

**BOARD of FIRE COMMISSIONERS
MOUNT HOLLY FIRE DISTRICT No. 1**

*Meeting Minutes - Reorganization
Wednesday, April 4, 2018
7:30pm, Mount Holly Township Municipal Building*

Call to Order:

Director Donnelly called the April 4, 2018 Reorganization meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:40 PM.

Statement of Adequate Notice:

Director Donnelly read the following statement aloud:

The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and the right to attend all meetings of public bodies at which any business affecting the public's interest is discussed or acted upon.

In accordance with the provisions of this Act, the Board of Fire Commissioners of Mount Holly Fire District No. 1 has caused notice of this meeting to be given by having the date, time, place, and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times (March 15, 2018).
Mailed to the Courier Post (March 9, 2018).
Forwarded to the Municipal Clerk for posting (March 9, 2018).
Posted in the Fire District Administration Office.
Posted at the Relief Fire Company.
Posted on the Official Fire District Website

The Notice set forth that formal action may be taken.

Roll Call:

Present: Commissioner Brown, Commissioner Pike

Absent: Vice Chairman McIlwee

Staff & Professionals: Director Donnelly, Clerk Brooks, Clerk Mangan, Solicitor Sendzik

Pledge of Allegiance & Moment of Silence:

Director Donnelly requested that all present stand for the Pledge of Allegiance and remain standing for a moment of silence.

Announcement of Emergency Exits:

Director Donnelly read the announcement aloud.

Oaths of Office:

Director Donnelly performed the Oaths for the following commissioners:

Stefanie Haines, Commissioner
Jason Fajgier, Commissioner

Newly sworn commissioners Fajgier and Haines joined the Board on the dais.

Reorganization of the Board:

Director Donnelly opened the floor to accept nominations of the Board for the position of Chairman.

Commissioner Haines offered a motion to appoint Don Pike as Chairman of the Board.

Commissioner Brown provided a second to the motion. With no other motions presented for appointment, Commissioner Pike was appointed via acclamation.

Chairman Pike is now seated to chair the meeting.

Chairman Pike opened the floor to accept nominations of the Board for the position of Vice Chairman.

Commissioner Haines offered a motion to appoint Richard McIlwee as Vice Chairman of the Board. Commissioner Brown provided a second to the motion. With no other motions presented for appointment, Commissioner McIlwee was appointed via acclamation.

Chairman Pike opened the floor to accept nominations of the Board for the position of Secretary.

Commissioner Brown offered a motion to appoint Stefanie Haines as Secretary of the Board.

Chairman Pike provided a second to the motion. With no other motions presented for appointment, Commissioner Haines was appointed via acclamation.

Chairman Pike opened the floor to accept nominations of the Board for the position of Treasurer.

Commissioner Haines offered a motion to appoint Josh Brown as Treasurer of the Board.

Chairman Pike provided a second to the motion. With no other motions presented for appointment, Commissioner Brown was appointed via acclamation.

With all Board positions appointed, Chairman Pike appointed committees of the Board for 2018-2019 as follows:

Apparatus and Equipment:	Haines, Pike
Buildings and Grounds:	Brown, Haines
Finance and Insurance:	Brown, Fajgier
Personnel and Policies:	McIlwee, Pike
Planning and Services:	Brown, McIlwee

Approval of Monthly District Reports:

Chief Apparatus Officer – February, March 2018

Fire Official – February, March 2018

Fire Chief – February, March 2018

Commissioner Brown offered a motion to accept the reports as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike
Nay:
Abstain:

Approval of Vouchers:

As prepared and presented.

Commissioner Brown offered a motion to approve the vouchers as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike
Nay:
Abstain:

Matters Presented by the Public:

No members of the public approached wishing to speak.

Old Business:

Director Donnelly noted that there was an omission on the agenda regarding the presentation and approval of the February 2018 meeting minutes.

Commissioner Brown offered a motion to add the approval of the meeting minutes of February 7, 2018 to the agenda. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike
Nay:
Abstain:

Commissioner Brown offered a motion to accept the minutes as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike
Nay:
Abstain:

Relief project update

Director Donnelly updated the Board as to the status of the Relief project. The project team will be presenting its application to the NJ Historic Sites Council on April 20. The process of presenting to the Council was explained to the Board. The District is still awaiting correspondence from Mr. Saponaro, legal counsel for Mount Holly Township, regarding 19 Pine Street. Mr. Sendzik has attempted several times to communicate via telephone and written correspondence and has had no response from Mr. Saponaro. The District awaits a closing date.

New Business:

Consent Agenda:

- Resolution 2018-3** Resolution Establishing 2018-2019 Meeting Dates
- Resolution 2018-4** Resolution Designating Official Newspapers for 2018-2019
(Resolution designates the Burlington County Times and Courier Post as the Official Newspapers of the Mount Holly Fire District)
- Resolution 2018-5** Resolution Designating Official Depository
(Resolution establishes T.D. Bank as the official depository of the Mount Holly Fire District)
- Resolution 2018-6** Resolution Authorizing Qualified Purchasing Agent
(Resolution authorizes Ryan Donnelly to act as the Qualified Purchasing Agent for the Mount Holly Fire District)
- Resolution 2018-7** Resolution Authorizing Payment of Claims
(Resolution authorizes Ryan Donnelly to direct payment of claims to ensure continuity of operation)
- Resolution 2018-8** Resolution Authorizing Administrative Salaries
(Resolution authorizes salaries of administrative personnel)
- Resolution 2018-9** Resolution Appointing Fire Inspector
(Resolution appoints George Gaskill as Fire Inspector)
- Resolution 2018-10** Resolution Establishing Fire Prevention Salaries
(Resolution establishes salaries for Fire Prevention personnel)
- Resolution 2018-11** Resolution Authorizing Agreement for Medical Services
(Resolution authorizes agreement with Virtua for occupational health services)
- Resolution 2018-12** Resolution Authorizing Interlocal Services Agreement
(Resolution authorizes agreement with Lumberton Township for vehicle maintenance services)
- Resolution 2018-13** Resolution Affirming Participation in the Burlington County Mutual Aid Plan
(Resolution affirms that the District participates in and responds in accordance with the Burlington County Mutual Aid Plan)
- Resolution 2018-14** Resolution Establishing Mount Holly Fire District properties as “Smoke Free”
(Resolution establishes that all properties owned and leased by the District will comply with State Law and furthers that portions of properties not covered by the Law will be designated as “Smoke Free”)
- Resolution 2018-15** Resolution Designating Official Emergency Board-up Company
(Resolution designates Belfor Property Restoration as the official board-up service for the Mount Holly Fire District)

Commissioner Brown offered a motion to approve the resolutions of the consent agenda as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike

Nay:

Present: Fajgier, Resolution 2018-5

Other Resolutions Presented for Consideration:

Resolution 2018-16: Resolution appointing District auditor.

Commissioner Haines offered a motion to approve the resolution as presented. Commissioner Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike
Nay:
Abstain:

Resolution 2018-17 Resolution authorizing Legal Services contract.

Commissioner Brown offered a motion to approve the resolution as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike
Nay:
Abstain:

Membership:

Commissioner Brown offered a motion to approve the membership of candidates CL and MG. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike
Nay:
Abstain:

Matters to be Presented by the Director:

Director Donnelly offered his congratulations to the newly sworn commissioners. He welcomes Ms. Haines back and welcomed Mr. Fajgier. Looking forward to continued excellent working relations and growth into the future.

The Director provided information to the Board regarding submission of annual NJ Financial Disclosure forms and updating of personnel records.

An update to two fire service grants was provided.

The Relief Fire Company annual report was filed with the State so as to maintain their status.

2018 capital purchases were discussed as well as the sale/transfer of surplus equipment.

Matters to be Presented by the Solicitor:

Mr. Sendzik provided congratulations to the newly sworn Board members. He also stated that the Director has been looking into options for the storage and insurance of Relief's antiques during

the construction process. Also discussed was a recent LFB notice regarding electronic funds transfers and use of purchasing cards. Mr. Sendzik also provided an update as to procedures for Rice notifications and workers compensation coverage/denial for firefighters.

Matters to be Presented by the Board:

Chairman Pike announced the next meetings of the Board.

Next Meetings: BOFC Meeting, Wednesday, May 2, 7:30pm,
Fire District Administration Office
BOFC Work Session, Wednesday, May 17, 7:30pm,
Fire District Administration Office

Adjournment:

With no other business on the agenda or being presented for consideration, Commissioner Brown offered a motion for adjournment. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, Haines, Pike

Nay:

Abstain:

The meeting was adjourned by Chairman Pike at 8:27pm.

Respectfully submitted,

Stefanie Haines, Secretary
(as prepared by Director Donnelly)