

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

August 13, 2019

The August 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 Andrew (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 (Duke) Levari Jr.	Present: <u> </u>	Absent: <u> X </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 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:

<u>Deposits for July:</u>	
Checking account - Buena Vista Twp 2nd quarter tax levy	\$ 61,256.25
Operating savings account	None
Reserve savings account	None
 <u>Interest for July:</u>	
Checking account	\$ 13.90
Operating savings account	8.89
Reserve savings account	11.54
 <u>Ending Balance for July 31 (including above deposits and interest):</u>	
Checking account (register balance)	\$ 191,869.43
Operating savings account	41,852.28
Reserve savings account	54,348.79

A motion was made by Michael Burshtin 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 - August bill	\$ 395.89
Comcast - August internet/phone bill	110.52
Comcast - August cable bill	12.65
Michael Burshtin - headlight, siren relay, motion detectors, surge protectors (lightning)	109.54
Buena Vista Twp EMS - 3rd quarter payment	6,250.00
Impac Fleet/Mansfield Oil Co. - Inv. 524826, July truck fuel	256.71
Continental Fire and Safety - Inv. J3548, EMS latex gloves	107.70
Anthony Mazzio - glove box holders for truck 12-15	26.60
MAB Cleaning Services - Inv. 1280, 1281, May and June cleaning	750.00
Staples - Inv. 603551782492450, toner cartridges	293.97
MASE Concepts - Inv. 2271, repair 3 pagers, batteries	414.80
Buena Vista Twp Fire District 1- transfer to Restricted fund	21,145.00
Richland General Store - building supplies	<u>122.89</u>
Total:	\$ 30,007.99

A credit was received from South Jersey Gas. The transfer will be discussed by resolution. A motion was made by Mary Ann Micheletti and seconded by Michael Burshtin to pay all bills. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Yes, Micheletti - Yes. Motion was approved.

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Old Business: Treasurer Lynn Burshtin reported that the bank interest rates for transferring funds into Certificates of Deposits were fairly low, and the Commissioners concluded that there appears to be little value at this time to make any transfers. There has been no response yet from FEMA for the Firefighter grant application for turnout cleaning equipment.

New Business: The transfer of capital outlay reserve funds into the Equipment Reserve Fund, in accordance with the 2019 budget was discussed:

Resolution 2019-13: (Reserve for Capital Outlay) - A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti to authorize the Treasurer to transfer \$21,145.00 to the Equipment Reserve Fund (Reserve savings account), as 2019 capital outlay reserve funds in accordance with the approved 2019 budget. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Yes, Micheletti - Yes. Motion was approved.

The Treasurer discussed that fewer and fewer vendors are willing to invoice the Fire District for payment, and are requiring use of a credit card for purchases. This also applies to cooperative purchasing organizations, and it is time that the Fire District acquire a Procurement card (P-card) as issued by the State of New Jersey for restricted credit card purchases. The Commissioners were in agreement, and the following motion was then offered:

Resolution 2019-14: (Purchasing Card) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to authorize the Fire District to participate in the Corporate Card (P-Card) Program of the State of New Jersey with Bank of America, NA, to have the Treasurer designated as the Program Manager and execute all agreements, establish required controls and conduct required user training, with the Chairman to oversee activities, and to designate the Treasurer (currently Linda M. Burshtin) and Secretary (currently Michael L. Burshtin) as authorized P-Card users with an individual monthly purchase limit of \$1,000. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, Levari III - Yes, Micheletti - Yes. Motion was approved.

The Secretary reported that the Fire House was found to have suffered extensive electrical damage from a lightning strike around July 31. The building emergency generator was in a constant alarm status, the parking lot light circuit has a short circuit, the siren pager radio control box is burned out, and several lights on the night lighting circuit are burned out along with several motion detector light switches. He was able to get several items functioning again (microwave and water softener). The Kohler emergency generator service provider Reliable Power Plus did an examination of the unit, and found that both the DEC 3000 generator controller and the MPAC1500 automatic transfer switch were burned out from a lightning surge. The cost to repair, assuming no other damage is discovered, would be \$3,540. The Commissioners were in agreement that the damages would need to be repaired, and the Secretary is filing a claim with the insurance company. The following resolution was offered:

Resolution 2019-15: (Emergency Generator Repair) - A motion was made by Michael Burshtin and seconded by A.J. Levari to authorize lightning damage repairs to the Fire House emergency generator by Reliable Power Plus in accordance with their estimate 2786 at a cost not to exceed \$3,540.00. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Absent, 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 Mary Ann Micheletti and seconded by Michael Burshtin. All members present voted in the affirmative. Meeting adjourned at 8:15 PM.

Respectfully Submitted: _____
Michael L. Burshtin
Secretary