

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

*Meeting Minutes
Wednesday, December 7, 2022
37 Washington Street
7:00pm*

Call to Order:

Director Donnelly called the December 7, 2022 reorganization meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:05 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 on December 19, 2021.
- Published in the Courier Post on December 19, 2021.
- Forwarded to the Municipal Clerk for posting on December 2, 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 Sheppard, Commissioner Saucier, Commissioner Fajgier, Commissioner McIlwee

Absent:

Staff & Professionals: Director Donnelly, Solicitor Sendzik-Haines, Clerks Brooks & Mangan

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 Joshua Brown.

Reorganization of the Board:

Director Donnelly opened the floor to accept nominations of the Board for the position of Chairman. Commissioner Fajgier offered a motion to appoint Richard McIlwee as Chairman of

the Board. Commissioner Brown 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. Chairman McIlwee 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 Nicole Saucier as Secretary of the Board. Chairman McIlwee 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. Commissioner Saucier 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 2023. These appointments were tabled by the Chairman, to be considered and appointment at a later date.

Appointment of Committees by the Chairperson:

Following solicitation of interest by the Chairman, the following committee appointments were made:

Buildings and Grounds: McIlwee & Sheppard
Personnel and Policies: Saucier & Sheppard
Apparatus and Equipment: Fajgier & McIlwee
Planning and Services: Brown & Saucier
Finance and Insurance: Brown & Fajgier

Approval of Meeting Minutes:

November 2, 2022 Board of Fire Commissioners Meeting

Commissioner Brown offered a motion to approve the meeting minutes of November 2, 2022, as presented. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

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

Approval of Monthly District Reports:

Fire Chief

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

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

Approval of Vouchers:

As prepared and presented.

There were no questions to the vouchers presented for payment. Commissioner Brown offered a motion to approve the vouchers as presented. Commissioner Saucier provided a second to the motion. At call of the roll, the vote was recorded as follows:

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

Matters Presented by the Public:

No members of the public wished to address the Board.

New Business:

Consent Agenda: Resolution 2022-12 thorough 2022-25

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

Resolution 2022-12 Resolution authorizing line-item transfers in the 2022 budget.

Resolution 2022-13 Resolution Establishing 2023 Meeting Dates

Resolution 2022-14 Resolution Designating Official Newspapers for 2023

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

Resolution 2022-15 Resolution Designating Official Depository

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

Resolution 2022-16 Resolution Authorizing Qualified Purchasing Agent

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

Resolution 2022-17 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 2022-18 Resolution Authorizing Payment of Claims

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

Resolution 2022-19 Resolution Authorizing Administrative Salaries

(Resolution authorizes salaries of administrative personnel)

Resolution 2022-20 Resolution Authorizing Agreement for Medical Services

(Resolution authorizes agreement with Virtua for occupational health services)

Resolution 2022-21 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 2022-22 Resolution Authorizing Contract for Legal Services
(Resolution authorizes contract with Kate Sendzik-Haines of Sendzik & Sendzik to provide legal services for 2023 by a non-fair and open process)

Resolution 2022-23 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 2022-24 Resolution Authorizing the Renewal of an Interlocal Service Agreement

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

Resolution 2022-25 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 2022-15 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 the consent agenda excluding Resolution 2022-15. Commissioner Saucier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

Commissioner Brown then offered a motion to approve Resolution 2022-15 as presented. Commissioner Saucier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, McIlwee

Nay:

Present: Fajgier

Resolution 2022-26: Resolution Approving Temporary 2023 Budget

Vice Chairman Fajgier offered a motion to approve Resolution 2022-26 as presented. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

Old Business:

Relief project update

Director Donnelly provided an update to those present as the project crawls toward inspections and issuance of a TCO by the Construction Official.

Matters to be Presented by the Director:

2023 Budget Update

Director Donnelly discussed the need to include a capital item in the 2023 budget, given recent developments. A presentation and vote will occur following hearing at the BOFC meeting to be held on January 4, 2023.

Matters to be Presented by the Solicitor:

No report

Matters to be Presented by the Board:

With no additional items being presented, Chairman McIlwee announced the next meeting of the Board as follows:

Next Meeting:

Meeting: Board of Fire Commissioners
Date: Wednesday, January 4, 2023
Time: 7:00pm
Location: 37 Washington Street, Mount Holly, NJ 08060

Adjournment:

Lacking additional business or discussion presented for consideration, Commissioner Brown offered a motion for adjournment. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

The meeting was adjourned by Chairman McIlwee at 7:30pm.

Respectfully submitted,

Nicole Saucier, Secretary
(As prepared by Director Donnelly)