

MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054-9630

Tel: (856) 234-6053
Fax: (856) 234-3756

A G E N D A

REGULAR MEETING

Monday, August 15, 2016 @ 8:00 PM
Headquarters Station Meeting Room

REMINDER:

**THE BOARD REQUESTS THAT ALL CELL PHONES EITHER BE SET TO VIBRATE OR BE TURNED OFF TO PREVENT UNNECESSARY INTERRUPTION OF TONIGHT'S MEETING.
THE BOARD THANKS YOU FOR YOUR COOPERATION IN ADVANCE.**

1. Call to Order
2. Pledge of Allegiance / Moment of Silence
3. Roll Call - Commissioners DiPietrantonio, Hamilton, Ridenour, Roura and Shestack
4. Public Announcements - Clerk
5. Presentation of 2016 Volunteer Recognition Award to Firefighter John Barlow by the Knights of Columbus
6. Approval of Meeting Minutes;
Special Meeting of August 1, 2016
7. Adoption of Resolutions;
Resolution #2016-24 "Adoption of Cash Management Plan"
8. Financial Matters;
 - a. Approval of Monthly Bills (August 2016)
 - b. Questions / Comments by Treasurer
9. Monthly Report by Administrator
10. Monthly Report by Chief of Department

11. Standing Committee Reports
12. Other Matters
13. Comments of Fire District Professionals
14. Comments of Fire Commissioners
15. Public Participation
16. Resolution #2016-26 "Closing of Meeting Pursuant to Open Public Meetings Act"
17. Closed Session:
 - a. Legal Matters;
 1. Any other legal matter that may come before the Board
 - b. Personnel Matters;
 1. Employee Disciplinary Action / Injury Update - Chief Colucci
 2. New Firefighter Hiring Status
 3. CBA Negotiations Status - Comm. Roura
 4. Any other personnel matter that may come before the Board
18. Adjournment of Closed Session
19. Return to Open Session
20. Adjournment of Regular Meeting

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RESOLUTION 2016-24

ADOPTION OF CASH MANAGEMENT PLAN

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the Fire District is a municipal entity as defined in the rules and regulations promulgated by the Local Finance Board; and,

WHEREAS, pursuant to N.J.S.A. 40A:5-1 et. Seq. and Subchapter 3, Section 5:31-3.1(a) provide that governing bodies shall, by resolution passed by not less than a majority of the full membership, adopt a Cash Management Plan, which shall include the designation of a deposit, which may be the State of New Jersey Cash Management Fund and/or a public depository or depositories; and,

WHEREAS, the Cash Management Plan seeks to ensure to the extent practicable that the investment of local funds are in interest bearing accounts and other permitted investments as allowed by N.J.S.A. 40A:5-14(d), which provides that the Cash Management Plan may include an authorization to invest in any of the accounts, securities and investments authorized pursuant to N.J.S.A. 40A:5-15.1; and,

WHEREAS, it is the policy of the Mount Laurel Fire District #1 Board of Fire Commissioners to obtain the highest return on its investments while safeguarding to the best extend possible the initial investment of monies and to consider the preservation of capital, liquidity, current historical investment returns, diversification maturity requirements, costs and fees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1 of the Township of Mount Laurel, County of Burlington as follows:

1. This resolution shall act as a formal adoption by the Mount Laurel Fire District #1 Board of Fire Commissioners of the attached Cash Management Plan and govern the investments of the Fire District funds that may be made and/or maintained in the types of investments of account, securities and investments enumerated in N.J.S.A. 40A:5-15.1.

2. The official depositories of the Fire District shall be the Bank of America, N.A. and TD Bank National Association.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on August 15, 2016.

Richard Hamilton, Clerk

MOUNT LAUREL FIRE DISTRICT #1

BURLINGTON COUNTY, NEW JERSEY

CASH MANAGEMENT PLAN

The Board of Fire Commissioners of Mount Laurel Fire District #1, Township of Mount Laurel, County of Burlington, New Jersey hereby adopts the following Cash Management Plan for Fiscal Year 2016.

1. Cash Management and Investment Objectives:

The Mount Laurel Fire District #1 objectives in this area are:

- A. Preservation of capital
- B. Adequate safekeeping of assets
- C. Maintenance of liquidity to meet operating needs
- D. Diversification of the Fire District's portfolio to minimize risks associated with individual investments
- E. Investment of assets in accordance with State and Federal Laws and regulations

2. Designation of Official Depositories:

- A. The following Government Unit Depository Protection Act (GUDPA) approved banks are authorized depositories for the deposit of funds:
 - 1. Bank of America, N.A.
 - 2. TD Bank National Association
- B. Designated official depositories are required to submit to the Treasurer a copy of the Governmental Unit Deposit Protection Act Notification of eligibility, which is filed semi-annually with the Department of Banking each June 30th and December 31st of each year.
- C. Designated official depositories are required to submit to the Treasurer a copy of the institution's "Annual Report" on an annual basis.

3. Designation of Security Broker/Dealers:

- A. The following are approved security broker/dealers:

None.

4. Cash Management:

- A. All funds shall be deposited within 48 hours of receipt in accordance with N.J.S.A. 40A:5-15.
- B. The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into an investment portfolio.
- C. The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.
- C. Investment decisions shall be guided by the cash flow projections prepared by the Treasurer.

5. Permissible Investments:

- A. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- B. Government money market mutual funds.
- C. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
- D. Bonds or other obligations of the local unit or school districts of which the local unit is a part of.
- E. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
- F. Local government investment pools.
- G. New Jersey State Cash Management Fund.
- H. Repurchase agreements of fully collateralized securities.

6. Authority for Investment Management:

- A. The Treasurer is authorized and directed to make investments on behalf of the Fire District. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

7. Safekeeping:

- A. Securities purchased on behalf of the Fire District shall be delivered electronically or physically to the Fire District's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Fire District.

8. Reporting:

- A. The Treasurer shall report to the Board of Fire Commissioners all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.

9. Audit:

- A. The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.

10. Disposition of Abandoned Property:

- A. The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for 12 or more months after the date of issuance.

Approved By:

Chairperson

Treasurer

Vice Chairperson

Clerk

Asst. Clerk / Treasurer

Resolution # & Date of Adoption

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RESOLUTION 2016-26

CLOSING OF MEETING PURSUANT TO OPEN PUBLIC MEETINGS ACT

WHEREAS, pursuant to the Open Public Meetings Act, the Board is allowed to engage in an Executive (Closed) Session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in Executive (Closed) Session; and,

WHEREAS, it is necessary for the Board to discuss various matters regarding personnel, contracts and/or litigation or legal matters and, accordingly, these matters are eligible for discussion by the Board in an Executive (Closed) Session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey as follows:

1. The regular meeting of August 15, 2016 is hereby closed to the public and will be reopened at such time as the discussions held in Executive (Closed) Session have been completed.
2. The minutes of the Executive (Closed) Session will be revealed to the public at such time as the matters discussed have been resolved.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on August 15, 2016.

Richard Hamilton, Clerk