

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

November 13, 2018

The November 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 October:		
Checking account	\$	None
Operating savings account		None
Reserve savings account		None
Interest for October:		
Checking account	\$	11.05
Operating savings account		15.33
Reserve savings account		5.05
Ending Balance for October 31 (including above deposits and interest):		
Checking account (register balance)	\$	128,591.10
Operating savings account		72,214.51
Reserve savings account		23,806.86

The Treasurer reported that on November 5 the 3rd and 4th quarter tax payments for \$122,512.50 was received and deposited from Buena Vista Township. 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 - November bill	\$	379.48
Comcast - November bill - internet/telephone		98.63
Comcast - November bill - cable TV		19.96
Impac Fleet/Mansfield Oil Co. - Inv. 447232, October truck fuel		251.41
Defender - Inv. 10363, Engine 12-10 transmission mount		1,529.62
Preziosi Nicholson and Associates - Inv. 10811, 2018 budget, 2017 audit		<u>4,400.00</u>
Total:	\$	<u>6,679.10</u>

The Treasurer noted that we receive two separate monthly invoices from Comcast which have previously been paid with a single check, but recently Comcast has not been able to properly allocate the payment between the two accounts, so she will now be issuing separate checks for the two accounts. We received a credit billing from South Jersey Gas for this month. Preziosi Nicholson and Associates has now been disbanded and this is their final payment. 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 - Yes. Motion was approved.

Buena Vista Township Fire District Number 1  
Minutes of Meeting - November 13, 2018

---

Old Business: None.

New Business: The Treasurer reported that proposals were received for preparation of the 2018 audit and 2019 budget from Matthew J. Preziosi of Preziosi Accounting Services, who had previously been handling our Fire District account at Preziosi Nicholson and Associates, for the same cost as last year.

Resolution 2018-16: (Auditor) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to authorize the Treasurer to award a professional services contract without competitive bidding pursuant to N.J.S.A. 40A:11-4 and 40A:11-5(1)(a)(I) to the firm of Preziosi Accounting Services, LLC for the time period of November 2018 until October 2019, for the preparation of the 2018 audit and the 2019 budget, at a cost not to exceed \$4,400.00. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes. Motion was approved. The Secretary will arrange for publication of a legal notice of contract award without competitive bidding.

The transfer of capital outlay reserve funds into the Equipment Reserve Fund, in accordance with the 2018 budget was discussed:

Resolution 2018-17: (Reserve for Capital Outlay) - A motion was made by Michael Burshtin and seconded by Mary Ann Micheletti to authorize the Treasurer to transfer \$30,445.00 to the Equipment Reserve Fund (Reserve savings account), as 2018 capital outlay reserve funds in accordance with the approved 2018 budget. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes. Motion was approved.

As the uniform allowance will be distributed to the firefighters after November 30, the following resolution was offered:

Resolution 2018-18: (Uniform Allowance) - A motion was made by Mary Ann Micheletti and seconded by A.J. Levari to authorize the Treasurer to issue Uniform Allowance payments in accordance with the 2018 Budget amount of \$3,900.00, and to authorize the Fire District officers to sign these uniform allowance checks. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes. Motion was approved.

The Fire District Accountant Matthew J. Preziosi submitted documentation regarding the proposed 2019 budget with comparisons to the previous year's expenditures.

Resolution 2018-19: (Budget Approval) - A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti to approve 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 \$245,025, and total appropriations of \$246,084, including supplemental schedules, with the 2019 annual budget being considered for adoption at the December 11, 2018 meeting. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes. Motion was approved. The Secretary will submit the budget package to the New Jersey Department of Community Affairs for their review and approval.

The establishment of the budget public hearing was discussed:

Resolution 2018-20: (Budget Public Hearing) - A motion was made by Michael Burshtin and seconded by A.J. Levari to hold a public hearing on the proposed 2019 annual budget on Tuesday, December 11, 2018 at 7:30 PM at the Richland Fire House, Richland, NJ. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari - Yes, Micheletti - Yes. Motion was approved. The Secretary will arrange for publication of a legal notice of public hearing.

Correspondence: None

Public Comments: Anthony H. Monfredo provided a detailed report on the recent activities of the Buena Vista Township EMS to evolve into a paid EMS squad operation, since the May joint meeting. An operating plan and projected budget has been drafted, but there has been some delays in obtaining NJ state certification in order to allow insurance billing for EMS runs and transport services to begin. It will likely take 12 months to

Buena Vista Township Fire District Number 1  
Minutes of Meeting - November 13, 2018

---

become fully operational, and the EMS presented to him a new agreement for Fire District 1 execution for coverage at an annual cost of \$25,000. While we are authorized under Resolution 2018-11 to execute a revised EMS agreement, the Fire Commissioners had several issues with the proposed agreement wording, especially the lack of any mention of "soft" insurance billing and the level of EMS coverage in the District. The Fire Commissioners requested that the EMS arrange a joint meeting with the Fire District to review the agreement and mutually revise the wording.

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 8:25 PM.

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