

Pine Hill Fire District #1  
Regular Meeting Minutes  
December 5, 2024

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:34 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

**SWEARING IN:** Solicitor Carlamere conducted the swearing in of Kevin Waddington, who was reelected as a commissioner, and Michelle Briggs, who was newly elected as a commissioner.

**ROLL CALL:** Commissioner Waddington – present, Commissioner Briggs – present, Commissioner Wakeley – present, Commissioner Hagarty – present, Commissioner Harris – present.

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

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular session minutes and closed session minutes for the meeting held on November 7, 2024. There were none. A motion to approve those minutes was made by Commissioner Hagarty and seconded by Commissioner Harris.

***Roll Call Vote: Commissioner Waddington – yes, Commissioners Briggs – abstain, Commissioner Wakeley – yes, Commissioner Hagarty – yes, Commissioner Harris – yes. Motion passed with four yes votes.***

**COMMUNICATIONS LIST:** Chairman Waddington acknowledged that the 2023 Audit Synopsis was published in the Courier Post. Commissioner Waddington explained that the official results of the 2024 Camden County General Election for Pine Hill Fire District #1 and both Certificates of Election for both Kevin Waddington and Michelle Briggs were included in the communications list.

**OLD BUSINESS:** Chairman Waddington asked for committee chair reports:

- **Fire Equipment and Apparatus Liaison:** Chairman Waddington explained that this is currently an open position and therefore there was no report to comment on.
- **Community Relations Liaison:** Commissioner Harris stated that he was at the Mansions Apartments fire and he was very proud of Chief Hunter and the fire department and how they conducted themselves. Commissioner Harris said that being present at the fire opened his eyes to how dangerous a job it is and how brave everyone is. Commissioner Harris stated that he appreciates everything the fire department does, and he thanked Chief Hunter and commended him on

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a fantastic job. Commissioner Hagarty said the Board of Commissioners echoed Commissioner Harris's comments. The Board of Commissioners agreed.

- **Information Technology and Equipment Commissioner:** No Report
- **Insurance Fund Commissioner:** Commissioner Hagarty thanked everyone for completing their cybersecurity training and said the training will start up again soon.
- **Fire Prevention Commissioner:** No Report
- 

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding the resolutions listed on the agenda. There were none.

○ **Resolution 24-35: Introduction of 2025 Budget**

- A motion to approve resolution 24-35 was made by Commissioner Wakeley and seconded by Commissioner Harris.

*Roll Call Vote: Commissioner Waddington – yes, Commissioner Wakeley – yes, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Briggs – yes.*  
*Motion passed with five yes votes.*

○ **Resolution 24-36: Approval and Payment of Bills**

- A motion to approve resolution 24-36 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

*Roll Call Vote: Commissioner Waddington – yes, Commissioner Wakeley – yes, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Briggs – yes.*  
*Motion passed with five yes votes.*

○ **Motion for approval of Examination and Disclosure of Public Records Policy**

- Chairman Waddington went over the Examination of Disclosure of Public Records Policy that was emailed to all the Commissioners. A motion to approve was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

*Roll Call Vote: Commissioner Waddington – yes, Commissioner Wakeley – yes, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Briggs – yes.*  
*Motion passed with five yes votes.*

- **Motion for approval of Political Activity Policy**

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- Chairman Waddington went over the Political Activity Policy that was emailed to all the Commissioners. A motion to approve was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

*Roll Call Vote: Commissioner Waddington – yes, Commissioner Wakeley – yes, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Briggs – yes. Motion passed with five yes votes.*

- **Motion for approval for Chief Hunter to move forward with AFG grant application**

- Chief Hunter explained that Washington Township Fire Department will be the lead applicant for the AFG grant which is to acquire SCBA gear. He clarified that there is no matching funds needed to apply. Solicitor Carlamere clarified that there will be a resolution to participate in the grant. Commissioner Hagarty and Chairman Waddington thanked the chief for bringing this grant to their attention on such short notice. A motion to approve Chief Hunter moving forward with applying for the grant was made by Commissioner Wakeley and seconded by Commissioner Harris. Motion passed.

*Roll Call Vote: Commissioner Waddington – yes, Commissioner Wakeley – yes, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Briggs – yes. Motion passed with five yes votes.*

**FIRE CHIEF’S REPORT:** See attached report. Chief Hunter said he has some things he would like to discuss with the Commissioners but does not want to discuss them in public. He wants a workshop meeting or to speak via email. Commissioner Wakeley asked about the complaint with the Pine Hill Police Department. Chief Hunter said the police department is aware of the individual. Chief Hunter said the voicemail was sent to Pine Hill Police Department and that the police department will investigate from there.

**FIRE OFFICIAL’S REPORT:** See attached reports for October.

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

Chairman Waddington asked if there were any questions regarding the reports presented. There were none. A motion to approve the chief’s and administrator’s reports was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed.

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

Keith Kemery, whose address is 26 Poplar Street, Sicklerville, NJ 08081, stepped up to address the Commissioners. He said as the Board is aware, there are several labor matters in progress that he has had conversations with the Commissioners about. He requested to meet with the Commissioners in closed session. Chairman Waddington agreed.

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

**RESOLUTION 24-34: CLOSED SESSION:** Chairman Waddington said that was a need to enter a closed session to discuss personnel issues.

- A motion to approve resolution 24-37 was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed.

Meeting temporarily adjourned at 7:50 p.m.

**MEETING CALLED BACK TO ORDER:** Chairman Waddington called the meeting back to order at 10:19 p.m. and asked for a roll call. Commissioner Waddington – present, Commissioner Hassett – not present, Commissioner Wakeley – present, Commissioner Hagarty – present, Commissioner Harris – present, Commissioner Briggs – present.

**RESULTS OF CLOSED SESSION:**

Chairman Waddington said that all matters discussed in closed session remain closed.

- **Motion to authorize Battalion Chief Pizzo to return to active duties effectively immediately**

- Commissioner Hagarty made a motion to authorize Battalion Chief Pizzo to return to full duty effective immediately. This was seconded by Commissioner Harris.

***Roll Call Vote: Commissioner Waddington – yes, Commissioner Wakeley – no, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Briggs – yes. Motion passed with four yes votes.***



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

The meeting was adjourned at 10:21 p.m.



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Christopher Harris  
Commission Secretary



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Hannah Lower  
Fire District Business Administrator

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

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

**Client:**  
Hannah Lower  
Mrs. Hassett  
Pine Hill Fire District 1  
1109 Erial RD  
Pine Hill NJ 08021-7303  
Acct: 1122763

**This is not an invoice**

Order #	Advertisement / Description	Columns x Inches x Insertions	Rate per Inches	Cost
10709981		2 x 11.00 x 1	\$5.10	\$142.20
Net Total Due:				<b>\$142.20</b>

Costs above include daily ad cost and any associated affidavit charges, where applicable

# of Copies : 1  
PO #: Synopsis 2023  
Check #: \_\_\_\_\_  
Date: \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_


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

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

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

Date: 10/30/2024 

Signature: \_\_\_\_\_

Federal ID #: 061032273  
Official Position: Clerk

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

**Courier Post**

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

AFFIDAVIT OF PUBLICATION

Order Number : 10709981

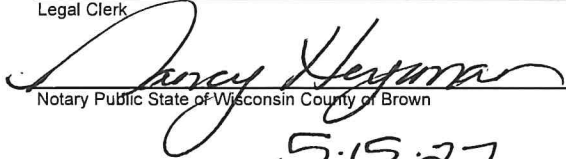
STATE OF WISCONSIN  
Brown County

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

10/30/2024



Legal Clerk



Notary Public State of Wisconsin County of Brown

5.15.27

My commission expires

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

**SYNOPSIS OF 2023 REPORT OF AUDIT**

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

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 1,581,560.99	\$ 1,469,410.82
Total Assets	<u>\$ 1,581,560.99</u>	<u>\$ 1,469,410.82</u>
<b>LIABILITIES AND FUND BALANCES</b>		
Liabilities:		
Accounts Payable	\$ 14,840.99	\$ 17,254.23
Total Liabilities	<u>14,840.99</u>	<u>17,254.23</u>
Fund Balances:		
Non-Spendable		
Restricted	315,495.76	300,000.00
Assigned	122,765.28	56,227.24
Unassigned	1,128,458.96	1,095,929.35
Total Fund Balances	<u>1,566,720.00</u>	<u>1,452,156.59</u>
Total Liabilities and Fund Balances	<u>\$ 1,581,560.99</u>	<u>\$ 1,469,410.82</u>

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

	<u>2023</u>	<u>2022</u>
<b>REVENUES</b>		
Operating Grant Revenue	\$ 165,320.92	\$ 93,544.53
Miscellaneous Revenues Offset with Appropriations	23,586.78	26,884.33
Amount to be Raised by Taxation to Support the District Budget	1,399,668.16	1,317,951.00
Non-Budgetary Revenues	<u>14,339.44</u>	<u>14,436.08</u>
Total Revenues	<u>1,602,915.30</u>	<u>1,452,815.94</u>
<b>EXPENDITURES</b>		
Operating Appropriations	1,378,357.93	1,278,962.05
Capital Outlay	54,504.24	2,799.00
Debt Service	<u>55,489.72</u>	<u>55,489.72</u>
Total Expenditures	<u>1,488,351.89</u>	<u>1,337,250.77</u>
Excess of Revenues Over Expenditures	<u>114,563.41</u>	<u>115,565.17</u>
Fund Balance, Beginning	<u>1,452,156.59</u>	<u>1,336,591.42</u>
Fund Balance, Ending	<u>\$ 1,566,720.00</u>	<u>\$ 1,452,156.59</u>

**RECOMMENDATIONS**

No Current Year Findings

**GENERAL INFORMATION**

The above synopsis was prepared from the Report of Audit of Fire District No. 1, Borough of Pine Hill, County of Camden, for the calendar year 2023, submitted by Stefanie J. Desantis of Bowman & Company LLP, Certified Public Accountants & Consultants. The information included herein is not intended to represent complete financial information as presented in the Report of Audit. A copy of the Report of Audit is on file and available for public inspection in the office of the Fire District Secretary.

November 5, 2024

Members of Board of Fire Commissioner Pine Hill Borough Fire District No. 1		VOTE FOR 2							
	Michelle Briggs	Kevin Waddington	Thomas E. Hassett	Timothy W. Chalfant	Write-in Totals	Total Votes Cast	Overvotes	Undervotes	Contest Total
Pine Hill District 1	419	276	192	165	4	1,056	106	554	1,716
Pine Hill District 2	431	302	251	241	6	1,231	46	423	1,700
Pine Hill District 3	499	292	253	304	6	1,354	90	438	1,882
Pine Hill District 4	351	280	204	119	5	969	38	485	1,492
Pine Hill District 5	403	346	271	230	12	1,262	62	410	1,734
Pine Hill District 6	143	126	91	74	2	436	24	185	646
Pine Hill Provisional	78	45	49	43	1	216	22	136	374
Pine Hill EV Emergency	0	0	0	0	0	0	0	0	0
Totals	2,334	1,667	1,311	1,176	36	6,524	388	2,632	9,544

# Certificate of Election

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

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


**KEVIN WADDINGTON**

was duly elected to the Office of


**MEMBER OF BOARD OF FIRE COMMISSIONER**

**PINE HILL BOROUGH FIRE DISTRICT NO. 1**

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

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

Attest:

  
JOSEPH RIPA, Camden County Clerk





# Certificate of Election

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

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

**MICHELLE BRIGGS**

was duly elected to the Office of

**MEMBER OF BOARD OF FIRE COMMISSIONER**

**PINE HILL BOROUGH FIRE DISTRICT NO. 1**



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

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

Attest:

JOSEPH RIPA, Camden County Clerk



# 2025 FIRE DISTRICT BUDGET RESOLUTION

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2025 to December 31, 2025**

WHEREAS, the Annual Budget for Pine Hill Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2025 and ending December 31, 2025 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 5, 2024; and

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

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,721,492.86 which includes an amount to be raised by taxation of \$1,523,066.04 and Total Appropriations of \$1,721,492.86; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 5, 2024 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2025 and ending December 31, 2025 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 8, 2025.

charris@pinehillfiredistrict.com

(Secretary's Signature)

12/5/2024

(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Commissioner Waddington	✓			
Commissioner Wakeley	✓			
Commissioner Briggs	✓			
Commissioner Harris	✓			
Commissioner Hagarty	✓			

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL  
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
#24-36

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

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

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

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

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


**DATED:** December 5, 2024

  
\_\_\_\_\_  
Christopher Harris  
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Hagarty	✓		✓			
Harris			✓			
Briggs			✓			
Waddington			✓			
Wakeley		✓	✓			

I, Hannah Lower, do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on December 5, 2024.

  
\_\_\_\_\_  
Hannah Lower  
Business Administrator

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12868 to 12891  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
✓12868	12/05/24	AERIA005 AERIAL TESTING COMPANY, LLC	1,570.00		1154
✓12869	12/05/24	AIRGA005 AIRGAS USA, LLC	32.30		1154
✓12870	12/05/24	ALLGE005 ALL GEARED UP, LLC	305.00		1154
✓12871	12/05/24	AUTOTRK0 AUTO & TRUCK PARTS OF DEPTFORD	42.86		1154
✓12872	12/05/24	BOA00001 Bank of America	1,066.50		1154
✓12873	12/05/24	BTM001 BOUND TREE MEDICAL, LLC	90.99		1154
✓12874	12/05/24	BUD01 BUD'S ENGINE MACHINING & TRUCK	400.00		1154
✓12875	12/05/24	BUD01 BUD'S ENGINE MACHINING & TRUCK	340.00		1154
✓12876	12/05/24	CAS01 CASA PAYROLL SERVICE, LLC	313.50		1154
✓12877	12/05/24	CONTI005 Continental Fire & Safety, Inc	24,347.00		1154
✓12878	12/05/24	COU01 Courier Post	179.08		1154
✓12879	12/05/24	DC001 DAVID F. CARLAMERE	450.00		1154
✓12880	12/05/24	DEERP005 DEER PARK FIRE COMPANY	253.00		1154
✓12881	12/05/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	70.00		1154
✓12882	12/05/24	EMSCO005 EMS CONSULTING SERVICES, LLC	625.00		1154
✓12883	12/05/24	FSS01 FIRE & SAFETY SERVICE, LTD	248.88		1154
✓12884	12/05/24	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1154
✓12885	12/05/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1154
✓12886	12/05/24	PHFD1 PINE HILL FIRE DEPT.	8,166.63		1154
✓12887	12/05/24	PRP01 WITMER PUBLIC SAFETY GROUP, INC	510.13		1154
✓12888	12/05/24	STATE005 State of NJ Health Benefits	10,419.96		1154
✓12889	12/05/24	TACTI010 TACTICAL PUBLIC SAFETY, LLC	226.80		1154
✓12890	12/05/24	TG001 TOWNSHIP OF GLOUCESTER	1,006.32		1154
✓12891	12/05/24	ZOLLD005 ZOLL DATA SYSTEMS, INC.	183.80		1154

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	24	0	51,942.36	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	24	0	51,942.36	0.00

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	4-GN	51,942.36	0.00	0.00	51,942.36
Total of All Funds:		<u>51,942.36</u>	<u>0.00</u>	<u>0.00</u>	<u>51,942.36</u>

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P.O. Type: All  
Range: First to Last  
Format: Condensed  
Vendors: All  
Rcvd Batch Id Range: First to Last

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

Include Non-Budgeted: Y

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
24000323	11/14/24	ALLGE005 ALL GEARED UP, LLC	FLEECE JACKET	Open	119.99	0.00		
Total Purchase Orders:		1	Total P.O. Line Items:	0	Total List Amount:	119.99	Total Void Amount:	0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	4-GN	119.99	0.00	119.99	0.00	0.00	119.99
Total of All Funds:		<u>119.99</u>	<u>0.00</u>	<u>119.99</u>	<u>0.00</u>	<u>0.00</u>	<u>119.99</u>

December 3, 2024  
09:24 AM

PINE HILL FIRE DISTRICT #1  
Check Payment Batch Verification Listing

Page No: 1

Batch Id: HL      Batch Type: C      Batch Date: 12/05/24      Checking Account: GENERAL      G/L Credit: Budget G/L Credit  
Generate Direct Deposit: N

Check No.	Check Date	Vendor #	Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item	Description		Description					
	12/05/24	ALLGE005	ALL GEARED UP, LLC		651 E. EVESHAM RD.					
24000323	11/14/24	1	FLEECE JACKET	119.99	4-GN- -003-101		Budget	Aprv	1	1
				<u>119.99</u>	Fire official					

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Checks:	1	1	119.99

There are NO errors or warnings in this listing.



Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	4-GN	119.99	0.00	0.00	119.99
Total of All Funds:		<u>119.99</u>	<u>0.00</u>	<u>0.00</u>	<u>119.99</u>

G/L Posting Summary

Account	Description	Debits	Credits
4-GN- - -100-011	CASH-CHECKING	0.00	119.99
4-GN- - -500-111	CURRENT YEAR APPROPRIATIONS	<u>119.99</u>	<u>0.00</u>
	Grand Total:	119.99	119.99

Batch Id: HL Batch Type: C Batch Date: 12/05/24 Checking Account: GENERAL G/L Credit: Budget G/L Credit  
Generate Direct Deposit: N

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account	Account Type	Status	Seq	Acct
12/05/24 AERIA005 AERIAL TESTING COMPANY, LLC PO BOX 308								
24000324	11/14/24	1 AERIAL DEVICE TEST&INSPECTION	1,495.00	4-GN- -002-213	Budget	Aprv	2	1
				Maintenance & Repairs - Fire				
24000324	11/14/24	2 FUEL SURCHARGE	75.00	4-GN- -002-213	Budget	Aprv	3	1
				Maintenance & Repairs - Fire				
			<u>1,570.00</u>					
12/05/24 AIRGA005 AIRGAS USA, LLC PO Box 734445								
24000327	11/14/24	1 MONTHLY CYLINDER RENTAL	19.80	4-GN- -002-218	Budget	Aprv	7	1
				Materials & Supplies - Ambulance				
24000327	11/14/24	2 HAZMAT CHARGE	12.50	4-GN- -002-218	Budget	Aprv	8	1
				Materials & Supplies - Ambulance				
			<u>32.30</u>					
12/05/24 ALLGE005 ALL GEARED UP, LLC 651 E. EVESHAM RD.								
24000336	11/26/24	1 JOB SHIRTS, ADD SOFT VELCRO	40.00	4-GN- -002-222	Budget	Aprv	26	1
				Uniforms & Personal Equipment - Fire				
24000336	11/26/24	2 JOB SHIRTS, ADD HARD VELCRO	80.00	4-GN- -002-222	Budget	Aprv	27	1
				Uniforms & Personal Equipment - Fire				
24000336	11/26/24	3 ADD EMT PATCH TO GARMENT	10.00	4-GN- -002-222	Budget	Aprv	28	1
				Uniforms & Personal Equipment - Fire				
24000336	11/26/24	4 ADD NAME TAG TO M-65 JACKETS	30.00	4-GN- -002-222	Budget	Aprv	29	1
				Uniforms & Personal Equipment - Fire				
24000336	11/26/24	5 ADD NAME TAG TO HI-VIS JACKETS	135.00	4-GN- -002-222	Budget	Aprv	30	1
				Uniforms & Personal Equipment - Fire				
24000336	11/26/24	6 ADD PATCH	10.00	4-GN- -002-222	Budget	Aprv	31	1
				Uniforms & Personal Equipment - Fire				
			<u>305.00</u>					
12/05/24 AUTOTRKO AUTO & TRUCK PARTS OF DEPTFORD 1725 HURFFVILLE RD								
24000335	11/26/24	1 WINDSHIELD WIPERS	33.76	4-GN- -002-213	Budget	Aprv	24	1
				Maintenance & Repairs - Fire				
24000335	11/26/24	2 ELECTRICAL CONNECTORS	9.10	4-GN- -002-213	Budget	Aprv	25	1
				Maintenance & Repairs - Fire				
			<u>42.86</u>					
12/05/24 BOA00001 Bank of America PO Box 15731								
24000340	11/29/24	1 BITS AND FLOOR BOARD SCREWS	83.38	4-GN- -002-219	Budget	Aprv	36	1
				Training & Education - Practical				
24000340	11/29/24	2 REFRESHMENTS FOR TRAINING	21.33	4-GN- -002-219	Budget	Aprv	37	1
				Training & Education - Practical				
24000340	11/29/24	3 REFRESHMENTS FOR TRAINING	50.00	4-GN- -002-219	Budget	Aprv	38	1
				Training & Education - Practical				
24000340	11/29/24	4 PHONES - FIRE DEPT	130.10	4-GN- -002-230	Budget	Aprv	39	1
				Mobile Phones/Utilities				
24000340	11/29/24	5 INTELLICORP - BG CHECKS	31.10	4-GN- -001-206	Budget	Aprv	40	1
				Physicals & Drug Testing - Prof. Service				
24000340	11/29/24	6 COMCAST - FIRE MARSHAL	102.71	4-GN- -003-205	Budget	Aprv	41	1
				Utilities and Communications				

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account	Account Type	Status	Seq	Acct
24000340	11/29/24	7 COMCAST - FIRE DISTRICT	308.12	4-GN- -001-230 Mobile Phones/Utilities	Budget	Aprv	42	1
24000340	11/29/24	8 REFRESHMENTS FOR TRAINING	100.00	4-GN- -002-219 Training & Education - Practical	Budget	Aprv	43	1
24000340	11/29/24	9 REFRESHMENTS FOR TRAINING	97.03	4-GN- -002-219 Training & Education - Practical	Budget	Aprv	44	1
24000340	11/29/24	10 PHONE CASE	55.42	4-GN- -002-230 Mobile Phones/Utilities	Budget	Aprv	45	1
24000340	12/02/24	11 PLAQUE FOR COMM. T. HASSETT	72.00	4-GN- -001-211 Miscellaneous - Administrative	Budget	Aprv	46	1
24000340	12/02/24	12 ACCIDENTAL CHARGE	15.31	4-GN- -001-211 Miscellaneous - Administrative	Budget	Aprv	47	1
			<u>1,066.50</u>					
	12/05/24	BTM001 BOUND TREE MEDICAL, LLC		23537 NETWORK PLACE				
24000345	12/02/24	1 STAT PADZ FOR AED	90.99	4-GN- -002-218 Materials & Supplies - Ambulance	Budget	Aprv	55	1
			<u>90.99</u>					
	12/05/24	BUD01 BUD'S ENGINE MACHINING & TRUCK		1725 HURFFVILLE ROAD				
24000331	11/20/24	1 PUMP TEST 2024 PIERCE	400.00	4-GN- -002-213 Maintenance & Repairs - Fire	Budget	Aprv	20	1
			<u>400.00</u>					
	12/05/24	BUD01 BUD'S ENGINE MACHINING & TRUCK		1725 HURFFVILLE ROAD				
24000332	11/20/24	1 FIRE PUMP TEST 2024 SQUAD	340.00	4-GN- -002-213 Maintenance & Repairs - Fire	Budget	Aprv	21	1
			<u>340.00</u>					
	12/05/24	CAS01 CASA PAYROLL SERVICE, LLC		3120 FIRE ROAD				
24000326	11/14/24	1 PAYROLL PROCESSING 11/15/2024	157.50	4-GN- -001-210 Payroll Administrative Costs	Budget	Aprv	6	1
24000339	11/27/24	1 PAYROLL PROCESSING 11-29-2024	156.00	4-GN- -001-210 Payroll Administrative Costs	Budget	Aprv	35	1
			<u>313.50</u>					
	12/05/24	CONTI005 Continental Fire & Safety, Inc		2740 Kuser Road				
24000337	11/26/24	1 GLOBE GXCEL NFPA COATS	14,273.00	4-GN- -002-232 Personal Protective Equipment	Budget	Aprv	32	1
24000337	11/26/24	2 GLOBE GPS NFPA PANTS	10,074.00	4-GN- -002-232 Personal Protective Equipment	Budget	Aprv	33	1
			<u>24,347.00</u>					
	12/05/24	COU01 Courier Post		P.O. BOX 631202				
24000343	12/02/24	1 2023 Audit Synopsis	142.20	4-GN- -002-211 Advertising	Budget	Aprv	52	1
24000343	12/02/24	2 9-30-24 Meeting	36.88	4-GN- -002-211 Advertising	Budget	Aprv	53	1
			<u>179.08</u>					
	12/05/24	DC001 DAVID F. CARLAMERE		18 SOFIA CT.				
24000001	01/03/24	12 SOLICITOR'S FEE FOR DEC 2024	450.00	4-GN- -001-203 Budget	Budget	Aprv	1	1

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account	Account Type	Status	Seq	Acct
			450.00	Professional Services				
24000344	12/02/24	12/05/24 DEERP005 DEER PARK FIRE COMPANY 1 REHAB 13 FOR MANSIONS FIRE	253.00	985 CROPWELL RD 4-GN- -002-235	Budget	Aprv	54	1
			253.00	Miscellaneous - Operations				
24000333	11/20/24	12/05/24 DIVAL005 DIVAL SAFETY EQUIPMENT, INC 1 STORZ LOCK LEVER KIT	70.00	1721 NIAGARA ST. 4-GN- -002-217	Budget	Aprv	22	1
			70.00	Materials & Supplies - Fire				
24000346	12/02/24	12/05/24 EMSCO005 EMS CONSULTING SERVICES, LLC 1 EMT REFRESHER TRAINING(AIRWAY)	625.00	20 E. TAUNTON RD. 4-GN- -002-221	Budget	Aprv	56	1
			625.00	Training & Education - Classes				
24000330	11/20/24	12/05/24 FSS01 FIRE & SAFETY SERVICE, LTD 1 KNOB, HANDLE, SPRING, KIT etc	65.38	200 RYAN STREET 4-GN- -002-217	Budget	Aprv	15	1
			13.23	Materials & Supplies - Fire				
24000330	11/20/24	2 CLEAR LENS FOR 8080 LIGHT		4-GN- -002-217	Budget	Aprv	16	1
			139.64	Materials & Supplies - Fire				
24000330	11/20/24	3 HOUSING, SWITCH, ABS, etc		4-GN- -002-217	Budget	Aprv	17	1
			17.20	Materials & Supplies - Fire				
24000330	11/20/24	4 500 SERIES CHROME FLANGE		4-GN- -002-217	Budget	Aprv	18	1
			13.43	Materials & Supplies - Fire				
24000330	11/20/24	5 UPS		4-GN- -002-217	Budget	Aprv	19	1
			248.88	Materials & Supplies - Fire				
24000338	11/27/24	12/05/24 JHART005 J. HARTE ASSOCIATES LLC 1 MONTHLY BILLING FOR DEC 24	1,006.99	1019A Industrial Drive 4-GN- -001-208	Budget	Aprv	34	1
			1,006.99	Computer Maintenance and Support				
24000328	11/20/24	12/05/24 KYOCE010 KYOCERA DOCUMENT SOLUTIONS 1 KYOCERA TA-4003i	32.54	PO BOX 070241 4-GN- -002-229	Budget	Aprv	9	1
			10.15	Copier Lease				
24000328	11/20/24	2 DP-7110 DUAL SCAN DOC FEEDER		4-GN- -002-229	Budget	Aprv	10	1
			6.86	Copier Lease				
24000328	11/20/24	3 FAX SYSTEM 12		4-GN- -002-229	Budget	Aprv	11	1
			2.07	Copier Lease				
24000328	11/20/24	4 STAND		4-GN- -002-229	Budget	Aprv	12	1
			36.00	Copier Lease				
24000328	11/20/24	5 USAGE BILLED @\$36.00 PER MONTH		4-GN- -002-229	Budget	Aprv	13	1
			87.62	Copier Lease				
24000334	11/21/24	12/05/24 PHFD1 PINE HILL FIRE DEPT. 1 LEASE PAYMENT FOR DEC 2024	8,166.63	1109 ERIAL ROAD 4-GN- -002-216	Budget	Aprv	23	1
				Rental Services - Station Lease				

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account	Account Type	Status	Seq	Acct
			8,166.63					
24000347	12/02/24	12/05/24 PRP01 WITMER PUBLIC SAFETY GROUP, INC 1 GEAR PACKS	452.13	104 INDEPENDENCE WAY 4-GN- -002-232	Budget	Aprv	57	1
24000347	12/02/24	2 FREIGHT CHARGE	58.00	Personal Protective Equipment 4-GN- -002-232	Budget	Aprv	58	1
			510.13					
24000341	11/29/24	12/05/24 STATE005 State of NJ Health Benefits 1 HEALTHCARE PREMIUM FOR DEC 24	8,665.83	1036 Industrial Drive 4-GN- -002-304	Budget	Aprv	48	1
24000341	11/29/24	2 RX PREMIUM FOR DEC 24	1,432.04	Health Insurance - Firefighters 4-GN- -002-304	Budget	Aprv	49	1
24000341	11/29/24	3 DENTAL PREMIUM FOR DEC 24	322.09	Health Insurance - Firefighters 4-GN- -002-304	Budget	Aprv	50	1
			10,419.96					
24000342	11/29/24	12/05/24 TACTI010 TACTICAL PUBLIC SAFETY, LLC 1 CHARGERS FOR PAGERS	226.80	1261 CHEWS LANDING ROAD 4-GN- -002-240	Budget	Aprv	51	1
			226.80					
24000329	11/20/24	12/05/24 TG001 TOWNSHIP OF GLOUCESTER 1 FUEL FOR OCT 24	1,006.32	DEPT# 42374 4-GN- -002-217	Budget	Aprv	14	1
			1,006.32					
24000325	11/14/24	12/05/24 ZOLL005 ZOLL DATA SYSTEMS, INC. 1 EMS CHARTS	81.69	Professional Services - EMS 4-GN- -002-215	Budget	Aprv	4	1
24000325	11/14/24	2 EMS CHARTS - CORE MODULES	102.11	Professional Services - EMS 4-GN- -002-215	Budget	Aprv	5	1
			183.80					
checks:	<u>Count</u> 24	<u>Line Items</u> 58	<u>Amount</u> 51,942.36					

There are NO errors or warnings in this listing.

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	4-GN	51,942.36	0.00	0.00	51,942.36
Total of All Funds:		<u>51,942.36</u>	<u>0.00</u>	<u>0.00</u>	<u>51,942.36</u>

G/L Posting Summary

Account	Description	Debits	Credits
4-GN- - -100-011	CASH-CHECKING	0.00	51,942.36
4-GN- - -500-111	CURRENT YEAR APPROPRIATIONS	<u>51,942.36</u>	<u>0.00</u>
	Grand Total:	51,942.36	51,942.36

**PINE HILL FIRE DISTRICT**

**POLICY AND PROCEDURE**

Page 1

of 1

**DEPARTMENT: Administration**

**POLICY NUMBER: DP2024-01**

**EFFECTIVE DATE: 12/05/24**

**SUBJECT: Examination and Disclosure of  
Public Records**

**SUPERCEDES POLICY DATED:**

**POLICY**

Members of the public shall be permitted to examine or obtain copies of Pine Hill Fire District records in accordance with applicable law.

**PROCEDURE**

A. Requests for Records deemed to be public records pursuant to the Open Public Records Act, N.J.S.A. 47:1A et seq.

1. Any person requesting to inspect public records or requesting to receive copies of them shall complete the form available from the District Administrator or his or her designee.

2. Records shall be made available for review, copying, or electronic reproduction within timeframes established by the Open Public Records Act, based upon the time and resources necessary to recover the records.

3. Where records are sought for review, District officials shall maintain appropriate security to insure that the records are maintained in their complete and original form.

4. A person seeking copies or reproduction of public records shall be apprised by the District of the cost. The person making the request shall pay the full cost of copying or reproduction in advance of their preparation.

B. Certain records are not deemed to be public records pursuant to N.J.S.A. 47:1A et seq.



**PINE HILL FIRE DISTRICT**

**POLICY AND PROCEDURE**

Page 1 of 1

POLICY NUMBER: DP2024-02

DEPARTMENT: Administration

EFFECTIVE DATE: 12/06/24

SUBJECT: Political Activity

SUPERSEDES POLICY DATE:

**POLICY**

Unless otherwise allowed by law, no employee shall directly or indirectly use or seek to use his or her position to control or affect the political action of another person nor shall any employee engage in political activity during working hours nor utilize district equipment and/or facility.

# Pine Hill Fire Department

## Chief's Monthly Report

November 2024

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### **Meetings:**

- On Thursday evening the 7<sup>th</sup>, I attended the monthly commission meeting.
- On Tuesday morning the 8<sup>th</sup>, I had a meeting with Union President Kemery regarding (Chris Brown).
- On Friday morning the 15<sup>th</sup>, Battalion Chief Pizzo and I had a meeting with Firefighter Gordon Sr. to go over the repairs that are needed on the apparatus.
- On Wednesday evening the 27<sup>th</sup>, I attended a budget meeting with commissioners Harris & Waddington.

### **Calls for Service / Significant Concerns:**

- On Friday evening the 1<sup>st</sup>, Squad 6 responded to the area 802 Turnersville Road for a PED MVA (pedestrian motor vehicle accident). A male was found lying on the ground and the crew from the squad performed CPR on the male before he was pronounced.
- On Saturday evening the 2<sup>nd</sup>, Tower Ladder 6 was dispatched to 4 Edinburge Road in Blackwood for a reported house fire. Tower ladder 6 was ordered to set the main to the roof but they fell short because of improper placement of the engine company. The crew did assist with the extinguishment of the fire.
- On Monday morning the 4<sup>th</sup>, we were dispatched to Waterford Township for an Urban Interface Brush Fire Strike Team. I responded along with Engine 6 for structural protection. We were 1 of 5 engines that were dispatched and Engine 6 backed in the driveway of a property on Marcia Drive and stretched a handline to the rear of the property. We stood by for about 8 hours before being sent home.
- On Thursday morning the 7<sup>th</sup>, I responded along with Engine & Brush 6 to Lexington Drive in Voorhees for an Urban Interface Strike Team assignment. I operated as Lexington Drive Command, while the Engine & Brush were placed to do structural protection on Lexington Drive. I had 4 engines & 1 brush truck and protected 12 homes. A backfire was set around 15:30 and we operated on this fire for 10 hours.
- On Friday morning the 8<sup>th</sup>, we were dispatched to 113 Kirk Lane for a brush fire. I arrived first to find a large pile of clothing in the driveway on fire and fire spreading

across the front yard. Crews were able to stop the fire from spreading into Pine Valley. We were able to view the homeowner's ring camera and determined that the fire started in the clothing and was a result of spontaneous combustion.

- On Tuesday evening the 12<sup>th</sup>, we were dispatched to 220 West Branch Ave apartment 1119 for an apartment fire. Engine 6 arrived first and reported smoke and fire showing with people jumping off the balconies. The lieutenant on Engine 6 requested "All Hands" and then the second alarm. Tower Ladder 6 & Quint 85 arrived and started searches and reported that we had someone trapped in unit 1114. That search was negative, and the majority of the residents had been accounted for. 5 police officers and 1 firefighter were sent to the hospital for smoke inhalation from the heavy smoke they encounter during the rescue efforts. There were a lot of missed orders from the incoming companies that contributed to the water issues we had and a lot of free Lansing that will be followed up with at the next Camden County Fire Chiefs meeting.
- On Sunday afternoon the 17<sup>th</sup>, we were dispatched to the 100 block of Country Club Road for a burn victim. I responded along with the engine found an adult female that was cooking chicken and spilled hot grease on both legs/top of her left foot. The patient had second degree burns and refused to be transported to the hospital. All notifications to the local, county and state fire marshals were made.

### **Complaint:**

- On Sunday the 17<sup>th</sup>, I received a voice message from Mrs. Walker who lives in the 1100 building of the Mansions Apartments. She claims that she had \$4500 dollars under her bed and during the fire she believes a firefighter stole it. I turned that voice mail message over to Pine Hill Police who stated they would investigate the complaint.

### **Ambulance:**

- While washing the ambulance and lifting the wiper blades, one blade fell off the metal arm and that arm hit the windshield causing it to crack. That windshield was replaced on Wednesday the 27<sup>th</sup>.

### **Public Relations:**

- Nothing to report.

### **Tower Ladder:**

- We received the one-year certification for the tower ladder.

### **Squad:**

On Wednesday the 27<sup>th</sup>, the squad went to Tactical to have the repairs to the light bar completed. This was covered under insurance and was caused by a tree that fell on the truck.

### **SOP's/SOG's:**

- We are still creating and renewing our policies.

### **Pump Testing:**

- On Saturday morning the 2<sup>nd</sup>, the pumps on all the trucks were completed and all passed.

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

**Month of: October 2024**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	3
Fire Safety Inspection – Non LHU(s)	7
Re-Inspection(s)	7
Smoke Detector & CO Detector Compliance(s)	16
Complaint(s)	2
Fire Investigation(s)	2

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	121.00
Smoke Detector & CO Detector Compliance	926.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	1
Copy of Fire Report(s)	1
<b>Total Amount of Money Deposited this Month</b>	<b>1,047.00</b>

**Requests:**

**The following Items are requests for purchase/appropriation:**

N/A

**Comments:**

N/A

Respectfully Submitted,

Timothy Shannon  
Fire Official

Pine Hill Fire Prevention Bureau  
 Inspector's Activity Report for the period: 10/01/2024 to 10/31/2024  
 Printed: 11/04/2024 Page: 1

Inspector	T	Date	Property	Address
Michael B Brezee	R	10/01/2024	Dynamic Perfection	131 Cross Keys Road
	R	10/01/2024	GNSS-DV	1110 Blackwood Clementon Road
	P	10/16/2024	Bowen Recreational Complex	S. Club Road
	P	10/16/2024	Joey Green Field Stand	Turnerville Road
	P	10/16/2024	Pine Hill Department of Public Works	400 Davies Avenue
	P	10/16/2024	Pine Hill Senior Citizen Center	135 E. 12th Avenue
	P	10/22/2024	Pine Hill MUA - Branch Avenue Pump Station	W. Branch Avenue
	P	10/22/2024	Pine Hill MUA - Country Club Well Station #3	110 Country Club Drive
	P	10/22/2024	Pine Hill MUA - Lake Avenue Pump Station	1699 Lake Avenue
	P	10/22/2024	Pine Hill MUA - Mt. Clement Pump Station	109 Mt. Clement Avenue
	P	10/22/2024	Pine Hill MUA Garage	901 Turnerville Road
	P	10/22/2024	Pine Hill MUA Office	907 Turnerville Road
	R	10/30/2024	First Rate Truck and Auto Repair	121 Cross Keys Road
	R	10/30/2024	Hydraulic Breaker Services, LLC	115 Cross Keys Road
	R	10/30/2024	Image Beauty/Che Group, LLC	127 Cross Keys Road
	R	10/30/2024	Mater Ecclesiae Chapel	261 Cross Keys Road

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	10	6	0	0	0	16
Time Spent:	00:22	00:09	00:00	00:00	00:00	00:31



Pine Hill Fire Prevention Bureau  
 Inspector's Activity Report for the period: 10/01/2024 to 10/31/2024  
 Printed: 11/04/2024 Page: 2

Inspector	T	Date	Property	Address
Tim Shannon	R	10/03/2024	Keystone Auto Group	201 Cross Keys Road
	C	10/15/2024	Mansion Apartments (Common Areas)	220 W. Branch Avenue
	C	10/18/2024	The Greens at Pine Hill Community Building	350 Blackwood Clementon Road
	F	10/29/2024	Mansion Apartments (Common Areas)	220 W. Branch Avenue
	F	10/29/2024	The Greens at Pine Hill Community Building	350 Blackwood Clementon Road

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	0	1	2	2	0	5
Time Spent:	00:00	00:00	00:09	00:00	00:00	00:09

Pine Hill Fire Prevention Bureau  
 Receipts Ledger for the period: 10/01/2024 to 10/31/2024  
 Printed: 11/04/2024 Page: 1

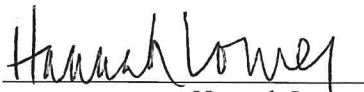
<u>Date</u>	<u>Business/Payor Name</u>	<u>ID/Fee Type</u>	<u>Invoice</u>	<u>Check Number</u>	<u>Check Amt.</u>	<u>Daily Total</u>	<u>MTD Totals</u>	<u>YTD Total</u>
10/02/2024	Travis Carrington	SMOKE DETECTOR	24-6689	cash	\$ 161.00	\$ 161.00		
10/04/2024	Rise and Shine Car Wash	PH-0088	24-7984	1411	\$ 86.00			
10/04/2024	Keystone Auto Group	PH-0090	24-7987	1638	\$ 35.00	\$ 121.00		
10/09/2024	Joe Wilhelm	SMOKE DETECTOR	24-6690	678	\$ 45.00			
10/09/2024	Mark Nastasi	SMOKE DETECTOR	24-6691	222	\$ 90.00			
10/09/2024	Reepa Bhatia	SMOKE DETECTOR	24-6692	1575	\$ 45.00	\$ 180.00		
10/15/2024	C Santiago	SMOKE DETECTOR	24-6693	Cash	\$ 45.00			
10/15/2024	Lisa Jarrell	SMOKE DETECTOR	24-6694	Cash	\$ 45.00			
10/15/2024	Colleen Dorrego	SMOKE DETECTOR	24-6695	3229	\$ 45.00			
10/15/2024	David Holland	SMOKE DETECTOR	24-6696	4459	\$ 45.00	\$ 180.00		
10/18/2024	MaryAnn Padula	SMOKE DETECTOR	24-6697	Cash	\$ 45.00			
10/18/2024	Joe Graber	SMOKE DETECTOR	24-6698	4708	\$ 45.00			
10/18/2024	Andrew Crawford	SMOKE DETECTOR	24-6699	468	\$ 45.00	\$ 135.00		
10/25/2024	Ken Weidler	SMOKE DETECTOR	24-6700	3308	\$ 45.00			
10/25/2024	James Graham	SMOKE DETECTOR	24-6701	29290611611	\$ 45.00			
10/25/2024	Sarah Cadman	SMOKE DETECTOR	24-6702	1809	\$ 45.00	\$ 135.00		
10/29/2024	Edward Fries	SMOKE DETECTOR	24-6703	Cash	\$ 90.00	\$ 90.00		
10/31/2024	Famous Johnny	SMOKE DETECTOR	24-6704	1432	\$ 45.00	\$ 45.00	\$ 1,047.00	\$ 20,361.93

Fee receipts by type of fee:

SMOKE DETECTOR	16	\$ 926.00
Registration	<u>2</u>	<u>\$ 121.00</u>
Total for the period	18	\$ 1,047.00

**PINE HILL FIRE DISTRICT #1  
NOVEMBER 2024 ADMINISTRATOR'S REPORT**

- Processed payroll
- Made DCRP payment in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations
- Worked on 2025 budget to prepare for submission and introduction



Hannah Lower  
Fire District Business Administrator

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

**CLOSED SESSION**  
**Resolution 24-37**

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 personnel matters in closed session.

Date: December 5, 2024

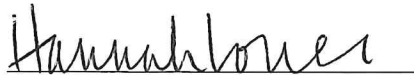


Christopher Harris, Secretary

Record of Vote:

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

I, Hannah Lower, 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 emergency special meeting held on December 5, 2024.

  
Hannah Lower, Administrator