

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

*Meeting Minutes  
Wednesday, April 5, 2017  
7:30pm, Fire District Administration Office*

**Call to Order:**

Chairman Pike called the April 5, 2017 meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:30 PM.

**Statement of Adequate Notice:**

Solicitor Sendzik 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 (April 4, 2017).  
Mailed to the Courier Post (March 31, 2017).  
Forwarded to the Municipal Clerk for posting (March 31, 2017).  
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 (7:35PM), Commissioner Cauley, Commissioner Haines, Chairman Pike

*Absent:* Vice Chairman McIlwee

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

**Pledge of Allegiance & Moment of Silence:**

Chairman Pike requested that all present stand for the Pledge and remain standing for a moment of silence.

**Announcement of Emergency Exits:**

Chairman Pike read the announcement aloud.

**Approval of Meeting Minutes:**

February 1, 2017 Board of Fire Commissioners Meeting  
February 16, 2017 Board of Fire Commissioners Meeting  
March 1, 2017 Board of Fire Commissioners Meeting

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

Aye: Cauley (March 1 Minutes), Haines, Pike  
Nay:  
Abstain: Cauley (Feb 1 & Feb 16 Minutes)

*Let the record reflect that Commissioner Brown has arrived at 7:35 PM.*

**Approval of Monthly District Reports:**

Chief Apparatus Officer – March 2017  
Fire Official – March 2017  
Fire Chief – ~~March 2017~~ (Not presented for approval)

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

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

**Approval of Vouchers:**

As prepared and presented.

Commissioner Cauley 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, Cauley, Haines, Pike  
Nay:  
Abstain:

**Matters Presented by the Public:**

No members of the public approached wishing to speak.

**Old Business:**

Relief project update (Director and Solicitor)

Solicitor Sendzik advised the Board that he had confirmed with the Township's land use attorney that the Relief project would be presented to the planning board as a courtesy review. It was also confirmed that the County would also be a courtesy review following application. Mr. Sendzik

spoke to the process of conveying and consolidating the deeds for the property. Paperwork for the new deed will be presented to the Relief Fire Company for signatures.

Mr. Donnelly reviewed with the Board the status of applications to the NJDEP and NJSHPO. Our project engineering and design team have been finalizing the site plan with respect to stormwater retention and floodplain elevations. Following final site plan review and approval by the project team, applications will be made to the respective State agencies for review. Following their review and approval, application will then be made to the NJLFB for project funding.

**New Business:**

**Resolution 2017-21:** Resolution appointing District auditor.

(Resolution appoints Brent W. Lee of Brent W. Lee & Co., LLC as the District auditor)

Commissioner Cauley offered a motion to approve the appointment of Brent Lee. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, Pike

Nay:

Abstain:

**Resolution 2017-22:** Resolution Authorizing Application to New Jersey Historic Trust

(Resolution authorizes the submittal of grant application to New Jersey Historic Trust seeking a \$500,000 Capital Preservation Grant)

Commissioner Cauley offered a motion to approve the submittal of grant application. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, Pike

Nay:

Abstain:

**Membership – (2) Junior Firefighter Applications**

Following confirmation that all application materials and application were in order, Commissioner Brown offered a motion to approve the junior membership applications. Commissioner Cauley offered a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, Pike

Nay:

Abstain:

**Matters to be Presented by the Director:**

Officer Meeting - Director Donnelly reminded Chairman Pike that the personnel committee still needs to schedule a meeting with the operations officers to discuss expectations, etc.

Director Donnelly also requested that the Board authorize the addition of Resolution 2017-23 to the agenda for consideration. Director Donnelly advised that the resolution would approve services for lawn maintenance.

Commissioner Brown offered a motion to add Resolution 2017-23 to the agenda for consideration. Commissioner Cauley offered a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, Pike

Nay:

Abstain:

**Resolution 2017-23:** Resolution authorizing contract for lawn maintenance services.

**(Resolution approves lawn maintenance contract with Father Nature Landscaping)**

Commissioner Brown offered a motion to approve the resolution and contract with Father Nature. Commissioner Cauley provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, Pike

Nay:

Abstain:

**Matters to be Presented by the Solicitor:**

Mr. Sendzik had no further report.

**Matters to be Presented by the Board:**

*Next Meetings:*

BOFC Meeting, Wednesday, May 3, 7:30pm,  
Fire District Administration Office

BOFC Work Session, Thursday, May 18, 7:30pm,  
Fire District Administration Office

BOFC Meeting, Wednesday, June 7, 7:30pm,  
Fire District Administration Office

**Adjournment:**

With no other business on the agenda or being presented for consideration, Commissioner Cauley 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, Haines, McIlwee, Pike

Nay:  
Abstain:

The meeting was adjourned by Chairman Pike at 7:49pm.

Respectfully submitted,

Stefanie Haines, Secretary

As prepared by Director Donnelly