

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMISSIONERS

Regular Meeting
January 13, 2026
MINUTES

President McIntyre called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:30 PM at Station 221. President McIntyre 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 Administrator 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 8, 2025, 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: Albright, Baugh, McIntyre, Powers, and Rowe. Also present were: Chief Carl Bittenbender, Deputy Chief Ryan Donnelly, Deputy Chief Scott Freedman and Business Administrator Maureen Mitchell. ABSENT, None.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Albright made a motion that the minutes of December 29, 2025, Regular Meeting, be approved. Commissioner Baugh 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

January 13, 2026

M&T P-Card	\$ 10,371.62
Heartland	\$ 708.00
Payroll #1	\$ 317,723.99
Payroll Deductions Payable	\$ 14,141.40
Bill List Dated: 1/13/26	\$ 273,541.70
NJ Pension & Benefits - SHBP	\$ 100,952.81
NJ Pension & Benefits – Pension	\$ 55,019.90
USPS	\$ 296.00
PSE&G	\$ 8,852.42
State of NJ	\$ 50.00

TOTAL PAYMENTS THIS PERIOD

\$ 781,657.84

Evesham Township Fire District No. 1
Minutes – January 13, 2026

Commissioner Rowe asked about the Kenneth Lavelle purchase order and the Dell purchase order. Administrator Mitchell explained that one is for the Medical Director's quarterly payment and the other is for laptops and micro-computer replacements.

Commissioner Rowe made a motion to approve the payment of bills as contained in the Bill List Report. 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.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of December. He mentioned two vehicle incidents during the last month. The Chief reminded everyone of the upcoming Departmental Awards Banquet on February 7th. He thanked the Evesham Professional Firefighters Foundation for funding a portion of the Awards Banquet. He gave a brief update on the status of the storage building at Station 223. He indicated that on tonight's agenda is the Award of the second replacement engine through the HGAC contract as was discussed last year during the Capital Budget progress and again while crafting the 2026 Annual Budget. He gave a brief summary of the overtime report.

Commissioner Rowe asked where the storage building was going to be located at Station 223.

The Chief indicated that it was to be installed on the blacktop in the existing parking lot.

Commissioner Baugh asked if anyone could be a member in the Evesham Professional Firefighters Foundation.

The Chief indicated that it is a charitable organization established to support firefighters and community relief efforts open to all.

Commissioner Baugh asked about the overtime and if there was any planning from year to year.

The Chief indicated that the command staff looks at the leave procedures annually at redeployment to determine how best to minimize the need for overtime.

Commissioner Baugh then asked if it is common for overtime to be high in December.

The Chief indicated that this year we have a lot of full time employees out on leave.

SOLICITOR'S REPORT

Solicitor Betley introduced Solicitor Laurel Peltzman, who will be taking his place, as Joe has informed the Board of his retirement from Capehart and Scatchard at the end of February. He explained that Solicitor Peltzman is from the firm's Labor Department and has experience with Delran Fire and Cherry Hill Fire.

Evesham Township Fire District No. 1
Minutes – January 13, 2026

Solicitor Peltzman then informed the Board that she has been with Capehart for 12 years and received her degree from Rutgers University. She has also worked with the Evesham MUA as well as Evesham Township. She also stated that she wasn't charging for herself while transiting, so there would be no double billing. Solicitor Betley indicated that his only update on his projects is his associate Kelly Dugan is still working on the DEP issue at 221.

Commissioner Rowe requested Solicitor Peltzman's contact information be distributed to the Board.

President McIntyre stated that it would be sent out.

BUSINESS ADMINISTRATOR'S REPORT

Business Administrator Mitchell advised the Board that her report was previously provided to the Board in the agenda packet. She mentioned there are eight items on the consent agenda which are the standard statutory resolutions and the resolution to award the HGAC engine as discussed by the Chief.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

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

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

CONSENT AGENDA – RESOLUTIONS (2026-1 THRU 2026-8)

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| Resolution No. 2026 - 1 | Establishing a Petty Cash Fund |
| Resolution No. 2026 - 2 | Establishing a Cash Management Plan |
| Resolution No. 2026 - 3 | Providing for Compensation of the Board Members |
| Resolution No. 2026 - 4 | Enforcement of Uniform Fire Safety Act |
| Resolution No. 2026 - 5 | Appointment of Fire Sub-Code Official |
| Resolution No. 2026 - 6 | Appointment of Public Safety Compliance Officer |
| Resolution No. 2026 - 7 | Authorizing Contracts with Certain Approved State of New Jersey Cooperative Purchasing Program |
| Resolution No. 2026 - 8 | Authorizing the Business Administrator to Approve Payment of Certain Bills Between Mailings |

Commissioner Powers made a motion to remove the Cash Management plan (Resolution 2026-2) from the consent agenda for further discussion. Commissioner Rowe seconded the motion. The resolution was removed and Commissioner Powers then made a motion to approve the Consent Agenda as amended, Resolutions Number 2026 – 1, Number

Evesham Township Fire District No. 1
Minutes – January 13, 2026

2026-3 through 2026 - 8. 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.

Resolution No. 2026 - 2 Establishing a Cash Management Plan
Commissioner Powers had concerns about the Cash Management Plan and the authority it gives the Business Administrator to invest and manage the Districts Funds. He had questions about how we plan to invest the funds and the risks taken.

Business Administrator Mitchell indicated that the District does not actively invest the cash on hand. The Funds are currently in an account where M&T bank sweeps the money out nightly to other banks to protect the District from the FDIC limits and also to earn a higher interest rate. We currently have a larger sum of money in the bank as we have several large vehicle purchases which have been issued and funded but the assets have not yet been received so the funds are on hand.

Commissioner Rowe asked what prevents the Administrator from locking the District into long-term investments like a 10-year bond.

Business Administrator Mitchell indicated that first the cash management plan requires two signatures for disbursements so one of the Board members would be required to remove the Funds and in addition the plan limits the investment timeline for most investments to 397 days under NJ Statutes. The District does not have long term money to invest like a Lower Alloways Creek who has nuclear money that they manage long term, our cash flow is short term once we liquidate our purchase orders we will no longer have all this cash.

Commissioner Powers asked what would happen if we did not adopt a Cash Management plan.

Business Administrator Mitchell indicated that it was a statutory requirement and in her 20+ years in government she has never had an entity not comply she would defer to the Solicitor.

Solicitor Betley indicated that he had never come across this issue either.

After some discussion, Commissioner Albright made a motion to approve Resolution Number 2026 - 2. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, McIntyre and Rowe; NAYS: Powers; ABSTAINED: None; ABSENT: None.

RESOLUTIONS

Resolution No. 2026 - 9 Resolution Awarding a Contract for One (1) Pierce Enforcer Pumper 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Single Axle

Commissioner Powers made a motion to approve Resolution Number 2026 - 9.
Commissioner Baugh seconded the motion. A roll call vote on the motion produced the

Evesham Township Fire District No. 1
Minutes – January 13, 2026

following result: AYES: Albright, Baugh, McIntyre and Powers; NAYS: None;
ABSTAINED: Rowe; ABSENT: None.

NEW BUSINESS –

1. Fleet Management Plan

Commissioner Rowe asked if a timeline could be given for an update on the Fleet Management plan.

President McIntyre stated that it was done 5 years ago and requested it be reviewed and potentially revised if needed.

Chief Bittenbender informed the Board that they are looking at presenting it by the end of the first quarter, around April 1st.

2. Gas Pump

President McIntyre asked if we could get an update on the gas pump situation.

DC Freedman explained that he has solicited quotes and has a meeting on Friday with a vendor. He has some questions on the vendor's proposal; will be going to an electronic system. Hoping by March or April to have something to put in front of the Board. DC Freedman stated that he wants to make sure this project doesn't affect the new snow melt system.

Commissioner Rowe asked if there was consideration to continue using the MUA pumps.

Chief Bittenbender elaborated that the entire system in place now is end of life, so it really needs to be replaced for both gas and diesel as we know that it is only a matter of time for the diesel tank as they were original to the station.

3. Building Maintenance Plan

The Command Staff met with the architect in November, they are waiting for their design recommendations at Station 223. DC Freedman reached out today and is waiting for their plan based on what we have given them to work from.

The Chief explained that he provided them with continued occupancy numbers for staffing for one Engine and 2 BLS units. We requested minimum square footage needs for kitchen, bath facilities, sleeping areas and gym using their experience to best accomplish our goals.

DC Donnelly added that they will give us the industry standard, based on body, business, property and provide a baseline idea to start the discussion on what improvements are needed and possible.

OLD BUSINESS –

1. Commissioner's Handbook additions

Evesham Township Fire District No. 1
Minutes – January 13, 2026

Commissioner Baugh stated that she would like it discussed further. She feels as though the language is aggressive.

President McIntyre asked what specifically she was speaking of.

Commissioner Baugh stated that she doesn't like that she has to ask the Board President for permission to contact the solicitor.

Solicitor Betley indicated that he recommended this best practice to consolidate the point of contact to safeguard the taxpayers and not create disfunction within the governing body by having five elected commissioners each acting independent in directing the solicitor. He reminded the Board that he is the District's attorney, and individual Commissioners do not have attorney client privilege with him. He indicated that the Board can not take his recommendation and he would not be offended, he was just looking to make it clear that the Board needs to operate as an entity, not as individuals.

Commissioner Powers agreed that he would like to see the language as a recommendation not a requirement to go through the President.

Commissioner Rowe also took issue with the Shall contact the president as too restrictive.

President McIntyre made a motion to change the "shall" to "should" and adopt the revisions. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, and McIntyre; NAYS: Baugh, Powers and Rowe; ABSTAINED: None; ABSENT: None. – The motion failed to pass.

President McIntyre then recommended Commissioner Baugh and whomever else wanted the language softened to meet with the Solicitor on modifying the language to meet and propose softer language.

MEMBERSHIP –

1. N.B. – Junior Auxiliary

Commissioner Powers made a motion to approve the membership; Commissioner Rowe 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:

Commissioner Powers congratulated Solicitor Betley on his retirement. The sentiment was seconded by Commissioner Baugh.

Commissioner Rowe offered to help Commissioner Baugh with meeting with the solicitor. Commissioner Rowe made a motion that Commissioner Baugh would lead drafting revised language, with the option to take volunteers from the Board, and submit it to the President in time for the February meeting so it could be reviewed and docketed.

Evesham Township Fire District No. 1
Minutes – January 13, 2026

The motion was seconded by Commissioner Powers. The motion was approved on a unanimous roll call vote of the members present.

Commissioner Baugh stated that she observed 223 and appreciated the hospitality as they walked us through the facility. She appreciated their feedback recommending that the Board visit the Mount Laurel FD Masonville Station.

Commissioner Powers stated that he spoke with the staff and they appreciated the visit.

PUBLIC COMMENT

President McIntyre opened the Public Comment section.

There were no comments from any members of the public, so President McIntyre closed the public portion of the meeting.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Powers 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 7:50 pm.

Respectfully submitted,



Maureen Mitchell
Business Administrator