

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

*Meeting Minutes  
Wednesday, December 1, 2021  
37 Washington Street  
7:30pm*

**Note:** The items contained within this agenda are those presented for discussion as of the date and time of publication of the agenda. Other items may be added to the agenda with consent of the Board.

**Call to Order:**

Director Donnelly called the December 1, 2021 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:

**Statement of Adequate Notice:**

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 on July 22, 2021.
- Published in the Courier Post on July 22, 2021.
- Forwarded to the Municipal Clerk for posting on July 19, 2021.
- Posted in the Fire District Administration Office.
- Posted on the Official Fire District Website.

The Notice set forth that formal action may be taken.

**Roll Call:**

*Present:* Commissioner Brown, Commissioner Fajgier, Commissioner McIlwee

*Absent:* Commissioner Saucier

*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:**

Solicitor Sendzik-Haines administered the Oath of Office for Commissioner Jason Fajgier.

Solicitor Sendzik-Haines administered the Oath of Office for Commissioner Jeena Sheppard.

**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 Brown offered a motion to appoint Jason Fajgier as Vice Chairman of the Board. Commissioner Sheppard 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 Nicole Saucier as Secretary of the Board. Vice Chairman Fajgier provided a second to the motion. With no other motions presented for appointment, Commissioner Saucier was confirmed by acclamation.

Chairman McIlwee opened the floor to accept nominations of the Board for the position of Treasurer. Vice Chairman Fajgier offered a motion to appoint Josh Brown as Treasurer of the Board. Commissioner Sheppard 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 2022. These appointments were tabled by the Chairman, to be considered and appointment at a later date.

**Approval of Meeting Minutes:**

October 6, 2021 Board of Fire Commissioners Meeting

November 3, 2021 Board of Fire Commissioners Meeting

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

Aye: Brown, Fajgier, McIlwee

Nay:

Abstain: Sheppard

## **Approval of Monthly District Reports:**

Fire Chief – November 2021

Vice Chairman Fajgier 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: Sheppard, Brown, Fajgier, McIlwee

Nay:

## **Approval of Vouchers:**

As prepared and presented.

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

Aye: Sheppard, Brown, Fajgier, McIlwee

Nay:

## **Matters Presented by the Public:**

No members of the public wished to address the Board.

## **New Business:**

**Consent Agenda:** (Items listed on the consent agenda are considered routine and may be acted upon by a singular motion of the Board)

**Resolution 2021-15** Resolution authorizing line item transfers in the 2021 budget.

**Resolution 2021-16** Resolution Establishing 2022 Meeting Dates

**Resolution 2021-17** Resolution Designating Official Newspapers for 2022

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

**Resolution 2021-18** Resolution Designating Official Depository

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

**Resolution 2021-19** Resolution Authorizing Qualified Purchasing Agent

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

**Resolution 2021-20** Resolution Designating Pension Officers

(Resolution authorizes Ryan Donnelly as the Certifying Officer and Joshua Brown as the Supervisor for Certifying Officer for NJ State pension programs)

**Resolution 2021-21** Resolution Authorizing Payment of Claims

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

**Resolution 2021-22** Resolution Authorizing Administrative Salaries

(Resolution authorizes salaries of administrative personnel)

**Resolution 2021-23** Resolution Authorizing Agreement for Medical Services

(Resolution authorizes agreement with Virtua for occupational health services)

**Resolution 2021-24** 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 2021-25** Resolution Authorizing Contract for Legal Services

(Resolution authorizes contract with Kate Sendzik-Haines of Sendzik & Sendzik to provide legal services for 2022 by a non-fair and open process)

**Resolution 2021-26** 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, Tobacco, and Vape Free”)

**Resolution 2021-27** Resolution Authorizing the Renewal of an Interlocal Service Agreement

(Resolution authorizes the renewal of an Agreement with Lumberton Township for Vehicle Maintenance services)

**Resolution 2021-28** Resolution Authorizing Membership in a Mutual Aid and Assistance Agreement with Participating Units

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 2021-18 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 Brown offered a motion to approve Resolution 2021-18. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Sheppard, McIlwee

Nay:

Present: Fajgier

Vice Chairman Fajgier then offered a motion to approve the resolutions of the consent agenda, excepting 2021-18, as presented. Commissioner Brown provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Fajgier, McIlwee

Nay:

Abstain: Sheppard

**Resolution 2021-29: Resolution Reaffirming Approval of 2022 Budget**

Commissioner Brown offered a motion to approve Resolution 2021-29. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Brown, Fajgier, McIlwee

Nay:

**Old Business:**

Relief project update

Director Donnelly provided the Board and public with a project update following a pre-meeting walk-through of the site with the Board's construction manager.

Operations of the Bureau of Fire Prevention

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

Pension Update

Director Donnelly advised the Board that the District has been scheduled for pension training and will be issued its employer pension numbers for PERS, PFRS, and DCRP.

2022 Budget Update

Questions with respect to figures in the budget have pushed the adoption to December/January.

2022 Operational Officers

Discussion was presented regarding past BOFC policy and officer appointments as well as the desire, or lack thereof, to solicit for line officer positions. The members of the Board were satisfied with the representative number of officers given the total membership numbers and job duties associated with the positions.

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

No report

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

Chairman McIlwee asked if any members of the Board had any items for discussion or presentation. With no additional items being presented, Chairman McIlwee announced the next meetings of the Board as follows:

**Next Meetings:**

Meeting: 2022 Budget - Public Hearing & Adoption  
Date: Wednesday, December 15, 2021  
Time: 7:00pm  
Location: 37 Washington Street, Mount Holly, NJ 08060

Meeting: Board of Fire Commissioners  
Date: Wednesday, January 5, 2022  
Time: 7:00pm  
Location: 37 Washington Street, Mount Holly, NJ 08060

**Adjournment:**

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

Aye: Sheppard, Brown, Fajgier, McIlwee  
Nay:

The meeting was adjourned by Chairman McIlwee at 8:08pm.

Respectfully submitted,

Nicole Saucier, Secretary  
(as prepared by Director Donnelly)