

Pine Hill Fire District #1
Regular Meeting Minutes
April 3, 2025

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

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

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo, Captain Duvall, Solicitor Carlamere

MINUTES: Chairman Waddington asked if there were any questions regarding the regular, workshop and closed session minutes for the meeting held on March 6, 2025. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Harris.

Roll Call Vote: Commissioner Waddington – abstain, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Wakeley - abstain, Commissioner Briggs - yes. Motion passed with three yes votes.

COMMUNICATIONS LIST: Chairman Waddington stated that there were no communications to report.

OLD BUSINESS: Chairman Waddington asked for committee chair reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Briggs reported that Squad 6 had no change from March. Engine 6 also had no change. Fire & Safety Services made a repair to the switch and scuff plate on Ladder 6. They looked into the coolant leak, and it needs to be repaired. They are looking into getting quotes. The ambulance was inspected by MVA and received quotes for new tires. The current tires are on a time limit and need to be repaired by the end of the year. New tires were installed on the brush truck by Public Works Garage. Chief's vehicle got an oil change and repaired for a recall regarding the brakes.
- **Community Relations Liaison:** Commissioner Harris asked if Karen from Pine Hill Youth Association reached out. Battalion Chief Pizzo said yes, and they are scheduled for a parade. He also said they were going to Overbrook High School for Career Day next week. He said they also sent out an email to get information about attending the Easter egg hunt at the middle school.
- **Information Technology and Equipment Commissioner:** Chairman Waddington said that he will meet with Business Administrator Lower to see if any computers need updating.

Pine Hill Fire District #1
Regular Meeting Minutes
April 3, 2025

- **Insurance Fund Commissioner:** Commissioner Hagarty thanked those who completed the training. He said he believed there were two remaining people who had not completed it. Commissioner Harris said that he still had to complete it and would do so. Commissioner Hagarty said to please complete the training. He said it's a commitment, but he appreciates it being taken care of in a timely manner so that we can enjoy the benefits from the insurance company.
- **Fire Prevention Commissioner:** Commissioner Briggs said she had no updates on fire prevention, but she will be handling it.

NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the resolutions listed on the agenda. There were no questions.

○ **Resolution 25-25: Approval and Payment of Bills**

- A motion to approve resolution 25-25 was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

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

FIRE CHIEF'S REPORT: See attached report. Chairman Waddington thanked Chief Hunter for sending his report over. Chief Hunter said it was a very busy month with six working fires and two rescues. Commissioners Wakeley and Hagarty congratulated Chief Hunter on 25 years with the fire department. Chief Hunter said that when rescues were made at the fire on Kirk Lane, he wrote a letter to Firehouse Magazine and they made a \$200.00 donation to the department. Commissioners Waddington and Hagarty thanked him.

FIRE OFFICIAL'S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report.

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

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

Pine Hill Fire District #1
Regular Meeting Minutes
April 3, 2025

Erica Wakeley, whose address is 41 Sherri Way, Pine Hill, NJ 08021 approached the Commission and asked if they wanted to make donations for the Easter egg hunt at the middle school next month.

Commissioner Harris thanked everyone for coming to his father's funeral. He said he appreciated the calls and the visits to the funeral with the firetrucks. Commissioner Wakeley said that he was a great guy.

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

CLOSED SESSION: Chairman Waddington explained that there was a need to enter a closed session to discuss personnel issues. A motion to approve Resolution 25-26 and enter closed session was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

The meeting was temporarily adjourned at 8:44 p.m.

CALL TO ORDER: Chairman Waddington called the meeting back to order at 8:41 p.m. and asked for a roll call.

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

OUTCOME OF CLOSED SESSION: Chairman Waddington said regarding the donation for the Easter egg hunt, they can't donate as the Commission, but Commissioners are willing to personally donate.

Chairman Waddington then entertained a motion to approve the purchase of gym equipment for \$4100.00. A motion was made by Commission Hagarty and seconded by Commissioner Harris. All were in favor. Motion passed with five yes votes.

Pine Hill Fire District #1
Regular Meeting Minutes
April 3, 2025

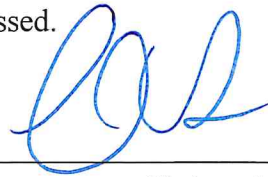
Chairman Waddington said regarding the overtime, there is no issue with using it. He said to keep it within the \$17,500.00 budget. He said there cannot be a transfer of funds until November, and they will be monitoring usage. Battalion Chief Pizzo asked if they could put the overtime on the Chief's budget. Chairman Waddington said they could address it when they go over the budget, but that yes overtime can be added to the Chief's budget.

Chairman Waddington said they would be leaving the pay schedule the way it is, bi-monthly. He said they could revisit the topic at the end of the year.

Chairman Waddington said everything else discussed in closed session remains closed.

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 Wakeley. All were in favor. Motion passed.

The meeting was adjourned at 8:46 p.m.



Christopher Harris
Commission Secretary



Hannah Lower
Fire District Business Administrator

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

CLOSED SESSION
Resolution 25-26

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: April 3, 2025



Christopher Harris, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagarty	✓		✓			
Harris			✓			
Briggs			✓			
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 regular meeting held on April 3, 2025.



Hannah Lower, Administrator

April 2, 2025
12:56 PM

PINE HILL FIRE DISTRICT #1
Bill List By P.O. Number

Page No: 1

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

Open: N
Rcvd: Y
Bid: Y

Paid: N
Held: Y
State: Y

Void: N
Aprv: N
Other: Y
Exempt: Y

Include Non-Budgeted: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
25000086	03/25/25	PHFD1	PINE HILL FIRE DEPT.	LEASE PAYMENT FOR APRIL 2025	Open	8,250.00	0.00
25000087	03/25/25	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEE APRIL 2025	Open	450.00	0.00
25000088	03/25/25	KYOC010	KYOCERA DOCUMENT SOLUTIONS	COPIER LEASE APRIL 2025	Open	87.62	0.00
25000089	03/25/25	AMAZ005	AMAZON CAPITAL SERVICES, INC.	STANDING DESK FOR FM	Open	299.99	0.00
25000090	03/27/25	CASH1	PETTY CASH	DUTY CREW MEALS - MAY 2025	Open	1,200.00	0.00
25000091	03/27/25	BCF01	BURLINGTON COUNTY ESTC-BCIT	INCIDENT COMMAND SYS TRAINING	Open	45.00	0.00
25000092	03/27/25	CAS01	CASA PAYROLL SERVICE, LLC	MARCH PAYROLL PROCESSING	Open	342.75	0.00
25000093	03/27/25	AMAZ005	AMAZON CAPITAL SERVICES, INC.	OUT OF SERVICE HYDRANT COVER	Open	98.43	0.00
25000094	03/27/25	RCGCF01	Rowan College of South Jersey	INCIDENT SAFETY OFFCR TRAINING	Open	170.00	0.00
25000095	03/27/25	AMAZ005	AMAZON CAPITAL SERVICES, INC.	OUT OF SERVICE SIGN	Open	23.66	0.00
25000096	03/27/25	SNJ01	STATE OF NEW JERSEY	HEALTH BENEFITS MARCH 2025	Open	10,877.85	0.00
25000097	03/27/25	ZOLL005	ZOLL DATA SYSTEMS, INC.	EMS CHARTS APRIL 2025	Open	191.44	0.00
25000098	03/27/25	AIRGA005	AIRGAS USA, LLC	FEBRUARY 2025 CYLINDER RENTAL	Open	33.55	0.00
25000099	03/27/25	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR FEB 2025	Open	1,292.63	0.00
25000100	03/27/25	TG001	TOWNSHIP OF GLOUCESTER	THERMOSTAT HEATING GASKET	Open	95.00	0.00
25000101	03/27/25	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCOTT SCBA REGULATOR HOLDER	Open	43.42	0.00
25000102	03/27/25	FSS01	FIRE & SAFETY SERVICE, LTD	WHELEN TAIL LIGHTS	Open	324.20	0.00
25000103	03/27/25	MGL01	MGL Printing Solutions, LLC	PURCHASE ORDER/VOUCHER FORMS	Open	627.00	0.00
25000104	03/27/25	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCOTT VALVE SEAT REPAIR	Open	91.92	0.00
25000105	03/27/25	AUTOTR00	AUTO & TRUCK PARTS OF DEPTFORD	U-BOLTS	Open	7.04	0.00
25000106	03/27/25	SALVA005	Salvatore Pizzo	REIMBURSE FOR REFRESHMENTS	Open	116.57	0.00
25000107	03/27/25	CCFC2	CC FIRE CHIEFS & OFFICERS ASSO	2025 MEMBERSHIP DUES	Open	100.00	0.00
25000108	03/27/25	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCBA PARTS	Open	513.28	0.00
25000109	03/27/25	AMAZ005	AMAZON CAPITAL SERVICES, INC.	P-TOUCH TAPE & 1099 FORMS	Open	51.08	0.00
25000110	03/28/25	NJSAFD01	NJ Assoc. of Fire Districts	2025 ANNUAL DUES	Open	300.00	0.00
25000111	04/02/25	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILLING FOR APRIL 2025	Open	1,105.51	0.00
25000112	04/02/25	CASH1	PETTY CASH	REPLENISH HANNAH'S PETTY CASH	Open	16.29	0.00
25000113	04/02/25	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCOTT VALVE SEAT + INSTALL	Open	70.96	0.00
25000114	04/02/25	COOP01	Cooper University Hospital EAP	ANNUAL CONTRACT EAP SERVICES	Open	1,575.00	0.00

Total Purchase Orders: 29 Total P.O. Line Items: 0 Total List Amount: 28,400.19 Total Void Amount: 0.00

April 2, 2025
12:56 PM

PINE HILL FIRE DISTRICT #1
Bill List By P.O. Number

Page No: 2

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	5-GN	28,400.19	0.00	28,400.19	0.00	0.00	28,400.19
Total of All Funds:		28,400.19	0.00	28,400.19	0.00	0.00	28,400.19

Pine Hill Fire Department

Chief's Monthly Report

March 2025

Meetings:

- On Saturday morning the 2nd, I had a meeting with past Chief Dukes.
- On Monday morning the 3rd, I attended a ladder truck meeting with Commissioner Briggs & Scot from Pierce.
- On Tuesday evening the 4th, I attended Lambs Terrace commission meeting.
- On Thursday evening the 6th, I attended our commission meeting & workshop.
- On Friday evening the 7th, I attended the 58th Annual Hero Scholarship Banquet.
- On Monday morning the 10th, I attended a staff meeting with the career firefighters.
- On Tuesday evening the 11th, I attended the company meeting.
- On Tuesday evening the 11th, I attended a meeting with past Chief Dukes, Battalion Chief Pizzo, and Captain John Duvall.
- On Thursday evening the 13th, I attended the Camden Couty Fire Chiefs Meeting that was held in Chews Landing.
- On Saturday morning the 15th, I attended the viewing for Commissioner Harris's father.
- On Monday morning the 17th, I attended a zoom meeting with Pine Hill Schools.
- On Monday afternoon the 17th, I attended a meeting with Commissioner Brigg's and President Ralston with regards to the fire company lease.
- On Tuesday morning the 25th, I assisted in the interview process for the promotion of career captains / lieutenants for the Washington Township Fire Department.

Public Relations:

- On Tuesday afternoon the 4th, Squad 6 & Battalion 6 went to John Glenn School and participated in Read Across America.
- I sent an article about the success of our EMS Engine to the borough to be published in the town newsletter.

Calls for Service / Significant Concerns:

- On Saturday evening the 1st, the engine and brush truck were dispatched to 12 Primrose Ave in Lambs Terrace for a brush fire. Battalion 6 and I both responded as well, and I assumed command upon my arrival. This was a fast-moving fire, and I requested the Brush Fire Task Force to be dispatched. The fire spread into Jem Landfill (Erial) and the assignment was turned over to Chief 86 upon his arrival. We operated on this fire for close to 4 hours.
- On Saturday afternoon the 8th, Tower Ladder 6 / Engine 6 and Battalion 6 responded to 45 Woodshire Drive for a reported dwelling fire. The tower ladder crew performed searches, and the engine crew assisted with an exterior fire.
- On Monday afternoon the 10th, we were dispatched to Tom's Liquors on Erial Road for a motor vehicle accident rescue assignment. I responded along with battalion 6 and Squad 6. Battalion 6 arrived to find one vehicle on its roof in the parking lot. Battalion 6 took command, and I was the operations officer. Squad 6 along with Quint 85 stabilized the vehicle and removed the driver's rear door to gain access to the patient.
- On Wednesday afternoon the 12th, Task Force 6 was dispatched to 35 Mac Knight Drive for a reported house fire. I arrived first to find that the rear yard of 33 & 35 Mac Knight Drive to be on fire. The fire spread to the rear of the house at 33 and the shed to the rear of 35. Engine 6 took the hydrant in front of 33 Mac Knight and stretched the 1 ¾ hand line through the front door of 33 Mac Knight after they forced it. Tower Ladder 6 arrived and stretched the second 1 ¾ hand line to the rear of 35 Mac knight to extinguish the shed. Quint 85 and Squad 86 assisted with the extinguishment of the fires in the yards. FM-6 arrived and confirmed this to be an accidental fire from the resident at 35 Mac Knight Drive burning in a barrel in his rear yard. Advanced Restoration was dispatched to board up the front door and a rear window.
- On Thursday morning the 13th, we were dispatched to 1 Champlain Street in Erial for a reported house fire. Chief 86 arrived and reported the rear deck to be on fire and ordered Tower Ladder 6 to do a primary search. Battalion 6 was the division "A" commander.
- On Friday morning the 13th, Squad 6 was dispatched to Cross Keys Road & Erial Road in Erial for a motor vehicle accident rescue assignment. While Battalion 6 was responding the county advised this call to be in Winslow and that the Winslow companies were dispatched. Squad 6 worked with Squad 25 and Quint 85 to rescue the trapped female, who was flown to Coper Hospital.

SOP's/SOG's:

- We are still creating and renewing our policies.

Training:

- On Wednesday evening the 26th, I attended the department's monthly training.

Retirement:

- I just want to make everyone aware that April 3, 2025, the night of the commission meeting, I will have completed 25 – years and I am eligible to retire.

Grant:

- On Wednesday morning the 26th, we received the grant money (check) from Wawa.
- In 2024, I nominated the members who made the rescues at the Kirk Lane Fire, for a Unit Citation in Firehouse Magazine. The members were recognized in that magazine, and the magazine donated \$200 dollars to the fire district.

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

Month of: March 2025

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	3
Fire Safety Inspection – Non LHU(s)	8
Re-Inspection(s)	5
Smoke Detector & CO Detector Compliance(s)	9
Complaint(s)	0
Fire Investigation(s)	1

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	290.00
Smoke Detector & CO Detector Compliance	579.00
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)	1068.60
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	1937.60

Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

I attended the Camden County Fire Prevention Association Meeting.

Completed MEL/JIF Compliance training.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Michael B. Brezee".

Michael B. Brezee
Fire Official

Pine Hill Fire Prevention Bureau
Inspector's Activity Report for the period: 03/01/2025 to 03/31/2025
Printed: 03/28/2025 Page: 1

Inspector	T	Date	Property	Address
Michael B Brezee	P	03/04/2025	H & R Block	610 Blackwood Clementon Road
	P	03/04/2025	Jackson Hewitt Tax Services	1116 Blackwood Clementon Road
	P	03/04/2025	Pine Hill Pizza & Grill	561 Erial Road
	P	03/11/2025	A Taste of China	571 Erial Road
	P	03/11/2025	Papa John's Pizza	614 Erial Road
	P	03/11/2025	Penick Chiropractic	521 Erial Road
	P	03/11/2025	Rita's Water Ice	511 Erial Road
	P	03/19/2025	Mario and Joe's Pizza	321 W. Branch Avenue
	P	03/19/2025	PS and MSM Convenince	321 W. Branch Avenue
	P	03/19/2025	Uncle Matt's Self Storage	315 W. Branch Avenue
	P	03/19/2025	William Penn Bank	701 Erial Road
	R	03/25/2025	Conoco Gas Station	249 Erial Road
	R	03/25/2025	Dunkin Donuts	501 Erial Road
	R	03/25/2025	Pine Hill Laundromat	415 Erial Road
	R	03/25/2025	Pine Hill Tavern	1323 Erial Road
	R	03/28/2025	William Penn Bank	701 Erial Road

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	11	5	0	0	0	16
Time Spent:	01:11	00:04	00:00	00:00	00:00	01:15

Pine Hill Fire Prevention Bureau
 Receipts Ledger for the period: 03/01/2025 to 03/31/2025
 Printed: 03/28/2025 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>
03/04/2025	Sarah Cadman	SMOKE DETECTOR	25-6753	2036	\$ 45.00			
03/04/2025	Linda A Mooney	SMOKE DETECTOR	25-6754	361	\$ 161.00	\$ 206.00		
03/11/2025	Kenneth Easie	SMOKE DETECTOR	25-6755	22-083572280	\$ 90.00			
03/11/2025	Jason & Liz Sua	SMOKE DETECTOR	25-6756	104	\$ 45.00			
03/11/2025	Tiffani Linder	SMOKE DETECTOR	25-6757	Cash	\$ 45.00			
03/11/2025	Pine Hill Pizza & Grill	PH-0013	25-8007	479	\$ 58.00			
03/11/2025	A Taste of China	PH-0023	25-7999	2921	\$ 58.00	\$ 296.00		
03/19/2025	Alexis Goodie	SMOKE DETECTOR	25-6758	135	\$ 58.00			
03/19/2025	Dept of Treasury	NJ DCA LEA Reb		0014910234	\$ 1,068.60			
03/19/2025	Salvador Calixto	SMOKE DETECTOR	25-6759	Cash	\$ 45.00			
03/19/2025	Papa John's Pizza	PH-0017	25-8010	2856	\$ 58.00	\$ 1,229.60		
03/25/2025	Dorothy J Radke Estate	SMOKE DETECTOR	25-6760	125	\$ 45.00			
03/25/2025	Rita's Water Ice	PH-0021	25-8018	0302	\$ 58.00			
03/25/2025	PS and MSM Convenience	PH-0038	25-8032	1673	\$ 58.00	\$ 161.00		
03/27/2025	Olive Homes LLC	SMOKE DETECTOR	25-6761	1046	\$ 45.00	\$ 45.00	\$ 1,937.60	\$ 3,648.60

Fee receipts by type of fee:

SMOKE DETECTOR	9	\$ 579.00
Registration	5	\$ 290.00
NJ DCA LEA Rebate	1	\$ 1,068.60
Total for the period	15	\$ 1,937.60

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

Month of: February 2025

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	1
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	13
Smoke Detector & CO Detector Compliance(s)	9
Complaint(s)	1
Fire Investigation(s)	1

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$202.00
Smoke Detector & CO Detector Compliance	\$611.00
Permit Fees	\$162.00
Number of Permits Issued	1
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$930.00

Requests:

The following Items are requests for purchase/appropriation:

Computer research is on-going.

Comments:

A new desk has been ordered for the Fire Official.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Michael B. Brezee".

Michael B. Brezee
Fire Official

Pine Hill Fire Prevention Bureau
 Inspector's Activity Report for the period: 02/01/2025 to 02/28/2025
 Printed: 03/04/2025 Page: 1

Inspector	T	Date	Property	Address
Michael B Brezee	P	02/04/2025	Pine Hill Tavern	1323 Erial Road
	R	02/04/2025	Pine Valley Golf Club (Annex Building)	3 Fairway Drive
	R	02/04/2025	Pine Valley Golf Club (Brown Cottage)	3 Fairway Drive
	R	02/04/2025	Pine Valley Golf Club (Centenial House)	3 Fairway Drive
	R	02/04/2025	Pine Valley Golf Club (Club House1)	3 Fairway Drive
	R	02/04/2025	Pine Valley Golf Club (Grounds Maintenance)	3 Fairway Drive
	R	02/04/2025	Pine Valley Golf Club (Ransome Cottage)	3 Fairway Drive
	R	02/04/2025	Pine Valley Golf Club (The Lodge)	3 Fairway Drive
	R	02/04/2025	Pine Valley Golf Club Environmental	3 Fairway Drive
	R	02/06/2025	USA MOOD LLC	610 Blackwood Clementon Road
	R	02/10/2025	Pine Valley Gun Club	166 Watsontown New Freedom Road
	R	02/13/2025	CC's Touchless Car Wash	506 Blackwood Clementon Road
	R	02/13/2025	Tri-Town Dental Group	610 Blackwood Clementon Road
	R	02/17/2025	Maurer & Son	117 Cross Keys Road

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	1	13	0	0	0	14
Time Spent:	00:10	00:06	00:00	00:00	00:00	00:16

Pine Hill Fire Prevention Bureau
Receipts Ledger for the period: 02/01/2025 to 02/28/2025
Printed: 03/04/2025 Page: 1

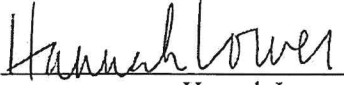
<u>Date</u>	<u>Business/Payor Name</u>	<u>ID/Fee Type</u>	<u>Invoice</u>	<u>Check Number</u>	<u>Check Amt.</u>	<u>Daily Total</u>	<u>MTD Totals</u>	<u>YTD Total</u>
02/04/2025	Selena Tikerio	SMOKE DETECTOR	25-6743	Cash	\$ 90.00	\$ 90.00		
02/11/2025	Thomas Fox, Brian List	SMOKE DETECTOR	25-6745	Cash	\$ 45.00			
02/11/2025	JoAnne Boswell	SMOKE DETECTOR	25-6746	Cash	\$ 45.00			
02/11/2025	Dunkin Donuts	PH-0008	25-7998	5488	\$ 58.00			
02/11/2025	Pine Hill Laundromat	PH-0010	25-8014	995549	\$ 58.00			
02/11/2025	Jampro Environmental Corp	PH-0139	25-8008	11237	\$ 86.00	\$ 292.00		
02/13/2025	Estate of Ethel M. Marty	SMOKE DETECTOR	25-6747	0722	\$ 161.00	\$ 161.00		
02/18/2025	Marisol Santiago & Sean Johnso	SMOKE DETECTOR	25-6748	6919375	\$ 90.00			
02/18/2025	DTH REO, INC	SMOKE DETECTOR	25-6749	Cash	\$ 45.00			
02/18/2025	Gulf Coast Real Estate LLC	SMOKE DETECTOR	25-6750	1251	\$ 45.00			
02/18/2025	Hudson Homes Management, LLC	SMOKE DETECTOR	25-6751	1231	\$ 45.00			
02/18/2025	Kiera McCaffery	PERMIT	25-2186	0722	\$ 162.00	\$ 387.00		
02/24/2025	Rose Froehlich	SMOKE DETECTOR	25-6752	Cash	\$ 45.00	\$ 45.00	\$ 975.00	\$ 1,711.00

Fee receipts by type of fee:

SMOKE DETECTOR	9	\$	611.00
Registration	3	\$	202.00
PERMIT	1	\$	162.00
Total for the period	13	\$	975.00

PINE HILL FIRE DISTRICT #1
MARCH 2025 ADMINISTRATOR'S REPORT

- Processed payroll
- Made DCRP payment in a timely manner
- Made pension payments in a timely manner
- Calculated IROC deductions
- Completed cybersecurity training
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled bank statements
- Entered bank deposits in Edmunds
- 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



Hannah Lower
Fire District Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#25-25

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 designated 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: April 3, 2025



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 April 3, 2025.



Hannah Lower
Business Administrator