

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

*Meeting Minutes  
Wednesday, December 2, 2020  
7:30pm, Zoom Teleconference*

**Call to Order:**

Director Donnelly called the December 2, 2020 Reorganization meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:30 PM.

**Statement of Adequate Notice:**

Director Donnelly read the following statement aloud:

The New Jersey Open Public Meetings Act was enacted to ensure 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 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 (January 6, 2020).  
Published in the Courier Post (January 6, 2020).  
Forwarded to the Municipal Clerk for posting (January 2, 2020).  
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 Haines, Commissioner Fajgier, Commissioner McIlwee

*Absent:*

*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 for our departed members and those lost in the line of duty.

**Oath of Office:**

Director Donnelly administered the Oath of Office for Commissioner Nicole Saucier.

*Commissioner Saucier is recognized and joins the Board.*

Director Donnelly administered the Oath of Office for Commissioner Richard McIlwee.

**Reorganization of the Board:**

Director Donnelly opened the floor to accept nominations of the Board for the position of Chairman. Commissioner Brown offered a motion to appoint Richard McIlwee as Chairman of the Board. Commissioner Fajgier provided a second to the motion. With no other motions presented for appointment, Chairman McIlwee was confirmed by acclamation.

*Chairman McIlwee is now seated to chair the meeting.*

Chairman McIlwee opened the floor to accept nominations of the Board for the position of Vice Chairman. Commissioner Haines offered a motion to appoint Jason Fajgier as Vice Chairman of the Board. Commissioner Brown provided a second to the motion. With no other motions presented for appointment, Vice Chairman Fajgier was confirmed by acclamation.

Chairman McIlwee 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. Vice Chairman Fajgier provided a second to the motion. With no other motions presented for appointment, Commissioner Haines was confirmed by acclamation.

Chairman McIlwee 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. Vice Chairman Fajgier provided a second to the motion. With no other motions presented for appointment, Commissioner Brown was confirmed by acclamation.

With the Board positions appointed, Chairman McIlwee considered appointments to committees of the Board for 2021. These appointments were tabled by the Chairman, to be considered at the January 6, 2021 BOFC meeting.

**Approval of Meeting Minutes:**

October 7, 2020 Board of Fire Commissioners Meeting  
October 21, 2020 Board of Fire Commissioners Meeting

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

Aye: Haines, Brown, Fajgier, McIlwee

Nay:

Abstain: Saucier

November 16, 2020 Board of Fire Commissioners Meeting (Budget Introduction)

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

Aye: Haines, Brown, Fajgier, McIlwee

Nay:  
Abstain: Saucier

**Approval of Monthly District Reports:**

Chief Apparatus Officer – November 2020  
Fire Official – October 2020  
Fire Chief – October, November 2020

Commissioner Haines 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: Saucier, Haines, Brown, Fajgier, McIlwee  
Nay:

**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: Saucier, Haines, Brown, Fajgier, McIlwee  
Nay:

**Matters Presented by the Public:**

No members of the public wished to address the Board.

**New Business:**

**Consent Agenda:**

**Resolution 2020-18** Resolution authorizing line item transfers in the 2020 budget.

**Resolution 2020-19** Resolution Establishing 2021 Meeting Dates

**Resolution 2020-20** Resolution Designating Official Newspapers for 2021

(Resolution designates the Burlington County Times and Courier Post as the Official Newspapers of the Mount Holly Fire District)

**Resolution 2020-21** Resolution Designating Official Depository

(Resolution establishes T.D. Bank as the official depository of the Mount Holly Fire District)

**Resolution 2020-22** Resolution Authorizing Qualified Purchasing Agent

(Resolution authorizes Ryan Donnelly to act as the Qualified Purchasing Agent for the Mount Holly Fire District)

**Resolution 2020-23** Resolution Authorizing Payment of Claims

(Resolution authorizes Ryan Donnelly to direct payment of claims to ensure continuity of operation)

**Resolution 2020-24** Resolution Authorizing Administrative Salaries

(Resolution authorizes salaries of administrative personnel)

- Resolution 2020-25** Resolution Appointing Fire Inspector  
(Resolution appoints Fire Inspector)
- Resolution 2020-26** Resolution Appointing Fire Official  
(Resolution appoints Fire Official)
- Resolution 2020-27** Resolution Establishing Fire Prevention Salaries  
(Resolution establishes salaries for Fire Prevention personnel)
- Resolution 2020-28** Resolution Authorizing Agreement for Medical Services  
(Resolution authorizes agreement with Virtua for occupational health services)
- Resolution 2020-29** Resolution Appointing District Auditor  
(Resolution appoints and authorizes agreement with Gerwin K. Bauer of Mohel Elliott Bauer & Gass as District Auditor by a non-fair and open process)
- Resolution 2020-30** Resolution Authorizing Contract for Legal Services  
(Resolution authorizes contract with Jay Sendzik of Sendzik & Sendzik to provide legal services for 2021 by a non-fair and open process)
- Resolution 2020-31** Resolution Establishing Mount Holly Fire District properties as “Smoke and Tobacco 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 2020-32** Resolution Authorizing the Renewal of an Interlocal Service Agreement  
(Resolution authorizes the renewal of an Agreement with Lumberton Township for Vehicle Maintenance services)

Upon presentation and reading of the consent agenda, Chairman McIlwee asked if any of the commissioners would like any item of the consent agenda pulled for individual consideration, or if discussion or clarification of any resolution was needed. Vice Chairman Fajgier requested that Resolution 2020-21 be pulled and considered separate from the consent agenda as he has a conflict. With no other requests for separation of the agenda items, Commissioner Haines offered a motion to approve Resolution 2020-21. Commissioner Brown provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Haines, Brown, McIlwee  
Nay:  
Present: Fajgier

Vice Chairman Fajgier then offered a motion to approve the resolutions of the consent agenda, excepting 2020-21, as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Haines, Brown, Fajgier, McIlwee  
Nay:

**Resolution 2020-33** Resolution Authorizing Contract for the services of a General Contractor for the Renovation and Addition to Relief Fire Company  
(Resolution authorizes a contract award to Arthur J. Ogren, Inc. of Vineland, NJ in the amount of \$7,609,270.00)

Vice Chairman Fajgier offered a motion to approve Resolution 2020-33. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Haines, Brown, Fajgier, McIlwee

Nay:

**Old Business:**

Director Donnelly and Mr. Sendzik provided an update to the Project. Topics discussed were the Phase II Archaeological services, asbestos remediation, demolition, relocation, and meetings with the general contractor.

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

2021 Budget Update  
2021 Operational Officers

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

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

*Next Meetings:* 2021 Budget Hearing, Wednesday, December 16, 2020, 7:30pm, Zoom Teleconference

BOFC Meeting, Wednesday, January 6, 2021, 7:30pm, Zoom Teleconference

**Adjournment:**

| <b>Roll:</b> | <b>Motion</b> | <b>Second</b> | <b>Aye</b> | <b>Nay</b> | <b>Abstain</b> |
|--------------|---------------|---------------|------------|------------|----------------|
| N. Saucier   | _____         | _____         | _____      | _____      | _____          |
| S. Haines    | _____         | _____         | _____      | _____      | _____          |
| J. Brown     | _____         | _____         | _____      | _____      | _____          |
| J. Fajgier   | _____         | _____         | _____      | _____      | _____          |
| R. McIlwee   | _____         | _____         | _____      | _____      | _____          |