

Pine Hill Fire District #1  
Regular Meeting Minutes  
January 4, 2024

(Note: Meeting held at the Borough of Pine Hill Municipal Bldg.)

**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 – present, Commissioner Hassett – present, Commissioner Harris – not present, Commissioner Wakeley – present, Commissioner Waddington – present

**OTHER OFFICIALS PRESENT:** Chief Hunter, Battalion Chief Pizzo, Solicitor Carlamere

**SWEARING-IN:** Solicitor Carlamere performed the swearing-in of Firefighter John Duvall who was promoted to Captain.

**RECESS:** Chairman Waddington announced a five-minute recess so attendees can congratulate Captain Duvall and take pictures. Meeting recessed at 7:37 p.m.

**CALL TO ORDER:** Chairman Waddington called the meeting back to order at 7:42 p.m. noting that no commissioners left the room.

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular minutes for the meeting held on November 2, 2023. There were none. A motion to approve the minutes was made by Commissioner Hassett and seconded by Commissioner Hagarty. Motion passed with three yes votes. Commissioner Wakeley abstained.

Chairman Waddington asked if there were any questions regarding the regular minutes for the meeting held on December 7, 2023. There were none. A motion to approve the minutes was made by Commissioner Hassett and seconded by Commissioner Wakeley. Motion passed with three yes votes. Commissioner Hagarty abstained.

Chairman Waddington asked if there were any questions regarding the minutes for the special emergency meeting held on December 21, 2023. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Hassett. Motion passed with three yes votes. Commissioner Wakeley abstained.

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**COMMUNICATIONS LIST:** Chairman Waddington asked for a motion to approve the following communications as listed on the agenda:

- Proof of publication of the 2024 Budget Adoption Public Meeting Notice
- Proof of publication of the 2024 meeting dates
- Proof of publication of January's meeting location change
- Proof of publication of the 2022 Audit Synopsis
- Proof of publication of the Special Emergency Meeting

A motion to approve the communications list was made by Commissioner Hagarty and seconded by Commissioner Hassett. Motion passed with four yes votes.

**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:**

Business Administrator Campanella informed the commissioners that the 1997 Ambulance is insured for replacement cost of \$175,000. Hardenbergh Insurance Group recommends increasing the replacement cost to \$345,000. The increased insurance premium would be \$1,130.00 per year. Commissioner Wakeley asked the Chief what the replacement cost for the ambulance would be. Chief Hunter said approximately \$345,000. A motion to increase the replacement cost of the ambulance to \$345,000.00 was made by Commissioner Hassett and seconded by Commissioner Wakeley. ***Roll Call Vote: Commissioner Hassett – yes, Commissioner Hagarty – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with four yes votes.***

Business Administrator Campanella said that the Hardenbergh Insurance Group is asking the fire district if they want to increase their Excess Liability Limits. The fire district's limit is currently \$5 million. Hardenbergh is saying that there is no definitive answer on how much insurance is enough. We could increase our limit by another \$2 million up to another \$15 million. Borough Administrator John Greer said that the Borough of Pine Hill decided to increase their limits because we need to protect Borough's assets and the cost was very reasonable. Commissioner Hassett asked what the cost would be to increase our limit another \$5 million. Administrator Campanella said the cost would be \$3,134.00. A motion to increase the fire district's Excess Liability limit another \$5 million was made by Commissioner Wakeley and seconded by Commissioner Hagarty. ***Roll Call Vote: Commissioner Hassett – yes, Commissioner Hagarty – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with four yes votes.***

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- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** No report

**NEW BUSINESS:**

- **Second Reading of 2024 Fire District Budget:** Chairman Waddington said that the proposed 2024 Fire District Budget was approved by the State of NJ and was introduced at our meeting in December. A copy was posted in the Pine Hill Borough Hall, and on the Fire District's website. Also, notice of this meeting was published in the Courier Post. Chairman Waddington said that he will open the floor for a public hearing, so residents can ask questions or express their concerns regarding the budget.
  
- **Open Session/Public Hearing: (Motion to Open/Close):** Chairman Waddington asked for a motion to open the floor for a public hearing regarding the topic of the 2024 Fire District Budget only. A motion to open the floor for a public hearing was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All four Commissioners present were in favor. Motion passed.

There was no public participation.

- **Close Public Hearing:** Chairman Waddington asked if there were any further questions regarding the topic of the 2024 Pine Hill Fire District Budget. There were none. A motion to close the public hearing was made by Commissioner Hassett and seconded by Commissioner Wakeley. All four Commissioners present were in favor. Motion passed.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding Resolution #24-01 on the agenda. Chairman Waddington explained that the fire district is adopting the 2024 budget at this meeting. The Total Revenue will be \$1,698,505.67 and the amount to be raised by taxation will be \$1,471,690.52 and the total appropriations is \$1,698,505.67. There were no questions.

- **Resolution 24-01: Approval and Adoption of the 2024 Budget**
  - A motion to approve resolution 24-01 was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

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

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○ **Resolution 24-02: Approval and Payment of Bills**

Chairman Waddington asked if there were any questions regarding the bill list that was included with the agenda. There were none. A motion to approve Resolution 24-02 was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

○ **Resolution 24-03: Authorizing Special Emergency Meeting**

Chairman Waddington explained the need to call a special emergency meeting on December 21, 2023, and asked if there were any questions. There were none. A motion to approve Resolution 24-03 was made by Commissioner Wakeley and seconded by Commissioner Hassett.

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

○ **Resolution 24-04: Certification of 2022 Audit**

Chairman Waddington explained the need to certify the 2022 audit and why it was delayed. He asked if there were any questions. There were none. A motion to approve Resolution 24-04 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

● **Resolutions 23-23 through 23-38 (Tabled from December’s meeting)**

Chairman Waddington said that Resolutions 23-23 through 23-38, which were tabled at December’s meeting, will be voted on using a single motion and vote. Any commissioner wishing to remove a resolution from the consent agenda to discuss and vote on separately, has the right to make that request. Chairman Waddington asked if any commissioners would like to vote on a particular resolution separately. There were no requests. A motion to vote on resolutions 23-23 through 23-38 was made by Commissioner Hassett and seconded by Commissioner Wakeley. ***Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with four yes votes.***

- **Resolution 23-23:** Appointment of Fire Chief
- **Resolution 23-24:** Appointment of Fire Official
- **Resolution 23-25:** Grant Application Approval (to formalize motion)
- **Resolution 23-26:** Designation of Official Depository
- **Resolution 23-27:** Adoption of Cash Management Plan
- **Resolution 23-28:** Designation of Official Publication
- **Resolution 23-29:** Appointment of JIF Fund Commissioner and Alternate
- **Resolution 23-30:** Awarding Professional Services Contract for Solicitor
- **Resolution 23-31:** Awarding Professional Services Contract for Auditor

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- **Resolution 23-32:** Awarding Professional Services Contract for Insurance Consultant
- **Resolution 23-33:** Awarding Professional Services Contract for Medical Provider
- **Resolution 23-34** Awarding Professional Services Contract for Computer Maintenance
- **Resolution 23-35:** Salaries for Fire District Commissioners and Employees
- **Resolution 23-36:** Schedule of Meeting Dates for 2024
- **Resolution 23-37:** Appointment of Fire District Administrator
- **Resolution 23-38:** Establishing Public Portion of Meeting Requirements

Solicitor Carlamere thanked the Board for re-appointing him as solicitor for 2024.

**NOMINATIONS:**

- **Chairman:** Commissioner Waddington was nominated by Commissioner Wakeley and seconded by Commissioner Hagarty - **Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – abstained. Motion passed with three yes votes.**
- **Vice Chairman:** Commissioner Wakeley was nominated by Commissioner Hassett and seconded by Commissioner Hagarty - **Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – abstained, Commissioner Waddington – yes. Motion passed with three yes votes.**
- **Secretary:** Commissioner Harris was nominated by Commissioner Wakeley and seconded by Commissioner Hagarty - **Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with four yes votes.**
- **Treasurer:** Commissioner Hagarty was nominated by Commissioner Wakeley and seconded by Commissioner Hassett - **Roll Call Vote: Commissioner Hagarty – abstained, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with three yes votes.**
- **Personnel:** Commissioner Hassett was nominated by Commissioner Wakeley and seconded by Commissioner Hagarty - **Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – abstained, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with three yes votes.**

**FIRE CHIEF'S REPORT:** See attached report. Chief Hunter explained that he would like the Fire Marshal to be authorized to write parking tickets. Too many vehicles are blocking fire

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hydrants and the police do not have the manpower. Commissioner Wakeley asked if career firefighters can write tickets. Chief Hunter said no. Solicitor Carlamere said that it is usually the fire marshal who writes parking tickets. Chairman Waddington asked Borough Administrator Greer's for his input. Administrator Greer said that the fire marshal cannot enforce Title 39 laws. Only police officers can enforce Title 39 laws. However, the fire marshal can enforce Borough ordinances. He will be given a code enforcement ticket book. No police are involved. The fire marshal writes the ticket for a code violation and the court clerk sends the ticket to the offender. Chairman Waddington asked who gets the revenue from the tickets. Administrator Greer said that the court and the fire district can split the revenue. Chairman Waddington recommended that Commissioner Hassett speak with the fire marshal to see if he is willing to write tickets.

Chief Hunter said that he would like to see the career firefighters be given the opportunity to conduct fire inspections instead of hiring an outside inspector. Chief Hunter said that having the career firefighters perform the inspections would give them the opportunity to see the inside of numerous properties in the fire district and would help them with their pre-plans. Chairman Waddington said that he would prefer to leave the inspections to the fire marshal and keep the operations separate. Commissioners Wakeley, Hassett and Hagarty all agreed with the Chairman.

Chief Hunter said that he has not received payment or a response from the fence company that broke a natural gas line. Solicitor Carlamere said that he will send a second letter. If there is no response, the fire chief can file a claim in small claims court. However, these matters take up the time of whoever the fire district assigns to appear in court.

Chairman Waddington advised the fire chief and commissioners that the fire marshal closed out the year and turned all his equipment over to the new fire marshal. Commissioner Hassett asked about the FM's truck and its condition. Chairman Waddington said that the new fire marshal is leaving the truck parked at the fire station when not in use. As for the condition of the truck, Chairman Waddington said that he is not aware of any problems with the truck.

**FIRE OFFICIAL'S REPORT:** See attached report.

**FIRE DISTRICT ADMINISTRATOR'S REPORT:** See attached report.

Chairman Waddington asked if there were any questions regarding the reports presented. There were none. A motion to approve all reports presented was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed with four yes votes.

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**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 Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

- 1) Borough Administrator John Greer said that he enjoyed another year of cooperation between the Borough and the fire district. Please lock up when the meeting is over.

**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 Wakeley and seconded by Commissioner Hagarty. All were in favor. Motion passed.

**CLOSED SESSION:** Chairman Waddington explained that there was a need to enter a closed session to discuss a personnel issue. A motion to enter closed session was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed. Meeting temporarily adjourned at 8:17 p.m.

**CALL TO ORDER:** Chairman Waddington called the meeting back to order at 8:56 p.m. and asked for a roll call.

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

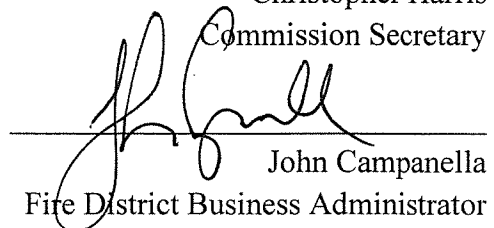
**OUTCOME OF CLOSED SESSION:** Chairman Waddington said that no decisions or votes were taken in closed session. The issue remains closed at this point.

**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 Hassett and seconded by Commissioner Hagarty. All were in favor. Motion passed.

The meeting adjourned at 8:56 p.m.



Christopher Harris  
Commission Secretary



John Campanella  
Fire District Business Administrator

**\*LocaliQ**  
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**Agency:**

Pine Hill Fire District 1  
1109 Erial RD  
Pine Hill NJ 08021-7303  
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Order #	Advertisement / Description	Columns x Lines x Insertions	Rate per Lines	Cost
9647363	PINE HILL FIRE DISTRICT #1 OPEN PUBLIC MEETING NOTICE Pine Hill Board of Fire Co	1 x 3.64 x 1	\$5.08	\$48.49
		Net Total Due:		<b>\$48.49</b>

PO #: LNYS0044010

Check #: \_\_\_\_\_

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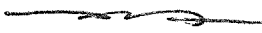
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Brown County

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12/22/2023

*[Handwritten signature]*

Legal Clerk

*[Handwritten signature: Kathleen Allen]*

Notary Public State of Wisconsin County of Brown

*1-7-28*

My commission expires

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

PINE HILL FIRE DISTRICT #1  
OPEN PUBLIC MEETING NOTICE  
Pine Hill Board of Fire Commissioners  
District #1  
2024 Budget Adoption Notice

The Pine Hill Board of Fire Commissioners will hold a public hearing to adopt the 2024 Fire District Budget at their regularly scheduled meeting on Thursday, January 4, 2024. This meeting will be held in the courtroom of the Borough of Pine Hill Municipal Building, located at 45 W. 7th Ave., Pine Hill, N.J. The meeting will start at 7:30 PM. The annual budget 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. The public will have the opportunity to be heard at this meeting. Formal action will be taken after the public hearing. Copies of the 2024 budget will be available upon request during the week preceding the hearing and during the hearing. Copies of the proposed budget can be obtained by contacting the Business Administrator by phone at (856) 783-8666 or by email at [icampanella@pinehillfiredistrict.com](mailto:icampanella@pinehillfiredistrict.com).

John Campanella  
Business Administrator  
Pine Hill Fire District #1  
December 22 2023  
LNYS0044010  
\$18.49

**\* LocaliQ**  
New York/New Jersey  
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9647092	PINE HILL FIRE DISTRICT #1  BOARD OF FIRE COMMISSIONERS NOTICE OF MEETING SCHED	2 x 6.08 x 1	\$5.09	\$60.96
		Net Total Due:		<b>\$60.96</b>

PO #: LNYS0043985  
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Date: 12/21/2023 

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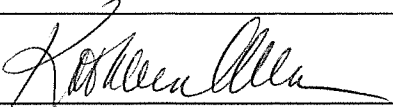
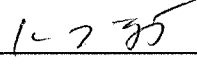
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Order Number : 9647092

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Brown County

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12/21/2023

  
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Legal Clerk  
  
\_\_\_\_\_  
Notary Public State of Wisconsin County of Brown  
  
\_\_\_\_\_  
My commission expires

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

PINE HILL FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
NOTICE OF MEETING SCHEDULE FOR 2024

The Pine Hill Board of Fire Commissioners is publishing its meeting calendar for 2024. The scheduled meetings for the Board of Fire Commissioners are set for the first Thursday of each month at 7:30 P.M.

All meetings will be held at the Pine Hill Fire Department 1109 Erial Rd. Pine Hill, NJ 08021.

- JANUARY 4, 2024
- FEBRUARY 1, 2024
- MARCH 7, 2024
- APRIL 4, 2024
- MAY 2, 2024
- JUNE 6, 2024
- JULY 11, 2024 (date changed due to holiday)
- AUGUST 1, 2024
- SEPTEMBER 5, 2024
- OCTOBER 3, 2024
- NOVEMBER 7, 2024
- DECEMBER 5, 2024

John Campanella  
Business Administrator  
December 21, 2023  
LNY50043985  
\$30.96

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

**Agency:**

Pine Hill Fire District 1  
1109 Erial RD  
Pine Hill NJ 08021-7303  
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9647263	Pine Hill Fire District #1  NOTICE OF MEETING LOCATION CHANGE  The Pine Hill Bo	1 x 2.54 x 1	\$5.08	\$42.90
Net Total Due:				<b>\$42.90</b>

PO #: LNYS0043997

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Date: \_\_\_\_\_

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Date: 12/22/2023

Signature: 

Federal ID #: 061032273

Official Position: Clerk

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12/22/2023



Legal Clerk



Notary Public State of Wisconsin County of Brown

1-7-25

My commission expires

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

Pine Hill Fire District #1

NOTICE OF MEETING LOCATION  
CHANGE

The Pine Hill Board of Fire Commissioners is providing notice that it is moving the location of its January 4, 2024 regular monthly meeting. The meeting will be held in the Court Room of the Borough of Pine Hill Municipal Building located at 45 W. 7th Ave. Pine Hill, N.J. The meeting will begin at 7:30 p.m. Please call 856-783-8666 with any questions regarding this change.

John Campanella  
Business Administrator

December 22 2023  
L.N.Y.S0043997  
\$12.90



  
 New York/New Jersey  
**GANNETT**

**Agency:**  
 John Campanella  
 Pine Hill Fire District 1  
 1109 Erial RD  
 Pine Hill NJ 08021-7303  
 Acct: 1122763

**Client:**  
 John Campanella  
 Pine Hill Fire District 1  
 1109 Erial RD  
 Pine Hill NJ 08021-7303  
 Acct: 1122763

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9665543		3 x 10.00 x 1	\$5.10	\$183.00
		Net Total Due:		<b>\$183.00</b>

PO #: Synopsis  
 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 AVAILBLE 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: 12/28/2023

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

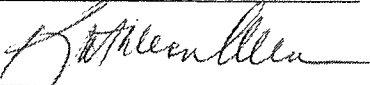
Order Number : 9665543

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:

12/28/2023

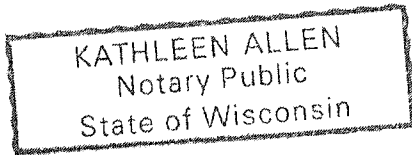
Legal Clerk



Notary Public State of Wisconsin County of Brown

1-7-25

My commission expires



**SYNOPSIS OF 2022 REPORT OF AUDIT**

**FIRE DISTRICT NO. 1, BOROUGH OF PINE HILL**  
 Combined Balance Sheets  
 Governmental Funds

	<u>2022</u>	<u>2021</u>
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	\$ 1,469,410.82	\$ 1,324,999.42
Prepaid Expenses		11,592.00
Total Assets	\$ 1,469,410.82	\$ 1,336,591.42
<b><u>LIABILITIES AND FUND BALANCES</u></b>		
Liabilities:		
Accounts Payable	\$ 17,254.23	\$ -
Total Liabilities	17,254.23	-
Fund Balances:		
Non-Spendable		11,592.00
Restricted	300,000.00	230,000.00
Assigned	56,227.24	50,000.00
Unassigned	1,095,929.35	1,044,999.42
Total Fund Balances	1,452,156.59	1,336,591.42
Total Liabilities and Fund Balances	\$ 1,469,410.82	\$ 1,336,591.42

**FIRE DISTRICT NO. 1, BOROUGH OF PINE HILL**  
 Combined Statements of Revenue, Expenditures and Changes in Fund Balance  
 Governmental Funds

	<u>2022</u>	<u>2021</u>
<b><u>REVENUES</u></b>		
Operating Grant Revenue	\$ 93,544.53	\$ 59,588.04
Miscellaneous Revenues Offset with Appropriations	26,884.33	28,246.73
Amount to be Raised by Taxation to Support the District Budget	1,317,951.00	1,234,077.49
Non-Budgetary Revenues	14,436.08	12,387.95
Total Revenues	1,452,815.94	1,334,300.21
<b><u>EXPENDITURES</u></b>		
Operating Appropriations	1,278,962.05	1,087,535.73
Capital Outlay	2,799.00	48,534.00
Debt Service	55,489.72	123,062.66
Total Expenditures	1,337,250.77	1,259,132.39
Excess of Revenues Over Expenditures	115,565.17	75,167.82
Fund Balance, Beginning	1,336,591.42	1,261,423.60
Fund Balance, Ending	\$ 1,452,156.59	\$ 1,336,591.42

**RECOMMENDATIONS**

No Current Year Findings

**GENERAL INFORMATION**

The above synopsis was prepared from the Report of Audit of Fire District No. 1, Borough of Pine Hill, County of Camden, for the calendar year 2022, submitted by Stefanie J. DeSantis of Bowman & Company LLP, Certified Public Accountants & Consultants. The information included herein is not intended to represent complete financial information as presented in the Report of Audit. A copy of the Report of Audit is on file and available for public inspection in the office of the Fire District Secretary.

  
 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
9671460	Public Notice Pine Hill Fire District #1 Board of Fire Commissioners Borough of	2 x 3.68 x 1	\$5.14	\$48.92
Net Total Due:				<b>\$48.92</b>

PO #: LNYS0045768

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:

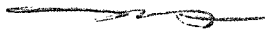
APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O.# \_\_\_\_\_

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: 12/29/2023

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

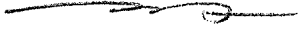
AFFIDAVIT OF PUBLICATION

Order Number : 9671460

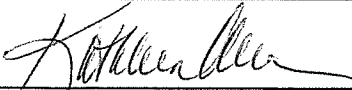
STATE OF WISCONSIN  
Brown County

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, deposes and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

12/29/2023



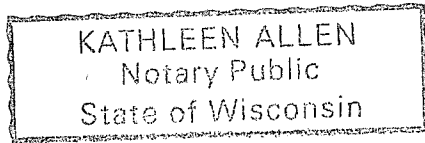
Legal Clerk



Notary Public State of Wisconsin County of Brown

1-7-25

My commission expires



Public Notice  
Pine Hill Fire District #1  
Board of Fire Commissioners  
Borough of Pine Hill  
Camden County

The Board of Fire Commissioners held a special emergency meeting pursuant to N.J.S.A. 10:4-9. The meeting was held on December 21, 2023 at 7:30 p.m. The Board of Fire Commissioners determined the need to conduct the emergency meeting due to the urgency and importance of the matter. Any delay would likely cause harm to the public interest. The matter discussed was limited to a personnel issue and could not have been reasonably foreseen by the Board of Fire Commissioners.

John Campanella  
Business Administrator

December 29 2023  
LNYS0046768  
\$18.92

# 2024 ADOPTED BUDGET RESOLUTION

Pine Hill Borough FD No. 1

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

WHEREAS, the Annual Budget for the 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 for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 4, 2024; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget 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 presented for adoption reflects Total Revenues of \$1,698,505.67 which includes amount to be raised by taxation of \$1,471,690.52, and Total Appropriations of \$1,698,505.67; and

WHEREAS, an election shall be held annually on the third Saturday of February (only if required) in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 4, 2024 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,698,505.67, which includes amount to be raised by taxation of \$1,471,690.52, and Total Appropriations of \$1,698,505.67; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February (only if required) to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

  
\_\_\_\_\_  
(Secretary's Signature)

1/4/2024  
\_\_\_\_\_  
(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  
 #24-02

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.

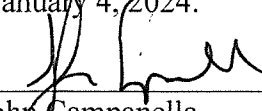
**DATED:** January 4, 2024

  
 \_\_\_\_\_  
 James Wakeley  
 Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Hagarty	X		X			
Hassett		X	X			
Harris						X
Wakeley			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 January 4, 2024.

  
 \_\_\_\_\_  
 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
23000383	11/22/23	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	ZIRCO STRAP ASSEMBLY	Open	105.00	0.00
23000391	12/14/23	BOA00001	Bank of America	P-CARD CHARGES FOR DECEMBER	Open	3,677.20	0.00
23000392	12/14/23	ACTIO005	Action Uniform Co. LLC	CLASS A & B UNIFORM - J BASTON	Open	737.00	0.00
23000393	12/14/23	ACTIO005	Action Uniform Co. LLC	UNIFORM FOR BRANDON WOODALL	Open	482.00	0.00
23000394	12/14/23	ALLGE005	ALL GEARED UP, LLC	UNIFORM ALTERATIONS	Open	70.00	0.00
23000395	12/14/23	COU01	Courier Post	LEGAL NOTICE REGARDING TRAILER	Open	55.80	0.00
23000396	12/14/23	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00
23000397	12/14/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	140.93	0.00
23000398	12/18/23	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR NOVEMBER 2023	Open	1,675.91	0.00
23000399	12/18/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 12/15/23	Open	152.50	0.00
23000400	12/27/23	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	FIREFIGHTER BOOTS	Open	1,285.00	0.00
23000401	12/27/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	FRAMES FOR CITATION AWARDS	Open	109.89	0.00
23000402	12/27/23	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	PPE LAUNDRY DETERGENT	Open	56.00	0.00
23000403	12/27/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 12/29/23	Open	556.50	0.00
23000404	12/27/23	ROELY005	ROELYN LITHO, INC	BUSINESS CARDS - C. HARRIS	Open	87.85	0.00
23000407	12/28/23	FSS01	FIRE & SAFETY SERVICE, LTD	RUBBER GASKET AND CLIPS	Open	145.34	0.00
23000408	12/29/23	BOW01	BOWMAN & COMPANY LLP	FINAL INVOICE FOR 2022 AUDIT	Open	5,100.00	0.00
23000409	01/02/24	COU01	Courier Post	LEGAL NOTICES	Open	384.27	0.00
24000001	01/03/24	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00
24000002	01/03/24	PHFD1	PINE HILL FIRE DEPT.	LEASE PAYMENT FOR JAN 2024	Open	8,166.67	0.00
24000003	01/03/24	STATE005	State of NJ Health Benefits	MEDICAL PREMIUMS FOR JAN 2024	Open	10,419.96	0.00
24000004	01/03/24	CASH1	PETTY CASH	DUTY CREW MEALS FOR JAN 2024	Open	1,200.00	0.00
24000005	01/03/24	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
24000006	01/03/24	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR JAN 2024	Open	1,006.99	0.00
24000007	01/03/24	CASH1	PETTY CASH	DUTY CREW MEALS FOR FEB 2024	Open	1,200.00	0.00
24000008	01/03/24	JHART005	J. HARTE ASSOCIATES LLC	ANNUAL WEB HOSTING CHARGE	Open	499.00	0.00
24000009	01/03/24	FIR001	First Responder JIF	FIRST INSTALLMENT FOR 2024	Open	34,795.00	0.00
24000010	01/03/24	ZOLL005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR JAN 2024	Open	196.99	0.00
24000011	01/03/24	TIREC005	TIRE CORRAL	2 TIRES FOR LADDER TRUCK	Open	2,140.80	0.00
24000012	01/03/24	FIRST010	FIRST ARRIVING IO, INC.	ANNUAL DASHBOARD SUBSCRIPTION	Open	719.97	0.00
24000013	01/03/24	ACTIV005	Active911, Inc.	2024 ACTIVE 911 SUBSCRIPTION	Open	744.53	0.00
24000014	01/03/24	CONTI005	Continental Fire & Safety, Inc	2 SETS OF TURN OUT GEAR	Open	7,136.00	0.00

Total Purchase Orders: 32 Total P.O. Line Items: 0 Total List Amount: 83,604.52 Total Void Amount: 0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	14,840.99	0.00	14,840.99	0.00	0.00	14,840.99
GENERAL	4-GN	68,763.53	0.00	68,763.53	0.00	0.00	68,763.53
Total of All Funds:		<u>83,604.52</u>	<u>0.00</u>	<u>83,604.52</u>	<u>0.00</u>	<u>0.00</u>	<u>83,604.52</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12534 to 12564  
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
12534	01/04/24	ACTIO005 Action Uniform Co. LLC	737.00		1137
12535	01/04/24	ACTIO005 Action Uniform Co. LLC	482.00		1137
12536	01/04/24	ACTIV005 Active911, Inc.	744.53		1137
12537	01/04/24	AIRGA005 AIRGAS USA, LLC	19.80		1137
12538	01/04/24	ALLGE005 ALL GEARED UP, LLC	70.00		1137
12539	01/04/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	109.89		1137
12540	01/04/24	BOA00001 Bank of America	3,677.20		1137
12541	01/04/24	BOW01 BOWMAN & COMPANY LLP	5,100.00		1137
12542	01/04/24	CAS01 CASA PAYROLL SERVICE, LLC	709.00		1137
12543	01/04/24	CASH1 PETTY CASH	1,200.00		1137
12544	01/04/24	CASH1 PETTY CASH	1,200.00		1137
12545	01/04/24	CONTI005 Continental Fire & Safety, Inc	7,136.00		1137
12546	01/04/24	COU01 Courier Post	55.80		1137
12547	01/04/24	COU01 Courier Post	384.27		1137
12548	01/04/24	DC001 DAVID F. CARLAMERE	450.00		1137
12549	01/04/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	105.00		1137
12550	01/04/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,285.00		1137
12551	01/04/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	56.00		1137
12552	01/04/24	FIR001 First Responder JIF	34,795.00		1137
12553	01/04/24	FIRST010 FIRST ARRIVING IO, INC.	719.97		1137
12554	01/04/24	FSS01 FIRE & SAFETY SERVICE, LTD	145.34		1137
12555	01/04/24	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1137
12556	01/04/24	JHART005 J. HARTE ASSOCIATES LLC	499.00		1137
12557	01/04/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1137
12558	01/04/24	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1137
12559	01/04/24	PHH01 PINE HILL HARDWARE, INC.	140.93		1137
12560	01/04/24	ROELY005 ROELYN LITHO, INC	87.85		1137
12561	01/04/24	STATE005 State of NJ Health Benefits	10,419.96		1137
12562	01/04/24	TG001 TOWNSHIP OF GLOUCESTER	1,675.91		1137
12563	01/04/24	TIREC005 TIRE CORRAL	2,140.80		1137
12564	01/04/24	ZOLLD005 ZOLL DATA SYSTEMS, INC.	196.99		1137

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	31	0	83,604.52	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	83,604.52	0.00

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	14,840.99	0.00	0.00	14,840.99
GENERAL	4-GN	68,763.53	0.00	0.00	68,763.53
Total of All Funds:		<u>83,604.52</u>	<u>0.00</u>	<u>0.00</u>	<u>83,604.52</u>

RESOLUTION 24-03

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR FIRE DISTRICT # 1, OF THE BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY AUTHORIZING A SPECIAL EMERGENCY MEETING PURSUANT TO N.J.S.A. 10:4-9**

**WHEREAS**, Board of Fire Commissioners, Fire District # 1 of the Brough of Pine Hill has determined the necessity to conduct a special meeting on a matter of such urgency and importance that a delay for the purpose of providing public notice would be likely to cause harm to the public interest, and

**WHEREAS**. The discussion shall be limited to a matter of personnel, and a matter that could not have been reasonably foreseen by the Board of Fire Commissioners.

**WHEREAS**, N.J.S.A. 10:4-9, of the laws of the State of New Jersey permits the holding of such meeting by a vote of three quarters of the members present, and

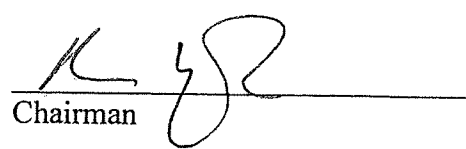
**NOW, THEREFORE**, it is herein resolved that the Board of Fire Commissioners shall conduct a special urgent meeting on December 21<sup>st</sup> 2023 to discuss an Urgent Matter of Personnel.

**BE IT FURTHER RESOLVED**, notice of such meeting shall be provided as soon as possible following the calling of the meeting, pursuant to N.J.S.A. 10:4-9

Adopted:

ATTEST:

  
Secretary

  
Chairman

**FIRE DISTRICT NO. 1**  
**BOROUGH OF PINE HILL**  
**RESOLUTION CERTIFYING ANNUAL REPORT OF AUDIT**

**RESOLUTION 24-04**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual report of audit for the year ended December 31, 2022 has been completed and filed with the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the Board of Commissioners have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17,

**NOW THEREFORE BE IT RESOLVED**, the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended December 31, 2022 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED**, that the Secretary of the Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

I hereby certify this is a true and correct copy of a Resolution adopted at a meeting of the Board of Commissioners on JANUARY 4, 2024.

  
\_\_\_\_\_  
James Wakeley, Secretary

Date: January 4, 2024

**LOCAL AUTHORITIES GROUP AFFIDAVIT FORM**

**PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD**

**AUDIT REVIEW CERTIFICATE**

We, the members of the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden, being of full age and being duly sworn according to law, upon our oath, depose and say:

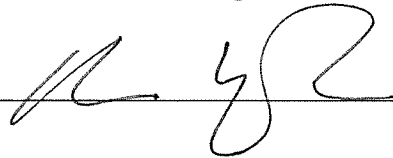
1. We are duly elected members of the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual report of audit for the year ended December 31, 2022, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations."

*Name*

*Signature*

KEVIN WADDINGTON, CHAIRMAN



JAMES WAKELEY, SECRETARY




THOMAS HASSETT, DIRECTOR OF PERSONNEL



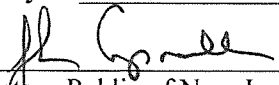
MICHAEL HAGARTY, COMMISSIONER



CHRISTOPHER HARRIS, COMMISSIONER



Sworn to and subscribed before me  
this 4 day of JANUARY 2024

  
\_\_\_\_\_  
Notary Public of New Jersey

John G Campanella  
Notary Public  
New Jersey  
My Commission Expires 1-15-2025  
No. 50120448

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

**APPOINTMENT OF FIRE CHIEF  
#23-23 (Tabled from December)**

**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.

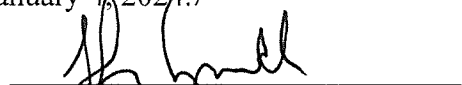
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
John Campanella  
Business Administrator



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

**APPOINTMENT OF FIRE OFFICIAL  
#23-24 (Tabled from December)**

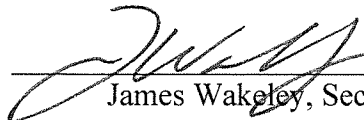
**WHEREAS,** There exist a need for a **FIRE OFFICIAL** for the Fire District, and

**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.

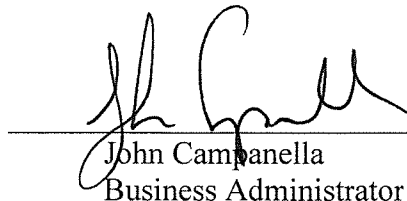
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

	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 January 4, 2024.

  
John Campanella  
Business Administrator

RESOLUTION # 23-25

Whereas, the Pine Hill Fire District No 1  
(formal name of organization)

desires to apply for and obtain a grant from the New Jersey Department of Community Affairs

for approximately \$ 50,301.60 to carry out a project to purchase  
(dollar amount of request)

Personal Protective equipment  
(briefly describe the project)

**Be it therefore RESOLVED,**

1) that the Pine Hill Fire District No 1  
(formal name of organization)

does hereby authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between

Pine Hill Fire District No 1  
(formal name of organization)

and the New Jersey Department of Community Affairs.

**Be it further RESOLVED,** that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

John Campanella  
(signature)  
John Campanella  
(type or print name)  
Business Administrator  
(title)

Salvatore Pizzo  
(signature)  
Salvatore Pizzo  
(type or print name)  
Battalion Chief  
(title)

**CERTIFICATION:**

I, James Wakley, the Board Secretary,  
(name of Board Secretary / Government Clerk) (title of position - Board Secretary or Government Clerk)  
of Pine Hill Fire District No 1  
(formal name of organization)

hereby certify that at a meeting of the Board of Directors / Governing Body held on 12/7/2023  
(meeting date)

the above RESOLUTION was duly adopted.

AFFIX GOV'T,  
CORPORATE OR  
NOTARY SEAL

(12/03)

[Signature]  
(Signature of Secretary of the Board of Directors or Government Clerk)

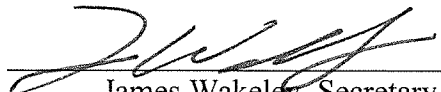
BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
BOROUGH OF PINE HILL

**OFFICIAL DEPOSITORY**  
**#23-26 (Tabled from December)**

**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.

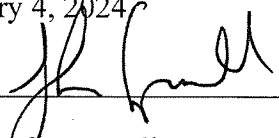
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
John Campanella  
Business Administrator

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

**CASH MANAGEMENT PLAN  
#23-27 (Tabled from December)**

**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.

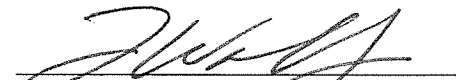
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of the Pine Hill Fire District #1 as follows:

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

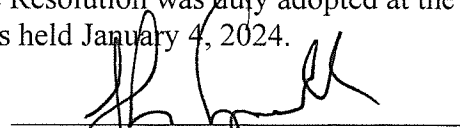
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
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 (Tabled from December)**

**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.

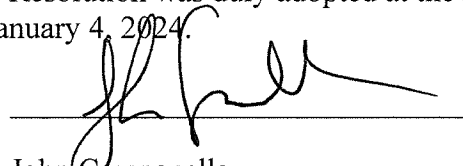
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
John Campanella  
Business Administrator

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


**FUND COMMISSIONERS FOR 1<sup>ST</sup> RESPONDER JOINT INSURANCE FUND  
 #23-29 (Tabled from December)**

**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.

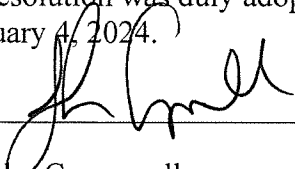
Date: January 4, 2024

  
 \_\_\_\_\_  
 James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
 \_\_\_\_\_  
 John Campanella  
 Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT SOLICITOR  
#23-30 (Tabled from December)**

**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.

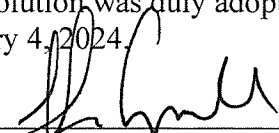
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
John Campanella  
Business Administrator

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

**AWARDING OF PROFESSIONAL SERVICES CONTRACT AUDITOR  
 #23-31 (Tabled from December)**

**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.

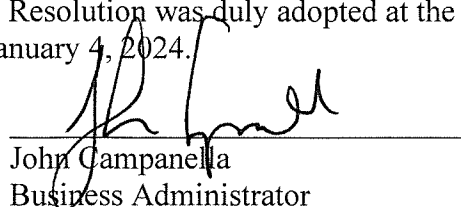
Date: January 4, 2024

  
 James Wakeley, Secretary

Record of Vote:

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 January 4, 2024.

  
 John Campanella  
 Business Administrator

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

**AWARDING OF PROFESSIONAL SERVICES CONTRACT  
 INSURANCE CONSULTANT  
 #23-32 (Tabled from December)**

**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 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.

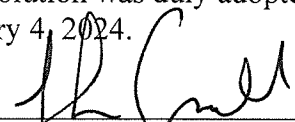
Date: January 4, 2024

  
 \_\_\_\_\_  
 James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
 \_\_\_\_\_  
 John Campanella  
 Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT MEDICAL PROVIDER  
#23-33 (Tabled from December)**

**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.

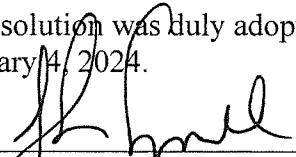
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
John Campanella  
Business Administrator



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

**AWARDING PROFESSIONAL SERVICES CONTRACT FOR  
 COMPUTER MAINTENANCE  
 #23-34 (Tabled from December)**

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

**WHEREAS,** Funds are available for this service, and

**WHEREAS,** The fire district hired a Qualified Purchasing Agent to monitor purchasing,  
 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: January 4, 2024

  
 James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			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 January 4, 2024.

  
 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 (Tabled from December)**

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

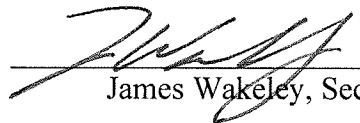
WHEREAS, said year 2024 budget was introduced and forwarded to New Jersey Department of Community Affairs, Local Finance Board for approval, and

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

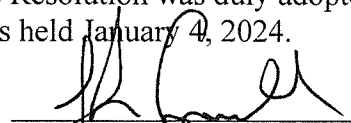
Date: January 4, 2024

  
James Wakeley, Secretary

Record of Vote:

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 January 4, 2024.

  
John Campanella  
Business Administrator

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

**COMMISSION MEETING 2024 SCHEDULE**  
**#23-36 (Tabled from December)**

**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.

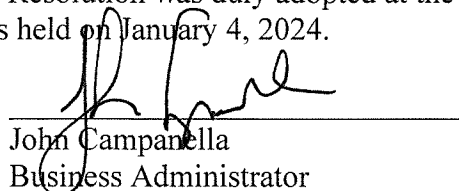
Record of Vote:

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

Date: January 4, 2024

  
 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 January 4, 2024.

  
 John Campanella  
 Business Administrator

**FIRE DISTRICT #1  
BOROUGH OF PINE HILL  
RESOLUTION DESIGNATING  
FIRE DISTRICT BUSINESS ADMINISTRATORS  
#23-37 (Tabled from December)**

**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.

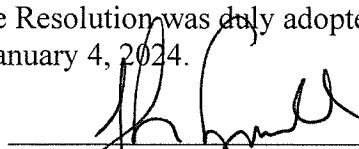
**DATED:** January 4, 2024

  
James Wakeley, Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagerty	X			
Commissioner Hassett	X			
Commissioner Harris				X
Commissioner Wakeley		X		
Commissioner 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 January 4, 2024.

  
John Campanella  
Fire District Business Administrator

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 Resolution #23-38 (Tabled from December)  
**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.

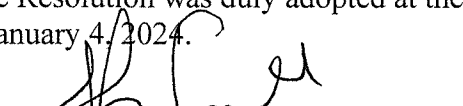
Dated: January 4, 2024

  
 James Wakeley, Secretary

Record of Vote:

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 January 4, 2024.

  
 John Campanella  
 Business Administrator

# Pine Hill Fire Department

## Chief's Monthly Report

December 2023

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### Meetings:

- On Friday morning the 1<sup>st</sup>, I attended the Christmas Parade meeting at Borough Hall.
- On Tuesday evening the 5<sup>th</sup>, I attended the fire company special meeting.
- On Thursday evening the 7<sup>th</sup>, I attended the commission meeting.
- On Tuesday evening the 12<sup>th</sup>, I attended the fire department relief association meeting.
- On Thursday evening the 15<sup>th</sup>, I attended the Planning Board monthly meeting (will explain later).
- On Tuesday evening the 19<sup>th</sup>, I attended the fire company meeting.
- On Thursday morning the 21<sup>st</sup>, I attended a meeting with the Vice Chairman from Erial Fire Department at Mr. Carlamere's office.
- On Thursday evening the 21<sup>st</sup>, I attended the commission special meeting.
- On Saturday afternoon the 23<sup>rd</sup>, Battalion Chief Pizzo and I met with the Camden County Fire Coordinator.
- On Friday evening the 29<sup>th</sup>, we held an officers meeting.

### Calls for Service / Significant Concerns:

- On Saturday morning the 9<sup>th</sup>, I responded along with Battalion Chief Pizzo and Squad 6, for a motor vehicle accident with entrapped in front of 610 Blackwood Clementon Road. I arrived first to find a single car on its side against a pole. I ordered the Squad to stabilize the vehicle and remove the roof for patient access. The roof was peeled down and the victim was removed. The patient was turned over to BLS and transported to Jefferson Stratford Hospital.

### Training:

- On Wednesday evening the 6<sup>th</sup>, I attended the department monthly training.
- On Saturday morning the 9<sup>th</sup>, I took the challenge exam for Firefighter II.

### Public relations:

- We installed one smoke detector at 53 West 7<sup>th</sup> Ave.
- We installed two smoke detectors at 1111 Turnersville Road.

### **MVA Billing:**

- We submitted 6 more motor vehicle accidents for billing.

### **Christmas Parade:**

- Everyone is aware that the parade was cancelled for 2023 due to the rain that was expected on both dates. We noticed on Facebook that some of the residents were disappointed because they weren't going to get pictures with Santa after the parade. We advertised on Facebook that we would have Santa in the firehouse on Monday Evening the 18<sup>th</sup> from 530 pm to 830 pm. We had about 30 residents stop in to get their pictures taken with Santa. All the pictures were taken for free by Glenn Davis.
- On Saturday afternoon the 16<sup>th</sup>, we escorted Santa around the town after taking the company picture.

### **Parking Tickets:**

- I would like to get your opinion on allowing our FM to write parking tickets. We do have an ongoing issue with cars being parked in front of hydrants. I believe that we would need to pass an ordinance allowing the FM to write tickets.

### **Fire Inspections:**

- I would like to discuss the possibility of career firefighters taking over the fire inspections. They would work under Tim Shannon and be compensated \$1100. That dollar figure is for each of the 5 firefighters doing the inspections. The dollar figure per firefighter will go up based on the number of inspectors. The inspections will be completed while they are working their regular shift.

### **Containers:**

- On Thursday evening the 14<sup>th</sup>, John Duvall and I attended the planning board meeting asking for permission to change the use group and allow the containers to remain on our property. The containers will be used for training only and we did agree to a few terms. We were granted permission.

### **Valor Awards:**

- We will be recognizing the efforts of our members at the 32 Kirk Lane Fire. We will issue a unit citation award at the banquet.
- We will be recognizing the 3 firefighters that rescued the 2 trapped victims at 32 Kirk Lane. We will present them with valor pins to wear on their class A uniform. I will also enter the 3 firefighters for recognition at the following organizations (Camdem County Hero Scholarship, The NJ State Fire Chiefs, and Firehouse Magazine).

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

**Month of: December 2023**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	13
Complaint(s)	0
Fire Investigation(s)	0

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	0
Smoke Detector & CO Detector Compliance	\$817.00
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)	\$2,819.38
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>\$3,636.38</b>



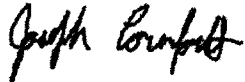
**Requests:**

**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, slightly slanted style.

Joseph Cornforth  
Fire Official

Inspection Totals: 2022

Type Conducted	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Totals
Life Hazard Use Inspection(s)	2	3	8	2	7	3	3	1	0		18		47
Life Safety Inspections - Non-LHU(s)	14	13	9	16	13	3	11	0	0		17		96
Re-Inspection(s)	0	0	22	6	16	20	9	18	4				95
Smoke Detector & CO Detector Compliance(s)	10	4	17	12	12	18	12	11	13	13	7	13	142
Complaint(s)													0
Fire Investigation(s)			1			1					1		3

Financial:

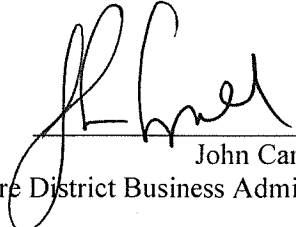
Type of Fee Collected

Type of Fee Collected	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Totals
Annual Registration / Inspection Fees	\$156.00	\$785.00	\$267.00	\$618.00	\$695.00	\$409.00	\$432.00	\$1,002.00	\$0.00				\$ 4,364.00
Smoke Detector & Co Detector Compliance	\$927.00	\$225.00	\$997.00	\$1,609.00	\$1,575.00	\$720.00	\$1,023.00	\$746.00	\$881.00	\$717.00	\$315.00	\$817.00	\$ 10,552.00
Permit Fees		\$214.00	\$ 214.00		\$268.00	\$427.00		\$108.00					\$ 1,231.00
Number of Permits Issued		1	1		2	1		2					7
Penalty Money Collected - Dedicated Trust													\$ -
Penalty Money Collected - Non-Dedicated													\$ -
Life Hazard Use Fees Form State (quarterly)				\$3,808.35					\$ 973.05			\$ 2,819.38	\$ 7,600.78
Number of Copy of Fire Reports(s)											1		1
Copy of Fire Report(s)													\$ -

Total Number of Deposits this Month	\$ 1,083.00	\$1,224.00	\$1,478.00	\$6,035.35	\$2,538.00	\$2,596.00	\$1,455.00	\$ 1,856.00	\$1,854.05	\$ 717.00	\$ 315.00	\$ 3,636.38	\$ 23,747.78
Total Amount of Money Deposited this Month	\$ 1,083.00	\$1,224.00	\$1,478.00	\$6,035.35	\$2,538.00	\$2,596.00	\$1,455.00	\$ 1,856.00	\$1,854.05	\$ 717.00	\$ 315.00	\$ 3,636.38	\$ 23,747.78

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

- Adjusted the final pays for 2024 to match the budget and contractual amounts
- Worked on with Chiefs and submitted American Rescue Plan Firefighter Grant
- Placed legal notices in Courier Post for budget adoption, meeting dates, and location change
- Worked on 2024 budget for adoption
- Transferred funds, within same budgets, to avoid negative balances
- Provided Chiefs with monthly budget report
- 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