

2014 Resolution List

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PINE HILL FIRE DISTRICT NO. 1
2014 TEMPORARY BUDGET
RESOLUTION NO. 14-01

WHEREAS, N.J.S. 40A:14-78.17 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2014 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first fifteen days of January 2014, and

WHEREAS, the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvements, is the sum of \$793,802.00 and

WHEREAS, fourteen percent of the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvements in the said 2013 budget is the sum of \$111,132.28 and

NOW, THEREFORE, BE IT RESOLVED, that the following temporary budget appropriations be made

OPERATING APPROPRIATIONS

Administration

Salaries and Wages	\$	16,500.00
Fringe Benefits		1,400.00
Other Expenses		8,120.00

Cost of Operations and Maintenance

Salaries and Wages		23,300.00
Fringe Benefits		1,970.00
Other Expenses		59,842.28

Total Temporary Operating Budget	\$	111,132.28
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DEBT SERVICE APPROPRIATIONS

Principal Payments


General Obligation Bonds	\$	110,000.00
Capital Leases		51,195.00

Interest Payments

General Obligation Bonds		4,675.00
Capital Leases		16,380.00

Total Temporary Debt Service Budget	\$	182,250.00
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DATED: 1/9/2014


George Borchert
Commission Secretary

2014 TEMPORARY BUDGET

2013 TOTAL BUDGET ADMINISTRATION		\$210,551.00
2013 TOTAL COST OF OPERATING/MAINTENANCE		\$583,251.00
	TOTAL	\$793,802.00
	x	14%
	TOTAL AVAILABLE	\$111,132.28

ADMINISTRATION

SALARIES	\$16,500.00
FRINGE BENEFITS	\$1,400.00
BANQUET	\$3,500.00
ELECTION	\$1,200.00
OFFICE SUPPLIES	\$500.00
UTILITIES/PHONE	\$200.00
PROFESSIONAL SERVICES (Dave Carlamere) (must be listed under Temp Budget Resolution under Adm other expenses)	\$720.00
COMPUTER MAINTENANCE SUPPORT (must be listed under Temp Budget Resolution under Adm other expenses)	\$2,000.00

OPERATIONS & MAINTENANCE

FIREMEN SALARIES	\$20,400.00
FIREMEN O.T.	\$2,900.00
FRINGE BENEFITS	\$1,970.00
MEDICAL/DENTAL INSURANCE PREMIUMS	\$9,200.00
ADVERTISING	\$1,000.00
INSURANCE	\$17,900.00
STATION LEASING	\$16,350.00
PROFESSIONAL SERVICES - KENNEDY	\$2,850.00
CHIEF'S OPERATING BUDGET	\$12,542.28
TOTAL TEMPORARY BUDGET	\$111,132.28

DEBT SERVICE

*PRINCIPAL PAYMENTS - BOND	\$110,000.00
*PRINCIPAL PAYMENTS - LEASES	\$51,195.00
*INTEREST PAYMENTS - BONDS	\$4,675.00
*INTEREST PAYMENTS - LEASES	\$16,380.00

*Remember - Debt Service Figures are in addition to the Temp Budget
Total per Michael Welding.

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL REGARDING PROCEDURES FOR THE ADOPTION OF THE
FIRE DISTRICT BUDGET

#14-02

WHEREAS, N.J.S.A. 40:14-78.2, establishes certain procedures that must be followed by Fire Districts in the adoption of a budget, and

WHEREAS, said New Jersey Statute requires the passing of a resolution declaring that the conditions set forth in the statute have been met.

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

1st. The Board of Fire Commissioners have introduced in writing a proposed budget for the year 2014 said introduction and first reading and approval was given not later than 60 days prior to the annual election to be held pursuant to N.J.S.A. 40A:14-72.

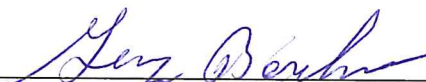
2nd. The Board of Fire Commissioners then set a time and place for the holding of a public hearing on the budget, which time and place, and notice of the availability of copies of the budget, was published at least 10 days to the hearing, and notice posted in a public place one week prior to the said hearing.

3rd. The public hearing and second reading of the budget was held not less than 28 days after the first reading and approval, and the budget was adopted at the second reading, all of which was not later than 25 days prior to the annual election.

4th. The adopted budget is authorized to be advertised by publishing at least once in a newspaper at least 7 days prior to the annual election.

5th. This resolution is adopted in compliance with N.J.S.A. 40A: 14-78.2 et al.

DATED: 1/9/14



George Borchert
Commission Secretary

NOTICE

**Notice of 2014 Proposed, Certified, Adopted Budget
Borough of Pine Hill, County of Camden
Board of Fire Commissioners District #1**

Notice is hereby given that the 2014 operating budget of Pine Hill Fire District #1 was adopted by the Pine Hill Board of Fire Commissioners at a regular meeting and public hearing held on January 9, 2014 at Pine Hill Fire Dept. at 7:30 PM. Such budget containing the Amount to be Raised by Taxation totaling \$890,629.00 will be presented to the Public on February 15, 2014 for their approval. Voters of Fire District #1 will cast their ballots at Pine Hill Municipal Bldg. located at 45 W. 7th Ave., Pine Hill, NJ between the hours of 2:00 PM and 9:00 PM. At this time, two fire commissioners will be elected to serve two full terms of three years. The petitioners for the two full three year terms are Charles W. Warrington, Jr and James T. Wakeley. At this time, there will also be a question on the ballot, which is should the Board of Fire Commissioners purchase one Class A Pumper Emergency Vehicle at a total cost of \$475,000.00.

George Borchert
Commissioner/Secretary

AVISO

**Notificación de propuesta 2014 , Certificado , Presupuesto Aprobado
Borough of Pine Hill , el condado de Camden
Junta de Comisionados de Bomberos del Distrito # 1**

Se hace saber que el presupuesto operativo 2014 de Pine Hill Distrito de Bomberos # 1 fue adoptado por la Junta de Comisionados de Pine Hill Fuego en una reunión ordinaria y audiencia pública celebrada el 9 de enero de 2014 a Pine Hill Departamento de Bomberos a las 7:30 PM . Dicho presupuesto contiene la cantidad a ser criados por un total de \$ 890,629.00 Tributación se presentará al público el 15 de febrero de 2014 para su aprobación. Los votantes del Distrito de Bomberos # 1 votarán en Pine Hill Municipal Edificio, ubicado en 45 W. 7th Ave . , Pine Hill , Nueva Jersey entre las horas de 14:00 y 21:00 . En este momento, dos comisarios de incendios serán elegidos para servir dos períodos de tres años. Los peticionarios para los dos períodos completos trienales Charles W. Warren, Jr. y James T. Wakeley . En este momento, también habrá una pregunta en la boleta electoral , que se debe a la Junta de Comisionados de Bomberos comprar uno de clase A Pumper vehículos de emergencia , a un costo total de \$ 475,000.00 .

George Borchert
Comisionado / Secretario

**2014 FIRE DISTRICT BUDGET
2014 FIRE PRESUPUESTO DEL DISTRITO
Pine Hill Borough Fire District No. 1
Pine Hill municipal de Bomberos del Distrito No 1**

ANTICIPATED REVENUES - INGRESOS PREVISTOS	
FUND BALANCE UTILIZED - BALANCE DEL FONDO UTILIZADO	
UNRESERVED FUND BALANCE - SALDO DEL FONDO SIN RESERVAS	\$116,000.00
RESTRICTED FUND BALANCE - RESTRINGIDO EL SALDO DEL FONDO	75,000.00
OPERATING GRANT REVENUE - INGRESOS subvención de funcionamiento	
SUPPLEMENTAL FIRE SERVICES ACT (PL 1985, CHP 295)	3,945.00
SERVICIOS COMPLEMENTARIOS DE INCENDIOS ACT (PL 1985, CHP 295)	
AMOUNT TO BE RAISED BY TAXATION - MONTO A SER LEVANTADA POR IMPUESTOS	890,629.00
TOTAL ANTICIPATED REVENUES - Ingresos previstos TOTALES	\$1,085,574.00
 "ANTICIPATED APPROPRIATIONS - CREDITOS PREVISTOS"	
OPERATING APPROPRIATIONS - CREDITOS DE OPERACIONES	
ADMINISTRATION - ADMINISTRACION	
SALARIES AND WAGES - SUELDOS Y SALARIOS	\$133,500.00
FRINGE BENEFITS - BENEFICIOS COMPLEMENTARIOS	26,513.00
OTHER EXPENSES - OTROS GASTOS	62,400.00
TOTAL ADMINISTRATION - Administración Total	\$222,413.00
COST OF OPERATIONS AND MAINTENANCE - COSTO DE OPERACION Y MANTENIMIENTO	
SALARIES AND WAGES - SUELDOS Y SALARIOS	160,150.00
FRINGE BENEFITS - BENEFICIOS COMPLEMENTARIOS	94,671.00
OTHER EXPENSES - OTROS GASTOS	351,090.00
TOTAL COST OF OPERATIONS & MAINTENANCE - COSTO TOTAL DE OPERACIONES Y MANTENIMIENTO	605,911.00
CAPITAL APPROPRIATIONS - CREDITOS DE CAPITAL	
CAPITAL APPROPRIATIONS (NJSA 40A:14-84)	75,000.00
CAPITAL APPROPRIATIONS (NJSA 40A :14-84)	
DEBT SERVICE FOR CAPITAL APPROPRIATIONS	
SERVICIO DE LADUDA PARA LOS CREDITOS DE CAPITAL	
PRINCIPAL PAYMENTS - Los pagos de capital	
GENERAL OBLIGATION BONDS - BONOS DE OBLIGACION GENERAL	110,000.00
CAPITAL LEASES - ARRENDAMIENTOS DE CAPITAL	51,195.00
TOTAL PRINCIPAL PAYMENTS - Los pagos de capital TOTALES	161,195.00
INTEREST PAYMENTS - PAGO DE INTERESES	
GENERAL OBLIGATION BONDS - BONOS DE OBLIGACION GENERAL	4,675.00
CAPITAL LEASES - ARRENDAMIENTOS DE CAPITAL	16,380.00

TOTAL INTEREST PAYMENTS - Los pagos de capital TOTALES	21,055.00
TOTAL BUDGET APPROPRIATIONS - CREDITOS presupuesto total	\$1,085,574.00
AMOUNT TO BE RAISED BY TAXATION - MONTO A SER LEVANTADA POR IMPUESTOS	890,629.00
TAX RATE PER \$100.00 (2013) - TASA DE IMPUESTOS POR \$ 100.00 (2013)	\$0.166
ANTICIPATED TAX RATE PER \$100.00 (2014) - TASA DE IMPUESTO ANTICIPADO POR \$ 100.00 (2014)	\$0.166
(1647194)	(\$209.28)

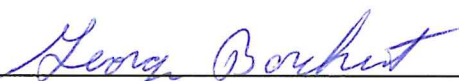
FIRE DISTRICT #1
BOROUGH OF PINE HILL
#14-04
RESOLUTION
FOR CLOSED SESSION

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of **Personnel**, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

DATED: 1/9/14



George Borchert
Secretary

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1 BOROUGH OF PINE HILL AUTHORIZING THE
PARTICIPATION IN THE COUNTY OF CAMDEN COOPERATIVE
PRICING SYSTEM AGREEMENT FOR THE PURCHASE OF OFFICE
SUPPLIES COMMENCING FEBRUARY 1, 2014 AND TERMINATING
JANUARY 31, 2016
#14-05**

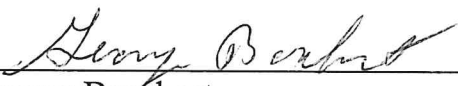
WHEREAS. The Camden County Purchasing Division opened bids for Cooperative pricing for the purchase of office supplies and

WHEREAS. The Board has previously received and reviewed a copy of the specifications for Bid – A41/2013, Identifier No. 57-CCCPS, the Proposals submitted and Resolution, awarding a contract to Office Basics for a period of two years with two one year options whereby the contract commences February 1, 2014 and terminating January 31, 2016 and

WHEREAS. The Board of Fire Commissioners has determined that it is in the best interest of the district that the Board participate in the cooperative pricing system.

NOW THEREFORE, it is herein resolved that the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, Camden County New Jersey, participate in the agreement awarded to Office Basics for the purchase of office supplies for a period of two years commencing February 1, 2014 and terminating January 31, 2016.

DATED: 2/6/14



George Borchert
Commission Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE OFFICIAL
#14-06**

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

WHEREAS, The Board did previously adopt a Resolution creating the paid position of fire official for the Fire District, which Resolution was properly advertised and a public hearing having been held,
and

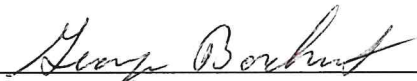
WHEREAS, Funds are available for this service,
and

WHEREAS, The Board has determined that Stephen W Buchhofer 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 Stephen W Buchhofer be and is hereby appointed the fire official for the Board of Fire Commissioners for the period January 2014 until the reorganization of the Board of Fire Commissioners in March of 2014, to perform the services required by the Board and to receive such compensation as may be reasonable for such services. Compensation shall be \$5,500.00 per year.

DATED: 1/9/14



George Borchert
Secretary

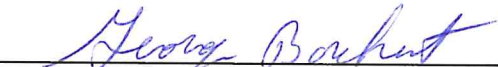
FIRE DISTRICT #1
BOROUGH OF PINE HILL
#14-07
RESOLUTION
FOR CLOSED SESSION

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

DATED: 2/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION TO JOIN
FIRST RESPONDER JOINT INSURANCE FUND
#14-08**

WHEREAS, the First Responder Joint Insurance Fund (“Fund”) is a joint insurance fund formed pursuant to *N.J.S.A. 40A:10-36 et. seq.* and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the Fund provides insurance coverage to its participating members consistent with its Bylaws, Risk Management Plan and the statutes and regulations governing local unit insurance funds; and

WHEREAS, the statutes governing the creation and operation of a joint insurance fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a fund; and

WHEREAS, the Fund has submitted its Bylaws and Risk Management Plan for review and approval to the New Jersey Department of Banking and Insurance and the Department of Community Affairs’ and

WHEREAS, the Pine Hill Fire District #1, (hereinafter referred to as “Local Unit”) has determined that membership in the Fund is in its best interest; and

WHEREAS, the Local Unit agrees to be a member of the Fund for a period of three (3) years, effective January 1, 2014; and

WHEREAS, the Local Unit has never defaulted on claims in self-insured and has not been canceled for non-payment of insurance premiums for two (2) years prior to this Resolution.

NOW THEREFORE, BE IT RESOLVED, on this 6 day of February, 2014 that the Local Unit does hereby agree to join the Fund subject only to the right to accept the Local Unit’s initial assessment when the same is received from the Fund following approval from the New Jersey Department of Banking and Insurance and the Department of Community Affairs and the processing of the Local Unit’s application, and

BE IT FURTHER RESOLVED that the Local Unit agrees to join the Fund for the purpose of obtaining all types of coverage’s offered by the Fund:

1. Workers’ Compensation and Employers’ Liability;
2. Environmental Impairment Liability;
3. Automobile and Equipment Liability;
4. General Liability;
5. Property Damage;
6. Management and Professional Liability;
7. Boiler and Machinery; and

8. Faithful Performance and Fidelity/Crime

If at the time the Local Unit joins the Fund, the Local Unit cannot join for all types of coverage's, it is expressly understood and agreed that eh Local Unit will participate in all lines of coverage's by the end of the Local Unit's first year of membership in the Fund will result in the termination from the Fund.

BE IT FURTHER RESOLVED that the Chairman or Vice-Chairman of the Local Unit is authorized and directed to execute any and all written agreements necessary for membership in the Fund including, but not limited to, the Indemnity and Trust Agreement, in order to implement membership by the Local Unit in the Fund according to its Bylaws and the statutes and regulation governing joint insurance funds with the express reservation that said documents shall become effective only upon the Local Unit's admission to the Fund following approval of the Fund by the New Jersey Department of Banking and Insurance and the Department of Community Affairs.

Pine Hill Fire District #1

BY: Chad W. Amey

DATE: February 6, 2014

MOVED BY: James Wakeley

SECONDED BY: Fred Costantino

VOTE: 5 Yes Votes, all in favor

**FIRST RESPONDER JOINT INSURANCE FUND
INDEMNITY AND TRUST AGREEMENT**

THIS AGREEMENT, made this 6 day of February, 2014, in the County of Camden, State of New Jersey, by and between the First Responder Joint Insurance Fund, hereinafter referred to as "Fund", and the Pine Hill Fire District #1 hereinafter referred to as "Local Unit" or "Member"; and

WHEREAS, the Fund seeks to provide its members with insurance coverage; and


WHEREAS, two or more Local Units have collectively formed a joint insurance fund as is authorized and described in *N.J.S.A. 40A:10-36 et seq* and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the Local Unit has agreed to become a member of the Fund in accordance with and to the extent provided for in the Bylaws of the Fund and in consideration of such obligations and benefits to be shared by the membership of the Fund.

NOW, THEREFORE, it is agreed as follows:

1. The Local Unit, upon entering the Fund, accepts and agrees to be bound by and to comply with each and every provision of the Fund's Bylaws and pertinent statutes and administrative regulations pertaining to same.
2. The Local Unit agrees to participate in the Fund with respect all types of insurance provided by the Fund.
3. The Local Unit agrees to become a member of the Fund for an initial period of three (3) years, the commencement of which shall coincide with the effective date of the Local Unit's membership in the Fund.
4. The Local Unit certifies that is has never defaulted on any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of as least two (2) years prior to the date hereof.
5. In consideration of membership in the Fund, the Local Unit agrees that is shall jointly and severally assume and discharge the liability of each and every member of the Fund, for the periods during which the member is receiving coverage, all of whom, as a condition of membership in the Fund, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the Local Unit is pledged to the punctual payments of any sums which shall become due to the Fund in accordance with the Bylaws thereof, this Agreement or any applicable statue or regulation. However, nothing herein shall be construed as an obligation of the Local Unit for claims and expenses that are not covered by the Fund, or for that portion of any claim or liability within a member's retained limit or in an amount which exceeds the Fund's limit of coverage.
6. If the Fund, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Local Unit agrees to reimburse the Fund for all such reasonable expenses, fees and costs on demand.

7. The Local Unit and the Fund agree that the Fund shall hold all monies paid by the Local Unit to the Fund as fiduciaries for the benefit of Fund claimants all in accordance with applicable State law and/or regulation.
8. If required by the Commissioner of Banking and Insurance, the Commissioner of the Department of Community Affairs or applicable statutes and regulations, the Fund shall establish and maintain separate Trust Accounts in accordance with *N.J.S.A. 40A:10-36 et. Seq.* and such other statutes and/or regulations as may be applicable. If such Trust Accounts are established, they shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or reinsurance premiums for each such risk or liability or as "surplus" as such term is defined by allocable State statute or Administrative Code(s).
9. Each Local Unit who shall become a member of the Fund shall be obligated to execute this Agreement.

BY:  TITLE: Chairman

Date: February 6, 2014

Attest:

 Date: February 6, 2014

By: _____

Chairperson, FIRST Responder Joint Insurance Fund

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
ATTORNEY
#14-09**

WHEREAS, There exist a need for ATTORNEY 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.

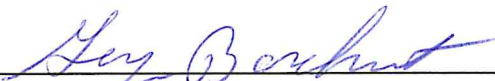
WHEREAS, Said contract for professional services is not subject to the provisions of N.J.S.A.19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

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

1. That DAVID F. CARLAMERE ESQ., be and is hereby appointed to provide ATTORNEY services for the Board of Fire Commissioners for the fiscal year 2014, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services.
2. 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.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
AUDITOR
#14-10**

WHEREAS, There exist a need for AUDITOR 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.

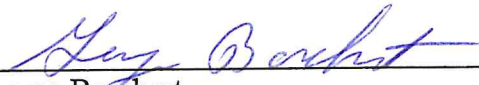
WHEREAS, Said contract for professional services is not subject to the provisions of N.J.S.A.19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

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

1. That Bowman & Company, be and is hereby appointed to provide AUDITOR services for the Board of Fire Commissioners for the fiscal year 2014, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services.
2. 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.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
ACCOUNTANT
#14-11**

WHEREAS, There exist a need for ACCOUNTANT 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 as follows:

1. That Michael J. Welding be and is hereby appointed ACCOUNTANT for the Board of Fire Commissioners for the fiscal year 2014, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services.
2. 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.

DATED: 3/6/14


George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
INSURANCE CONSULTANT
#14-12**

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 as follows:

1. That Hardenbergh Insurance Group, be and is hereby appointed to provide INSURANCE CONSULTANT services for the Board of Fire Commissioners for the fiscal year 2014, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services.
2. 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.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
MEDICAL PROVIDER
#14-13**

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 as follows:

1. That Interstate Mobile Care, be and is hereby appointed Medical Provider for the Board of Fire Commissioners for the fiscal year 2014, to perform professional services required by the Board, and to receive such compensation as may be reasonable for such services.
2. 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.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
MEDICAL/DENTAL
INSURANCE CONSULTANT
#14-14**

WHEREAS, There exist a need for Insurance Consultant for medical and dental plan services for the Fire District, and

WHEREAS, Funds are available for this service,
and

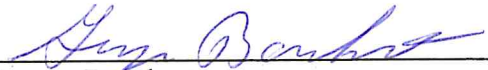
WHEREAS, The Board has determined that Brown and Brown Benefit Advisors meets the requirements established by the Board of Fire Commissioners.

WHEREAS, Said professional appointment is not subject to N.J.S.A. 19:44A-20, as the appointment is not compensated by the Fire District.

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

That Brown and Brown Benefit Advisors, be and is hereby appointed Insurance Consultant to perform the services required by the Board for the fiscal year 2014, and to receive such compensation as may be reasonable for such services.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION
OF
APPOINTMENT**

#14-15


WHEREAS, There exist a need for the services of a Bank for the deposit of the funds of the Fire District and an official newspaper for publication.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that the following institutions be and are hereby named to provide the services for the Fire District.

Audubon Savings Bank - FOR THE DEPOSIT OF FUNDS

Courier-Post - FOR PUBLICATION
The Record Breeze
The Gloucester County Times

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION
TO SET SCHEDULED MEETINGS FOR
2014**

#14-16

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

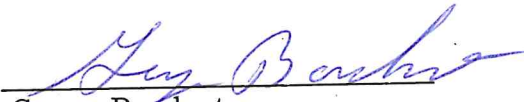
NOW THEREFORE, it is herein resolved and approved that the following is the schedule of meetings for the year.

REGULAR MEETINGS

APRIL 3, 2014	7:30 P.M.
MAY 1, 2014	7:30 P.M.
JUNE 5, 2014	7:30 P.M.
JULY 3, 2014	7:30 P.M.
AUGUST 7, 2014	7:30 P.M.
SEPTEMBER 4, 2014	7:30 P.M.
OCTOBER 2, 2014	7:30 P.M.
NOVEMBER 6, 2014	7:30 P.M.
DECEMBER 4, 2014	7:30 P.M.
JANUARY 8, 2015	7:30 P.M.
FEBRUARY 5, 2015	7:30 P.M.
MARCH 5, 2015	7:30 P.M.

Set for the FIRST THURSDAY of each month, at 7:30 p.m. with the exception of the January 2015 meeting to be held on January 8, 2015. All meetings will be held at Pine Hill Fire Dept., 1109 Erial Rd., Pine Hill, NJ.

DATED: 3/6/14


George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION
APPOINTMENT OF FUND COMMISSIONER
TO THE FIRST RESPONDER JOINT INSURANCE FUND**

#14-17

WHEREAS, There exist 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,

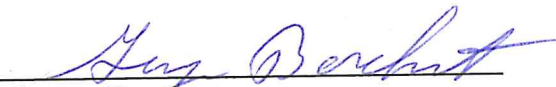
James Wakeley be appointed as the Fund Commissioner and,

George Borchert 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.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
ADMINISTRATOR
FIREMATIC
#14-18**

WHEREAS, There exist a need for Administrator 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.

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

1. That John Greer be and is hereby appointed Administrator-Firematic for the Board of Fire Commissioners for the fiscal year 2014, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE OFFICIAL
#14-19**

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

WHEREAS, The Board did previously adopt a Resolution creating the paid position of fire official for the Fire District, which Resolution was properly advertised and a public hearing having been held,
and

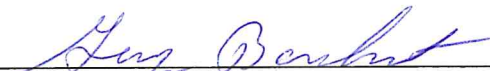
WHEREAS, Funds are available for this service,
and

WHEREAS, The Board has determined that Stephen W Buchhofer 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 Stephen W Buchhofer be and is hereby appointed the fire official for the Board of Fire Commissioners for the fiscal year 2014, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
VOLUNTEER FIRE CHIEF
#14+20**

WHEREAS, The Board has determined the need for a Volunteer Fire Chief for the Volunteer Fire Company providing fire fighting and prevention service to the Fire District, and

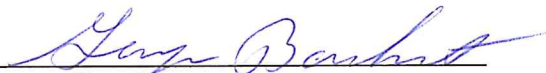
WHEREAS, The Volunteer Fire Company and the Board of Fire Commissioners have agreed that the Fire Chief shall be appointed by the Fire District for service within the Fire Company and to provide supervision over fire emergency response by volunteer and career fire fighters, and

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

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

That John Greer be and is hereby appointed as Volunteer Fire Chief for the Board of Fire Commissioners for the fiscal year 2014, to perform the services required by the Board.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
ASSISTANT CLERK
#14-21**

WHEREAS, There exist a need for Assistant Clerk services,
and

WHEREAS, The Board did previously adopt a Resolution creating the position of ASSISTANT CLERK for the Fire District, which Resolution was properly advertised and a public hearing having been held,
and


WHEREAS, Funds are available for this service,
and

WHEREAS, The Board has determined that Patricia Garvey 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 Patricia Garvey be and is hereby appointed Assistant Clerk for the Board of Fire Commissioners for the fiscal year 2014, to perform the services required by the Board, and to receive such compensation as may be reasonable for such services.

DATED: 3/6/14


George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION
CONFIRMING SALARY FOR FIRE COMMISSIONERS
AND EMPLOYEES OF THE FIRE DISTRICT
#14-22**

WHEREAS, The Board of Fire Commissioners did establish certain salary for Fire Commissioners and employees of the Fire District as part of the year 2014 budget approval process, and

WHEREAS, said year 2014 budget has received New Jersey Department of Community Affairs, Local Finance Board and voter 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:

1st. The Commissioner annual salary for year 2014 is confirmed at \$2,400.00 per commissioner.

2nd. Year 2014 hourly rate for District employee Patricia Garvey is confirmed at \$18.00 per hour.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE INSPECTORS
#14-23**

WHEREAS, There exist a need for FIRE INSPECTOR services, and

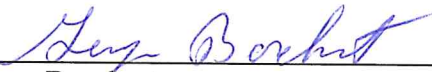
WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that the following named individuals meets the requirements established by the Board of Fire Commissioners; William Fediuk, James Gordon, John Greer, Sr., Joseph Hunter, Kevin Waddington, and John Zuggi

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

1. That William Fediuk, James Gordon, John Greer, Sr. Joseph Hunter, Kevin Waddington and John Zuggi be and are hereby appointed FIRE INSPECTOR for the Board of Fire Commissioners for the fiscal year 2014, to perform the services required by the Board, and to receive such compensation as may be reasonable for such services.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE INSPECTORS
#14-23**

WHEREAS, There exist a need for FIRE INSPECTOR services, and

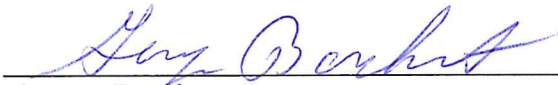
WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that the following named individuals meets the requirements established by the Board of Fire Commissioners; William Fediuk. James Gordon, Sr., Joseph Hunter, Kevin Waddington, and John Zuggi

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

1. That William Fediuk, James Gordon, Sr. Joseph Hunter, Kevin Waddington and John Zuggi be and are hereby appointed FIRE INSPECTOR for the Board of Fire Commissioners for the fiscal year 2014, to perform the services required by the Board, and to receive such compensation as may be reasonable for such services.

DATED: 3/6/14



George Borchert
Secretary

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
LABOR ATTORNEY
#14-24**

WHEREAS, There exist a need for LABOR ATTORNEY 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 as follows:

1. That LOUIS ROSNER, ESQ., be and is hereby appointed to provide LABOR ATTORNEY services for the Board of Fire Commissioners for the fiscal year 2014, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services.
2. 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.

DATED: 3/6/14



George Borchert
Secretary

BOROUGH OF PINE HILL FIRE DISTRICT #1

RESOLUTION 2014-25

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.

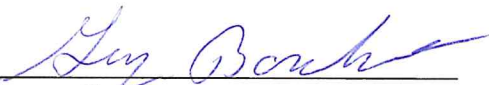
NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Pine Hill Fire District #1 as follows:

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

DATED: 3/6/14



George Borchert
Secretary

**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
Payroll Account

**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 insure 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 March 5, 2015. 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.

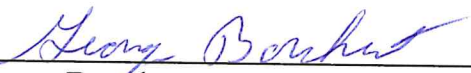
FIRE DISTRICT #1
BOROUGH OF PINE HILL
#14-26
RESOLUTION
FOR CLOSED SESSION

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

DATED: 3/6/14



George Borchert
Secretary

**RESOLUTION DESIGNATING
FIRE DISTRICT ADMINISTRATOR
#14-27**

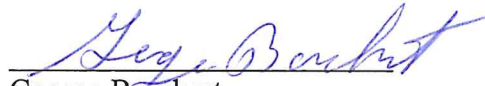
WHEREAS, There exist a need for FIRE DISTRICT ADMINISTRATOR, and

WHEREAS, Funds are available for this service, and

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

1. That Jennifer Dawson, be and is hereby appointed as Administrator, for the Board of Fire Commissioners, to perform the services required by the Board as may be directed by the Board, and to receive such compensation as may be reasonable for such services, effective March 6, 2014.

DATED: 3/6/14


George Borchert
Secretary

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT #1, BOROUGH OF PINE HILL
AUTHORIZING THE USE OF PAYROLL DISBURSEMENT SERVICES PURSUANT TO N.J.A.C 5:30-17.3
#14-28**

WHEREAS, the Board of Fire Commissioners has determined the advantage and necessity of authorizing a Servicer, (CASA Payroll Services) to process payroll; and

WHEREAS, the Board desires that the Servicer prepare necessary documents for payment and perform task to include date collection, report preparation and calculation of withholdings, and

WHEREAS, The State of New Jersey requires that the Fire District adopt a resolution enabling the performance by the servicing organization.

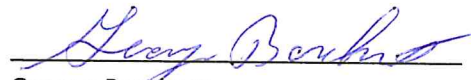
NOW THEREFORE, be it Resolved and Approved that the Fire District initiate, appoint and approve CASA Payroll Service as a 3rd Party Payroll Servicing organization to:

1. Prepare necessary payment documents.
2. Perform tasks to include date collection, report preparation and calculation of withholdings.
3. The 3rd Party Servicing organization is not to execute and make payment so behalf of the Fire District, take possession of the Fire District's bank account or fund, or make transfers of funds. The aforementioned tasks are to be performed by the Fire District Administrator, Jennifer Dawson.

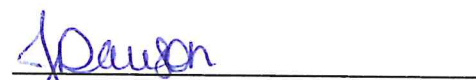
BE IT FURTHER RESOLVED, that

1. The Fire District does hereby designate Jennifer Dawson as the Fire District's Approval Officer responsible for authorizing and supervising the activities of the Servicer.
2. The duties of the Approval Officer shall include the reconciliation and analysis of the general ledger accounts affected by the activities of the Servicer.
3. The Approval Officer shall act to specifically approve the authority of the Servicer to hold the Fire District's funds.
4. The Servicer shall be required to report detection of any irregularities and is directed to report and provide an analysis of any suspected potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of any Approval Officer or other person that could jeopardize its ability to continue operations or otherwise interrupt services.

DATED: May 1, 2014


George Borchert
Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held May 1, 2014.


Jennifer Dawson
Fire District Administrator

FIRE DISTRICT #1
BOROUGH OF PINE HILL

RESOLUTION TO VOID GENERAL FUND CHECKS

#14-29

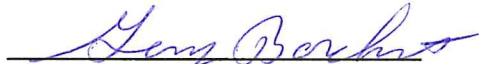
WHEREAS, the list of check numbers below need to be voided due to printing by error

Check #s


8601
8602
8604
8615
8621
8622
8623
8660
8708
8709
8712

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Pine Hill Fire District No.1 that the above checks be voided.

DATED: May 1, 2014


George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held May 1, 2014.


Jennifer Dawson
Fire District Administrator

FIRE DISTRICT #1
BOROUGH OF PINE HILL

RESOLUTION TO VOID PAYROLL CHECKS

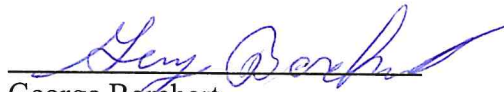
#14-30

WHEREAS, the list of Payroll Check numbers below need to be voided.


4002		\$	97.50
4012			30.00
4023			12.50
4025			65.00
4029			5.00
4033			95.00
4035			15.00
4229			12.50
4230			2.50
4235			18.00
4238			40.00
4239			32.50
4240			2.50
4243			106.00
4244			15.00
4249			105.00
4250			102.50
4251			30.00
4253			88.00
4258			2.00
		\$	876.50

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Pine Hill Fire District No.1 that the above checks be voided.

DATED: May 1, 2014


George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held May 1, 2014.


Jennifer Dawson
Fire District Administrator

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN
COUNTY, NEW JERSEY ESTABLISHING RULES OF ORDER AND CONDUCT
FOR ALL REGULAR, WORK SESSION AND SPECIAL MEETINGS OF THE
BOARD OF FIRE COMMISSIONERS**

#14-31

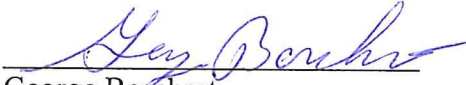
WHEREAS, The Board of Fire Commissioners, Fire District #1 of the Borough of Pine Hill desires to establish standard rules of order and regulations for public participation at Fire Commission meetings for the purpose of promoting efficiency and a fair opportunity for public comment on issues and concerns 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.

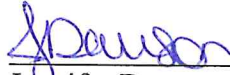
NOW THEREFORE, be it RESOLVED by the Board of Fire Commissioners of the Borough of Pine Hill as follows:

- 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.

DATED: May 1, 2014


George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held May 1, 2014.


Jennifer Dawson
Fire District Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1 OF
THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING THE
PARTICIPATION IN THE "HGAC" (HOUSTON-GALVESTON AREA COUNCIL), A
NATIONAL COOPERATIVE CONTRACTING UNIT

#14-32

WHEREAS. P.L. 2011,c139 allows Fire District # 1, Borough of Pine Hill, Camden County, New Jersey, as a local contracting unit, to utilize national cooperative contracts as a method of procurement, and

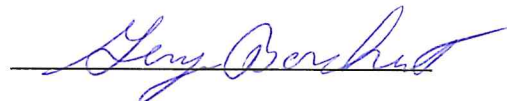
WHEREAS. "HGAC (Houston-Galveston Area Council)" is a cooperative purchasing program administered by the Houston Galveston Area Council, a service agency consisting of a political subdivision of the State of Texas located in Houston, Texas, and

WHEREAS. "HGAC" meets the criteria established by the laws of the State of New Jersey permitting local contracting units to utilize national cooperative contracts as a method of procurement, and

WHEREAS. The Board of Fire Commissioners Fire District # 1 of the Borough of Pine Hill desires to become a member of "HGAC" purchasing network and to use various contracts to acquire products, equipment, and services.


NOW THEREFORE it is herein RESOLVED by the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill that the Board Chairman and Board Secretary are hereby authorized to complete all necessary documentation necessary for the Fire District # 1 of the Borough of Pine Hill to become a member of the "HGAC" purchasing network.

DATED: May 1, 2014



George Borchert
Secretary

I, Jennifer Dawson, Administrator to the Board of Fire Commissioners, hereby certify that the within resolution was adopted by the Board of Fire commissioners for Fire District # 1 of the Borough of Pine Hill at a regular meeting of the Board held on May 1, 2014.



Jennifer Dawson
Fire District Administrator

New Jersey Cooperative Purchasing for Fire Apparatus

Permitted under P.L. 2011, c.139, addition to N.J.S.A. 52:34-6.2:

(3) Notwithstanding any other law to the contrary, any contracting unit authorized to purchase goods, or to contract for services, may make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available. Prior to making purchases or contracting for services, the contracting unit shall determine that the use of the cooperative purchasing agreement shall result in cost savings after all factors, including charges for service, material, and delivery, have been considered.

Cooperatives have already bid fire apparatus, and use this buying power to receive lower prices as opposed to individual municipal bids.

Two primary cooperatives used in New Jersey for fire apparatus procurement:

- New Jersey State Contract
- HGAC (Houston-Galveston Area Council)

New Jersey State Contract is tied to GSA (Government Services Administration) and has limited apparatus configurations and few options.

- Common procurement requirements, such as delivery, performance bonds, payment at time of delivery (COD), pre-delivery service, training, etc. are not available through NJ State Contract, and must be contracted for separately with the vendor at additional cost.
- No prepayment options, such as chassis prepayment credits, are available.

HGAC has many configurations and multiple options to choose from.

- Delivery, performance bonds, COD payment, training, etc. are included if requested.
- Prepayment options are available
- Trade-in apparatus options are available
- Current HGAC pricing is at 2013 pricing levels
- HGAC also offers other equipment and services that municipalities can purchase as an alternative to State Contract, which oftentimes isn't the least expensive.
- No fee to municipality or fire district to join.

Purchasing using a cooperative also results in reduced cost to the municipality:

- No need to prepare, publish and advertise specifications
- Reduced administrative office time needed
- Reduced legal costs associated with bid preparation, review of proposals, etc.
- Only a purchase order is required, no contract or additional paperwork unless desired.

LFN 2012-10

May 14, 2012

Local Finance Notice

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Richard E. Constable, III
Acting Commissioner

Thomas H. Neff
Director

Contact Information

Director's Office

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V. 609.292.4806

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Local Finance Board

V. 609.292.0479

F. 609.633.6243

Local Management Services

V. 609.292.7842

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Authority Regulation

V. 609.984.0132

F. 609.984.7388

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08625-0803

Web: www.nj.gov/dca/lgs

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Distribution

Municipal and Freeholder
Clerks
Municipal and County Chief
Financial Officers
Authority and Fire District
Boards of Commissioners

Using National Cooperative Contracts: Application of P.L. 2011, c.139

Introduction

The recently passed P.L. 2011, c.139 (the "Law" or "Chapter 139") allows local contracting units to utilize national cooperative contracts as a method of procurement. The Division of Local Government Services has consulted with the Division of Law, the Division of Purchase and Property (DPP), and the Office of the State Comptroller in reviewing the Law and its relationship to existing procurement statutes and regulations. This Local Finance Notice provides guidance to contracting units seeking to implement the new national cooperative contracting option.

While the guidance in this Notice has specific application to contracting units subject to the Local Public Contracts Law ("LPCL") and boards of education under the Public School Contracts Law ("PSCL"), it has general application to all local government contracting units. Agencies should review this guidance in context of the new Law and their own procurement laws and regulations to ensure consistency in application.

Contracting units should carefully review this guidance, state laws affecting the agency's contracting authority, and relevant case law affecting the use of national cooperatives. Utilizing national cooperative contracting, in certain circumstances, may make the procurement process more efficient and provide cost savings. Contracting units are advised; however, to not only review this guidance, but also be mindful of New Jersey laws affecting the agency's contracting authority and relevant case law affecting the use of national cooperatives.

This notice covers the following subjects:

- A. General Statutory Authority
- B. Contracting Unit Policy Considerations
- C. Types of National Cooperatives
- D. Legal Interpretations Concerning National Cooperative Contracts
- E. Legal Requirements to Use a National Cooperative Contract
- F. Limitations, Fiscal, and Reporting Requirements
- G. Appendix
 - A. Model "Notice of Intent to Award Contract under a National Cooperative Purchasing Agreement"
 - B. Purchasing Agent's Guide to Using National Cooperative Contracts

A. General Statutory Authority

Chapter 139 added the following language to subsection (b) of N.J.S.A. 52:34-6.2:

(3) Notwithstanding any other law to the contrary, any contracting unit authorized to purchase goods, or to contract for services, may make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available. Prior to making purchases or contracting for services, the contracting unit shall determine that the use of the cooperative purchasing agreement shall result in cost savings after all factors, including charges for service, material, and delivery, have been considered.

For purposes of this paragraph, "contracting unit" means any county, municipality, special district, school district, fire district or any board, commission, committee, authority or agency, which is not a State board, commission, committee, authority or agency, and which has administrative jurisdiction over any district, included or operating in whole or in part, within the territorial boundaries of any county or municipality which exercises functions which are appropriate for the exercise by one or more units of local government, and which has statutory power to make purchases and enter into contracts awarded by a contracting agent for the provision or performance of goods or services.

The second section makes clear that the Law applies to a wide range of local contracting units. The first section provides the operative language that these agencies must apply to their circumstances.

In context of the LPCL and PSCL, the provisions of this notice apply when the aggregate value of the goods or services (see N.J.A.C. 5:34-8.2) exceeds the contracting unit's bid threshold. When the aggregated value of goods and services is below the contracting unit's bid threshold, a national cooperative contract can be used subject to a contracting unit's political contribution disclosure (pay-to-play) requirements when soliciting quotations. Depending on the circumstances, an award under a national cooperative contract may occur without governing body approval.

B. Contracting Unit Policy Considerations

- 1) Local officials continue to have responsibility to choose vendors in an open and transparent manner to ensure public confidence in the integrity of government spending.
- 2) Contracting officials should consider that procurement decisions often try to balance a low price (economy) and an efficient and appropriate procurement process. If a national cooperative contract is chosen, the calculation of cost savings must be documented.
- 3) When using online ordering systems, local officials must put in place appropriate internal controls to ensure quote and bid aggregation thresholds are maintained, encumbrances are established, purchases are documented, and that an audit trail exists.

- 4) Using a national cooperative contract before an existing contract has expired could constitute a breach of contract, depending on contract terms.

C. Types of National Cooperatives

There are generally two different types of organizations (“national cooperatives”) that award “nationally-recognized and accepted cooperative purchasing agreements” (“national cooperative contracts”).

The first is an organization (profit or not-for-profit) that coordinates and aggregates contracts from different state and local governments and promotes their use. Such organizations often include a “marketing fee” built into the bid price, which is used to support their marketing efforts and/or provide revenue to the public agency issuing the contract. These types of national cooperatives often have websites enabling contracting units to contact vendors who have contracts, obtain contract terms and conditions, and instructions on joining the organization.

The second type of national cooperative is a state, regional, or single government agency that awards contracts for its own use and is authorized under its own laws to extend those contracts to other government agencies. This is similar to the N.J. Division of Purchase and Property’s Cooperative Purchasing Program for New Jersey contracting units. These agencies may also charge a marketing or service fee and have a website, though membership is not usually required.

D. Legal Interpretations Concerning National Cooperative Contracts

Consider the following elements in making decisions to use a national cooperative contract.

- 1) **General interpretation:** The use of the term “notwithstanding any other law to the contrary” in this statute means that public bidding is not required when using a national cooperative contract. However, national cooperative contracts are still subject to procurement laws and rules that apply to all other contracts awarded by a New Jersey contracting unit.

For example, like all other contracts of a local unit or board of education, governing body approval is required when the value of the contract exceeds the agency’s bid threshold. Internal control practices, along with other requirements such as affirmative action compliance, submission of a business registration certificate, statement of corporate ownership, and other routine submission and compliance requirements are not eliminated under the Law and national contractors are obliged to meet these requirements.

Please note that contracting units under the LPCL and PSCL **do not** have authority to negotiate terms and conditions of national cooperative contracts.

- 2) **National cooperative contract standards:** The following three requirements make a contract part of a national cooperative:
 - a. The national cooperative contract must have been awarded through a “competitive bidding process” that complies with the laws covering the issuing entity. In this context, a

“competitive bidding process” requires open competition, or competition among those qualified or pre-qualified, submission of bids, and awarded pursuant to a “lowest responsible”, “most advantageous to the public entity, price and other factors considered”, or other similar standard employed by a public entity. This excludes contract awards based on unadvertised, “invitation only,” negotiated, local preference, or sole source procurement practices.

- b. The contract being awarded pursuant to the national cooperative model must have been awarded by a contracting unit as defined in c. 139, and cannot have been awarded by a non-profit or private organization, even if a member of the cooperative. Stated differently, Chapter 139 only permits contracting units to access national cooperative contracts that were solicited by another “contracting unit” as defined by the statute.
- c. The original bid must have been advertised as a national cooperative contract (or a regional contract that includes New Jersey in its region) – not as a strictly local contract that is made “national” or “regional” after the receipt of bids. This is required so that vendors that bid on these contracts know the scope of government agencies outside of the issuing agency that could potentially use the contract. Such information can affect pricing and the range of bidders.

E. Legal Requirements to Use a National Cooperative Contract

Depending on the source of the contract (a national organization or a state government), the following New Jersey legal requirements must be met by contracting units planning to use a national contract.

- 1) **Documentation requirements:** The contracting unit must verify that vendors on a national cooperative contract comply with applicable New Jersey procurement documentation requirements. For example, vendors will need to comply with the following New Jersey laws by submitting the required forms to the New Jersey contracting unit as if the contract was originally awarded by that contracting unit:
 - i. New Jersey Business Registration Certificate for the contractor and any sub-contractors (i.e., copy of certificate)
 - ii. Statement of Corporate Ownership (an original form prepared for the contracting agency awarding the contract)
 - iii. Public Contract EEO Compliance (Employee Information Report form or proof of participation in a federally approved affirmative action program)
 - iv. A non-collusion affidavit (only if required by a local unit)

Purchasing agents should review national cooperative procurements to ensure compliance with any other laws that may apply. Electronic copies are acceptable for forms not requiring an original signature.

“Cost-savings” determination: The Law requires that a contracting unit can use national cooperatives only when the contracting unit determines “that the use of the cooperative purchasing agreement shall result in cost savings after all factors, including charges for service, material, and delivery, have been considered.” Considering a Division of Purchase and Property procurement, which applies a similar standard for cooperative contract participation (most cost-effective), a court has agreed that the contracting unit need not do an advertised procurement, in order to compare the prices obtained with the cooperative prices. Nonetheless, the statute still requires “cost savings” be demonstrated in some fashion. Suggested methods of demonstrating cost-savings include.

- i. Comparing current State contract pricing, available to other government entities, to that of the proposed national cooperative.
- ii. Comparing pricing for comparable goods or services under the contracting unit’s current contracts or contracts available to it (i.e., New Jersey government based cooperative purchasing programs) to that of the proposed national cooperative..
- iii. Comparing recently procured comparable contracts entered by other public entities to that of the proposed national cooperative.

Other factors that should be considered as part of the analysis of whether there is a cost-savings.

- iv. The ability to avoid the cost and time of a separate procurement
- v. Lower minimum purchase requirements at a lower price that allows for the public entity to purchase the needed quantities and avoid storage costs.
- vi. Additional costs which have been factored in before contract award, such as:
 - a. Administrative cost factors required to participate in the cooperative agreement
 - b. Shipping costs, if any
 - c. Vendor rebates

The contracting unit is ultimately responsible for developing its own procedures for implementing and documenting the due diligence necessary to reach a cost savings determination that survives legal scrutiny. The documentation, which would be reviewed as part of an audit, and which is subject to disclosure under the Open Public Records Act, should be kept on file as part of the award package. Whatever factors the contracting unit uses in determining the cost effectiveness of a national contract, the court cases referred to below in Subsection 4 strongly suggest that documentation of the cost saving determination is a necessary and vital prerequisite to a contracting unit’s award of a national cooperative contract under Chapter 139.

Before using a national cooperative contract, the contracting unit should first check with the Division of Purchase and Property to determine if the contract was awarded as a State contract and is open to use by local governments by cooperative partners. In such a situation, the contracting unit is not making an award under Chapter 139.

1) **Political contribution disclosure:** National cooperative contracts are also subject to New Jersey's Pay-to-Play laws. New Jersey contracting units have different rules to apply as follows:

- a) Agencies subject to the Local Public Contracts Law (municipalities, counties, local authorities, etc.) are subject to N.J.S.A. 19:44A-20.4 and 20.5 (pay-to-play laws). These laws require all contracts (over \$17,500) to be entered into through a fair and open process, or otherwise be subject to contribution disclosure rules. In this case, the contracting unit awarding the contract must comply with these laws. The contracting unit using the contract must verify that the "competitive bidding process" used by the issuing agency (see D-2 above) met the fair and open definition of N.J.S.A. 19:44A-20.7 (below, formatted for clarity):

"Fair and open process" means, at a minimum, that the contract shall be:

- i. Publicly advertised in newspapers or on the Internet website maintained by the public entity in sufficient time to give notice in advance of the contract;
- ii. Awarded under a process that provides for public solicitation of proposals or qualifications;
- iii. Awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and
- iv. Publicly opened and announced when awarded.

The decision of a public entity as to what constitutes a fair and open process shall be final.

In most cases this standard would be met by obtaining information from the issuing agency or national cooperative administrator about the bidding process that was used. If the bidding process did not meet the above definition of a "fair and open" process, the vendor would have to submit a Business Entity Disclosure Certificate (BED-C) and Political Contribution Disclosure (PCD) form to the contracting unit as required by pay-to-pay laws. Otherwise, a contract cannot be executed.

Similarly, a contracting unit that desires to use a national contract for "window contracts," those contracts that are between \$17,500 and the contracting unit's bid threshold, can treat a national contract like any other window contract procurement. A national contract can be used if it is found to be "most advantageous, price and other factor considered" and that the contract was awarded in a fair and open process by the issuing agency as described above.

- b) Boards of education under the Public School Contracts Law are not subject to the provisions of N.J.S.A. 19:44A-20.5; they must, however, follow the requirements of N.J.A.C. 6A:23A-6.3. Among other matters, this rule requires boards of education to comply with N.J.S.A. 19:44A-20.26. Also required in N.J.A.C. 6A:23A-6.3 is submission of political contribution lists by all contractors awarded contracts,

including those that are publicly bid. This will likely require the contractor to submit supplemental documents to the contracting unit. Without the documentation the contract cannot be executed. These requirements also apply to charter schools.

- 2) **Legal advertising requirements:** While not referenced in Chapter 139, recent case law involving the use of national contracts by the Division of Purchase and Property (“DPP”) strongly suggests that a contracting unit must provide public notice to current contract holders and prospective bidders of their decision to utilize a national cooperative purchasing agreement that would otherwise require public bidding¹.

Given the similarities in the statute reviewed by the courts and Chapter 139, a contracting unit is advised to employ notice practices similar to those in the formal bidding process before passing a resolution to award a national cooperative contract above the contracting unit’s bid threshold.

A contracting unit that employs notice practices different than provided herein should check with its attorney to ensure that notice practices utilized will survive judicial scrutiny. There is no need for such notices when a contracting unit joins or uses another authorized New Jersey cooperative contract.

The advised notice practices include the contracting unit providing notice of its intent to utilize a national cooperative contract with a sufficient time period for a vendor to offer alternative approaches. This notice should be treated like any other procurement legal notice and must be printed in an official newspaper (similar to advertisements to receive bids) with at least 10 days’ notice before the next action is taken. The Division suggests a public notice template that contains the following elements (a sample is included as Appendix “A” of this Notice):

“Notice of Intent to Award a Contract under a National Cooperative Purchasing Agreement”:

- i. Name of the entity that awarded the contract
- ii. Title of contract (description of the contract, i.e., office supplies)
- iii. A web link to where the contract can be viewed online
- iv. Length of contract (must be consistent with length of public contracts law regulating the contracting unit)
- v. A statement naming the vendor to whom the contracting unit intends to award the contract
- vi. A statement of the authority under which the contract is being awarded; generally this will be N.J.S.A. 52:34-6.2(b)(3)
- vii. A notice of when the comment period ends

¹ In the Matter of Protest of Award of N.J. State Contract A71188 for Light Duty Automotive Parts, 422 N.J. Super. 275 (App. Div. 2011); In the Matter of Challenge of the State’s Award of Contract to Staples Business Advantage, decided Aug. 25, 2011 (Appellate Division, unpublished; Docket # A-0476-09T2).

Once the notice is published, the contracting unit should also post the notice on its local website. At this stage, the contracting unit should have prepared the appropriate documentation to support the award (as described in section E of this Notice).

3) **Miscellaneous requirements:**

- a. **National cooperative membership:** Often the contracting unit may be required to join or become a member of the entity. If a contracting unit is using a national cooperative contract, it must follow the national organization's instructions for joining or becoming a member prior to using a contract awarded by the organization. Under all circumstances, a copy of that documentation should be kept on file for audit trail purposes.

Depending on the degree of authority given to a contracting unit's purchasing agent, the governing body of said unit may need to approve membership in the national cooperative. Authorization to join a national cooperative can be included in the same resolution as that awarding a national cooperative contract.

- b. **Time limits:** The contracting unit should be aware that its agreements with vendors under a national cooperative contract will expire when the original issuing agency's contract expires. Unless the national organization or sponsoring contracting unit extends the contract, the contracting unit will have to rebid or otherwise make alternative arrangements for procuring the goods or services.
- c. Both the contractor and the contracting unit must meet the requirements of any other laws that may cover a given contract, including, for example, "Buy American" requirements and length-of-contract limitations.
- d. Pricing must be for a known period, and contracts with prepayments or down-payments are not permitted (unless otherwise permitted by New Jersey law).
- e. The contracting unit is responsible for determining what documents are needed for a given procurement.

F. Limitations, Fiscal, and Reporting Requirements

- 1) **Not applicable to public works/construction contracts:** The use of national cooperative contracts only applies to contracts for goods and services; it does not apply to "public works" or construction contracts.

This prohibition may affect a contracting unit that plans to construct or install turf and synthetic turf fields, masonry, fencing, roofing, or indoor carpet flooring projects. There are several national cooperative contracts offering time and material contracts for work that may fall under New Jersey public works or construction laws. Before using such a time and material national contract, the contracting unit should review the project to be sure the work is not covered under New Jersey's public works contracting laws.

- 2) **Limits on GSA/FSS and other New Jersey agency contracts:** The Law does not apply to contracts issued by federal agencies, particularly General Services Administration/Federal Supply Schedule (GSA/FSS) contracts. These contracts continue to be subject to the Division of Purchase and Property authorizing them as State contracts, and cannot be used unless authorized by DPP. Note that vendors who are on GSA schedules may also have been awarded contracts through a national cooperative procurement in which case, Chapter 139 allows the contracting unit to participate in the national cooperative contract.

Contracting units remain able to utilize only those State contracts that are authorized for local use by the Division of Purchase and Property pursuant to N.J.S.A. 52:16.1, and may use only those local cooperative contracts that are authorized by the Division of Local Government Services pursuant to N.J.A.C. 5:34-7.

- 3) **Vendor Payments:** Some national cooperative contracts require online payment as vendors may not accept purchase orders or vouchers. Currently, local government units that fall under the provisions of the Local Fiscal Affairs Law (N.J.S.A. 40A:5-16 and rules at N.J.A.C. 5:30-9A) can take advantage of using "Procurement Cards" (P-cards) as means of meeting statutory requirements that vendors certify in writing that their goods or services were delivered. Current rules limit the use of P-cards in online transactions to 15% of the contracting unit's bid threshold. The Local Finance Board is proposing amendments that will eliminate this limit. Please note that boards of education do not currently have authority to use P-cards.

Until the P-Card transaction limit threshold is eliminated, the contracting unit must take into account its applicable laws and rules when choosing a national cooperative to ensure that vendor payments are made consistent with law.

- 4) **Reporting to the Office of the State Comptroller (OSC):** N.J.S.A. 52:15C-10 requires contracts exceeding \$2,000,000 but below \$10,000,000 to be reported to the OSC within twenty (20) days after award, and that proposed contracts exceeding \$10,000,000 must be approved by the OSC prior to awarding the contract. Contracts awarded under a national cooperative agreement are subject to these requirements. In addition, the OSC may audit or review contracts of any amount or type and may audit or review the records of the vendor as well.

Consequently, the OSC has adopted a regulation, N.J.A.C. 17:44-2.2, that requires contracting units to insert the following language into all contracts: "The vendor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request." This language should be included in any national cooperative contract or purchase order issued to a national cooperative.

Appendix A

Model "Notice of Intent to Award Contract under a National Cooperative Purchasing Agreement"

Notice of Intent to Award Contract under a National Cooperative Purchasing Agreement - <name of contract>

The <name of contracting unit> intends to participate in the <name of agency issuing contract> contract for <name/purpose and number (if applicable) of contract name> to purchase <goods or services being purchased>.

Information regarding the contract may be found at the <name of the location where information is available> during regular business hours, as well as on the <name of agency issuing contract> website at: <website link>.

The <name of contracting unit> anticipates joining the <name of agency issuing contract> contract on <date of award>. The <name of agency issuing contract> contract term is <provide start and end date>.

Contract Period: <contracting beginning and ending period>

It is the intent of the <title of contracting agent> to make a contract award to <name of vendor> pursuant to the proposal submitted in response to the <name of agency issuing contract> <type of award, i.e., Request for Proposals, Request for Bid(s) as appropriate>.

The <name of contracting unit> is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).

Comment period ends <date comment period ends>.

Appendix B

Purchasing Agent's Guide to Using National Cooperative Contracts

Once a decision is reached to utilize a national cooperative contract where the amount is over the contracting unit's bid threshold, the purchasing agent should take the following steps: (Refer to Local Finance Notice 2012-10 for guidance and forms).

1. Conduct due diligence on a national contract to determine if the contract will result in cost savings after all factors, including charges for service, material and delivery, have been considered. Ensure there is documentation backing up this determination.

Considerations to use a national contract can include:

- Economy versus efficiency
 - Comparison of the national contract pricing to the current State contract price, to other national cooperative contracts, to comparable goods in other cooperatives, and any existing contracting unit contract
 - Savings of time in avoiding the time and cost of a separate procurement
 - Any record of satisfactory vendor performance
 - Administrative cost factors required to participate in the national cooperative agreement
 - Other factors such as rebates offered and unique needs to a particular situation
2. Review any national contract under consideration to determine if it meets New Jersey standards:
 - That the contract was based on a publicly advertised request for bids (or proposals) that stated that the contract would be made available to other government agencies that would have included New Jersey contracting units.
 - It was awarded under a competitive bidding process that met NJ "fair and open" criteria
 - Obtain the statutorily required forms or determine related compliance matters as necessary, including but not limited to:
 - ✓ New Jersey Business Registration Certificate
 - ✓ Statement of Corporate Ownership disclosure statement (Chapter 33)
 - ✓ Proof of New Jersey Public Contract EEO compliance
 - ✓ Compliance with Political Contribution Disclosure Laws (Pay-to-Play)
 - ✓ Non-collusion Affidavit (if required)
 - ✓ New Jersey's "Buy American" Law
 - ✓ Americans with Disabilities requirements

- ✓ If the contract to be issued by the contracting unit is over \$10 million, report the proposed award to the Office of the State Comptroller thirty days prior to the anticipated award date
3. Publish a "Notice of Intent to Award Contract under a National Cooperative Purchasing Agreement" in the official newspaper, on your official website, and on "Bulletin NJ" when available.
 - Allow a minimum of ten days between the advertisement and award for affected providers to protest the award.
 - Consider comments received prior to the award and act accordingly.
 4. Prepare a contract and related documents (i.e., Certificate of Availability of Funds, etc.) for governing body action. Include the State Comptroller's language requiring the vendor to maintain records for five years in the contract document.
 5. Execute contract pursuant to routine practices. If the contract is above two million dollars but below ten million dollars, report the contract to the Office of the Comptroller within twenty business days of award.
 6. Keep documentation of award on file for audit purposes, as with any other contract award.

FIRE DISTRICT #1
BOROUGH OF PINE HILL

RESOLUTION TO APPROVE NOTICE OF CLAIM FORM

#14-33

WHEREAS, the FIRST Responder Joint Insurance Fund is authorized by statute to provide insurance coverage for local units of government who are desirous of same;

WHEREAS, Pine Hill Fire District #1 is a member of the FIRST Responders Joint Insurance Fund;

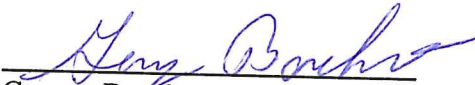
WHEREAS, N.J.S.A. 59:8-6 authorized public entities to require information in addition to that specified in N.J.S.A. 59:8-4 for proper investigation and/or resolution of such claims; and

WHEREAS, the FIRST Responder Joint Insurance Fund has recommended that each of the participating public entities adopt and approve a Notice of Tort Claim form in the form attached to this resolution;

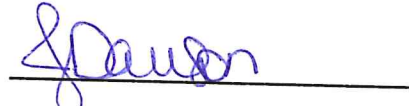
NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Pine Hill Fire District No.1 that:

1. Pine Hill Fire District #1 hereby adopts and approves the attached Notice of Claim form pursuant to N.J.S.A. 59:8-6;
2. Nothing in this resolution shall be construed as invalidating any Notice of Claim form authorized by Pine Hill Fire District #1 and/or the FIRST Responder Joint Insurance Fund prior to the implementation of this resolution.

DATED: June 5, 2014


George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held June 5, 2014.


Jennifer Dawson
Fire District Administrator

**FIRST RESPONDER JOINT INSURANCE FUND
NOTICE OF CLAIM**

Forward to:

1. Claimant:

Last	First	Middle	Area Code/Telephone Number
Street Address			Additional Address
Date of Birth	Social Security Number	City	State/Zip Code

2. If notices and correspondence in connection with this claim are to be sent to a person other than claimant, please complete this section.

Name	Street Address
Additional Address	City State/Zip Code
Area Code/Telephone Number	Relationship to Claimant

3. Accident:

A. The occurrence or accident which gave rise to this claim:

Date	Time
------	------

B. Describe the location or place of the accident or occurrence:

Local Unit	Exact Location of the Occurrence
------------	----------------------------------

C. Describe how the accident or occurrence happened. If a diagram will assist your explanation, please use the reverse side of this form.

D. State the name and address of the Local Unit that you claim caused your damage.

E. State the names of the Local Unit's employees whom you claim were at fault, including any information that will assist in identifying them.

F. State in detail each and every negligent or wrongful act of the Local Unit and the Local Unit's employees which caused your damage.

G. State the name and address of all witnesses to the accident or occurrence.

H. If vehicle accident, state the names, address, age, and relationship to insured of all passengers in your vehicle.

I. State the names of all police officers and police departments who investigated the accident.

4. Claim for damages:

A. Claim for damages: (Check appropriate box)

Bodily Injury Property Damage Other

If other, explain _____

B. i. If you claim bodily injury – describe your injuries resulting from this accident or occurrence.

ii. Do you claim permanent disability resulting from this injury?

- iii. For each hospital, doctor or other practitioner rendering treatment, examination or diagnostic service, please list:

Name of Hospital, Doctor, or other Facility

Address

City

State/Zip Code

Date of Treatment

Amount of Charges

Amount Paid if Payable by other sources, i.e., insurance.

- iv. If you claim loss of wages or income as a result of the injury, state:

Name of Employer

Your Occupation

Address

City

State/Zip Code

Date Employed at this Job

Rate of Pay

Dates of Absences from Work

Total Lost Wages to Date

If still out of work, expected date of return.

NOTE: If your claimed loss of income arises from self-employment or other wages, attach a calculation showing the basis of your calculation of lost income.

- v. Set forth any and all other losses or damages claimed by you.

C. If you claim property damage:

i. Describe the property damaged. If vehicle, include make, model, year, color, vehicle identification number, license plate number, state, and parts of vehicle damaged.

ii. The present location and time when the property can be inspected.

iii. Date property acquired

iv. Cost of the property

v. Value of property at time of accident

vi. Description of damage:

vii. Has the damage been repaired?

Yes

No

If yes, by whom, and cost of repairs.

viii. Attach each estimate of repair costs to this form.

ix. Set forth in detail the loss claimed by you for property damage.

D. Set forth in detail all other items of loss or damages claimed by you and the method by which you made the calculation.

5. The amount of the claim _____

6. Have you made a claim against anyone else for any of the losses or expenses claimed in this notice?

_____ Yes _____ No

If yes, set forth the names and address of all persons and the insurance companies against whom you have made such claims.

7. Are any of the losses or expenses claimed herein covered by any policy of insurance?

_____ Yes _____ No

For each such policy, state the name and address of the insurance company, policy number, and benefits paid or payable.

8. _____
Have you received or agreed to receive any money from anyone for damages claimed herein?

_____ Yes _____ No

If yes, set forth the details of such agreement.

The following items must be submitted with this notice:

1. Copies of itemized bills for each medical expense and other losses and expenses claimed.
2. Full copies of all appraisals and estimates of property damage claimed by you.
3. Copies of all written reports of all expert witnesses and treating physicians.
4. A letter from your employer verifying your lost wages. If self-employed, a statement showing the calculation of your claimed lost income.

I hereby certify that the foregoing statements made by me are true, that the attached statements, bills, reports, and documents are the only ones known to me to be in existence at this time. I am aware that if any statement made herein is willfully false or fraudulent, I am subject to punishment as provided by law.

Date

Claimant or person filing on behalf of claimant.

Print name as signed above.

Authorization for Medical Reports and Records

To: (Doctor's Name and Address)

Re: Claimant:
Claim Number:
Social Security Number:
Date of Birth:

I. Pursuant to my privacy rights under the Health Insurance Portability and Accountability Act (HIPPA), by affixing my signature below I understand and voluntarily consent to the following:

I hereby request and authorize that you disclose, make available and furnish to:

Highland Claim Services, Inc.
PO Box 222, 40 RT 94
McAfee, NJ 07428-0222

Or the attorney/authorized representative all medical records and reports including:

1.) Office notes; 2.) Charts; 3.)Diagrams; 4.) pathology reports; 5.) Operative reports;
6.) Physical and lab tests; 7.) X-ray/imaging reports; 8.) X-ray/Imaging films; 9.) Prescription notes; 10.) Treatment plans; and 11.) Discharge summary with regard to the above name individual, from the inception of your records to the present.

This authorization specifically excludes the release of health information related to the psychiatric or mental health treatment, treatment of drug and/or alcohol abuse; treatment of Acquired Immunodeficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV); and sexually transmitted diseases/viruses.

II. Rights and obligations under HIPPA:

- A. Purpose of this request: I understand that the information listed above in Section I. is being requested by Highland Claim Services, Inc. for the specific purpose of investigation a pending claim. By signing the authorization, I voluntarily consent to its release.
- B. Expiration Date: Unless otherwise revoked, this authorization will expire six (6) months after the date of this authorization;
- C. Right to revoke: I understand that I have the right to revoke this authorization at any time. I understand that the revocation must be in writing to the above named doctor/facility authorized to make this disclosure. I further understand that the revocation is only effective after it is received by the above named doctor/facility and does not apply to information that has already been released in response to the authorization.

D. Impact on Medical Treatment: I understand that my right to treatment, payment, enrollment or eligibility for benefits is not a condition on me signing this authorization.

E. Subsequent Disclosure: I understand that any disclosure of information may be subject to re-disclosure by Highland Claim Services, Inc. and my no longer be protected by federal or state law.

Signature of Claimant

Date

Signature of Authorized Representative
Guardian in lieu of Claimant

Date

By signing this authorization, the Authorized Representative and/or Guardian certified that he or she has the authority to act on behalf of the person identified above on the basis of (please explain):

Authorization for Information on Employment

TO WHOM IT MAY CONCERN:

I hereby authorize _____
To release any and all information concerning my employment, past or present, include rate of pay, duties performed, date of absences and reasons therefore. Photostat copies of this Authorization carry the same Authority as the original.

Date

Signature

Print name as signed above

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN
COUNTY, NEW JERSEY TO REMOVE FROM INVENTORY
THE FOLLOWING LIST OF EQUIPMENT**

#14-34

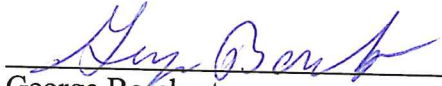
WHEREAS, The Commission has determined that certain items of inventory are broken and of no use or benefit to the fire district, and

WHEREAS, The Commission has determined to dispose the following list of equipment from inventory.

Fellows S8-97Cs Shredder
GE Answering Machine
HP Laser Jet 1536

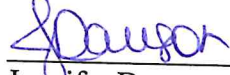
NOW THEREFORE, it is herein resolved and approved that the above list of equipment be removed from inventory and disposed of.

DATED: June 5, 2014



George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held June 5, 2014.



Jennifer Dawson
Fire District Administrator

BOROUGH OF PINE HILL
FIRE DISTRICT # 1

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT # 1, BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY, AUTHORIZING THE AWARD OF A CONTRACT TO KALER MOTOR COMPANY TO PROVIDE PREVENTIVE MAINTENANCE AND REPAIRS TO FIRE DISTRICT APPARATUS.

#14-35

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has determined the need for preventive maintenance and repair service to emergency apparatus, and

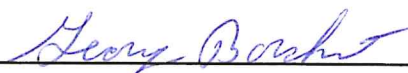
WHEREAS. The Board of Fire Commissioners did authorize and receive quotes for the service, and

WHEREAS. The Board of Fire Commissioners received four quotes and has determined that Kaler Motor Company meets the Fire District's requirements and qualifications.

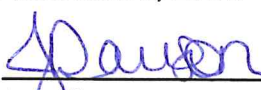
NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby authorized to award a contract for preventive maintenance and repair service to emergency apparatus.

BE IT FURTHER RESOLVED, that Chairman or Secretary, or their designee, is hereby authorized to sign a contract prepared in accordance with the proposal submitted by Kaler Motor Company dated May 12th 2014.

DATED: June 5, 2014


George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held June 5, 2014.


Jennifer Dawson
Fire District Administrator

Kaler Motor Company

2880 Bergey Road, Suite U
Hatfield, PA 19440
(215) 997-3665

Pine Hill Fire Dept.
Service Pricing
5/12/14

In-Shop Labor Rate.....	\$98.00 per hour
In-Station / Road Labor Rate.....	\$115.00 per hour
In-Station Travel Charge.....	\$0.00
Preventive Maintenance "Engine Package".....	\$849.00 ea.
• Includes chassis and pump	
Preventive Maintenance "Quint Package".....	\$2000.00 ea.
• Includes chassis, pump, and aerial device	
Preventive Maintenance of Generators.....	\$200.00 ea.
Preventive Maintenance of Allison Automatic Transmission.....	\$200.00 ea.
Pump Flow Test.....	\$500.00 first / \$250.00 each additional.

Travel charge rate change goes into effect once a copy of this fee schedule has been accepted , signed, and returned by Pine Hill Fire Department Officials and returned to Kaler Motor Co.

Respectfully Submitted,
Rob Stott
Service Manager

Signature:

Title:

Date:

Dawson Business Administrator 6/18/14

200 RYAN STREET
SOUTH PLAINFIELD,
NJ 07080
PHONE: 800-400-8017
WWW.F-SS.COM

FIRE & SAFETY SERVICES

EMERGENCY
APPARATUS
• SALES
• SERVICE
• PARTS

Jim Gordon
Pine Hill Fire Department
jgordon@pinehillboronj.com

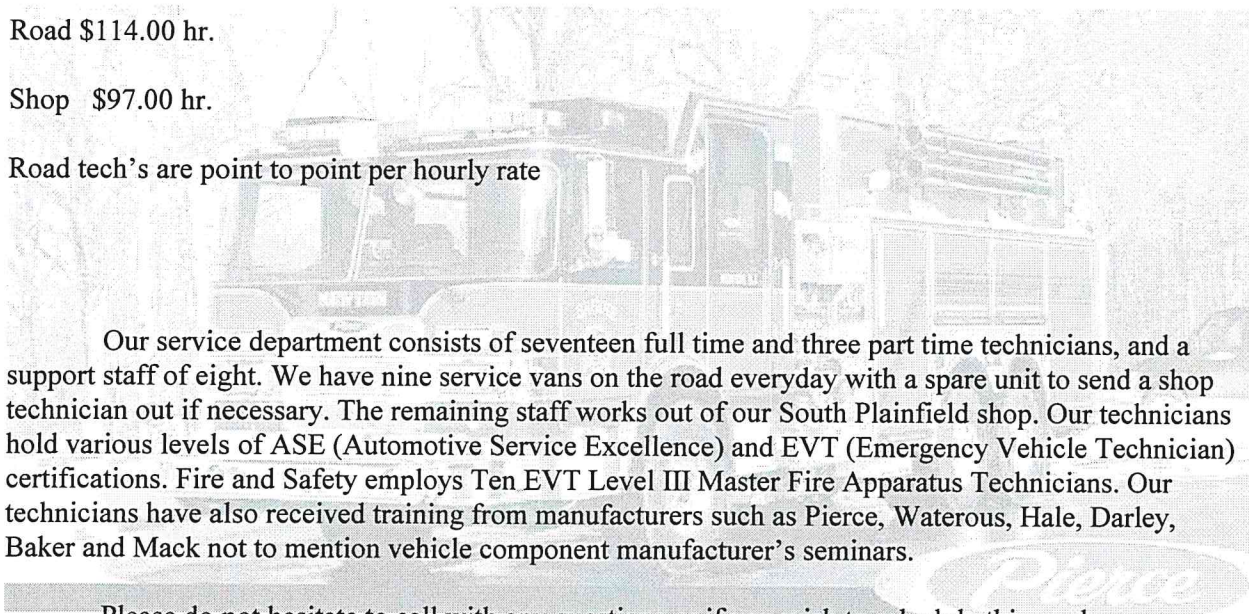
5/12/14

Service Labor Rates:

Road \$114.00 hr.

Shop \$97.00 hr.

Road tech's are point to point per hourly rate



Our service department consists of seventeen full time and three part time technicians, and a support staff of eight. We have nine service vans on the road everyday with a spare unit to send a shop technician out if necessary. The remaining staff works out of our South Plainfield shop. Our technicians hold various levels of ASE (Automotive Service Excellence) and EVT (Emergency Vehicle Technician) certifications. Fire and Safety employs Ten EVT Level III Master Fire Apparatus Technicians. Our technicians have also received training from manufacturers such as Pierce, Waterous, Hale, Darley, Baker and Mack not to mention vehicle component manufacturer's seminars.

Please do not hesitate to call with any questions or if you wish to schedule this work.

Very Truly Yours,

Pete Esemplare
Fire and Safety Services Ltd.

Main Office and Service/Parts Fax (908) 412-0513 Sales Department Fax (908) 412-0538





FIRE LINE EQUIPMENT

May 12, 2014

Pine Hill Fire District #1
1109 Erial Road
Pine Hill, NJ 08021

Dear Mr. Gordon,

Per your request, below is a list of our rates:

Shop Rate: \$90.00 / per hour
Road Rate: \$100.00 / per hour
Mileage Rate: \$1.25 / per mile

Please let me know if you need anything else.

Respectfully,

Kathleen Brandt
Accountant



4652 Division Highway ~ East Earl, Pa 17519
Phone: 717-354-8103 Fax: 717-427-1607
www.firelineequipment.com

Gordon, James

From: Ryan Ritchie <r.ritchie@budstruckservice.com>
Sent: Wednesday, May 14, 2014 8:15 AM
To: Gordon, James
Subject: [POSSIBLE SPAM] REPAIR RATES

Importance: Low

GOOD MORNING JIM

THE REPAIR RATES FOR THE PINE HILL BORO'S FIRE COMPANY ARE AS FOLLOWS:

109.50/HR IN HOUSE

109.50/HR OUT OF HOUSE, PORT-PORT ROAD SERVICE

Ryan Ritchie
Bud's Auto & Truck Repair Inc.
1725 Hurffville Road
Sewell, NJ 08080
Phone: (856)-228-9448
Fax: (856)-232-6394

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN
COUNTY, NEW JERSEY TO SELL EXCESS PROPERTY THROUGH
INTERNET AUCTION**

#14-36

WHEREAS, The Commission has determined that certain items of inventory have reached the end of their useful life the fire district, and

WHEREAS, The Commission has determined that the District has certain assets that are not needed and/or are obsolete or unfit for the use for which it was acquired; and

WHEREAS, disposal of these assets through auction maximized the District's return on investment in such assets; and

NOW THEREFORE, it is herein resolved and approved that the list below of property be auctioned off for sale.

7 computer monitors
4 computer towers
1 laptop
3 printers
2 docking stations
10 keyboards
4 mice

Section 1

The Fire District Business Administrator is hereby authorized to dispose of listed property that has been declared as a surplus through the use of internet auction.

Section 2

This auction will be conducted using a third-party contractor, namely:

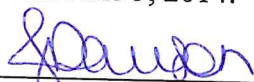
GovDeals
Robert DeBardelaben, President
5913 Carmichael Place
Montgomery, Alabama 36117

DATED: June 5, 2014



George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held June 5, 2014.



Jennifer Dawson
Fire District Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT #1, BOROUGH OF PINE HILL,
CAMDEN COUNTY, NEW JERSEY, AUTHORIZING THE SIGNING OF AN AGREEMENT FOR TITLE AND
MAINTENANCE TO THE 1923 HALE FIRE TRUCK

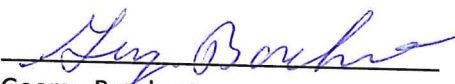
#14-37

WHEREAS. The Board of Fire Commissioners, of Fire District #1, Borough of Pine Hill has determined the advantage of providing for the storage, maintenance, reconditioning and refurbishing on the 1923 Hale Fire Truck, and

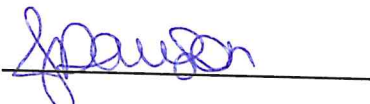
WHEREAS. The Board desires to enter into an agreement with William Koehler to provide for the storage, maintenance, reconditioning and refurbishing on the 1923 Hale Fire Truck.

NOW THEREFORE, it is herein Resolved that the Chairman of the Board of Fire Commissioners, Fire District #1, is hereby authorized to sign an agreement to provide for the storage, maintenance, reconditioning and refurbishing on the 1923 Hale Fire Truck. A copy of said agreement is attached to and made a part of this resolution.

DATED: June 5, 2014


George Borchert
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held June 5, 2014.


Jennifer Dawson
Fire District Administrator

AGREEMENT

This Agreement is made and entered into on this 5th day of June 2014, by and between Fire District # 1, Borough of Pine Hill, Camden County, New Jersey, located at 1109 Erial Road, Pine Hill, New Jersey 08021, (hereinafter called "Fire District #1"), and William Koehler, located at P.O. Box 153, Clementon, New Jersey 08012 (hereinafter called "Koehler"). The Fire District and Koehler shall be collectively referred to as "Parties".

WITNESSETH

WHEREAS. The Borough of Pine Hill Historical Society has agreed to transfer motor vehicle title and possession to one 1923 Hale Fire Truck, and

WHEREAS. The Fire District and Koehler have agreed to accept joint title and possession pursuant to certain terms and conditions herein agreed to by the Parties, and

WHEREAS. This Agreement has been properly approved by Fire District #1 and Koehler.

NOW THEREFORE, in consideration of their mutual promises, covenants and agreements herein contained, the Parties agree as follows:

1. TITLE TO THE 1923 HALE FIRE TRUCK.

(a) The Parties agree that Motor Vehicle Title to the 1923 Hale Fire Truck shall be issued jointly to William Koehler and Fire District #1.

2. RELATIONSHIP OF THE PARTIES.

(a) It is mutually understood and agreed, by and between the Parties, that in the performance of the duties and obligations by the Parties to this Agreement, each Party is a separate and independent from the other. Neither Party is the principal, agent or representative of the other; nor will any employee of either Party be considered an employee of the other Party.

3. OBLIGATION OF FIRE DISTRICT.

(a) Fire District #1, during the term of this agreement, shall maintain vehicle liability and property damage insurance coverage on the 1923 Hale Fire Truck, appropriately naming William Koehler as added insured as his interest may require.

(b) Fire District #1, during the term of this agreement, does designate Koehler as having possession of the fire truck and the responsibility for reconditioning and refurbishing the fire truck.

(4). OBLIGATIONS OF KOEHLER.

(a) Koehler, during the term of this agreement, shall properly provide for the storage and maintenance of the fire truck, and at all times advising Fire District #1 of the fire truck's location.

(b) Koehler, during the term of this agreement, shall provide Fire District #1 will access to the fire truck, including information of the status of the reconditioning and refurbishing of the apparatus.

(c) Koehler, during the term of this agreement shall make the apparatus available for display and participation at any requested Fire District #1, Pine Hill Volunteer Fire Company or Borough of Pine Hill event or parade .

(d) Upon the death of Koehler, his estate or representative shall sign any and all documents necessary to transfer title to the fire truck to Fire District #1. In consideration therefore, Fire District #1 shall agree that the fire truck shall not be sold by Fire District #1 and Fire District #1 shall properly maintain, insure and house the fire truck indoors.

12. GENERAL APPLICATION.

(a) Governing Law.

The validity, enforceability and interpretations of any of the clauses of this agreement shall be governed by the laws of the State of New Jersey.

(b) Entire Agreement.

This agreement contains the entire agreement of the Parties and there are no representation, warranties, covenants or undertakings other than those expressly set forth herein. Any and all amendments, modification or waivers shall be effective only if made in writing and executed by all Parties with the same formality as this agreement.

(c) Waiver.

The failure of either Party to insist upon strict performance of any provisions of this agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

(d) Severability.

If any term, condition, clause or provision of this agreement shall be deemed to be void, by law or otherwise, then only that term, condition, clause or provision shall be stricken from this agreement and in all other respects, this agreement shall be valid and continue in full force, effect and operation.

(e) Counterparts.

This agreement may be executed in counterparts, each of which shall be deemed an original.

IN WITNESS WHEREOF, the Parties have hereto set their hands and seal the day and year first above written.

Attest

Chairman Fire District #1, Board of Fire Commissioners

by _____

Witness

William Koehler
