

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMISSIONERS  
Regular Meeting  
August 10, 2023  
MINUTES

President Guerrini called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:38 PM at Station 221. President Guerrini welcomed all in attendance. He opened the meeting with a flag salute and Pledge of Allegiance and a traditional moment of silence for those that have gone before us. The following statement of compliance with the New Jersey Open Public Meetings Act was given by Business Manager Maureen Mitchell: "This meeting is being held in compliance with the New Jersey Open Public Meetings Act. Notice of this meeting was transmitted to the Burlington County Times and Central Record on December 12, 2022, filed with the Township Clerk of the Township of Evesham, posted on the bulletin board in the Fire Administration Office that is customarily used for the posting of such notices and mailed to all persons requesting that they receive such notice."

ROLL CALL - The following individuals were present at the roll call, Commissioners: Baugh, Behnke, Guerrini, Rowe, and Smith. Also present were: Deputy Chief Donnelly, Solicitor Saginario, and Business Manager Maureen Mitchell. ABSENT: None

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Smith made a motion that the minutes of the June 20, 2023, Executive Meeting and the July 13, 2023, Regular Meeting be approved. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, Rowe (June 20, 2023) and Smith; NAYS: None; ABSTAINED: Rowe (July 13, 2023); ABSENT: None

TREASURER'S REPORT

The following report for the month of July 2023 was submitted by the Treasurer for approval:

Treasurer's Report for the period ended:  
July 31, 2023

Beginning Cash Balance	6,814,054.01
Cash Receipts	3,272,224.77
Cash Disbursements	<u>(745,957.56)</u>
Ending Cash Balance	<u><u>9,340,321.22</u></u>

Commissioner Behnke made a motion accepting the Treasurer's Report as presented. Commissioner Smith seconded the motion. The motion was approved on a unanimous roll call vote of the members present.

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APPROVAL OF PAYMENT OF BILLS

BILL LIST

August 10, 2023

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ELAN (P-CARD)	\$ 8,736.82	
Heartland	1,276.08	
Payroll #14 & 15	474,220.88	
Payroll Deductions Payable	76,911.65	
NJ Pension & Benefits -SHBP	66,854.95	
Bill List Dated: 7/25/23	3,387.07	
Bill List Dated: 8/10/23	91,145.15	
Fire & Safety	2,500.00	
Fastsigns	97.22	
Atlantic City Electric	664.51	
South Jersey Gas	77.61	
TOTAL PAYMENTS THIS PERIOD		<u>\$725,871.94</u>

Commissioner Behnke made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Rowe seconded the motion. The motion was approved on a unanimous roll call vote of the members present.

CHIEF'S REPORT – Deputy Chief Donnelly indicated that the Chief did not supply a written report, so he provided a verbal summary of a few items. There was a fan fire at Station 221 in the vehicle exhaust system that resulted in a Task Force response. The second Kids Fire Safety camp was successful. The department staffed the Police's National Night out earlier this month.

President Guerrini asked DC Donnelly if we were making an application for the upcoming grant and he indicate that yes the District would be applying for a grant to replace gear. the time reporting issue

SOLICITOR'S REPORT – Mr. Saginario updated the Board on his work with the Lexipol project. He indicated that he submitted recommendations for items to be removed and 5-6 policies be added to Lexipol. He indicated that his memo could be forwarded to Lexipol for inclusion in the updates. President Guerrini asked if the additional policies were JIF related and the solicitor indicated that it was a mixed bag of changes. Mr. Saginario also indicated that he reordered policies to bring important policies to the forefront.

President Guerrini asked Solicitor Saginario if in the interest of revising the policies he could provide a bullet point analysis of the Commissioner's handbook on the Duties and Responsibilities of the Board. Solicitor Saginario indicated that he would be happy to prepare a summary.

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**BUSINESS MANAGER REPORT** – Manager Mitchell gave a brief summary of her written report. She briefly reviewed the Capital Budget process, which would include the upcoming Budget Hearing on the Capital Budget plan which is the maximum we could put in the budget. It is not indicative of the impact on the Tax Rate as she would recommend offsets in the Budget to have the same impact on the tax rate as the last few years for Capital projects. She indicated that the Fleet Management Plan and the established Reserve for Future capital Outlay are options to maintain a stable tax rate while saving money on Debt Service by funding our projects with money set aside and earning interest instead of costing us interest expense. In addition she indicated that there were no bids received on the Station 221 Parking lot milling and paving bid.

Commissioner Rowe commended the Command Staff for the great work managing the Capital Budget process. He also asked Manager Mitchell who the HIPPA compliance Officer is and she indicated that it was DC Donnelly.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY** – None

**RESOLUTIONS**

Resolution No. 2023 - 48      Resolution Authorizing Disposal of Surplus Property

Commissioner Behnke made a motion to approve Resolution Number 2023 – 48. Commissioner Smith seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None

Resolution No. 2023 - 49      Resolution Rejecting Bids for Lease of Real Property

Commissioner Behnke made a motion to approve Resolution Number 2023 – 49. Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None

**NEW BUSINESS** – 2024 Capital Budget – Discussion on the proposed Capital Project(s) to be included in the 2024 Fire District Budget

Manager Mitchell indicated that the proposed 2024 Capital Budget was in the Board packet and would be advertised by September 1<sup>st</sup> to be discussed at the Budget Hearing at the September 14<sup>th</sup> meeting. She asked the Board if they had any issues with the proposal before advertising.

Commissioner Behnke made a motion to advertise the 2024 Capital Budget Plan as proposed. Commissioner Rowe seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None

**OLD BUSINESS** – Ground Lease Station 225 for proposed cell tower.

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Manager Mitchell asked the Board if they were interested in rebidding the Cell Tower lease at a lower asking price and after much discussion the Board agreed that at this time it was not advantageous to rebid the lease. The Board will wait to see if the Township puts out their sites and see how they do.

MEMBERSHIP – None

GOOD & WELFARE – None

PUBLIC COMMENT – None

ADJORNMENT TO EXECUTIVE SESSION

Resolution No. 2023 – 50 Executive Session – Personnel & Contract Negotiations

President Guerrini indicated that the board anticipates going into executive session for @ 60 minutes. The board will take no action when we reconvene in public session.

Commissioner Smith made a motion to approve Resolution Number 2023 - 50.  
Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS, None; ABSTAINED: none; ABSENT; None.

President Guerrini adjourned to executive session at 7:34pm.

RETURN TO PUBLIC

There being no further business to come before the Board, President Guerrini made a motion to adjourn. Commissioner Baugh seconded the motion. The motion was approved on a unanimous roll call vote of the members present.

President Guerrini adjourned the meeting at 8:42 pm.

Respectfully submitted,

Maureen Mitchell  
Business Manager