

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

March 12, 2019

The March 2019 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 (Duke) Levari Jr.	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>

Report of Annual Election: Secretary Michael Burshtin reported the results of the Annual Election, conducted on Saturday, February 16, 2019 at the Richland Fire House from 2 PM to 9 PM. New state election procedures now require the Atlantic County Board of Elections to provide automatic mail-in ballots once requested, as well as provide provisional ballots as in the general elections, but the election was conducted without any problems. There were 14 voters at the polls, and 11 absentee ballots, for a grand total of 25 voters. Results for the election of one Fire Commissioner for a full term of 3 years was as follows:

Mary Ann Micheletti-Levari - 12 votes at poll + 10 absentee votes = 22 total votes  
(there were no write-in ballots)

Results for the election of one Fire Commissioner for an unexpired term of 1 year was as follows:

Andrew Levari Jr. - 14 votes at poll + 10 absentee votes = 24 total votes  
(there were no write-in ballots)

Mary Ann Micheletti-Levari and Andrew Levari Jr. were declared to be elected. Results of the 2019 budget approval was as follows:

Yes - 14 votes at poll + 9 absentee votes = 23 total votes  
No - 0 votes at poll + 2 absentee votes = 2 total votes

The 2019 budget was declared to be approved, with 92 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 Mary Ann Micheletti-Levari and Andrew Levari Jr. formally received the oath of office.

Resolution 2019-2: (Officers) - A motion was made by A.J. Levari and seconded by Michael Burshtin to nominate Andrew (A.J.) Levari III 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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2019-3: (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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2019-4: (Check Signatories) - A motion was made by Mary Ann Micheletti 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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

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Resolution 2019-5: (Meeting Dates) - A motion was made by A.J. Levari and seconded by Mary Ann Micheletti to hold meetings on the second Tuesday of each month (first Tuesday in April) until March 2020, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2019 regular meeting, budget approval at the November 2019 regular meeting, a public hearing on the budget and final adaption of the budget at the December 2019 regular meeting, and the 2020 reorganization meeting at the March 2020 regular meeting. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2019-6: (Newspapers) - A motion was made by Duke Levari 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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2019-7: (Legal Representation) - A motion was made by A.J. Levari and seconded by Mary Ann Micheletti 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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2019-8: (Cash Management Plan) - A motion was made by Duke Levari and seconded by Michael Burshtin to approve the 2019 Cash Management Plan. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2019-9: (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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2019-10 (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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Review of Prior Meeting's Minutes: The minutes of the previous meeting were reviewed. A motion was made by Mary Ann Micheletti 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	\$	14.31
Operating savings account		8.02
Reserve savings account		10.41
Ending Balance for February 28 (including above deposits and interest):		
Checking account (register balance)	\$	182,817.90
Operating savings account		41,808.44
Reserve savings account		54,291.87

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.

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Bills: The following bills were presented for payment:

Atlantic City Electric - March bill	\$ 372.84
South Jersey Gas - March bill	799.02
Comcast - March internet/phone bill	110.27
Comcast - March cable bill	12.06
Atlantic Co. Firefighters Assoc. - Inv. 2019-037, annual dues	100.00
Commerce Bank - Inv. 148855, annual lease payment for Tanker-Pumper	24,388.99
Impac Fleet/Mansfield Oil Co. - Inv. 491511, February truck fuel	46.39
Buena Vista Twp EMS - 1st quarter payment	6,250.00
Elmer Door Co. - Inv. 39441, replace truck bay door rollers, weatherstrip	1,550.00
Nat Alexander Co. - Inv. 1026109, flow test 14 SCBA masks	495.20
Rental Country, Inc. - Inv. 1-466763-03, chain saw repair	112.48
MAB Cleaning Service - Inv. 1271 and 1272, Jan. - Feb. cleaning	750.00
SJ Water Conditioning Service - Inv. AS-23112, water treatment annual service	541.00
Vineland Environmental Labs - Inv. 73208, annual water test	150.00
Richland General Store - Building maintenance	44.20
Total:	\$ 35,722.45

The Treasurer noted the South Jersey Gas bill was higher than normal likely due to some building refurbishment work taking place. Commerce Bank is the payee for the Municipal Asset Management, Inc. financing for the Rosenbauer tanker-pumper 12-19 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, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Old Business: Secretary Michael Burshtin reported that the annual Fire House 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 16, and took no exceptions. The truck bay doors have all been repaired with new steel rollers and bottom weatherstripping installed, and the water treatment system has received its annual service. The pressure regulator for the SCBA cascade system on Truck 12-15 is not holding pressure correctly and will be repaired. The Treasurer has still not received the updated signed agreement from the Buena Vista Township EMS and will follow up. A.J. Levari will arrange to have the annual maintenance servicing performed to the truck fleet.

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.

Audit Report: Treasurer Lynn Burshtin presented the report of audit for the fiscal year ending December 31, 2018 from the firm of Preziosi Accounting Services which was reviewed. There was no Corrective Action Plan required.

Resolution 2019-11: (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, 2018 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, Jr. - Yes, Levari III - 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.

Richland Fire Chief Anthony D. Monfredo reported that he is scheduling the annual pump test, hose testing and ladder testing required by OSHA. There has been no response yet from FEMA for the Firefighter grant application for turnout cleaning equipment.

The Fire Chief then gave a report on the need for upgrading the Fire Company two-way radio system. Due to changing fire dispatch, FCC and FEMA regulations, the Fire Company will be required to eventually change over from the present high band VHF radio system to the 800 MHZ trunking system using P25 radios. We presently have one 800 MHZ portable radio from Atlantic County, and the mobile (truck) radio purchased last year for Tanker 12-19 is convertible to 800 MHZ. However, there is a need to upgrade the mobile two-way radio on Pumper 12-10 to 800 MHZ, along with obtaining three portable radios for use on the remaining trucks and for fire officer use. He has obtained NJ state contract pricing from Motorola (APX 1500 mobile radio system for \$2,377.75 each, APX 4000 portable radio system for \$2,431.19 each, and APX6000LI portable radio system for \$3,262.75 each) and from Tactical Public Safety for Harris (XG25 mobile radio system for \$2,965.57 each, and XG15 portable radio system for \$1,662.30 each). After discussions, the Commissioners were in agreement to proceed with purchase of one Motorola APX 1500 mobile radio and three Harris XG15 portable radios, for a total cost of approximately \$7,400.00. The Treasurer verified that funds existed in the budget for the purchase, and the following resolution was offered:

Resolution 2019-12: (800 MHZ Radios) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to authorize the purchase under NJ state contract of one Motorola APX 1500 800 MHZ mobile radio and three Harris XG15 800 MHZ portable radios, for a total cost of approximately \$7,400.00. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by Michael Burshtin and seconded by Mary Ann Micheletti. All members present voted in the affirmative. Meeting adjourned at 8:10 PM.

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