

**MOUNT LAUREL FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING MINUTES**

**August 18, 2014**

**Fire Department Headquarters Station  
Meeting Minutes #10**

**IN ATTENDANCE:**

1. Commissioner Cornue
2. Commissioner Ridenour
3. Commissioner Roura
4. Commissioner Hamilton
5. Chief of Department Colucci
6. Deputy Chief Burnett
7. Administrator Jones
8. Solicitor Braslow

**NOT IN ATTENDANCE:**

1. Commissioner Shestack

The meeting was called to order by Commissioner Roura at 8:02 PM.

The Pledge of Allegiance was recited and a moment of silence observed.

Public announcements were read by Commissioner Hamilton.

**ADOPTION OF RESOLUTIONS:**

- Resolution #2014-42 "Resolution of the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, County of Burlington, New Jersey Appointing Phoenix Advisors LLC, as Financial Advisor & Bowman & Company LLP as Printer for the Fire District". Commissioner Hamilton made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.
- Resolution #2014-43 "Resolution of the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, County of Burlington, New Jersey Authorizing the Submission of an Application to the Local Finance Board Pursuant to N.J.S.A. 40A:5A-6". Commissioner Ridenour made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.
- Resolution #2014-44 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Investigative Special Counsel Services in Fiscal Year 2014 to the Firm Barker, Gelfand & James, PC". Commissioner Hamilton made a motion to approve the resolution that was seconded by Commissioner Ridenour. The motion was unanimously approved by the Board.
- Resolution #2014-45 "Appointment of New Road Construction Management to Provide Architectural Consulting & Construction Planning/Management Services for the Fire District in Fiscal Year 2014". Commissioner Ridenour made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.
- Resolution #2014-46 "Appointment Cole M. Jarvis as a 'Junior' Member of the Mount Laurel Fire Department. Commissioner Hamilton made a motion to approve the resolution that was seconded by Commissioner Ridenour. The motion was unanimously approved by the Board.
- Resolution #2014-47 "Appointment of Kyle D. Steinmetz to Active Membership in the Masonville Fire Company #1 and the Mount Laurel Fire Department". Commissioner Ridenour made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board. The oath of office was administered by Commissioner Cornue.

The Board took a brief recess at 8:09 PM so that the family of Firefighter Steinmetz could take pictures. The Board meeting reconvened at 8:14 PM.

**APPROVAL OF MINUTES:**

Commissioner Ridenour made a motion to approve the 6/16/14 Regular Meeting minutes that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board with Commissioner Roura abstaining.

Commissioner Hamilton made a motion to approve the 7/21/14 Regular Meeting minutes that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board with Commissioner Roura abstaining.

**FINANCIAL MATTERS:**

Commissioner Ridenour reported that he had reviewed the bills presented for payment this month and that he found everything to be in order. He made a motion to approve August 2014 bills totaling \$520,967.15 that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

**MONTHLY REPORT BY ADMINISTRATOR:**

The Administrator had submitted his monthly report to the Board for their review prior to the meeting. There were no questions or comments from the Board.

**BOARD QUESTIONS FOR THE CHIEF OF DEPARTMENT:**

Chief of Department Colucci apologized for not having his report ready for inclusion with the Board agenda package last Friday. He stated that he tried to send it out late this afternoon and then realized that it was too large to e-mail as an attachment. He reconfigured it to reduce its' size and it should now be in each Board members e-mail inbox. He asked the Board members to review it when they have a chance and give him a call if they have any questions.

**STANDING COMMITTEE REPORTS:**

Buildings and Grounds: Commissioner Ridenour asked Board members to review the proposal submitted by New Road Construction for management of the facilities maintenance bond issue projects.

**OTHER MATTERS:**

Chief of Department Colucci reported that officials at Lenape High School contacted him last Saturday evening and were interested in helping them out with a group "ALS ice bucket challenge" involving the coaches, principals and senior staff at the high school on 8/21/14. They wanted to know if we could bring a ladder truck and spray water on the kids once the staff finishes the challenge. Chief of Department Colucci indicated that he will check with the Medford Fire Department Chief to make sure that he was okay with it since the school is located in Medford Township. The Board saw no reason that we could not participate.

Commissioner Roura had a correction to the 8/4/14 Special Meeting minutes on the response Commissioner Shestack gave to a question involving what happens to any unused 2014 Budget facility maintenance funds. Commissioner Shestack believed that he may have misunderstood the question as referring to what happens to any unused bond referendum funds once everything on the project list has been completed. The correct answer to that question was that any unused bond referendum funds can only be used to pay off the principal and interest on the bonds in a future budget year. The correct answer on the disposition of unused 2014 Budget facility maintenance funds is that they can be used to pay for any unbudgeted or unforeseen expenses that are incurred during 2014 with whatever unspent balance remaining reverting to unreserved fund balance that will be audited in April 2015 for re-appropriation as needed in the 2016 Budget.

**COMMENTS OF FIRE DISTRICT PROFESSIONALS:**

None.

**COMMENTS OF FIRE COMMISSIONERS:**

None.

**PUBLIC PARTICIPATION:**

Paul Guelich, 116 West Centennial Drive, Medford, NJ had a question on the clarification of the 8/4/14 meeting minutes that Commissioner Roura had just given regarding unspent 2014 Budget facility maintenance funds. He understood that any unused funds in that line item would not be used to pay down the bond issue debt as Commissioner Shestack had stated but he did want to know what the \$450,000 of contingency funds for station roof repairs and related professional services work required for such a project could be used for if they are not needed this year. Commissioner Roura replied that it is unknown whether those funds will be needed for anything of an emergent nature at this point because the year is not over yet and that something unexpected and emergent could still take place that we may need to tap into those funds for. The financing arrangements for the bond issue are in process and won't be completed until the end of October, so there is still chance that those contingency funds may be needed for emergency roof work but they can also be used for any facilities maintenance expenditure that we may have. If we are lucky and nothing comes up between now and the end of 2014, those funds will revert to fund balance as he stated and be available for use by the Board in 2016.

Mr. Guelich asked him if those funds can be transferred to other accounts for other purposes and Commissioner Roura replied that they cannot. Administrator Jones clarified that the funds in question can actually be used for anything that the Board decides to do with them, but the intent would be not to use them for anything other than facility maintenance. He added that we have already had to spend money unexpectedly to repair the leaking Headquarters water main behind the building that will ultimately cost about \$5,500 between the repairs to the main and the concrete/asphalt. There is always the potential for an unforeseen expense with another building system that is not part of the bond issue scope of work and would need to be dealt emergently, but technically funds in this area of the budget can be used for anything that the Board wanted to use them for, including covering over-expenditures of other line items. Chief of Department Colucci asked if an engine in an apparatus blows up in October that is not covered by insurance could be an example of an unforeseen and emergent expense. Administrator Jones and Solicitor Braslow stated that it is a good example but that we can only make transfers between accounts to cover over-expenditures in November and December. Administrator Jones added that it would not be appropriate to use the funds in question for salary or benefits for new positions not already included in the budget. Mr. Guelich suggested that there are some items that he had requested in his 2014 Budget request for Station 363 that he never got resolution on and perhaps some of these funds could be used to address those items.

Resolution #2014-48            "Closing of Meeting Pursuant to Open Public Meetings Act". Commissioner Ridenour made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

**THE OPEN SESSION ENDED AT 8:25 PM.  
A CLOSED SESSION BEGAN AT 8:26 PM.  
THE CLOSED SESSION ENDED AT 11:36 PM.**

Commissioner Ridenour made a motion to adjourn the meeting that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

**THE MEETING ADJOURNED AT 11:37 PM.**