

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1
OF THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN, NEW JERSEY
AUTHORIZING THE ADOPTION OF ADMINISTRATIVE PROCEDURE # 2018-402
CAREER FIREFIGHTER EMPLOYMENT PROCESS

WHEREAS. The Board of Fire Commissioners Fire District # 1 of the Borough of Pine Hill has determined it is in the best interest of the Fire District to adopt an Administrative Procedure for hiring of Career Firefighters for the Fire District, and

WHEREAS. The Board has received and reviewed Administrative Procedure # 2018-402 and has determined the procedure meets the requirements for the Fire District hiring procedures.

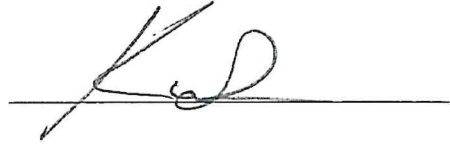
NOW THEREFORE it is herein RESOLVED by the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill that Administrative Procedure # 2018-402, entitled Career Firefighter Employment Process be and is hereby approved and adopted as the Administrative hiring process for the Fire District.

BE IT FURTHER RESOLVED that the following attachments to the "Career Firefighter Employment Process" are hereby approved and adopted by the Board as part of the process forms to be followed;

"Application Issuance" "Application Receipt"
"Resume Scoring record" "Work Responsibilities"
"Required Knowledge, Skill and Abilities"
"Acknowledged Condition of Continued Employment"
"Applicant Inquiry Letter"

"Employment Candidate Grievance/Appeal Submission"

DATED:

A handwritten signature in black ink, appearing to be "Ked", written over a horizontal line.

I, John Campagna, Secretary 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 June 6th 2018.

A handwritten signature in black ink, appearing to be "JL Campagna", written over a horizontal line.

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT BUSINESS ACCOUNTANT
#18-35**

WHEREAS, There exists a need for a FIRE DISTRICT BUSINESS ACCOUNTANT for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Jennifer Dawson 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 Jennifer Dawson be and is hereby appointed the Fire District Accountant for the Board of Fire Commissioners for the fiscal year 2018, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: July 5, 2018

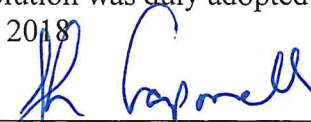


Kenneth Davis
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis						
Hassett						
Wakeley						
Warrington						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held July 5, 2018



John Campanella
Fire District Administrator

Pine Hill Fire District #1
Business Office Accountant Duties

Payroll – Bi-Weekly

- Review Time Cards & Time Sheets
- Calculate all hours and report them to Payroll Company
- Calculate all Fill in Firefighter hours and report them to Payroll Company
- Calculating PERS/PFRS/Health Ins. Deductions
- Calculating Union Dues & monitoring all other deductions
- Updating and Reviewing Analysis of Compensated Absences Report
- Review Payroll Company reports
- Distribute pay stubs
- Transmission of Monthly PERS/PFRS TEPS Payments online
- Transmission of Annual PERS/PFRS Employer Contribution Payment thru TEPS online
- Preparation & Transmission of Quarterly PERS/PFRS IROC (Pension Qtrly. Report) online
- Complete Direct Deposit Transmission online
- Reconciling Payroll Bank Statement including General Ledger Posting/Update - Monthly

Monthly Duties

- Preparation of Treasurer's Report
- Prepare, complete and filing of all invoices for budget encumbrances through the month – create quote sheets, state contract purchases & processing of vouchers
- Encumbering/faxing/emailing/mailling vouchers for signatures
- Bill List Report
- Purchase Order Payment Approval Listing
- Check Payment Batch Verification Listing
- Check Register
- Printing Accounts Payable Checks
- Monitoring the Chief's line item balances for possible shortages
- Monitoring the Fire Official's line item balances for possible shortages
- Complete all operating budget transfers as needed
- Reconciling General Checking Account Statement and tie to General Ledger Monthly
- Work with Fire Department Treasurer to make sure all invoices and bills are paid by the correct department
- Review the daily expenses from the Duty Crew and compare to amounts on P Card Statements

Annual Duties

- Budget Preparation including Intro/Adoption
- Closing of current year budget/printing of end-of-year listings/complete tape backup
- Budget Appropriation Transfers
- Preparation of Temporary Budget
- Preparation & Submission of Vendor 1099's and Form 1096 to IRS & State
- Maintain all Fire District Insurance Policies & contact with insurance agent
- Prepare Pre-Paid Expenses Report
- List of Encumbrances & Accts Payables on Open P.O. Listing
- Responsible for preparing and gathering all audit material for the auditor
- Preparation of Volunteer Firefighter's Stipend Checks (average 55) – Annually

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT BUSINESS ADMINISTRATOR
#18-36**

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

WHEREAS, Funds are available for this service, and

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

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

1. That John Campanella be and is hereby appointed the Fire District Administrator for the Board of Fire Commissioners for the fiscal year 2018, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: July 5, 2018

Kenneth Davis
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis			✓			
Hassett		✓	✓			
Wakeley	✓		✓			
Warrington						✓
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held July 5, 2018

John Campanella
Fire District Administrator

Pine Hill Fire District #1
Business Administrator Duties

Monthly Duties

- Preparation of Meeting Agenda
- Preparation of Communications List
- Prepare Fire Apparatus Cost Report
- Preparation of all Resolutions & Maintaining Resolution Book
- Setting up Vendors in system & obtaining W-9 and BRC
- Prepare, complete and filing of all invoices for budget encumbrances through the month – create quote sheets, state contract purchases & processing of vouchers
- Order Fire supplies at the direction of the Chief or Career Captain
- Printing of Budget Acct Transaction Audit Trail for the Chief's line items for comparison (Quarterly)
- Printing of Budget Acct Transaction Audit Trail for the Fire Official's line items for comparison (Quarterly)
- Deposit all revenue within 48 hrs. of receipt & enter all revenue in the system
- Transcribe/Type Meeting Minutes
- Prepare Fire Commissioner's Meeting Packet (make copies and also scan and email)
- Keep Commissioners advised of all fire district related activity
- Attend all Fire District Meetings

Annual Duties

- Preparation of all Resolutions (Reorganization, etc.)
- Maintain a Log of all Fire District Employee OSHA Injuries/Illnesses thru the year
- Completion/Posting of OSHA Summary of Work Related Injuries & Illnesses
- Completion/Submission of U.S. Census of Governments – Public Employment & Payroll
- Completion/Submission of U.S. Census of Governments – Survey of Local Government Finances
- Distribution of Annual CHIPRA Notice to Employees w/Medical Ins.
- Notice to Employees regarding Medicare Prescription Drug Coverage
- Completion & Submission of Credible Coverage Disclosure to CMS (Centers for Medicaid/Medicare Services)
- Preparation of Certifications/Resolutions for Extraordinary Unspecifiable Services & legal ad postings
- Distribution of Annual Health Ins. Survey Form to Employees receiving health benefits
- Preparation of Fire District Election – prepare all material in both English/Spanish – ex: legal ad postings, candidate petitions, VBM/Provisional/Sample Ballots, voting authorities, voting machine info – Also, election ballots, scheduling poll workers, submitting budget election results to the State
- Maintain all Fire District Insurance Policies & contact with insurance agent

Additional Duties

- Obtain all vehicle titles & registrations
- Processing & follow-up all worker's comp claims
- Processing & follow-up all vehicle, property, etc. ins. claims
- Transcribe/Type all investigation interviews
- Custodian of Records for OPRA Requests – fill all requests
- Maintain all Fire District Inventory
- Order Fire District Supplies
- Open all mail and distribute to appropriate offices
- Work with Fire Department Treasurer to make sure all invoices and bills are paid by the correct department
- Receive all correspondence from Solar company and direct it to appropriate person
- Prepare and Input information into the grant system for Federal Grants
- Maintain Website and update accordingly
- Direct contact with Computer Maintenance company for computer system needs for district
- Work on obtaining all information for paperless filing system and records management
- Review and proof all letters and policies for Fire Chief
- Open all mail and distribute accordingly
- Scan all district info into the new RIMS record keeping shared service
- Help coordinate Fire prevention food and items at the direction of the Fire Marshal and the Dept Fire Prevention Committee Member
- Keep track of all district email addresses and update as needed also to get new passwords as needed
- Start IT help requests as needed to make sure district computers are working properly
- Call Comcast and Verizon as needed to update or maintain internet, phone and mobile phone contracts.
- Order food and other necessary items for Annual Holiday Celebration after December Commission Meeting

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #18-37

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

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

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

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

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

DATED: July 5, 2018

 Kenneth Davis
 Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis			✓			
Hassett		✓	✓			
Wakeley	✓		✓			
Warrington						✓
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held July 5, 2018.

 John Campanella
 Business Administrator

P.O. Type: All

Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
18-00060	03/01/18	DC001	DAVID F. CARLAMERE	2018 solicitor	Open	375.00	0.00
18-00061	03/01/18	PHFD1	PINE HILL FIRE DEPT.	Station Lease	Open	8,166.67	0.00
18-00138	06/15/18	JHART005	J. Harte Associates LLC	Laptop and Surface Pro Cases	Open	1,358.85	0.00
18-00139	06/22/18	EDR01	ED'S RENTAL	Chain Saw Repairs and Parts	Open	100.73	0.00
18-00140	06/22/18	OB001	OFFICE BASICS,INC.	printer ink FM office	Open	90.14	0.00
18-00141	06/22/18	HBC03	HORIZON BCBS OF NEW JERSEY	July Dental Insurance	Open	302.49	0.00
18-00142	06/22/18	CONTI005	Continental Fire & Safety, Inc	Paratech Strut Mounts	Open	667.76	0.00
18-00143	06/22/18	TACTI010	Tactical Public Safety	FM 62 Lights and wiring	Open	2,490.00	0.00
18-00144	06/22/18	BUD01	BUD'S AUTO & TRUCK REPAIR	Ladder 62 Repairs	Open	344.48	0.00
18-00145	06/22/18	FSS01	FIRE & SAFETY SERVICE, LTD	Ladder 62 Control Module	Open	2,077.13	0.00
18-00146	06/22/18	JFS01	JERSEY FIRE & SAFETY PRODUCTS	Defibtech Adult AED	Open	47.26	0.00
18-00147	06/22/18	PHH01	PINE HILL HARDWARE, INC.	Misc Supplies	Open	110.71	0.00
18-00148	06/22/18	CCC01	CAMDEN COUNTY COLLEGE	EMT Refresher A & B	Open	200.00	0.00
18-00149	06/22/18	MES01	MUNICIPAL EMERGENCY SERVICES	2018 Hurst Tools Testing	Open	1,487.15	0.00
18-00150	06/22/18	TRACT005	Tractor Supply Company	Weed Killer	Open	109.98	0.00
18-00151	06/22/18	AIRGA005	Airgas USA, LLC	June Cylinder Rental	Open	16.50	0.00
18-00152	06/22/18	AMER1	AMERIHEALTH INS CO OF N.J.	July Health Insurance	Open	7,217.30	0.00
18-00153	06/26/18	CASH1	Petty Cash	Duty Crew Meal Money July	Open	750.00	0.00
18-00155	06/26/18	HELM01	Hainesport Enterprises Inc	Ladder Truck Towing	Open	612.50	0.00
18-00156	06/26/18	GR001	GRAINGER	Misc FM Office Supplies	Open	322.85	0.00
18-00157	06/26/18	TG001	TOWNSHIP OF GLOUCESTER	May Fuel	Open	841.89	0.00
18-00158	06/26/18	PHG01	PINE HILL AUTO REPAIR	Oil Changes Brush and DC	Open	108.18	0.00
18-00159	06/26/18	KYOCE005	Kyocera Document Sol. America	New Copier	Open	134.84	0.00
18-00160	06/26/18	IMC01	INTERSTATE MOBILE CARE	Physicals	Open	789.00	0.00
18-00161	06/26/18	NAT01	Nat Alexander Company	Misc Supplies	Open	702.00	0.00
18-00162	06/26/18	EF001	ECHELON FORD	Door Latch	Open	49.11	0.00
18-00163	06/26/18	VCI01	VCI, Inc.	FM 62 Lettering	Open	709.60	0.00
18-00164	06/26/18	HALE01	HALE TRAILER BRAKE & WHEEL	Misc Supplies	Open	172.40	0.00
18-00165	06/26/18	PSU	PUBLIC SAFETY UNLIMITED, LLC	Lockout Kit FM	Open	55.00	0.00
18-00166	06/26/18	AM001	ALLIED MATERIALS, INC.	Misc Cleaning Supplies	Open	158.34	0.00
18-00167	06/26/18	DLF01	DeLAGE LANDEN FINANCIAL	Final Old Copier Payment	Open	613.32	0.00
18-00168	06/28/18	JNJWE005	J N J Welding and Fabrication	Light Bar Bracket Fabrication	Open	1,090.00	0.00
18-00169	06/28/18	DJB0001	David Matthew Baiori, Jr	Fill In Firefighter 6/15	Open	115.36	0.00
18-00170	06/28/18	SNJ01	STATE OF NEW JERSEY	Combined Assessment Bill	Open	66.76	0.00
18-00171	06/28/18	DE000001	David Eltonhead	2018 Fireworks	Open	50.00	0.00
18-00172	06/28/18	SRR01	STEVEN RABCHUK	2018 Fireworks	Open	50.00	0.00
18-00173	06/28/18	ROBER005	Robert Brogan	2018 Fireworks	Open	50.00	0.00
18-00174	06/28/18	THOMA005	Thomas Crosby	2018 Fireworks	Open	50.00	0.00

Total Purchase Orders: 38 Total P.O. Line Items: 0 Total List Amount: 32,653.30 Total Void Amount: 0.00

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
WEEKEND VOLUNTEER STIPEND PROGRAM
#18-38**

WHEREAS, There exists a need for a weekend duty crew from 6:00 a.m. Saturday through the period ending at 6:00 a.m. on Monday.

WHEREAS, Funds are available for this service, and compensation warranted

WHEREAS, The Board is accepting the recommendation of the Fire Chief

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

1. That a weekend duty crew will be established by the Fire Chief's policy entitled "Weekend Volunteer Stipend Program."

DATED: July 5, 2018

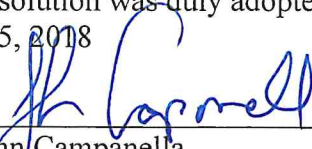


Kenneth Davis
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis			✓			
Hassett	✓		✓			
Wakeley		✓	✓			
Warrington						✓
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held July 5, 2018



John Campanella
Fire District Administrator

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

CLOSED SESSION
#18-39

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.


Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis						
Hassett						
Wakeley						
Warrington						
Waddington						

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on July 5, 2018.

Respectfully Submitted,


John Campanella
Business Administrator

*Closed Session
Not Needed*


RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #18-40

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

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

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

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

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

DATED: August 2, 2018

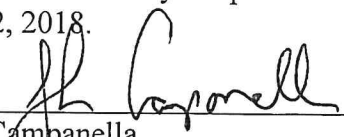


 Kenneth Davis
 Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis			✓			
Hassett	✓		✓			
Wakeley	✗	✓	✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held August 2, 2018.



 John Campanella
 Business Administrator

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
18-00060	03/01/18	DC001	DAVID F. CARLAMERE	2018 Solicitor	Open	375.00	0.00
18-00061	03/01/18	PHFD1	PINE HILL FIRE DEPT.	Station Lease	Open	8,166.67	0.00
18-00175	07/25/18	BPH02	BOROUGH OF PINE HILL	Reimbursement DC Vehicle	Open	13.31	0.00
18-00176	07/25/18	INTELLI	INTELLICORP RECORDS INC.	Background Checks	Open	329.57	0.00
18-00177	07/25/18	CASH1	Petty Cash	Duty Crew Meal Money August	Open	500.00	0.00
18-00178	07/25/18	OB001	OFFICE BASICS, INC.	Printer Ink	Open	163.18	0.00
18-00179	07/25/18	PHH01	PINE HILL HARDWARE, INC.	Misc Supplies	Open	186.68	0.00
18-00180	07/25/18	AIRGA005	Airgas USA, LLC	July Cylinder Rental	Open	16.50	0.00
18-00181	07/25/18	ARTHU005	Arthur Door Company, Inc.	Insurance Repair Ambulance Bay	Open	6,577.00	0.00
18-00182	07/25/18	ARTHU005	Arthur Door Company, Inc.	Repair Bay Door Springs	Open	2,087.00	0.00
18-00183	07/25/18	CCH01	CAMDEN COUNTY HERO SCHOLARSHIP	CC Hero Scholarship Dues	Open	100.00	0.00
18-00184	07/25/18	TIR01	TIRE CORRAL OF AMERICA, INC.	Ambulance Tires	Open	973.74	0.00
18-00185	07/25/18	FIRELINE	FIRELINE EQUIPMENT	Amber Clearance Light	Open	2,609.58	0.00
18-00186	07/25/18	AMER1	AMERIHEALTH INS CO OF N.J.	August Health Insurance	Open	7,217.30	0.00
18-00187	07/25/18	JFS01	JERSEY FIRE & SAFETY PRODUCTS	EMS Supplies	Open	393.78	0.00
18-00188	07/25/18	CCC01	CAMDEN COUNTY COLLEGE	Firefighter 1	Open	500.00	0.00
18-00189	07/25/18	PHFD1	PINE HILL FIRE DEPT.	Water for Trucks	Open	57.00	0.00
18-00190	07/25/18	ALBIO005	Albion Auto Parts	Cars for Training	Open	375.00	0.00
18-00191	07/25/18	PHP01	Pine Hill Printing, Inc.	Rookie Books	Open	218.00	0.00
18-00192	07/25/18	HALE01	HALE TRAILER BRAKE & WHEEL	misc supplies	Open	172.40	0.00
18-00193	07/25/18	TG001	TOWNSHIP OF GLOUCESTER	June Fuel	Open	1,032.35	0.00
18-00194	07/25/18	KYOCE005	Kyocera Document Sol. America	New Copier	Open	134.84	0.00
18-00195	07/25/18	VAE001	VINELAND AUTO ELECTRIC, INC.	Squad 62 Repair	Open	649.44	0.00
18-00196	07/25/18	BOW01	BOWMAN & COMPANY LLP	Final Bill for 2017 Audit	Open	4,500.00	0.00
18-00197	07/25/18	HBC03	HORIZON BCBS OF NEW JERSEY	August Dental Insurance	Open	302.49	0.00
18-00198	07/25/18	VCI01	VCI, Inc.	Misc Supplies	Open	66.47	0.00
18-00199	07/25/18	TACTI010	Tactical Public Safety	Lights	Open	258.00	0.00

Total Purchase Orders: 27 Total P.O. Line Items: 0 Total List Amount: 37,975.30 Total Void Amount: 0.00

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

**FUND COMMISSIONERS FOR 1ST RESPONDER JOINT INSURANCE FUND
#18-41**

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that, John Campanella be appointed as the Fund Commissioner and, Thomas Hassett 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.

Record of Vote:

	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett			✓			
Wakeley		✓	✓			
Warrington			✓			
Waddington						✓

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution #18-41 was duly adopted by the Commissioners at the meeting held on August 2, 2018.

Respectfully Submitted,


John Campanella
Business Administrator

John Campanella

From: Danielle Colaianni <dcolaianni@hig.net>
Sent: Tuesday, July 31, 2018 1:35 PM
To: John Campanella
Subject: FIRST JIF Meetings
Attachments: Resolution - Fund Commissioner.doc

Hi John,

Below please find a link to the 2018 meeting calendar. I have also included the dates and locations below. When we spoke, I had my JIFs confused – the FIRST JIF has their meetings at various member locations, not all in Hamilton. You can also print the meeting agendas on the website. I have contacted FIRST JIF and requested that you be added to the distribution list for meeting invitations, safety notices, etc.

<http://www.firstjif.org/Site/1458430335/745169280.asp>

All meetings begin at 9:30 a.m.

Wednesday	Hamilton Twp. BOFC #9	January 10, 2018
Wednesday	Monroe Twp. Fire Dist. #2	May 9, 2018
Wednesday	Mt. Laurel Fire Dist. #1	September 19, 2018
Wednesday	Delran Twp. Fire Dist. #1	November 14, 2018
Wednesday	Hamilton Twp. BOFC #9	December 5, 2018

Lastly, below is an excerpt from an email sent to the District last year, regarding the appointment of Fund Commissioners:

As the new fund year approaches, this is the time to change representatives to the JIF, if needed. This must be done by resolution (copy attached). We recommend that a staff member be appointed as Fund Commissioner/Alternate Fund Commissioner since the Fund Commissioners are responsible for ensuring all JIF policies and procedures are implemented. We have found that it is often easier for a staff member to do this than it is for a Board Commissioner. Below is the language regarding the appointment of Fund Commissioners from the FIRST JIF bylaws, for your reference:

ARTICLE V. ORGANIZATION

A. FUND COMMISSIONERS

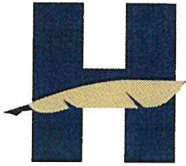
1. Appointment

a. **Fund Commissioners:** In the manner generally prescribed by law, each member shall appoint one (1) Fund Commissioner to the Fund. The Fund Commissioner appointed by a member must be either a member of its governing body or employee of the local

unit. Each local unit may also appoint an alternate Fund Commissioner who shall be a member of the governing body or employee of the local unit and shall attend Fund meetings on behalf of the member in the absence of the Fund Commissioner.

I believe I've already sent you the resolution to appoint a fund commissioner, but have attached it above in case you do not have it.

Best regards,
Danielle



**HARDENBERGH
INSURANCE GROUP**
AUTO • HOME • BUSINESS

Danielle Colaianni
Public Entity
Direct: 856-890-7136
Fax: 856-673-5928
E-mail: dcolaianni@hig.net
Website: www.hig.net

Insuring Bright Futures and Building Lasting Relationships



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CEO
AWARD

Velocity50
2018 WINNER

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RESOLUTION #18-42

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

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

WHEREAS, the annual report of audit for the year ended December 31, 2017 has been completed and filed with the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden pursuant to N.J.S.A. 40A:5A-15, and

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

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

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended December 31, 2017 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

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

I hereby certify this is a true and correct copy
of a Resolution adopted at a meeting of the Board of
Commissioners on August 2, 2018.



Secretary



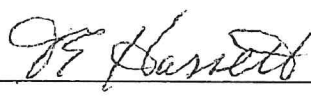

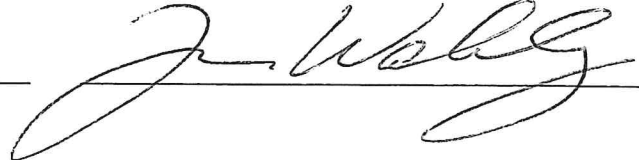
8/2/18

Date

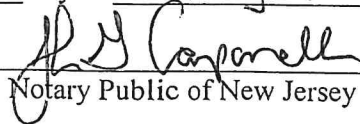
LOCAL AUTHORITIES GROUP AFFIDAVIT FORM
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE

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

1. We are duly elected members of the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual report of audit for the year ended December 31, 2017, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations."

<i>Name</i>	<i>Signature</i>
KEVIN WADDINGTON	
KENNETH DAVIS	
THOMAS HASSETT	
CHARLES WARRINGTON	
JAMES WAKELEY	

Sworn to and subscribed before me
this 2 day of August, 2018



Notary Public of New Jersey

JOHN G CAMPANELLA
ID # 2323143
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires December 21, 2019

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #18-43

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

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

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

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

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

DATED: September 6, 2018

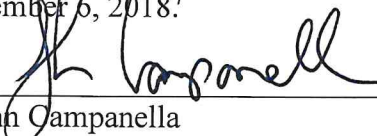


 Kenneth Davis
 Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis						✓
Hassett			✓			
Wakeley		✓	✓			
Warrington	✓		✓			
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held September 6, 2018.



 John Campanella
 Business Administrator

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
18-00060	03/01/18	DC001 DAVID F. CARLAMERE	2018 Solicitor	Open	375.00	0.00		
18-00061	03/01/18	PHFD1 PINE HILL FIRE DEPT.	Station Lease	Open	8,166.67	0.00		
18-00200	08/17/18	JHART005 J. Harte Associates LLC	Misc Computer Parts	Open	1,405.00	0.00		
18-00201	08/17/18	JHART005 J. Harte Associates LLC	Monthly IT Services	Open	809.00	0.00		
18-00202	08/17/18	JHART005 J. Harte Associates LLC	Monthly IT Services	Open	968.98	0.00		
18-00203	08/17/18	JHART005 J. Harte Associates LLC	Monthly IT Services	Open	968.98	0.00		
18-00204	08/17/18	JHART005 J. Harte Associates LLC	Monthly IT Services	Open	973.48	0.00		
18-00205	08/17/18	JHART005 J. Harte Associates LLC	Monthly IT Services	Open	973.48	0.00		
18-00206	08/17/18	JHART005 J. Harte Associates LLC	Monthly IT Services	Open	973.48	0.00		
18-00207	08/28/18	PHFD1 PINE HILL FIRE DEPT.	Misc Purchases	Open	499.61	0.00		
18-00208	08/28/18	ARTHU005 Arthur Door Company, Inc.	Heavy Duty Bay Door Openers	Open	4,160.00	0.00		
18-00209	08/28/18	OB001 OFFICE BASICS,INC.	Binders for Chief	Open	62.50	0.00		
18-00210	08/28/18	CASH1 Petty Cash	Duty Crew Meal Money September	Open	500.00	0.00		
18-00211	08/28/18	AIRGA005 Airgas USA, LLC	August Cylinder Rental	Open	16.50	0.00		
18-00212	08/28/18	TACTI010 Tactical Public Safety	Mount For Surface Pro	Open	75.00	0.00		
18-00213	08/28/18	ALBIO005 Albion Auto Parts	Cars for Training	Open	150.00	0.00		
18-00214	08/28/18	COU01 Courier Post	Synopsis of Audit	Open	147.48	0.00		
18-00215	08/28/18	FIR001 First Responder JIF	Final Instal Assessment Bill	Open	51,281.00	0.00		
18-00216	08/28/18	AMER1 AMERIHEALTH INS CO OF N.J.	September Health Insurance	Open	7,217.30	0.00		
18-00217	08/28/18	TG001 TOWNSHIP OF GLOUCESTER	July Fuel	Open	1,168.51	0.00		
18-00218	08/28/18	PHG01 PINE HILL AUTO REPAIR	Support Truck Oil Change	Open	53.45	0.00		
18-00219	08/28/18	MES01 MUNICIPAL EMERGENCY SERVICES	Rescue Tool Fluid Testing	Open	64.00	0.00		
18-00220	08/28/18	NAT01 Nat Alexander Company	Battery Hand Light	Open	60.00	0.00		
18-00221	08/30/18	IMC01 INTERSTATE MOBILE CARE	Physicals	Open	190.00	0.00		
18-00222	08/30/18	HBC03 HORIZON BCBS OF NEW JERSEY	September Dental Insurance	Open	302.49	0.00		
18-00223	08/30/18	KYOCE005 Kyocera Document Sol. America	New Copier	Open	134.84	0.00		
18-00224	08/30/18	EF001 ECHELON FORD	Support Truck Supplies	Open	205.44	0.00		
18-00225	08/30/18	FIRELINE FIRELINE EQUIPMENT	misc supplies	Open	196.44	0.00		
Total Purchase Orders:		28	Total P.O. Line Items:	0	Total List Amount:	82,098.63	Total Void Amount:	0.00

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

CLOSED SESSION
#18-44

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.


Record of Vote:

	Motion	2nd	Yes	No	Abstain	Absent
Davis						
Hassett						
Wakeley						
Warrington						
Waddington						

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on September 6, 2018.

Respectfully Submitted,

John Campanella
Business Administrator

*No Need
for Closed
Session*


RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#18-45

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

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

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

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

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

DATED: October 4, 2018

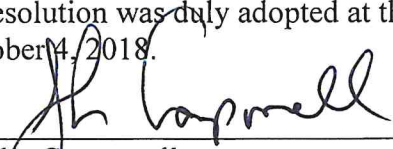


Kenneth Davis
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis		✓	✓			
Hassett	✓		✓			
Wakeley			✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held October 4, 2018.



John Campanella
Business Administrator

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

CLOSED SESSION
#18-46

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.

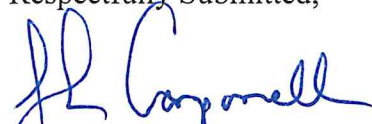
Record of Vote:

Commissioners	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓					
Hassett		✓				
Wakeley						
Warrington						
Waddington						

All in favor

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on October 4, 2018

Respectfully Submitted,


John Campanella
Business Administrator

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


**CLOSED SESSION (Budget Workshop Meeting)
Resolution #18-47**

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.

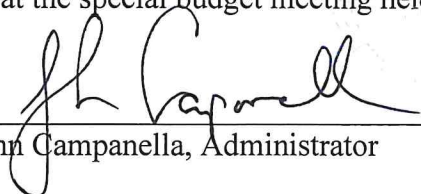
Date: November 1, 2018


Kenneth Davis, Secretary

Record of Vote:

Commissioners	Motion	2nd	Yes	No	Abstain	Absent
Davis		✓	✓			
Hassett			✓			
Wakeley			✓			
Warrington	✓		✓			
Waddington			✓			

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the special budget meeting held on November 1, 2018


John Campanella, Administrator

FIRE DISTRICT # 1
BOROUGH OF PINE HILL
CAMDEN COUNTY, NEW JERSEY
FIRE DISTRICT ELECTIONS AT TIME OF GENERAL ELECTION

Resolution #18-48


RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1 OF THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING THE ANNUAL ELECTION FOR MEMBERS OF THE BOARD OF FIRE COMMISSIONERS TO BE HELD ON THE FIRST TUESDAY FOLLOWING THE FIRST MONDAY IN NOVEMBER PURSUANT TO NJSA 40A:14-72, AS AMENDED

WHEREAS. N.J.S.A. 40A:14-72 as amended allows Fire Districts to conduct their annual election at the time of the general election held on the First Tuesday following the First Monday in November, and

WHEREAS. The Board of Fire Commissioners has determined that it is in the best interest of the residents of the Fire District that Fire District elections be held at the time of the general election on the First Tuesday following the First Monday in November, and

NOW THEREFORE it is herein RESOLVED by the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill, County of Camden, State of New Jersey do hereby authorize and approve the elections of the Board of Fire Commissioners shall be held at the time of the general election on the First Tuesday following the First Monday in November pursuant to N.J.S.A.40A:14-72, as amended.

DATED: November 8, 2018


Chairman

I, Kenneth Davis, Secretary to the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill, Camden County, New Jersey do hereby certify that the above resolution was duly adopted by the Board of Fire Commissioners at a regular meeting of the Board held on November 8, 2018.



Secretary

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
Resolution #18-49

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


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

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

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

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

DATED: November 8, 2018

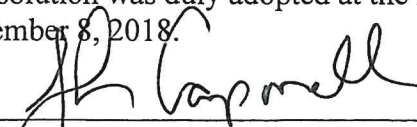


Kenneth Davis
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett		✓	✓			
Wakeley			✓			
Warrington			✓			
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held November 8, 2018.



John Campanella
Business Administrator

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

**AUTHORIZING TRAFNER OF BUDGET APPROPRIATIONS
Resolution #18-50**

WHEREAS, the Board of Fire Commissioners has determined that certain Budget Appropriations in the 2018 district budget are not sufficient to meet anticipated expenses; and

WHEREAS, transfers between appropriations are permitted pursuant to N.J.S.A.40A:14-78.9; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners District No. 1, Borough of Pine Hill, County of Camden and State of New Jersey that Appropriation Transfers be made as follows:

Account Description	To	From
Administration Other Expenses		
Office Expenses	\$ 1,000.00	
Training and Education		\$ 1,000.00
DCRP	\$ 1,000.00	
Operations and Maintenance Salaries and Wages		
Part-Time Firefighters		\$ 1,000.00
Operations and Maintenance Other Expenses		
Advertising	\$ 1,000.00	
PPE	\$ 2,860.69	
Insurance Other		\$3,860.69
	\$ 5,860.69	\$ 5,860.69

Record of Vote:

Commissioners	Motion	2nd	Yes	No	Abstain	Absent
Davis		✓	✓			
Hassett			✓			
Wakeley			✓			
Warrington	✓		✓			
Waddington			✓			

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on November 8, 2018.

Respectfully Submitted,


John Campanella
Business Administrator

FIRE DISTRICT # 1
BOROUGH OF PINE HILL
CAMDEN COUNTY, NEW JERSEY
AUTHORIZING THE AWARD OF A CONTRACT
Resolution #18-51

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1 OF THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT TO ARTHUR DOOR COMPANY INC.


WHEREAS. The Board of Fire Commissioners for Fire District #1 of the Borough of Pine Hill has determined the need to replace 5-14' Liftmaster Gear Head Trolley Openers for certain overhead doors, and

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

WHEREAS. The Board of Fire Commissioners received three quotes and has determined that Arthur Door Company Inc. located at 648 Sixth Avenue, Lindenwold, New Jersey 08021, provided the lowest quote and met the 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 overhead door replacement of 5-14' Liftmaster Gear Head Trolley Openers.

DATED: November 8, 2018



Kenneth Davis, Secretary

I, John Campanella, Business Administrator to the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill, Camden County, New Jersey do hereby certify that the above resolution was duly adopted by the Board of Fire Commissioners at a regular meeting of the Board held on November 8, 2018.



John Campanella, Business Administrator

FIRE DISTRICT # 1
BOROUGH OF PINE HILL
CAMDEN COUNTY, NEW JERSEY
AUTHORIZING THE CHANGE OF PAYROLL VENDORS
Resolution #18-52

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1 OF THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING THE CHANGE OF PAYROLL VENDORS FROM CASA TO PAYCHEX

WHEREAS. The Board of Fire Commissioners for Fire District #1 of the Borough of Pine Hill has determined that the current payroll vendor, CASA, is not compatible with the new work scheduling software named EPro, and

WHEREAS. The Board of Fire Commissioners has determined that the cost to process the payroll between vendors CASA and PAYCHEX is comparable, and

WHEREAS. The Board of Fire Commissioners has determined that switching payroll vendors will reduce time spent by the office staff processing payroll, and


NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District #1 of the Borough of Pine Hill is hereby authorizing the change in vendors from CASA Payroll Services of Egg Harbor Twp. New Jersey to PAYCHEX INC. Payroll Services of 911 Panorama Trail South, Rochester NY 14625-0397.

DATED: November 8, 2018



Kenneth Davis, Secretary

I, John Campanella, Business Administrator to the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill, Camden County, New Jersey do hereby certify that the above resolution was duly adopted by the Board of Fire Commissioners at a regular meeting of the Board held on November 8, 2018.



John Campanella, Business Administrator

FIRE DISTRICT # 1
BOROUGH OF PINE HILL
CAMDEN COUNTY, NEW JERSEY
AUTHORIZING THE AWARD OF A CONTRACT
Resolution #18-53

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1 OF THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT TO EQUIPMENT MARKETERS

WHEREAS. The Board of Fire Commissioners for Fire District #1 of the Borough of Pine Hill has determined the need to purchase a washer extractor to adequately clean the firefighters' gear, and

WHEREAS. The Board of Fire Commissioners did authorize and receive quotes for the purchase and installation of the washer extractor, and

WHEREAS. The Board of Fire Commissioners received three quotes and has determined that Equipment Marketers of 100 Melrose Avenue, Cherry Hill, NJ 08003, provided the lowest quote and met the 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 the purchase and installation of a washer extractor to Equipment Marketers.

DATED: November 8, 2018



Kenneth Davis, Secretary

I, John Campanella, Business Administrator to the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill, Camden County, New Jersey do hereby certify that the above resolution was duly adopted by the Board of Fire Commissioners at a regular meeting of the Board held on November 8, 2018.



John Campanella, Business Administrator

2019 FIRE DISTRICT BUDGET RESOLUTION

Pine Hill Fire District #1

RESOLUTION 18-54

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Pine Hill Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 8, 2018; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.)
 WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,289,006, which includes an amount to be raised by taxation of \$1,135,666, and Total Appropriations of \$1,289,006; and

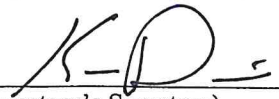
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations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

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

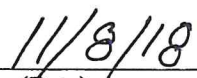
NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 8, 2018 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 6, 2018.



 (Secretary's Signature)



 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Davis	✓			
Hassett	✓			
Wakeley	✓			
Warrington	✓			
Waddington	✓			

2019 ADOPTED BUDGET RESOLUTION #18-55

Pine Hill Fire District #1 (Fire District Name and Number)

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Pine Hill Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting December 6, 2018; and

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

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

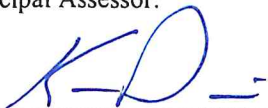
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,289,006, which includes an amount to be raised by taxation of \$1,135,666, and Total Appropriations of \$1,289,006; and

WHEREAS, an election shall be held annually on the First Tuesday of November in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 6, 2018 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,289,006, which includes an amount to be raised by taxation of \$1,135,666, and Total Appropriations of \$1,289,006; and

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

BE IT FURTHER RESOLVED, that an annual election shall be held on the First Tuesday in November to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.



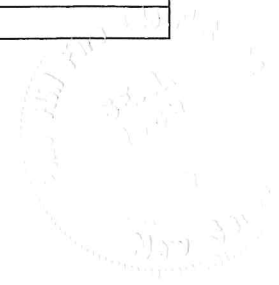
(Secretary's Signature)

12-6-18

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Davis <i>Motion</i>	✓			
Hassett				✓
Wakeley <i>and</i>	✓			
Warrington				✓
Waddington	✓			



RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #18-56

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

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

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

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

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

DATED: December 6, 2018

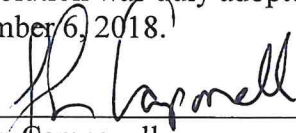


 Kenneth Davis
 Commission Secretary

Record of Vote: Consent agenda

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



 John Campanella
 Business Administrator

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
18-00289	11/07/18	FIRELINE	FIRELINE EQUIPMENT Squad Repairs	Open	5,001.61	0.00	
18-00290	11/07/18	PHH01	PINE HILL HARDWARE, INC. Misc Supplies	Open	719.36	0.00	
18-00296	12/05/18	KYLER005	Kyler Bell 2018 Run Call Stipend	Open	22.00	0.00	
18-00297	12/05/18	MICHA005	Michael Dilks Jr. 2018 Run Call Stipend	Open	18.00	0.00	
18-00298	12/05/18	STEVE005	Steven Dilks 2018 Run Call Stipend	Open	20.00	0.00	
18-00299	12/05/18	JGR01	John F. Greer 2018 Run Call Stipend	Open	454.00	0.00	
18-00300	12/05/18	JOSEP010	Joseph Pfeiffer 2018 Run Call Stipend	Open	114.00	0.00	
18-00301	12/05/18	SRR01	STEVEN RABCHUK 2018 Run Call Stipend	Open	306.00	0.00	
18-00302	12/05/18	CHRIS005	Christopher Torres 2018 Run Call Stipend	Open	262.00	0.00	
18-00303	12/05/18	ANTHO005	Anthony Watson Jr. 2018 Run Call Stipend	Open	12.00	0.00	
18-00304	12/05/18	TACTI010	Tactical Public Safety Inverter for FM	Open	693.00	0.00	
18-00305	12/05/18	KYOCE005	Kyocera Document Sol. America New Copier	Open	134.84	0.00	
18-00307	12/05/18	HBC03	HORIZON BCBS OF NEW JERSEY December Dental Insurance	Open	302.49	0.00	
18-00308	12/05/18	BUD01	BUD'S AUTO & TRUCK REPAIR Ladder 62 Repairs	Open	320.00	0.00	
18-00309	12/05/18	PHG01	PINE HILL AUTO REPAIR Repairs 6202	Open	755.68	0.00	
18-00310	12/05/18	AIRGA005	Airgas USA, LLC October Cylinder Rental	Open	31.50	0.00	
18-00311	12/05/18	MES01	MUNICIPAL EMERGENCY SERVICES O Ring	Open	48.00	0.00	
18-00313	12/05/18	BEEGE005	Bee Gee Candy Co. Inc Candy Canes	Open	192.00	0.00	
18-00314	12/05/18	TG001	TOWNSHIP OF GLOUCESTER October Fuel Bill	Open	1,135.10	0.00	
18-00316	12/05/18	ECORE005	eCore Software Inc Epro Software	Open	371.00	0.00	
18-00317	12/05/18	NAT01	Nat Alexander Company Misc Supplies	Open	710.34	0.00	
18-00318	12/05/18	AMER1	AMERIHEALTH INS CO OF N.J. December Health Insurance	Open	7,217.30	0.00	

Total Purchase Orders: 22 Total P.O. Line Items: 0 Total List Amount: 18,840.22 Total Void Amount: 0.00

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

**APPOINTMENT OF VOLUNTEER FIRE CHIEF
#18-57**

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 William Dukes meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that William Dukes be and is hereby appointed as Volunteer Fire Chief for the Board of Fire Commissioners for the period January 1, 2019 through December 31, 2019, to perform the services required by the Board.

Date: December 6, 2018



Kenneth Davis, Secretary

Record of Vote:

Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

**APPOINTMENT OF FIRE ADMINISTRATOR
#18-58**

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

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that William D. Dukes meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that William D. Dukes be and is hereby appointed the Fire Administrator for the Board of Fire Commissioners for the period of January 1, 2019 to December 31, 2019, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

Date: 12/6/18

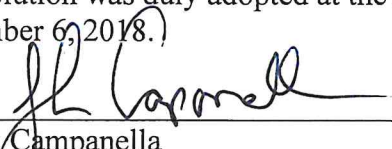


Kenneth Davis, Secretary

Record of Vote: *Consent agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.)



John Campanella
Business Administrator

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE OFFICIAL
#18-59**

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

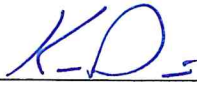
WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Joseph Cornforth 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 Joseph Cornforth be and is hereby appointed the Fire Official for the Board of Fire Commissioners for the period January 1, 2019 through December 31, 2021, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: December 6, 2018

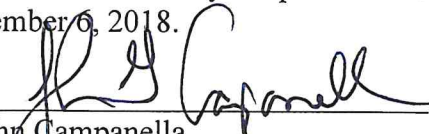


Kenneth Davis
Commission Secretary

Record of Vote: Consent agenda

Members	Yes	No	Abstain	Absent
Commissioner Davis <u>motion</u>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <u>2nd</u>	✓			
Commissioner Warrington				✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Fire District Business Administrator

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

APPOINTMENT OF FIRE INSPECTOR
#18-60

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


WHEREAS, Funds are available for this service, and

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Dennis Rosenbaum be and is hereby appointed FIRE INSPECTOR for the Board of Fire Commissioners for the period January 1, 2019 through December 31, 2019, to perform the services required by the Board, and to receive such compensation as may be reasonable for such services.

Date: _____

12/6/18



Kenneth Davis, Secretary

Record of Vote:

Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

**CASH MANAGEMENT PLAN
#18-61**

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

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

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

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

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

Date: December 6, 2018

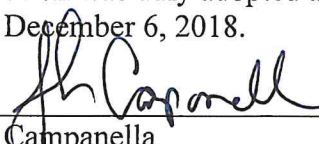


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

I STATEMENT OF PURPOSE

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

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

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

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

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

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

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

IV DESIGNATION OF DEPOSITORIES

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

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

N/A

VI AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

VI AUTHORIZED INVESTMENTS (CONT'D)

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

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

Local Government Investment Pool: An investment pool:

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

VI AUTHORIZED INVESTMENTS (CONT'D)

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

VII SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

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

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

unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any method to 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 December 31, 2019. Attached to this Plan is a Resolution of the governing body of the Pine Hill Fire District #1 approving this Plan for such period of time. This Plan may be amended from time to time. To the extent that any amendment is adopted by the Commissioners, the Designated Officials are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

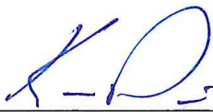
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

OFFICIAL DEPOSITORY
#18-62

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

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

Date: December 6, 2018



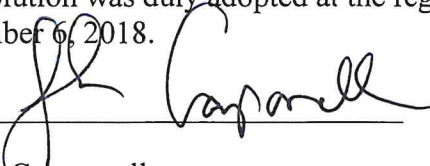
Kenneth Davis, Secretary

Record of Vote:

Consent agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

OFFICIAL PUBLICATION
#18-63

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

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

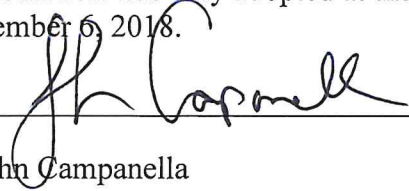
Date: December 6, 2018


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.


John Campanella
Business Administrator

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

**FUND COMMISSIONERS FOR 1ST RESPONDER JOINT INSURANCE FUND
#18-64**

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

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

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

Date: December 6, 2018

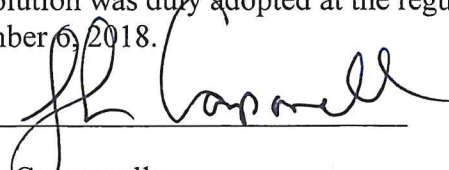


Kenneth Davis, Secretary

Record of Vote: *Consent agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT SOLICITOR
#18-65**

WHEREAS, There exist a need for Solicitor Services, and

WHEREAS, Funds are available for this service, and

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that DAVID F. CARLAMERE ESQ., be and is hereby appointed to provide SOLICITOR services for the Board of Fire Commissioners for the period January 1, 2019 through December 31, 2019 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

Date: December 6, 2018




Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL TO APPLY FOR A FY 2020 STAFFING FOR ADEQUATE
FIRE AND EMERGENCY RESPONSE (SAFER)
18-66

WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need to seek federal funding through a Assistance to Firefighters Grant Program for staff funding;

WHEREAS. The Board agrees that Pine Hill Fire District #1 is seeking funds for the employment of 1 Career staff and;

WHEREAS. The Board agrees to provide the required 35% cost match of wages and benefits for the above listed position if the grant is awarded.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 that the proper officers be and are hereby authorized to submit the application of a FY 2020 Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

BE IT FURTHER RESOLVED that the Board of Fire Commissioners, Pine Hill Fire District #1 that the proper officers be and are hereby authorized to submit the application for FY 2019 Staffing and Adequate Fire and Emergency Response (SAFER) for assistance with the volunteer program.

DATED: December 6, 2018

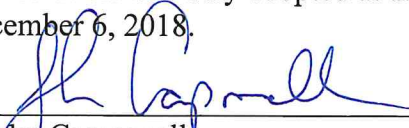


Kenneth Davis
Commission Secretary

Record of Vote: *Consent Agenda*

Members	Yes	No	Abstain	Absent
Commissioner Davis <i>motion</i>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <i>2nd</i>	✓			
Commissioner Warrington				✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

**AWARDING OF PROFESSIONAL SERVICES CONTRACT AUDITOR
#18-67**

WHEREAS, There exist a need for AUDITING services, and

WHEREAS, Funds are available for this service, and

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Michael J. Welding of Bowman & Company be and is hereby appointed AUDITOR for the Board of Fire Commissioners for the period January 1, 2019 through December 31, 2019 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

Date: December 6, 2018

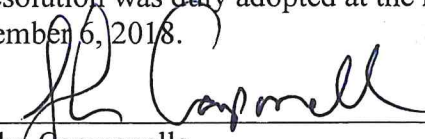


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

**AWARDING OF PROFESSIONAL SERVICES CONTRACT
INSURANCE CONSULTANT
#18-68**

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

WHEREAS, Funds are available for this service, and

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Hardenbergh Insurance Group, be and is hereby appointed to provide INSURANCE CONSULTANT services for the Board of Fire Commissioners for the period January 1, 2019 through December 31, 2019, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

Date: December 6, 2018

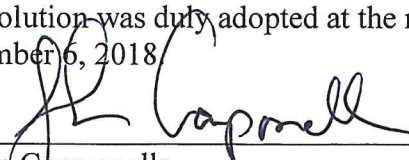


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018



John Campanella
Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT MEDICAL PROVIDER
#18-69**

WHEREAS, There exist a need for Medical Services, and

WHEREAS, Funds are available for this service, and

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Interstate Mobile Care, be and is hereby appointed Medical Provider for the Board of Fire Commissioners for the period January 1, 2019 through December 31, 2019, to perform professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

Date: December 6, 2018

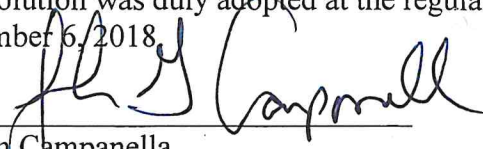


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT FOR
MEDICAL INSURANCE CONSULTANT
#18-70**

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 that Brown and Brown Benefit Advisors, be and is hereby appointed Insurance Consultant to perform the services required by the Board for the period January 1, 2019 through February 28, 2019, and to receive such compensation as may be reasonable for such services.

Date: December 6, 2018

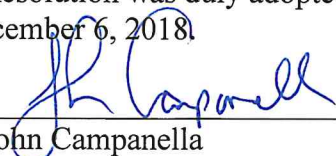


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

AWARDING PROFESSIONAL SERVICES CONTRACT FOR
COMPUTER MAINTENANCE
#18-71

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

WHEREAS, Funds are available for this service, and

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

WHEREAS, 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 that J. Harte and Associates, be and is hereby appointed to perform computer maintenance services as required by the Board for the period January 1, 2019 through December 31, 2019, and to receive such compensation as may be reasonable for such services.

Date: December 6, 2018

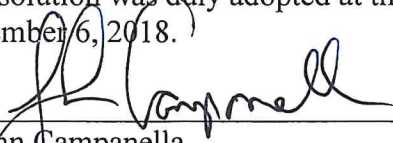


Kenneth Davis, Secretary

Record of Vote: *Consent agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

**CONFIRMING SALARY FOR FIRE COMMISSIONERS
AND EMPLOYEES OF THE FIRE DISTRICT
#18-72**

WHEREAS, The Board of Fire Commissioners did establish certain salary for Fire Commissioners and employees of the Fire District as part of the year 2019 budget approval process, and

WHEREAS, said year 2019 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:

<u>Position</u>	<u>Annual Salary</u>
Commissioner	2,600.00
Fire Official	11,000.00
Fire Inspector	3,400.00
Fire Administrator	52,020.00
Business Administrator	25,459.00
Fire District Accountant	11,000.00
Captain	Amount per 2018-2021 Contract
Firefighter	Amount per 2018-2021 Contract

Date: December 6, 2018

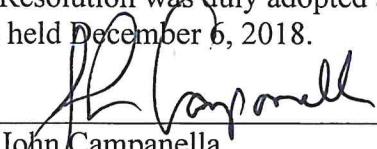


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Business Administrator

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

COMMISSIONER MEETING 2019 SCHEDULE
#18-73

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

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

REGULAR MEETINGS

JANUARY 3, 2019	7:30 P.M.
FEBRUARY 7, 2019	7:30 P.M.
MARCH 7, 2019	7:30 P.M.
APRIL 4, 2019	7:30 P.M.
MAY 2, 2019	7:30 P.M.
JUNE 6, 2019	7:30 P.M.
JULY 11, 2019	7:30 P.M. (Changed due to July 4 th Holiday)
AUGUST 1, 2019	7:30 P.M.
SEPTEMBER 5, 2019	7:30 P.M.
OCTOBER 3, 2019	7:30 P.M.
NOVEMBER 7, 2019	7:30 P.M.
DECEMBER 5, 2019	7:30 P.M.

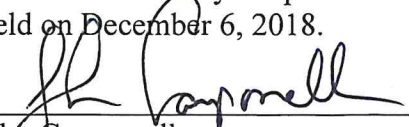
Set for the FIRST THURSDAY of each month, at 7:30 p.m. All meetings will be held at Pine Hill Fire Dept., 1109 Erial Rd., Pine Hill, NJ.

Date: December 6, 2018



Kenneth Davis, Secretary

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on December 6, 2018.



John Campanella
Business Administrator

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT BUSINESS ADMINISTRATOR
#18-74**

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

WHEREAS, Funds are available for this service, and

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

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

1. That John Campanella be and is hereby appointed the Fire District Administrator for the Board of Fire Commissioners for the period January 1, 2019 until the Reorganization Meeting in December of 2019, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: December 6, 2018

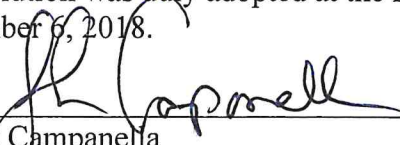


Kenneth Davis, Commission Secretary

Record of Vote: *Consent agenda*

Members	Yes	No	Abstain	Absent
Commissioner Davis <i>motion</i>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <i>2nd</i>	✓			
Commissioner Warrington				✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Fire District Business Administrator

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT ACCOUNTANT
#18-75**

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

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Jennifer Dawson 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 Jennifer Dawson be and is hereby appointed the Fire District Accountant for the Board of Fire Commissioners for the period January 1, 2019 until the Reorganization Meeting in December of 2019, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: December 6, 2018

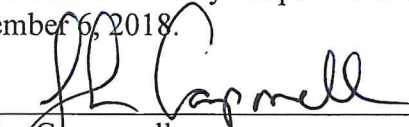


Kenneth Davis, Commission Secretary

Record of Vote: *Consent agenda*

Members	Yes	No	Abstain	Absent
Commissioner Davis <i>motion</i>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <i>2nd</i>	✓			
Commissioner Warrington				✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.



John Campanella
Fire District Business Administrator

**Resolution of the Board of Fire Commissioners Fire District #1
Borough of Pine Hill
#18-76**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE SHARED SERVICES AGREEMENT
BETWEEN CHERRY HILL FIRE DISTRICT #13 AND PINE HILL FIRE DISTRICT #1**

WHEREAS, the Board of Fire Commissioners, Fire District #13, Township of Cherry Hill, County of Camden, State of New Jersey and Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey have previously negotiated and approved a Shared Services Agreement that provides for the repair of the Fire District's fire apparatus and achieves economies and efficiencies; and


WHEREAS, the Board of Fire Commissioners for Fire District #13 is prepared to accept the responsibility for the repair of Pine Hill Fire District #1's fire apparatus as agreed upon pursuant to the terms and conditions hereafter set forth in the agreement; and

WHEREAS, the Board of Fire Commissioners for Fire District #13, and Pine Hill Fire District #1 desire to renew said agreement, ***INCLUDING THE REVISED SHARED SERVICES FEE SCHEDULE FOR 2017***, pursuant to the same terms and conditions as previously negotiated effective from January 1, 2019 to December 31, 2019; and

WHEREAS, the State of New Jersey has defined the procedures for the execution of any agreement, and the Agreement between Cherry Hill Fire District #13 and Pine Hill Fire District #1 shall be governed by the Shared Services Act, *N.J.S.A 40A:651 et seq* and the Local Public Contracts Law, *N.J.S.A 40A11-1 et seq*.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, District #13, Township of Cherry Hill, County of Camden, State of New Jersey, hereby approves and is authorized to execute a Shared Services Agreement with Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey, a copy of which is on file and made a part hereof.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District approved Resolution 18-76 for adoption on December 6, 2018.



Kenneth Davis, Secretary

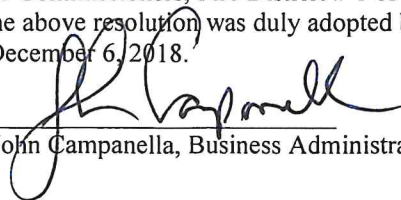
12/6/18

(Date)

Board of Commissioners Recorded Vote *Consent Agenda*

Member	Aye	Nay	Abstain	Absent
Davis <i>motion</i>	✓			
Hassett				✓
Wakeley <i>2nd</i>	✓			
Warrington				✓
Waddington	✓			

I, John Campanella, Business Administrator to the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill, Camden County, New Jersey do hereby certify that the above resolution was duly adopted by the Board of Fire Commissioners at a regular meeting of the Board held on December 6, 2018.



John Campanella, Business Administrator

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1

BOROUGH OF PINE HILL

Resolution 18-77

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

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

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

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

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

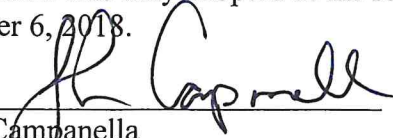
Dated: December 6, 2018


Kenneth Davis, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington		✓				

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 6, 2018.


John Campanella
Business Administrator

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

**AUTHORIZING TRAFNER OF BUDGET APPROPRIATIONS
Resolution #18-78**

WHEREAS, the Board of Fire Commissioners has determined that certain Budget Appropriations in the 2018 district budget are not sufficient to meet anticipated expenses; and

WHEREAS, transfers between appropriations are permitted pursuant to N.J.S.A.40A:14-78.9; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners District No. 1, Borough of Pine Hill, County of Camden and State of New Jersey that Appropriation Transfers be made as follows:

Account Description	To	From
Operations and Maintenance Other Expenses		
Copier Lease	\$150.00	
Insurance Other		\$150.00
Total	\$ 150.00	\$ 150.00

Date: December 6, 2018

Kenneth Davis, Secretary

Record of Vote: *Consent agenda*

Commissioners	Motion	2nd	Yes	No	Abstain	Absent
Davis	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington						✓
Waddington			✓			

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on December 6, 2018.

John Campanella, Administrator

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

CLOSED SESSION
Resolution 18-79

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.

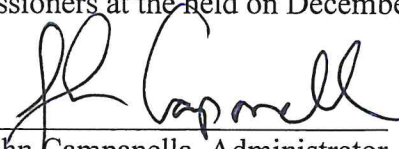
Date: December 6, 2018


Kenneth Davis, Secretary

Record of Vote:

	Motion	2nd	Yes	No	Abstain	Absent
Davis		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington						✓
Waddington			✓			

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on December 6, 2018.


John Campanella, Administrator

STATE OF NEW JERSEY — DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
STATE HEALTH BENEFITS PROGRAM
SCHOOL EMPLOYEES' HEALTH BENEFITS PROGRAM
PO BOX 299 TRENTON, NEW JERSEY 08625-0299

#18-80

RESOLUTION

A RESOLUTION to authorize participation in the State Health Benefits Program and/or School Employees' Health Benefits Program of the State of New Jersey.

BE IT RESOLVED:

- The Pine Hill Fire District #1 223-042-603/000
CORPORATE NAME OF EMPLOYER STATE SOCIAL SECURITY I.D. NUMBER
hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
- A. We elect to participate in the Employee Prescription Drug Plan defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
B. We will be maintaining _____ as our prescription drug plan.¹ This plan is comparable in design to the State Employee Prescription Drug Plan.
NAME OF PLAN
C. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
- A. We elect to participate in the Employee Dental Plans defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission.
B. We will be maintaining _____ as our dental plan.¹
NAME OF PLAN
C. We will not have a dental plan.
- We elect 40² hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.
- As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
- We hereby appoint John Campanella / Fire District Administrator to act as
NAME/TITLE
Certifying Officer in the administration of this program.
- This resolution shall take effect immediately and coverage shall be effective as of 3/1/2019
DATE
or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

NOTE: AN INDIVIDUAL IS PERMITTED COVERAGE AS AN EMPLOYEE, RETIREE, OR DEPENDENT. MULTIPLE COVERAGE UNDER THE SHBP OR SEHBP IS PROHIBITED.

¹ If not electing prescription drug coverage and/or dental plan participation through the State Health Benefits Program or School Employees' Health Benefits Program, attach copies of the current prescription drug and dental plan contracts.

² As of 6/1/2010, may not be less than 25 hours per week for employees, or 35 hours per week for elected or appointed officials.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

Pine Hill Fire District #1
CORPORATE NAME OF EMPLOYER
on the 6 day of December, 2018.
[Signature]
SIGNATURE
Fire Commission Secretary
OFFICIAL TITLE

4 (four)
NUMBER OF EMPLOYEES
1109 Erial Rd
STREET ADDRESS
Pine Hill NJ 08021
CITY STATE ZIP CODE
856 783-8666
AREA CODE TELEPHONE
223-042-603/000
EMPLOYER'S STATE SOCIAL SECURITY IDENTIFICATION NUMBER