

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

*Meeting Minutes  
Wednesday, September 5, 2018  
7:30pm, Fire District Administration Office*

**Call to Order:**

Chairman Pike called the August 1, 2018 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 12, 2018).  
Published in the Courier Post (April 12, 2018).  
Forwarded to the Municipal Clerk for posting (April 6, 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 Fajgier, Commissioner Haines, Commissioner Brown, Vice Chairman McIlwee, Chairman Pike

*Absent:*

*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 of Allegiance and remain standing for a moment of silence for our departed members and those lost in the line of duty.

**Announcement of Emergency Exits:**

Chairman Pike read the announcement aloud.

**Approval of Meeting Minutes:**

August 1, 2018 Board of Fire Commissioners Meeting

Vice Chairman McIlwee 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: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

**Approval of Monthly District Reports:**

Chief Apparatus Officer – August 2018

Fire Official – August 2018

Fire Chief – August 2018

Vice Chairman McIlwee offered a motion to approve the reports as read by Director Donnelly. Commissioner Brown provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

**Approval of Vouchers:**

As prepared and presented.

Vice Chairman McIlwee posed a question to the Director regarding the amount of invoice and scope of service to be performed by STTC. Director Donnelly advised the Board that the STTC PO was for a total of 20 tire replacements, dismounting, and mounting per NJ State Contract. Following the discussion, 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: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

**Matters Presented by the Public:**

No members of the public approached wishing to speak.

**Presentation:**

2017 Audit – Skip Bauer of Mohel, Elliott, Bauer & Gass

Skip Bauer presented the 2017 audit to those present. Mr. Bauer also discussed the District's accounting and business practices.

Following Mr. Bauer's presentation, Mr. Sendzik advised the Board that there were several resolutions on the agenda requiring the Board's action to accept the audit and authorize other action pursuant to the annual audit. Mr. Brown then provided a motion to approve Resolutions 2018-18, 2018-19, and 2018-20 as they respectively reflect the audit. Vice Chairman McIlwee provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

**Old Business:**

Relief project update (Director and Solicitor)  
P.L. 2017, c. 206

Director Donnelly advised the Board that the project engineer has returned to one of the original site plans and is working to minimize impact to the adjacent areas with respect to volume compensation and Green Acres diversion. It does not appear as if a diversion application to Green Acres will be ready until final land use figures are obtained and confirmed.

Mr. Sendzik advised the Board as to the status of acquisition for the 19 Pine Street parcel. The property owners are in the process of reorganizing and must update their business filings with the State prior to completing the transaction.

Also discussed was the confirmation of a desire to obtain title insurance for the acquisition.

Director Donnelly advised the Board that he had received email communication stating that the DCA will be releasing further information and guidance related to moving the Fire District elections to the General Election in November. He again reminded the Board that, if they chose to take action, the election would not be moved in 2018 rather would become effective in 2019. He hopes to provide the Board with additional information to discuss at the next meeting.

**New Business:**

**Resolution 2018-18** Resolution Accepting Annual Audit and Authorizing Publication of Audit Synopsis

**Resolution 2018-19** Resolution Certifying Audit Compliance

**Resolution 2018-20** Resolution Confirming 2017 Line Items Transfers Pursuant to 2017 audit

The Resolutions were moved earlier in the meeting.

Membership - Presentation of membership application

The membership application of J. Allen was presented for consideration. With the application complete and background returned favorably, Vice Chairman McIlwee provided a motion to approve the membership of the applicant. Commissioner Brown provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

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

Operational review

Director Donnelly continued discussions, which began at last month's meeting regarding the operational status of the District and the need to further discuss several areas of concern prior to finalizing the budget for 2019. Director Donnelly again presented the topic of selling the District's tiller truck for an apparatus of equal or newer age, which would require only one operator to respond to incidents. The current apparatus requires two operators, which has become difficult to staff for response. There are also a limited number of operators for this truck. A single operator truck would provide for increased responses. The Director has initially recommended placing a vehicle acquisition in the capital budget for 2019 with the revenue from sale closely offsetting the expenditure. The Director would like the Board to digest this information and return next month for additional discussion.

Also for discussion is the reduced number of incident responses as well as manpower and resource allocation.

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

Mr. Sendzik has no report.

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

Chairman Pike announced the next meetings of the Board.

*Next Meetings:* BOFC Workshop Meeting, Thursday, September 20, 7:30pm,  
Fire Administration Office

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

**Resolution 2018-21** Resolution Authorizing Executive Session

Chairman Pike disclosed the need to enter into Executive Session to discuss matters of attorney client privilege. The Board anticipated that no formal action would be taken when returning to public session following executive session and that executive session would last approximately 60 minutes. Commissioner Brown then offered a motion to enter in executive session. Commissioner Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

**Return to Public Session:**

Vice Chairman McIlwee offered a motion to conclude the Executive Session and return to public session. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

**Adjournment:**

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

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

The meeting was adjourned by Chairman Pike at 9:30pm.

Respectfully submitted,

Stefanie Haines, Secretary

(as prepared by Director Donnelly)