

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

March 12, 2024

The March 2024 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>
Randall J. Knapp, Jr.	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: The Annual Election was conducted on Saturday, February 17, 2024 at the Richland Fire House from 2 PM to 9 PM. Results for the election of two Fire Commissioners for a full term of 3 years were as follows:

Linda M. Burshtin - 5 votes at poll + 22 votes by mail + 0 provisional votes = 27 total votes
Andrew J. Levari, III. - 5 votes at poll + 26 votes by mail + 0 provisional votes = 31 total votes
WI- Tony Monfredo- 0 votes at poll + 1 vote by mail + 0 provisional votes = 1 total votes

Linda M. Burshtin and Andrew J. Levari, III. were declared to be elected. Results of the 2024 budget approval was as follows:

Yes - 5 votes at poll + 20 votes by mail + 0 provisional votes = 25 total votes
No - 0 votes at poll + 2 votes by mail + 0 provisional votes = 2 total votes

The 2024 budget was declared to be approved, with 84 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.

Results of the 2024 Public Question was as follows:

Yes - 5 votes at poll + 21 votes by mail + 0 provisional votes = 26 total votes
No - 0 votes at poll + 5 votes by mail + 0 provisional votes = 5 total votes

Oath of Office: Newly-elected Fire Commissioners Linda M. Burshtin and Andrew Levari III. formally received the oath of office.

Resolution 2024-2: (Officers) - A motion was made by Mary-Ann and seconded by Lynn Burshtin to nominate Andrew (A.J.) Levari III as Chairman, Randall J. Knapp, Jr. as Secretary and Linda M. Burshtin as Treasurer for the next year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-3: (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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-4: (Check Signatories) - A motion was made by Randall Knapp and seconded by A.J. Levari 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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-5: (Meeting Dates) - A motion was made by Randall Knapp and seconded by Mary-Ann to hold meetings on the second Tuesday of each month until March 2025, all starting at 7:30 PM at the Richland Fire House meeting room, with a budget workshop at the October 2024 regular meeting, budget

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approval at the November 2024 regular meeting, a public hearing on the budget and final adaption of the budget at the December 2024 regular meeting, and the 2025 reorganization meeting at the March 2025 regular meeting. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-6: (Newspapers) - A motion was made by A.J. 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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-7: (Legal Representation) - A motion was made by Randall Knapp and seconded by Mary-Ann to designate Richard Braslow as the Fire District legal representative as needed during the next year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-8: (Cash Management Plan) - A motion was made by Lynn Burshtin and seconded by Duke Levari to continue in force the Cash Management Plan enacted by resolution the previous year. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-9: (Bonding of Treasurer) - A motion was made by Mary- Ann and seconded by Duke Levari 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: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Resolution 2024-10: (Open Public Records Plan) - A motion was made by Lynn Burshtin and seconded by A.J. Levari to continue in force the Open Public Records Plan enacted by resolution the previous year. Roll Call: Burshtin - Yes, Knapp - 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 and seconded by Duke Levari to approve the minutes as presented, and all members present voted in the affirmative.

Treasurer's Report: Treasurer Lynn Burshtin reported the following for February:

Deposits:		
Checking account	\$	None
Operating savings account		None
Reserve savings account		None
Interest:		
Checking account	\$	6.11
Operating savings account		12.85
Reserve savings account		19.13
Ending Balance (including above deposits and interest):		
Checking account (register balance)	\$	149,286.53
Operating savings account		108,109.38
Reserve savings account		160,932.44

A motion was made by Duke Levari 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	\$	529.13
South Jersey Gas - March bill		553.87

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Comcast - March internet/phone bill	154.49
Comcast - March cable bill	20.07
Commerce Bank - Inv. 152032, annual lease payment for Tanker-Pumper	24,388.99
Western Pest Services - Inv. 8904867, pest control services	276.04
DiVal Safety Equipment - Inv. 3433927, Q RAE Charger	89.00
DiVal Safety Equipment - Inv.3446370, Helmets	720.00
Impac Fleet/Mansfield Oil Co. - Inv. 821122, February truck fuel	233.03
T-Mobile - Inv. 982839172-19, truck tables internet	40.60
ESO Solutions - Inv. 133421, annual NFIRS software renewal	2,158.94
MAB Cleaning Service - Inv. 1354, Feb. cleaning	375.00
Daily Journal - Inv. 62472419, 2024 Election Notice	86.19
Birch's Communications LLC- Inv. 420561, pagers	1,875.00
Continental Fire & Safety- Inv. 4377, Turnout boots, Helmet front pieces	764.00
Firehouse Innovations LI- Inv. 1478, Forcible Entry Door	1,605.00
Inspira Health- Inv. 4085986, firefighter physicals	140.00
Tony D's Auto- Inv. 465129, Ford Excursion repairs	979.74
U.S. Postal Service- Postage stamps	136.00
Richland General Store - Building maintenance	<u>29.25</u>
Total:	\$ 35,154.34

The Treasurer noted that Commerce Bank payment is for the Rosenbauer tanker-pumper 12-19 annual lease-purchase financing payments of \$24,388.99 (interest rate is 2.49%), is now finished. A motion was made by A.J. Levari and seconded by Duke Levari to pay all bills. Roll Call: Burshtin - Yes, Knapp - Yes, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Old Business: The annual Fire house Finical Documentation reports were sent to the USDA.

The Secretary announced we are still waiting for the delivery of the Forcible Entry Door, and a township wide agreement has been created for the door.

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.

Vineland Auto Electric will be conducting an electrical service to all of the fire trucks.

Hose and Ladder Testing needs to be completed next month.

Correspondence: None

Public Comments: None

There being no further business, a motion was made for adjournment by Randy Knapp and seconded by Lynn Burshtin. All members present voted in the affirmative. Meeting adjourned at 8:40 PM.

Respectfully Submitted: _____
Randall J. Knapp, Jr.
Secretary