

Pine Hill Fire District #1
Regular Meeting Minutes
December 7, 2023

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Waddington at 7:30 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

ROLL CALL: Commissioner Hagarty – not present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Harris – present, Commissioner Waddington – present.

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo, Solicitor Carlamere, Vice President J. Stinsman

SWEARING IN: Solicitor Carlamere conducted the swearing in of James Wakeley, who was reelected as commissioner and Christopher Harris, who was newly elected as commissioner.

MINUTES: Chairman Waddington said that the regular minutes for November's meeting need to be tabled until next month for approval.

COMMUNICATIONS LIST: Chairman Waddington explained the communications listed on the agenda. There were no questions.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No report
- **Community Relations Liaison:** No report
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** No report

NEW BUSINESS: Chairman Waddington said that he wanted to thank Commissioner Charles Warrington, Jr. for his 18 years of dedicated service. A plaque will be presented to Commissioner Warrington from the Commission thanking him for his service.

- **Resolution 23-21: Introduction of the 2024 Budget** – Chairman Waddington introduced the 2024 budget and explained that the total revenues is projected to be \$1,698,505.67 with 1,471,690.52 raised by taxation. Total appropriations is projected to be \$1,698,505.67. Chairman Waddington asked for a motion to introduce the budget.

A motion to approve Resolution 23-21 was made by Commissioner Wakeley and seconded by Commissioner Hassett.

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- Roll Call Vote: Commissioner Harris – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington - yes. Motion passed with four yes votes.
- **Resolution 23-22: Approval and Payment of Bills** – Chairman Waddington asked for a motion to approve Resolution 23-22, if there were no questions. There were none.

A motion to approve Resolution 23-22 was made by Commissioner Wakeley and seconded by Commissioner Hassett.

- Roll Call Vote: Commissioner Harris – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington - yes. Motion passed with four yes votes.
- **Motion to approve the application for a grant under the American Rescue Plan Firefighter Grant** – Chairman Waddington asked for a motion to allow Chief Hunter to begin the application process, if there were no questions. There were none.

A motion to allow Chief Hunter to begin the application process under the American Rescue Plan Firefighter Grant was made by Commissioner Wakeley and seconded by Commissioner Hassett.

- Roll Call Vote: Commissioner Harris – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington - yes. Motion passed with four yes votes.

Chairman Waddington said that he spoke with Solicitor Carlamere about tabling the reorganization portion of the meeting until next month when hopefully all five commissioners will be present. Solicitor Carlamere said it was permissible. A motion was made to table Resolutions 23-23, 23-24 & 23-26 through 23-38, as well as nominations until January's meeting by Commissioner Wakeley and seconded by Commissioner Harris. Motion passed unanimously.

FIRE CHIEF'S REPORT: See attached report. Chief Hunter said that both of the grants that he applied for have been denied.

Chief Hunter explained that he would like to take a fence company to court over an unpaid bill. Solicitor Carlamere said that he sent a letter to the fence company from his law office notifying them that a claim will be filed in court if they do not pay the invoice.

FIRE OFFICIAL'S REPORT: See attached report. Report received late.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report.

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Chairman Waddington asked if there were any questions regarding the Chief's, FM's, or administrator's reports. There were none. A motion to approve the reports presented was made by Commissioner Wakeley and seconded by Commissioner Harris. All were in favor. Motion passed.

OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public. A motion to open the floor to the public was made by Commissioner Hassett and seconded by Commissioner Wakeley. All were in favor. Motion passed.

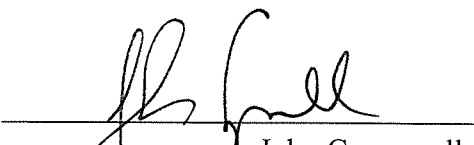
There was no public participation.

CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Hassett and seconded by Commissioner Wakeley. All were in favor. Motion passed.

ADJOURNMENT: Chairman Waddington asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Wakeley and seconded by Commissioner Hassett. All were in favor. Motion passed.

The meeting was adjourned at 7:43 p.m.


James Wakeley
Commission Secretary


John Campanella
Fire District Business Administrator

Certificate of Election

**BOARD OF CANVASSERS
OF
CAMDEN COUNTY, NEW JERSEY**

The said Board does determine that at an election held in said county,
on the Seventh day of November, in the year of our Lord Two Thousand Twenty-three

JAMES T. WAKELEY

was duly elected to the Office of

MEMBER OF BOARD OF FIRE COMMISSIONER
PINE HILL BOROUGH FIRE DISTRICT NO. 1



In Witness Whereof, I have hereunto set my hand this
Twenty-second day of November, A.D., Two Thousand Twenty-three

Donna M. Robinson Taylor, Chairperson, Board of County Canvassers

Attest: _____

JOSEPH RIPA, Camden County Clerk

Certificate of Election

**BOARD OF CANVASSERS
OF
CAMDEN COUNTY, NEW JERSEY**

The said Board does determine that at an election held in said county,
on the Seventh day of November, in the year of our Lord Two Thousand Twenty-three

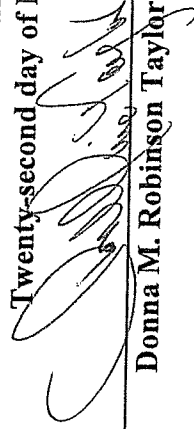
CHRISTOPHER HARRIS

was duly elected to the Office of

MEMBER OF BOARD OF FIRE COMMISSIONER
PINE HILL BOROUGH FIRE DISTRICT NO. 1



In Witness Whereof, I have hereunto set my hand this
Twenty-second day of November, A.D., Two Thousand Twenty-three


Donna M. Robinson Taylor, Chairperson, Board of County Canvassers

Attest: _____


JOSEPH RIPA, Camden County Clerk

RESOLUTION NUMBER 2023-146

**BOROUGH OF PINE HILL
COUNTY OF CAMDEN**

**RESOLUTION OF THE BOROUGH OF PINE HILL TO REVIEW AND
APPROVE THE FIRE DISTRICT #1 ESTABLISHED COMPENSATION
FOR MEMBERS OF THE BOARD OF FIRE COMMISSIONERS PER
STATUTE N.J.S.A. 40A:14-88**

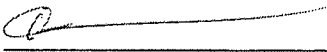
WHEREAS, on October 5, 2023, the Board of Fire Commissioners Fire District #1 of the Borough of Pine Hill at a regular meeting approved Resolution 23-19 attached hereto which established compensation for the members of the Board of Fire Commissioners per statute N.J.S.A. 40A:14-88 and.

WHEREAS the Department of Community Affairs requires that the municipal governing body review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election before the district can adopt its annual budget.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Pine Hill, in the County of Camden and State of New Jersey that for the reason set forth hereinabove, has reviewed and hereby approves the Board of Fire Commissioners Fire District #1 established compensation for members of the Board of Fire Commissioners per statute N.J.S.A. 40A:14-88.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Board of Fire Commissioners Fire District #1 to be kept on file.

BOROUGH OF PINE HILL

BY: 
CHRISTOPHER J. GREEN, MAYOR

ATTEST:


PATRICIA HENDRICKS, BOROUGH CLERK

Tabled: November 6, 2023

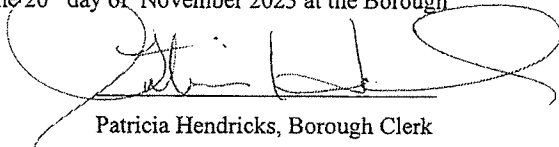
	WARRINGTON	KNOTT	ROBB	BURKE	CORRY-GAFT	WAKELEY
YES		✓	✓	✓	✓	
ABSTAIN	✓					
NO						
ABSENT						✓

Removed from Tabled: November 20, 2023

	WARRINGTON	KNOTT	ROBB	BURKE	CORRY-GAFT	WAKELEY
YES			✓	✓	✓	
ABSTAIN	✓					✓
NO						
ABSENT		✓				

CERTIFICATION

I, Patricia Hendricks, Borough Clerk of the Borough of Pine Hill, do hereby certify that the above is a true and correct copy of a Resolution duly adopted by Borough of Pine Hill at a meeting of said Council held on the 20th day of November 2023 at the Borough Municipal Building.



Patricia Hendricks, Borough Clerk

*** LocaliQ**
New York/New Jersey
GANNETT

Agency:

Pine Hill Fire District 1
1109 Erial RD
Pine Hill NJ 08021-7303
Acct: 1122763

Client:

Pine Hill Fire District 1
1109 Erial RD
Pine Hill NJ 08021-7303
Acct: 1122763

This is not an invoice

Order #	Advertisement / Description	Columns x Lines x Insertions	Rate per Lines	Cost
9545712	Notice of Zoning Board Hearing at Pine Hill Borough Pine Hill Borough Zoning Boa	2 x 5.08 x 1	\$5.08	\$55.80
		Net Total Due:		\$55.80

PO #: LNYS0036229

Check #: _____

Date: _____

CERTIFICATION BY RECEIVING AGENCY
I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: _____

TITLE: _____ DATE: _____

CERTIFICATION BY APPROVAL OFFICIAL
I CERTIFY AND DECLARE THAT THIS ORDER CONFIRMATION IS CORRECT, AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O.#

SIGNATURE: _____

TITLE: _____ DATE: _____

CLAIMANT'S CERTIFICATION AND DECLARATION:
I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS ORDER CONFIRMATION IS CORRECT IN ALL ITS PARTICULARS; THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 11/29/2023

Signature: _____

Federal ID #: 061032273

Official Position: Clerk

Kindly return a copy of this order confirmation with your payment so that we can assure you proper credit.

Courier Post

Gannett New York-New Jersey LocaliQ
PO Box 6312102, Cincinnati, OH 45263-1202

AFFIDAVIT OF PUBLICATION

Order Number : 9545712

STATE OF WISCONSIN
Brown County

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in State of New Jersey and Camden County, and of general circulation in Camden County, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

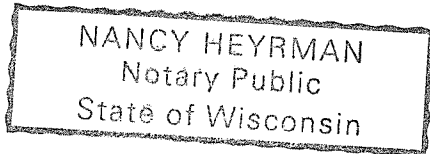
11/29/2023

Legal Clerk

Nancy Heyrman
Notary Public State of Wisconsin County of Brown

My commission expires

5.15.27



Pine Hill Borough
Zoning Board of Adjustment
Notice of Zoning Board Hearing at Pine Hill Borough

Take notice that on Thursday the 14th day of December 2023 at 7:30pm. A hearing will be heard before the Pine Hill Borough Zoning Board and Planning Board of Adjustments at the Municipal Building, located at 45 West 7th Avenue, Pine Hill, New Jersey, on the Application of the undersigned for a Use variance and any other variances and/or design waivers as the Board may determine are required to allow (2) metal shipping containers for Fire Department training on the premises located at 1109 Erial Road, Pine Hill, New Jersey and designated as Block 40, Lots 69, 01, 82, 83, & 85, on the Pine Hill Borough Tax Map.

The Application is on file in the Planning and Zoning Secretary's Office and is available for inspection at the Pine Hill Borough Municipal Building at 45 West 7th Avenue, Pine Hill, New Jersey between the hours of 9:00am. And 4:00pm., Monday through Friday. Any interested party may appear at said hearing and participate there in accordance with the rules of the Zoning Board of Adjustment.

Pine Hill Fire Department
(Name of Applicant)
November 29 2023
LNY50036229
\$25.80

2024 FIRE DISTRICT BUDGET RESOLUTION

Pine Hill Borough FD No. 1

FISCAL YEAR: January 1, 2024 to December 31, 2024

WHEREAS, the Annual Budget for Pine Hill Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2024 and ending December 31, 2024 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 7, 2023; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,698,505.67 which includes an amount to be raised by taxation of \$1,471,690.52 and Total Appropriations of \$1,698,505.67; and

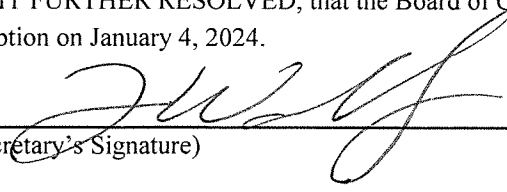
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 7, 2023 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 4, 2024.



(Secretary's Signature)

12/7/2023

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Commissioner Hagarty				X
Commissioner Harris	X			
Commissioner Hassett	X			
Commissioner Waddington	X			
Commissioner Wakeley	X			

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#23-22

WHEREAS, Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

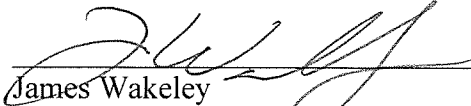
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which, salaries, wages or other compensation for services should be paid.

NOW THEREFORE, It is herein resolved and approved as follows:

- (1) The checks as issued by the Fire District for payment of claims are hereby approved and shall be signed by (3) Commissioners to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

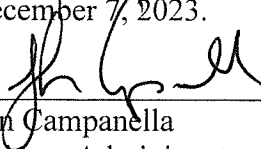
DATED: December 7, 2023


James Wakeley
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Hagarty						X
Hassett		X	X			
Harris			X			
Wakeley	X		X			
Waddington			X			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on December 7, 2023.



John Campanella
Business Administrator

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Vendors: All
 Rcvd Batch Id Range: First to Last
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y
 Include Non-Budgeted: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
23000001	01/04/23	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00	
23000365	11/08/23	PHFD1 PINE HILL FIRE DEPT.	FINAL RENT PAYMENT FOR 2023	Open	8,166.63	0.00	
23000366	11/08/23	STATE005 State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00	
23000367	11/08/23	CASH1 PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00	
23000368	11/08/23	EDM01 Edmunds GovTech, Inc.	2024 FINANCIAL SOFTWARE MAINT.	Open	3,872.32	0.00	
23000369	11/08/23	RCGCFA01 Rowan College of South Jersey	AUTO EXTRICATION II	Open	300.00	0.00	
23000370	11/08/23	EMSCO005 EMS CONSULTING SERVICES, LLC	THIRD PARTY BILLING FOR MVA	Open	17.50	0.00	
23000371	11/14/23	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	84.72	0.00	
23000372	11/14/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 11/15/23	Open	144.00	0.00	
23000373	11/14/23	SAFEG005 Safeguard	REORDER CHECK SUPPLY	Open	452.37	0.00	
23000374	11/14/23	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00	
23000375	11/14/23	BOA00001 Bank of America	P-CARD CHARGES FOR NOVEMBER	Open	2,217.42	0.00	
23000376	11/20/23	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR DECEMBER	Open	1,006.99	0.00	
23000377	11/20/23	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR OCTOBER 2023	Open	1,645.20	0.00	
23000378	11/20/23	CCC01 CAMDEN COUNTY COLLEGE	FIRE RELATED COURSES	Open	550.00	0.00	
23000379	11/21/23	RCGCFA01 Rowan College of South Jersey	HEAVY VEHICLE RESCUE LEVEL 1	Open	175.00	0.00	
23000380	11/21/23	AFS001 Ankor Fire & Safety Equipment	HYDRO TESTING/REFILL - 1 CAN	Open	65.00	0.00	
23000381	11/22/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	Garden Hoses	Open	37.96	0.00	
23000382	11/22/23	DEERP005 DEER PARK FIRE COMPANY	REHAB 13 RESPONSE TO FIRE CALL	Open	100.00	0.00	
23000384	11/22/23	MGL01 MGL Printing Solutions, LLC	1099's FOR 2023	Open	60.50	0.00	
23000385	11/28/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 11/30/23	Open	161.25	0.00	
23000386	11/28/23	MGL01 MGL Printing Solutions, LLC	PURCHASE ORDER SUPPLY	Open	586.00	0.00	
23000387	12/01/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
23000388	12/05/23	JDU001 JOHN DUVALL	TEXTBOOK FOR PUMP TRAINING	Open	136.37	0.00	
23000389	12/05/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	POWER TOOLS	Open	3,813.00	0.00	
23000390	12/05/23	ACTIO005 Action Uniform Co. LLC	CLASS A & B UNIFORM L. HUNTER	Open	773.00	0.00	

Total Purchase Orders: 26 Total P.O. Line Items: 0 Total List Amount: 37,052.75 Total Void Amount: 0.00

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
3-GN- -002-110	Firefighters	Continued			
11/30/23 Expd	FIREFIGHTERS - Pay Date 11/30/23		14,062.91	JC	B 611 7
Total Expenditures:	2	28,125.82			
3-GN- -002-111	Overtime & Sicktime Buyback				
11/15/23 Expd	OVERTIME & VAC BUY - Pay Date 11/15/23		551.12	JC	B 609 8
11/30/23 Expd	OVERTIME & VAC BUY - Pay Date 11/30/23		2,384.82	JC	B 611 8
Total Expenditures:	2	2,935.94			
3-GN- -002-226	Weekend & Overnight Duty Crews				
11/15/23 Expd	DUTY CREW STIPENDS - Pay Date 11/15/23		4,120.00	JC	B 609 11
11/30/23 Expd	DUTY CREW STIPENDS - Pay Date 11/30/23		3,720.00	JC	B 611 11
Total Expenditures:	2	7,840.00			
3-GN- -002-228	Stipends - Fill In Firefighters				
11/15/23 Expd	FILL-IN FIREFIGHTERS - Pay Date 11/15/23		487.49	JC	B 609 12
11/30/23 Expd	FILL-IN FIREFIGHTERS - Pay Date 11/30/23		169.56	JC	B 611 12
Total Expenditures:	2	657.05			
3-GN- -002-301	FICA - Firefighters				
11/15/23 Expd	FICA FIREFIGHTERS - Pay Date 11/15/23		1,444.33	JC	B 609 18
11/30/23 Expd	FICA FIREFIGHTERS - Pay Date 11/30/23		1,529.72	JC	B 611 18
Total Expenditures:	2	2,974.05			
3-GN- -002-303	State Payroll Taxes - Firefighters				
11/15/23 Expd	STATE WAGE TAX FF'S - Pay Date 11/15/23		59.26	JC	B 609 19
11/30/23 Expd	STATE WAGE TAX FF'S - Pay Date 11/30/23		43.40	JC	B 611 19
Total Expenditures:	2	102.66			
3-GN- -002-304	Health Insurance - Firefighters				
11/15/23 Expd	Health Ins. reimb. 11/15/23		311.42	JC	B 609 9
11/30/23 Expd	Health Ins. reimb. 11/30/23		311.42	JC	B 611 9
Total Expenditures:	2	622.84			
3-GN- -003-101	Fire Official				
11/30/23 Expd	FIRE MARSHAL - Pay Date 11/30/23		958.33	JC	B 611 5
Total Expenditures:	1	958.33			
3-GN- -003-102	Fire Inspectors				
11/30/23 Expd	FIRE INSPECTOR - Pay Date 11/30/23		458.33	JC	B 611 6
Total Expenditures:	1	458.33			

Fund Description	Fund	Expenditures
GENERAL	3-GN	59,828.57
Total Of All Funds:		<u>59,828.57</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	29	59,828.57

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12509 to 12533
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
12509	12/07/23	ACTIO005 Action Uniform Co. LLC	773.00		1136
12510	12/07/23	AFS001 Ankor Fire & Safety Equipment	65.00		1136
12511	12/07/23	AIRGA005 AIRGAS USA, LLC	19.80		1136
12512	12/07/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	37.96		1136
12513	12/07/23	BOA00001 Bank of America	2,217.42		1136
12514	12/07/23	BTM001 BOUND TREE MEDICAL, LLC	84.72		1136
12515	12/07/23	CAS01 CASA PAYROLL SERVICE, LLC	305.25		1136
12516	12/07/23	CASH1 PETTY CASH	1,200.00		1136
12517	12/07/23	CCC01 CAMDEN COUNTY COLLEGE	550.00		1136
12518	12/07/23	DC001 DAVID F. CARLAMERE	450.00		1136
12519	12/07/23	DEERP005 DEER PARK FIRE COMPANY	100.00		1136
12520	12/07/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	3,813.00		1136
12521	12/07/23	EDM01 Edmunds GovTech, Inc.	3,872.32		1136
12522	12/07/23	EMSCO005 EMS CONSULTING SERVICES, LLC	17.50		1136
12523	12/07/23	JDU001 JOHN DUVAL	136.37		1136
12524	12/07/23	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1136
12525	12/07/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1136
12526	12/07/23	MGL01 MGL Printing Solutions, LLC	60.50		1136
12527	12/07/23	MGL01 MGL Printing Solutions, LLC	586.00		1136
12528	12/07/23	PHFD1 PINE HILL FIRE DEPT.	8,166.63		1136
12529	12/07/23	RCGCF001 Rowan College of South Jersey	300.00		1136
12530	12/07/23	RCGCF001 Rowan College of South Jersey	175.00		1136
12531	12/07/23	SAFEG005 Safeguard	452.37		1136
12532	12/07/23	STATE005 State of NJ Health Benefits	10,930.10		1136
12533	12/07/23	TG001 TOWNSHIP OF GLOUCESTER	1,645.20		1136

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	25	0	37,052.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	25	0	37,052.75	0.00

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**APPOINTMENT OF FIRE CHIEF
#23-23**

WHEREAS, There exist a need for a FIRE CHIEF for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Joseph M. Hunter meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Joseph M. Hunter be and is hereby appointed the Fire Chief for the Board of Fire Commissioners for the period of January 1, 2024 to December 31, 2024, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**APPOINTMENT OF FIRE OFFICIAL
#23-24**

WHEREAS, There exist a need for a **FIRE OFFICIAL** for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Timothy Shannon meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Timothy Shannon be and is hereby appointed the Fire Official for the Board of Fire Commissioners for the period January 1, 2024 through December 31, 2024, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

OFFICIAL DEPOSITORY
#23-26

WHEREAS, There exists a need for the services of a bank for the deposit of the funds of the Fire District.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that the William Penn Bank be and is hereby named to provide the Banking Services for the Fire District.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

CASH MANAGEMENT PLAN
#23-27

WHEREAS, N.J.S.A. 40A:5-14 mandates that the Governing Body shall, by Resolution passed by a majority of the membership thereof, approve a Cash Management Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Pine Hill Fire District #1 as follows:

1. The attached Cash Management Plan will guide the investment of idle funds of the Pine Hill Fire District #1.
2. The attached Cash Management Plan includes a policy Statement to guide its implementation.
3. The Fire District Administrator will administer the plan.
4. The Plan is subject to annual audit; and

BE IT FURTHER RESOLVED that a certified copy of this resolution with Cash Management Plan attached shall be forwarded to the following:

- A. The Board of Fire Commissioners
- B. The Auditor
- C. All appropriate depositories

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

**CASH MANAGEMENT PLAN
OF
THE PINE HILL FIRE DISTRICT #1
COUNTY OF CAMDEN
NEW JERSEY**

I STATEMENT OF PURPOSE

This Cash Management Plan (the 'plan') has been prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for deposits ('deposits') and permitted investments ('investments') of certain public funds of the Pine Hill Fire District #1, pending the use of such funds for the intended purposes. The plan is intended to assure that all such public funds are deposited in interest bearing accounts or permitted investments. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be made in a manner intended to insure the safety and preservation of principal value, the liquidity (regarding its availability for the intended purpose) and the maximum investment return within such limits. The plan is intended to insure that any deposit or permitted investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such deposits or permitted investments.

II IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan is intended to cover the deposit and or investment of the following governmental fund types and accounts of the Pine Hill Fire District #1 as follows:

General Fund
Special Revenue Fund
Debt Service Fund
Capital Projects Fund
General Long-Term Debt Account Group

**III DESIGNATION OF OFFICIALS OF THE PINE HILL FIRE DISTRICT #1
AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER
THE PLAN**

The Fire District Administrator of the Pine Hill Fire District #1 shall be charged with the administering of this plan. The Fire District Administrator shall monitor all deposits and investments for consistency with this plan. No person shall engage in an investment transaction involving Pine Hill Fire District #1 funds except as directed or authorized by the Fire District Administrator. Prior to making such deposits or permitted investments, all authorized depositories or investment facilities shall be supplied with a written copy of this plan, which shall be acknowledged in writing by such parties and a copy of such acknowledgement shall be kept on file with the Fire District.

The Fire District Administrator shall be permitted to perform transfers of funds between accounts utilizing the internet services provided by the local bank.

IV DESIGNATION OF DEPOSITORIES

Any New Jersey Financial Institution eligible under the Governmental Unit Deposit Protection Act

**V DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH
WHOM THE DESIGNATED OFFICIALS MAY DEAL**

N/A

VI AUTHORIZED INVESTMENTS

- A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

VI AUTHORIZED INVESTMENTS (CONT'D)

- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the schools district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4) or;
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236(C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed

For the purposes of the above language, the term “local government investment pool” shall have the following definitions:

Local Government Investment Pool: An investment pool:

- (a) which is managed in accordance with 17 C.F.R., sec. 270.2a-7:
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;

VI AUTHORIZED INVESTMENTS (CONT'D)

- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-
- (d) 7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (e) which is in compliance with rules adopted pursuant to the "Administrative" Procedure Act", P.L. 1968, c.410 (c52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (f) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (g) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.I. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VII SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Pine Hill Fire District #1, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution, in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Pine Hill Fire District #1 to assure that there is no

VII SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN (CONT'D)

unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any method to ensure that such Permitted Investments are either received by the

Pine Hill Fire District #1 or by a third-party custodian prior to or upon the release of the Pine Hill Fire District #1's funds.

To assure that all parties with whom the Pine Hill Fire District #1 deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the fire department.

VIII REPORTING REQUIREMENTS

Each month during which this Plan is in effect, the Fire District Administrator shall supply to the governing body of the Pine Hill Fire District #1 a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Pine Hill Fire District #1 as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased, or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Pine Hill Fire District #1.

IX TERM OF PLAN

This Plan shall be in effect from the date of this resolution to December 31, 2024. Attached to this Plan is a Resolution of the governing body of the Pine Hill Fire District #1 approving this Plan for such period of time. This Plan may be amended from time to time. To the extent that any amendment is adopted by the Commissioners, the Designated Officials are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

OFFICIAL PUBLICATION
#23-28

WHEREAS, There exists a need for the services of an Official Newspaper for publishing of legal notices for the Fire District.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that the The Courier Post be and is hereby named to provide the Official Publication for the Fire District.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**FUND COMMISSIONERS FOR 1ST RESPONDER JOINT INSURANCE FUND
#23-29**

WHEREAS, There exists a need for a Fund Commissioner and an Alternate Fund Commissioner to the First Responder Joint Insurance Fund,

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that, Thomas Hassett be appointed as the Fund Commissioner and, John Campanella be appointed as the Alternate Commissioner to the First Responder Joint Insurance Fund, and

BE IT FURTHER RESOLVED that copies of this resolution will be forwarded to each Fund Commissioner and to the First Responder Joint Insurance Fund.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING PROFESSIONAL SERVICES CONTRACT SOLICITOR
#23-30**

WHEREAS, There exists a need for Solicitor Services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said contract for professional services is not subject to the provisions of N.J.S.A.19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that DAVID F. CARLAMERE, ESQ., be and is hereby appointed to provide SOLICITOR services for the Board of Fire Commissioners for the period January 1, 2024 through December 31, 2024 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING OF PROFESSIONAL SERVICES CONTRACT AUDITOR
#23-31**

WHEREAS, There exists a need for AUDITING services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said contract for professional services shall not exceed \$20,000.00 and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Stefanie J. DeSantis of Bowman & Company be and is hereby appointed AUDITOR for the Board of Fire Commissioners for the period January 1, 2024 through December 31, 2024 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1
 BOROUGH OF PINE HILL

**AWARDING OF PROFESSIONAL SERVICES CONTRACT
 INSURANCE CONSULTANT
 #23-32**

WHEREAS, There exist a need for INSURANCE CONSULTANT services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said professional appointment is not subject to N.J.S.A.19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Hardenbergh Insurance Group, be and is hereby appointed to provide INSURANCE CONSULTANT services for the Board of Fire Commissioners for the period January 1, 2024 thought December 31, 2024, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a “Professional Service” under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Date: December 7, 2023

 James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

 John Campanella
 Business Administrator

BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1
 BOROUGH OF PINE HILL

**AWARDING PROFESSIONAL SERVICES CONTRACT MEDICAL PROVIDER
 #23-33**

WHEREAS, There exist a need for Medical Services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said professional appointment is not subject to N.J.S.A.19:44a-20.4 et seq., as the appointment is not in excess of \$17,500.00.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Interstate Mobile Care, be and is hereby appointed Medical Provider for the Board of Fire Commissioners for the period January 1, 2024 through December 31, 2024, to perform professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Date: December 7, 2023

 James Wakeley, Secretary

Record of Vote: *Tabled*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

 John Campanella
 Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING PROFESSIONAL SERVICES CONTRACT FOR
COMPUTER MAINTENANCE
#23-34**

WHEREAS, There exists a need for Computer Maintenance for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that J. Harte and Associates meets the requirements established by the Board of Fire Commissioners.

WHEREAS, The Joint Insurance Fund instituted new requirements for cyber security which will require additional services from J. Harte and Associates.

WHEREAS, Said professional contract shall not exceed \$36,000.00

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that J. Harte and Associates, be and is hereby appointed to perform computer maintenance services as required by the Board for the period January 1, 2024 through December 31, 2024, and to receive such compensation as may be reasonable for such services.

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**CONFIRMING SALARY FOR FIRE COMMISSIONERS
AND EMPLOYEES OF THE FIRE DISTRICT
#23-35**

WHEREAS, The Board of Fire Commissioners did establish certain salary for Fire Commissioners and employees of the Fire District as part of the year 2024 budget approval process, and

WHEREAS, said year 2024 budget was introduced and forwarded to New Jersey Department of Community Affairs, Local Finance Board for approval, and

WHEREAS, The board desires to confirm the established salary for Fire Commissioners and District employees.

NOW THEREFORE, It is herein resolved and approved as follows:

<u>Position</u>	<u>Annual Salary</u>
Commissioner	\$2,600.00
Fire Official	\$11,500.00
Fire Inspector	\$5,500.00
Fire Chief	\$121,263.97
Business Administrators	\$37,168.03
Qualified Purchasing Agent	\$1,200.00
Firefighters	Amount per 2022-2025 Contract

Date: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

COMMISSION MEETING 2024 SCHEDULE
#23-36

WHEREAS, The Board of Fire Commissioners has determined to set regular scheduled meetings for the year.

NOW THEREFORE, it is herein resolved and approved that the following is the schedule of meetings for the year.

REGULAR MEETINGS

JANUARY 4, 2024	7:30 P.M.	JULY 11, 2024	7:30 P.M.
FEBRUARY 1, 2024	7:30 P.M.	AUGUST 1, 2024	7:30 P.M.
MARCH 7, 2024	7:30 P.M.	SEPTEMBER 5, 2024	7:30 P.M.
APRIL 4, 2024	7:30 P.M.	OCTOBER 3, 2024	7:30 P.M.
MAY 2, 2024	7:30 P.M.	NOVEMBER 7, 2024	7:30 P.M.
JUNE 6, 2024	7:30 P.M.	DECEMBER 5, 2024	7:30 P.M.

Set for the FIRST THURSDAY of each month, at 7:30 p.m. Meeting dates may be adjusted due to major holidays. All meetings will be held at Pine Hill Fire Dept., 1109 Erial Rd., Pine Hill, NJ.

Record of Vote:

Tabled

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagarty						
Hassett						
Harris						
Wakeley						
Waddington						

Date: December 7, 2023

James Wakeley, Secretary

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on December 7, 2023.

John Campanella
Business Administrator

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT BUSINESS ADMINISTRATORS
#23-37**

WHEREAS, There exist a need for a FIRE DISTRICT BUSINESS ADMINISTRATOR for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that John Campanella meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1. That John Campanella be and is hereby appointed the Fire District Administrator for the Board of Fire Commissioners for the period January 1, 2024 until the Reorganization Meeting in December of 2024, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: December 7, 2023

James Wakeley, Commission Secretary

Record of Vote:

Tabled

Members	Yes	No	Abstain	Absent
Commissioner Hagerty				
Commissioner Hassett				
Commissioner Harris				
Commissioner Wakeley				
Commissioner Waddington				

I, John Campanella, do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Fire District Business Administrator

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1

BOROUGH OF PINE HILL

Resolution #23-38

ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL REGULAR, WORK SESSION AND SPECIAL MEETINGS OF THE BOARD OF FIRE COMMISSIONERS

WHEREAS, The Board of Fire Commissioners, Fire District #1 of the Borough of Pine Hill desires to establish standard rules of order and regulations for public participation at Fire Commission meetings for the purpose of promoting efficiency and a fair opportunity for public comment on issues and concerns when meetings are open to the public, and to assure that the business of the Fire Commission can be conducted within a reasonable time, and

WHEREAS, in order to assure that appropriate decorum is maintained during meetings when a member of the public comments to the Board of Fire Commissioners, it is necessary to establish reasonable guidelines.

NOW THEREFORE, be it RESOLVED by the Board of Fire Commissioners of the Borough of Pine Hill as follows:

- a) The Board of Fire Commissioners hereby sets a reasonable time limitation for each speaker when any portion of the meeting is open for public participation. Each speaker shall be limited to five (5) minutes per speaker with a limit of two speaking opportunities. The two (2) per person speaking opportunity shall not be consecutive so as to allow other members of the public to make an appropriate speaking opportunity presentation to the Board. When each person who desires to speak at the public meeting has had an opportunity to address the Board, a person may be recognized for a second speaking opportunity. The second speaking opportunity is also limited to five minutes. The practice of yielding time to or borrowing time from others is not permitted.
b) Foul, vulgar or course language shall not be tolerated.
c) At the discretion of Chairman of the Board of Fire Commissioners, with the consent of the majority of Board members present, on issues being presented, this time limitation may be relaxed or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues.
d) Large groups on single issues are urged to select a spokesperson to present their concerns.
e) Any desired question to specific members of the Board shall be directed to the Board Chairman for recognition of specific Board members. The intent is to avoid a "back and forth" exchange. Board Members may or may not respond to any public presentment after there has been a completion of the public speaker's presentment.

Dated: December 7, 2023

James Wakeley, Secretary

Record of Vote:

Handwritten: Tabled

Table with 7 columns: Commissioner, Motion, 2nd, Yes, No, Abstain, Absent. Rows include Hagerty, Hassett, Harris, Wakeley, Waddington.

I, John Campanella, do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 7, 2023.

John Campanella
Business Administrator

Pine Hill Fire Department

Chief's Monthly Report

November 2023

Meetings:

- On Thursday the 2nd, I attended the commission meeting.
- On Thursday evening the 16th, I attended the swearing in for Deputy Chief Derek Kramer from the Erial Fire Department.
- On Tuesday evening the 21st, I attended the fire company meeting.
- On Tuesday evening the 21st, I held an officers' meeting to discuss what I expect of them next year.
- On Wednesday morning the 22nd, I held a staff meeting to hand out next year's responsibilities.

Calls for Service / Significant Concerns:

- On Wednesday morning the 1st, we were special called to 3 Laurel Hill Court in Berlin Borough for a working house fire. Battalion Chief Pizzo and I responded along with Engine 6 and the Engine was second due. The Engine laid a 5" supply line from Quint 211 to the hydrant and supplied them with water. The balance of the crew along with Battalion Chief Pizzo, stretched a second line and assisted with extinguishment of a kitchen fire. Upon my arrival I was ordered to the rear (division C) as the division commander.
- On Thursday afternoon the 2nd, Tower Ladder 6 was dispatched to 77 Roseland Circle in Winslow for a dwelling fire. Battalion Chief Pizzo and Tower Ladder 6 were both second due. Chief 85 had smoke showing and ordered Tower Ladder 6 to complete a primary search. Battalion Chief Pizzo was ordered to division "C" as the commander. It was found to be a heater fire in the basement that was extinguished by the crew on Quint 85. Tower Ladder 6 ventilated the basement before going available.
- On Thursday evening the 2nd, we were dispatched to 165 Kearsley Road in Erial for a dwelling fire. Battalion Chief Pizzo along with Engine 6 responded and the Engine was first due. Chief 86 on location and reporting a garage fire 50' x 50' well involved asking for the all-hands box. Engine 6 laid a 5" supply line from the beginning of the dirt driveway and attacked the fire with their deck gun and a 2 ½ hand line. The crew operated well into the morning.
- On Sunday morning the 12th, we were dispatched to 32 Kirk Lane in Pine Hill for a dwelling fire. Engine 6 responded with a crew of 4 and were on location in 4 minutes

and 30 seconds after dispatch. Tower Ladder 6 responded with a crew of 4 also. A column from the fire could be seen from the firehouse. Engine 6 arrived on location and PHPD advised Captain Crosby that there were two people trapped. The order was given by Captain Crosby to Tower Ladder 6 to perform a primary search upon their arrival. The crew from Engine 6 stretched a 1 ¾ hand line through the front door and tried to make the second floor. They were pushed back due to fire conditions and one member of the crew's foot falling through the steps. They held their position at the base of the stairs to hold the fire back. The Tower Ladder crew arrived and started the primary search. With permission from the Tower Ladder Officer, Firefighter Koch searched ahead of the crew. Firefighter Koch found a confused female just off the kitchen and removed her from the dwelling, handed her off to PHPD Officer. While the rescue was being made the female advised Firefighter Koch that the other trapped victim was in the basement. That information was passed on to the Tower Ladder officer Weidner and they headed to the basement for the search. Lt. Torres and Firefighter Duvall arrived and reported to the command post. They were ordered by me to stretch a second hand line and protect the exposure on the "D" side of the house. As they approached the Engine to stretch the second line, they were ordered by Chief Dimitri to enter the dwelling and search for the second victim that was now reported to be on the first floor in the rear. After searching the rear and not finding the victim, they moved to the front of the house for a secondary search. Lt. Torres searched the bathroom and found an unconscious male on the floor. Lt. Torres and Firefighter Duvall carried the victim to the "B" side of the house. The victim was handed off to Chief Dimitri and carried to the front of the house, with help from Firefighter Duvall. It must be noted that the first rescue was made 9 minutes after dispatch, second rescue made 12 minutes after dispatch, and the emergency evacuation was transmitted at 14 minutes after dispatch.

- On Friday afternoon the 17th, we were special called for a motor vehicle accident rescue assignment on Watsontown New Freedom Road in Berlin. Battalion Chief Pizzo and I responded with Squad 6. We arrived to find one vehicle on fire and the other vehicle split in half. All victims were out of the vehicles prior to our arrival. Squad 6 assisted Berlin with extinguishment of the vehicle fire.
- On Tuesday afternoon the 21st, Battalion Chief Pizzo along with Tower Ladder 6 responded to 7 Clements Hand Court in Winslow for a reported dwelling fire. Chief 86 arrived first and reported smoke from the rear yard. It was determined to be patio furniture and fencing on fire. Tower Ladder 6 was sent to the interior to check for fire extension. The Tower Ladder's crew assisted with overhaul before being released.
- On Tuesday afternoon the 28th, we were dispatched to 21 Brookshire Road in Erial for a dwelling fire. Battalion Chief Pizzo and I, along with Engine 6 responded. Chief 85 on location reporting smoke showing and requesting the all-hands box to be transmitted. Battalion Chief Pizzo arrived and was ordered to the "C" side as the commander. I arrived and was given the operations role. Engine 85 stretched a 1 ¾ hand line through

the front door. Engine 6 was ordered to take the hydrant and the manpower to stretch and second hand line off Quint 85 and stretch it to the second floor on the "B" 1 exposure. Squad 88 arrived and ordered to stretch a 1 ¾ hand line off their truck and stretch it to the second floor on the "D" 1 exposure, after they forced the door. A second alarm was transmitted for manpower. Tower Ladder 6 arrived and assisted with overhaul. Squad 25 crew stretched a fourth 1 ¾ hand line to back up the first line.

Public relations:

- We installed 3 smoke detectors at 400 Turnersville Road.
- We installed one CO detector at 165 Hidden Drive (Erial).
- Replaced 5 batteries at 12 Lincoln Lane.
- Installed one CO detector at 106 Monticello Drive (Erial).
- Installed one smoke detector at 2905 Tall Pines.
- On Thursday afternoon the 16th, we provided the Tower Ladder to Public Works and assisted with installing the star on the tree at Veterans Park.
- On Saturday afternoon the 11th, we attended the Veterans Service.

Tower Ladder:

- On Wednesday the 1st we had the annual pump test completed. Unfortunately, the truck failed because it could not hold a draft. We are working to make the repair.

Squad:

- On Wednesday the 1st we had the annual pump test competed. Unfortunately, the truck failed because the primer was not working. We are working to make the repair.

Grant:

- I am still waiting to hear the results for the two (AFG). We have not received any turn down letters, so I am still hopeful.
- I did receive a turn down letter from the Leary Foundation (thermal imaging cameras).
- Still waiting on the Gary Sinise Grant.
- Still waiting for the Allstate grant.

Training:

- On Saturday morning the 18th, I attended the monthly training at the high school.

Motor Vehicle Billing:

- We are starting to bring in some money from motor vehicle accidents.
- We sent 7 more motor vehicles accidents this month for billing.

BLS-6:

- On Wednesday the 15th, the ambulance was taken to Burlington County for a State Inspection. The unit did pass the inspection and meets all the requirements for 2024.

Vacation:

- I took vacation the following days. (11/18, 11/19, 11/20).

Swearing In:

- I would like to hold the January 4th meeting at the borough hall. I feel that the swearing in for Captain Duvall will be well attended.

Court:

- On August 30, 2023, we responded to 56 Grant Lane for a natural gas leak. The contractor hit an exterior underground gas line while installing a fence. On September 8, 2023, I mailed (via certified mail) a bill to Fence USA. After many documented tries to rectify the nonpayment, I went to the main office on Friday the 17th. I advised Cyndie to have Mike reach out before Friday the 24th, or we will take him to small claims court. I sent all the information to Solicitor Carlamere, who will be sending Fence USA a letter on our behalf.

**Pine Hill Bureau of Fire Prevention
Office of the Fire Marshal
Monthly Report to the Board of Fire Commissioners**

Month of: November 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	18
Fire Safety Inspection – Non LHU(s)	17
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	07
Complaint(s)	0
Fire Investigation(s)	01

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	0
Smoke Detector & CO Detector Compliance	\$315.00
Permit Fees	
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$315.00

Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

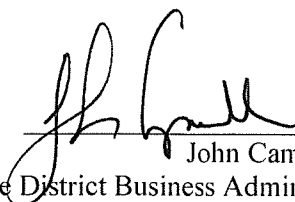
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive style with a large initial "J".

Joseph Cornforth
Fire Official

**PINE HILL FIRE DISTRICT #1
NOVEMBER 2023 ADMINISTRATOR'S REPORT**

- Submitted a reimbursement request to FEMA under SAFER Grant
- Worked on pension reimbursement issue with FEMA & NJDPB
- Worked on 2024 budget for introduction and prepare for submission
- Worked with JIF's cyber security vendor to begin phishing program
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations



John Campanella
Fire District Business Administrator