

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMMISSIONERS  
Regular Meeting  
December 2, 2025  
MINUTES

Business Administrator Maureen Mitchell called the re-organization meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:30 PM. Business Administrator Maureen Mitchell welcomed all in attendance. She 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 Administrator 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 5, 2024, 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".

**SWEARING IN OF NEW BOARD MEMBERS**

Solicitor Betley swore in Commissioner Elizabeth Baugh and Commissioner Brian Rowe. They both received their oaths of office for their three-year term.

**ROLL CALL** - The following individuals were present at the roll call, Commissioners: Albright, Baugh, McIntyre, Powers, and Rowe. Also present were: Deputy Chief Ryan Donnelly, Business Administrator Maureen Mitchell, and Solicitor Joe Betley

**ELECTION OF OFFICERS**

Business Administrator Mitchell called for nominations for the Office of President from Members of the Board. Commissioner Albright nominated Bradford McIntyre for the Office of President. Commissioner Baugh seconded the nomination. There being no further nominations for the Office of President being made, Administrator Mitchell asked for a roll call and the nomination was approved on a unanimous roll call vote of the members present. Administrator Mitchell declared Commissioner McIntyre, President, and passed chairmanship of the meeting to him, to which President McIntyre continued with the election of officers by next calling for nominations for the office of Vice President of the Board of Fire Commissioners.

Commissioner Baugh nominated Commissioner Michael Powers for Vice President. The motion was seconded by President McIntyre. There being no further nominations being made, President McIntyre asked for a roll call on the motion which produced the following result: AYES, Baugh, McIntyre, Powers and Rowe; NAYS, None; ABSTAINED: Albright; ABSENT, None. President McIntyre declared Commissioner Powers elected as Vice President.

President McIntyre called for nominations for the office of Secretary. Commissioner Baugh nominated Commissioner Bruce Albright. The motion was seconded by President McIntyre. There being no further nominations being made, President McIntyre asked for

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a roll call and the nomination was approved on a unanimous roll call vote of the members present. President McIntyre declared Commissioner Albright elected as Secretary.

President McIntyre called for nominations for the office of Treasurer. Commissioner Powers nominated Commissioner Elizabeth Baugh. The motion was seconded by Commissioner Albright. There being no further nominations being made, President McIntyre asked for a roll call and the nomination was approved on a unanimous roll call vote of the members present. President McIntyre declared Commissioner Baugh elected as Treasurer.

**APPROVAL OF MINUTES FROM PRIOR MEETINGS**

Commissioner Powers made a motion that the minutes of November 12, 2025, Regular Meeting & Executive Session be approved. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, McIntyre, and Powers; NAYS, none; ABSTAINED: Rowe; ABSENT, None.

**APPROVAL OF PAYMENT OF BILLS**

The following bill list was submitted for approval and read by Commissioner Baugh:

BILL LIST	
December 2, 2025	
Payroll #23 & #24	\$ 818,318.41
Payroll Deductions Payable	\$ 34,807.53
NJ Pension & Benefits - SHBP	\$ 99,608.89
NJ Pension & Benefits – Pension Deductions	\$ 54,567.23
Bill List Dated: 12/2/25	\$ 35,549.87
PSE&G	\$ 6,939.65
<b>TOTAL PAYMENTS THIS PERIOD</b>	<b><u>\$ 1,049,791.58</u></b>

Commissioner Baugh made a motion to approve the payment of bills as contained in the Bill List Report. President McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, McIntyre, and Powers; NAYS, None; ABSTAINED: Rowe; ABSENT, None.

**SOLICITOR’S REPORT** - None

**BUSINESS ADMINISTRATOR REPORT**

Ms. Mitchell gave a verbal summary of her report that was previously provided to the Board.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

President McIntyre opened the Public Comment section for the agenda items only.

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There were no comments from any members of the public, so President McIntyre closed the public portion on agenda items only.

CONSENT AGENDA – RESOLUTIONS 2025-61 to 2025-70

Resolution No. 2025 - 61     Designating Official Newspapers

Resolution No. 2025 - 62     Designating 2026 Meeting Schedule

Resolution No. 2025 - 63     Establishing Date, Time and Place for the Annual  
Reorganization Meeting

Resolution No. 2025 - 64     Appointment of Auditor

Resolution No. 2025 - 65     Appointment of Architect

Resolution No. 2025 - 66     Appointment of General & Labor Counsel

Resolution No. 2025 - 67     Appointment of Engineer

Resolution No. 2025 - 68     Resolution Authorizing the Renewal of Shared Services  
Agreement with Mount Holly Township Fire District No. 1

Resolution No. 2025 – 69     Authorizing Cancelling Certain Outstanding Checks

Resolution No. 2025 – 70     Resolution Authorizing Certain Budgetary Transfers

Commissioner Albright made a motion to approve the Consent Agenda containing resolution 2025-61 through 2025-70. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, McIntyre, Powers, and Rowe; NAYS, None; ABSTAINED: None; ABSENT, None.

NEW BUSINESS –

1. Appointment of the following members to Fire Line Officer positions for the Year 2026
  - a. Deputy Chief Robert Zane
  - b. Battalion Chief Anthony Cappetta
  - c. Lieutenant Dave Fell
  - d. Lieutenant Keith Harrison

Commissioner Powers made a motion to the volunteer member appointments. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, McIntyre, Powers, and Rowe; NAYS, None; ABSTAINED: None; ABSENT, None.

2. Amendment to Commissioner's Handbook

Commissioner Rowe posed several questions to the solicitor related to the proposed additions to the handbook. The solicitor answered his questions related to the rationale of

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one point of contact to limit costs and avoid duplication of questions if it relates to all commissioners. The solicitor reminded the Board that he represents the District not individual Commissioners, so a best practice is to utilize one Board contact along with the Chief and Business Administrator. Commissioner Rowe asked the solicitor if he considered the impact of the Open Public Meetings Act and only speaking to one Commissioner and the Solicitor advised that the OPMA only applies when dealing with a quorum of the Board.

Commissioner Rowe made a recommendation to table the amendment to Commissioner's Handbook, until he could see the revisions. He requested the document be red-lined so he could see the changes. Commissioner Powers seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, McIntyre, Powers, and Rowe; NAYS, none; ABSTAINED: Albright; ABSENT, none.

3. Authorization to travel for DC Freedman and DC Donnelly to Skeeter Emergency Vehicles in Texas, for final inspection of the brush truck in the first quarter of 2026

Commissioner Rowe made a motion to authorize travel for DCs Donnelly and Freedman. Commissioner Powers seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, McIntyre, Powers and Rowe; NAYS, None; ABSTAINED: None; ABSENT, None.

OLD BUSINESS – None

MEMBERSHIP –

- A. Luke Schott – Volunteer FF Recruit
- B. A.B. – Jr. Auxiliary Member

Commissioner Powers made a motion to approve the membership; Commissioner Albright seconded the motion. A roll call vote on the membership produced the following result: AYES: Albright, Baugh, McIntyre, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: None.

GOOD & WELFARE:

President McIntyre indicated that he saw the post about FF Young being accepted to the Urban Rescue Task Force one and it was great to see one of our members receive that accolade.

Commissioner Rowe recounted a recent call he was on as a paramedic with Virtua, where he encountered District staff and he very proud to be back on the Board as they were professional and provided excellent service.

Commissioner Baugh requested to receive more information from staff related to the accomplishments of our highly trained staff.

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Business Administrator Mitchell indicated she would pass along Commissioner Baugh's concerns to the Chief to see if there is a mechanism to provide information to the Board.

Commissioner Powers wished everyone Happy Holidays.

Business Administrator Mitchell reminded everyone that the Township Light Parade is scheduled for this upcoming Saturday night, December 6th.

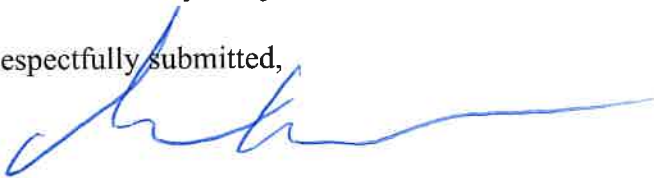
PUBLIC COMMENT - None

ADJOURNMENT

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

President McIntyre adjourned the meeting at 7:15 pm.

Respectfully submitted,



Maureen Mitchell  
Business Administrator