

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

*Meeting Minutes  
Tuesday, October 3, 2023  
37 Washington Street  
7:00pm*

**Call to Order:**

Chairman McIlwee called the October 3, 2023 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 January 31, 2023.
- Published in the Courier Post on January 31, 2023.
- Forwarded to the Municipal Clerk for posting on January 27, 2023.
- Posted in the Fire District Administration Office.
- Posted at the Good Intent Fire Company
- Posted on the Official Fire District Website.

The Notice set forth that formal action may be taken.

**Roll Call:**

*Present:* Chairman McIlwee, Vice Chairman Fajgier, Commissioner Brown, Commissioner Saucier, Commissioner Sheppard

*Absent:*

*Staff & Professionals:* Director Donnelly, Clerk Brooks

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

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

**Approval of Meeting Minutes:**

September 5, 2023 Board of Fire Commissioners Meeting

Commissioner Saucier offered a motion to approve the meeting minutes of September 5, 2023, as presented. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Fajgier

Nay:

Abstain: Brown, McIlwee

**Approval of Vouchers:**

As prepared and presented.

Commissioner Saucier offered a motion to approve the payment of vouchers, as presented. Commissioner Brown 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:**

JS – Commented on inclusion of the fire chief in service agreements. Questioned the fire inspectors listed in the annual budget and that local candidates would be eligible. Questioned the status of occupancy of the new firehouse.

TF – Presented personnel matters.

**Old Business:**

Relief project update

Director Donnelly updated the status of the project as it related to punch list items and continuing safety and liability issues with occupancy. The Director, construction manager, and solicitor have been communicating with the GC. The GC is still under performance bond and retainage is being held by the Director. Anticipated move-in in the month of November.

**New Business:**

YE2022 MHFD Audit

Director Donnelly presented the 2022 audit findings as prepared by Mr. Bauer.

**Resolution 2023-7: Resolution Accepting Annual Audit and Authorizing Publication**

**Resolution 2023-8: Resolution Certifying Audit Compliance**

Following presentation of the audit findings, Commissioner Brown offered a motion to approve resolutions 2023-7 and 2023-8, accepting the audit report, authorizing publication of the audit

synopsis, and certifying compliance. 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 to be Presented by the Director:**

The Director advised the Chairman of the need for an Executive Session for the discussion of personnel and contracts. Commissioner Brown offered a motion to approve resolution 2023-9, entering into an executive session. 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:

Following conclusion of the executive session, Commissioner Saucier provided a motion to return to the public meeting. Vice Chairman Fajgier 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 to be Presented by the Solicitor:**

No report.

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

Chairman McIlwee requested a motion to authorize entering into a shared service agreement with Westampton Township. Commissioner Brown offered a motion to authorize a resolution to enter into such an agreement (2023-10). 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:

**Next Meetings:**

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

Meeting: Board of Fire Commissioners  
Date: Wednesday, November 8, 2023  
Time: 7:00pm  
Location: TBD, Mount Holly, NJ 08060

Meeting: Board of Fire Commissioners  
Date: Tuesday, December 5, 2023  
Time: 7:00pm  
Location: TBD, 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 8:06pm.

Respectfully submitted,

Nicole Saucier, Secretary  
(As prepared by Director Donnelly)