

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

March 10, 2020

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 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> 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 15, 2020 at the Richland Fire House from 2 PM to 9 PM. There were 16 voters at the polls, 14 absentee ballots and 1 provisional ballot, for a grand total of 31 voters. Results for the election of two Fire Commissioners for a full term of 3 years were as follows:

Michael L. Burshtin - 16 votes at poll + 13 absentee votes + 1 provisional ballot = 30 total votes  
Andrew Levari Jr. - 15 votes at poll + 14 absentee votes + 1 provisional ballot = 30 total votes  
(there were no write-in ballots)

Michael L. Burshtin and Andrew Levari Jr. were declared to be elected. Results of the 2020 budget approval was as follows:

Yes - 16 votes at poll + 12 absentee votes + 1 provisional ballot = 29 total votes  
No - 0 votes at poll + 2 absentee votes + 0 provisional ballot = 2 total votes

The 2020 budget was declared to be approved, with 93 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 Michael L. Burshtin and Andrew Levari Jr. formally received the oath of office.

Resolution 2020-2: (Officers) - A motion was made by Michael Burshtin and seconded by Mary Ann Micheletti 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 2020-3: (Fund Depositories) - A motion was made by Lynn Burshtin and seconded by Duke 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 2020-4: (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.

Resolution 2020-5: (Meeting Dates) - A motion was made by Duke Levari and seconded by Mary Ann Micheletti to hold meetings on the second Tuesday of each month until March 2021, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2020 regular meeting, budget approval at the November 2020 regular meeting, a public hearing on the budget and final adaption of the budget at the December 2020 regular meeting, and the 2021 reorganization meeting at the March 2021 regular meeting. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

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Resolution 2020-6: (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 2020-7: (Legal Representation) - A motion was made by A.J. Levari and seconded by Lynn Burshtin 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 2020-8: (Cash Management Plan) - A motion was made by Duke Levari and seconded by Michael Burshtin to approve the 2020 Cash Management Plan. Roll Call: L. Burshtin - Yes, M. Burshtin - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2020-9: (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 2020-10 (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 - Purchasing card rebate	\$ 0.09
Operating savings account	None
Reserve savings account	None
Interest for February:	
Checking account	\$ 15.61
Operating savings account	8.30
Reserve savings account	14.97
Ending Balance for February 29 (including above deposits and interest):	
Checking account (register balance)	\$ 189,008.74
Operating savings account	41,913.33
Reserve savings account	75,601.88

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 - March bill	\$ 337.17
South Jersey Gas - March bill	385.53
Comcast - March internet/phone bill	125.08
Comcast - March cable bill	14.97
Commerce Bank - Inv. 161176, annual lease payment for Tanker-Pumper	24,388.99

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Impac Fleet/Mansfield Oil Co. - Inv. 582138, February truck fuel	84.11
General Safety & Industrial Products - Inv. 28404, repair CO sensor	192.85
MASE Concepts - Inv. 2325, 2328, repair pagers and batteries	372.50
MAB Cleaning Service - Inv. 1291, 1292, Jan. - Feb. cleaning	750.00
Spotted Dog Technologies - Inv. 10015364, paging services	300.00
Richland General Store - Building maintenance	<u>137.82</u>
Total:	\$ 27,089.02

The Treasurer noted that 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 Duke 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 15, and took no exceptions. A.J. Levari will arrange to have the annual maintenance servicing performed to the truck fleet, and to pick up the key fobs.

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, 2019 from the firm of Preziosi Accounting Services which was reviewed. There was no Corrective Action Plan required.

Resolution 2020-11: (Audit Report) - A motion was made by Lynn Burshtin and seconded by Mary Ann Micheletti to accept the audit report for the fiscal year ending December 31, 2019 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 investigating obtaining additional 800 MHZ truck radios later in the year, so as to complete the installation of all trucks in the fleet.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by Duke Levari and seconded by Mary Ann Micheletti. All members present voted in the affirmative. Meeting adjourned at 8:15 PM.

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