

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

October 08, 2024

The October 2024 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 Chairman Andrew 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>      </u>	Absent: <u> X </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>

Review of Prior Meeting's Minutes: The minutes of the previous meeting were reviewed. A motion was made by A.J. Levari and seconded by Lynn Burshtin to approve the minutes as presented, and all members present voted in the affirmative.

Treasurer's Report: The Treasurer reported the following for September:

<u>Deposits:</u>	
Checking account - Bank of America p- card rebate	\$ 119.58
Operating savings account	None
Reserve savings account	None
 <u>Interest:</u>	
Checking account	\$ 5.97
Operating savings account	4.08
Reserve savings account	19.80
 <u>Ending Balance (including above deposits and interest):</u>	
Checking account (register balance)	\$ 142,599.81
Operating savings account	33,180.26
Reserve savings account	161,073.65

A motion was made by duke Levari and seconded by Mary-Ann 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	\$ 502.70
South Jersey Gas	54.70
Comcast - internet/phone	154.71
Comcast - cable	19.99
Impact Fleet/Mansfield Oil Co. - truck fuel	179.39
US Postal Service - annual PO Box rent	120.00
T-Mobile - Inv. 982839172-27, 3 months initial invoices	52.60
Alert-All Corp. - Inv. 223091132, fire prevention materials	1502.00
Bank of America- P-Card (Truck Repair)	282.05
Tri-City Products- Inv.1029545, paper towels	57.80
MAB Cleaning- Inv.1370, building cleaning	375.00
Inspira Health Network- Inv.4095093	190.00
Buena Vista Township JIF- 2nd payment 2024	9,468.50
<b>Total:</b>	<b>\$ 12,804.73</b>

A motion was made by A.J. Levari and seconded by Mary-Ann to pay all bills. Roll Call: L. Burshtin - Yes, R. Knapp - Absent, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

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Old Business: Portable radio batteries were purchased as discussed in the last meeting.

The excursion will be getting repaired in the second week of October.

New Business: The Fire Chief requested to purchase a new stokes basket. He is getting a demo prior to purchasing.

Buena Vista Township sent over the 2025 Insurance Bill to add into the budget on September 18.

The Secretary completed the annual MVR Forms with the township.

The Secretary changed all the door locks after completing an updated township roster.

The Fire Chief requested possibly updating the buildings key fob system to install ID cards to each members that can be turned on and off through a computer system, and log who enters the building.

Engine 12-10 is having an issue with the Thermal Imaging Camera charging, and will be looked at in addition to other electrical repairs.

The NJ DCA also requires as part of its budget approval that the Fire District issue an annual resolution regarding Commissioner stipends for Buena Vista Township approval, regardless if the amount is modified or not, as was done last year, and the following resolution was then offered:

Resolution 2024-14: (2024 Commissioner Stipends) - A motion was made by Randall Knapp and seconded by Mary Ann Micheletti, WHEREAS, N.J.S.A. 40A:14-88 states that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix subject to review by the governing body wherein the Fire District is located, and WHEREAS, the Board of Fire Commissioners of Buena Vista Township Fire District No. 1 has issued its Commissioners an annual stipend for the last several years, and WHEREAS, the NJ Department of Community Affairs now requires that the Fire District must seek annual approval of elected Commissioner compensation from the municipal governing body regardless of whether the Board is modifying the amount of compensation, and WHEREAS, the compensation shall be contingent upon the Municipal Governing Body approval, NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners of Buena Vista Township Fire District No. 1 hereby continues for 2025 an annual stipend to the members of the Board of \$500 for the Chairman, Secretary and Treasurer and \$250 for the remaining two members of the Board. BE IT FURTHER RESOLVED that the Secretary of the Fire District is hereby directed to promptly submit a certified true copy of this resolution to the Buena Vista Township committee for review and approval as required under N.J.S.A. 40A:14-88. Roll Call: L. Burshtin - Yes, R. Knapp - Absent, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

Treasurer Lynn Burshtin reported that proposals were requested from Martini and Martini, and other firms for preparation of the 2024 audit and 2025 budget, and the only proposal recieved was from Martini and Martini.

Resolution 2024-15: (Auditor) - A motion was made by A.J. Levari and seconded by Duke Levari to authorize the Treasurer to award a professional services contract without competitive bidding pursuant to N.J.S.A. 40A:11-4 and 40A:11-5(1)(a)(l) to the firm of Martini and Martini, CPA, Pa for the time period of November 2024 until October 2025, for the preparation of the 2024 audit and the 2025 budget, at a cost not to exceed \$10,250.00. Roll Call: L. Burshtin - Yes, R. Knapp - Absent, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved. The Secretary will arrange for publication of a legal notice of contract award without competitive bidding.

The Treasurer announced that she is drafting a preliminary 2025 budget as done in prior years.

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The transfer of capital outlay reserve funds into the Equipment Reserve Fund in accordance with the 2024 budget was discussed:

Resolution 2024-16: (Reserve for Capital Outlay) - A motion was made by Lynn Burshtin and seconded by Aj Levari to authorize the Treasurer to transfer \$21,145.00 to the Equipment Reserve Fund (Reserve savings account), as 2024 capital outlay reserve funds in accordance with the approved 2024 budget. Roll Call: L. Burshtin - Yes, R. Knapp- Absent, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved.

The Chairman announced the security cameras are no longer able to record and the cameras were not all functioning.

Resolution 2024-17: (Security Cameras) - A motion was made by A.J. Levari and seconded by Duke Levari to authorize the Secretary to award a contract to upgrade the building security cameras, at a cost not to exceed \$5,500.00. Roll Call: L. Burshtin - Yes, R. Knapp - Absent, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved. The Secretary will arrange for the new system to be installed.

The Treasurer reported after speaking to the accountant that we need to request to add \$300,000.00 to the 2025 budget to

Resolution 2024-18: (Budget Increase)- A motion was made by Lynn Burshtin and seconded by Mary-Ann to add an additional Three hundred thousand to the 2025 budget. Roll Call: L. Burshtin - Yes, R. Knapp - Absent, Levari, Jr. - Yes, Levari III - Yes, Micheletti - Yes. Motion was approved. The Treasurer will arrange for the new system to be installed.

Correspondence: None

Public Comments: None

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 8:45 PM.

Respectfully Submitted: \_\_\_\_\_  
Randall J. Knapp, Jr.  
Secretary