

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

December 12, 2019

The December 2019 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 acting Chairman Mary Ann Micheletti. 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> </u>	Absent: <u> X </u>
Mary Ann Micheletti-Levari	Present: <u> X </u>	Absent: <u> </u>

2020 Budget Public Hearing: At the start of the meeting, a Public Hearing on the proposed 2020 Fire District Budget, in accordance with Resolution 2019-19, was conducted at 7:30 PM by Mary Ann Micheletti. 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 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 November:		
Checking account - BVT insurance for lightning damage	\$	2,798.99
Operating savings account		None
Reserve savings account		None
Interest for November:		
Checking account	\$	16.45
Operating savings account		8.61
Reserve savings account		15.52
Ending Balance for November 30 (including above deposits and interest):		
Checking account (register balance)	\$	197,337.64
Operating savings account		41,887.27
Reserve savings account		75,554.87

The Treasurer reported that the 4th quarter tax payments for \$61,256.25 was received and deposited from Buena Vista Township on December 12. 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. A motion was made by Michael Burshtin and seconded by Duke 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	\$	405.75
South Jersey Gas - December bill		247.40
Comcast - December internet/phone bill		110.52
Comcast - December cable bill		12.65
2019 Commissioners stipend		1,500.00
Uniform Allowance payments per Resolution 2019-17		3,900.00
Atlantic County Fire Chief's Assoc. - Inv. 2019-36, 2019 dues		20.00

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Daily Journal - Inv. 3914149, public hearing legal ad	32.61
Berco Fleet Services - Inv. 21573, antifreeze	29.34
Land Pro Landscaping - Inv. 3450, July-Nov landscaping service	1,740.00
Clegg's Garage Inc - Inv. 61839 - truck 12-11 electrical wiring repair	3,090.74
Continental Fire and Safety - Inv. 5206, 4822, 5479, 5208, turnouts, boots, helmet	3,864.80
Impac Fleet/Mansfield Oil Co. - November truck fuel	96.00
Ron Grattini - ICS 300 training	50.00
Andrew J. Levari, III - ICS 300 training	50.00
Anthony Mazzio - ICS 300 training	50.00
Daily Journal - initial election notice legal ad	39.92
Richland General Store - building supplies	54.95
Total:	\$ 15,294.68

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

Old Business: Treasurer Lynn Burshtin reported that the Purchasing Card is set up, and that the Treasurer and Secretary are being trained in its use. Truck 12-11 was found to have significant electrical wiring issues, which were corrected.

New Business: Treasurer Lynn Burshtin reported that the NJ DCA approved the 2020 budget submitted last month, and that final adoption of the annual budget was required.

Resolution 2019-20: (Budget Adoption) - A motion was made by Lynn Burshtin and seconded by Duke Levari to adopt a 2020 annual budget in compliance with the Property Tax Levy Cap Law, reflecting total revenues of \$251,084, including an amount to be raised by taxation of \$250,025, and total appropriations of \$251,084, including supplemental schedules. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Absent, Micheletti - Yes. 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 15, 2020.

The adaption of a temporary 2020 budget was discussed.

Resolution 2019-21: (2020 Temporary Budget) - A motion was made by Lynn Burshtin and seconded by Michael Burshtin to adapt a temporary 2020 budget of 14 percent of the line items in the 2019 budget, as approved by law. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Absent, Micheletti - Yes. Motion was approved.

Correspondence: None

Public Comments: None

The Secretary announced that the 2020 annual election will be held on Saturday, February 15, 2020 from 2:00 PM until 9:00 PM in accordance with law. Two Commissioner positions for a full term of three years will be up for election (the terms of office for Michael Burshtin and Duke Levari are expiring).

There being no further business, a motion was made for adjournment by Lynn Burshtin and seconded by Duke Levari. All members present voted in the affirmative. Meeting adjourned at 8:00 PM.

Respectfully Submitted: _____
Michael L. Burshtin
Secretary