Levari and seconded by Mary Ann Micheletti to accept the audit report for the fiscal year ending December 31, 2017 including the section entitled "General Comments 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: L. Burshtin - Yes, M. Burshtin - Yes, Levari - 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.

Old Business: A.J. Levari reported that 30 key fobs, 15 access cards and the door lock controller were ordered from Maglocks for the truck bay access door. Michael Burshtin reported that there was no actions to date regarding the Buena Vista Township EMS.

New Business: Michael Burshtin reported that the building generator servicing is being arranged. The last equipment purchase for reimbursement from the FEMA grant was made for a thermal imaging camera, which will use up the remaining FEMA grant funds well before the August deadline. The one year warranty for the 2017 Rosenbauer tanker-pumper truck 12-19 will be expiring in August, and a close inspection will be made of the vehicle beforehand for any open items. A.J. Levari reported that he was contacted by the NJDEP for their periodic site visit inspection of the hydrant well.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by A.J. Levari and seconded by Lynn Burshtin. All members present voted in the affirmative. Meeting adjourned at 8:05 PM.

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