

**MEETING OF THE FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1
UPPER TOWNSHIP, CAPE MAY COUNTY, NJ**

October 17, 2013 – 5:00 PM

PRESENT: Ken Weaver, Chairman, Presiding
Randy Roash, Vice Chairman
Donna Diefenderfer, Secretary
Karen Mitchell, Treasurer
Steve Nickelsberg
Michael J. Bohrer, Esq. CPA - Accountant

Ken called the meeting to order.

Ken asked for a motion to approve the minutes (previously distributed) from the September 19th meeting. Moved by Steve, seconded by Karen.

TREASURER'S REPORT: Steve moved to pay checks # 4482 to 4490
Ken seconded the motion.

Mike went over the process for the 2014 budget, calling this meeting a budget workshop. Mike explained the several-month process to finalize the budget. After first agreeing on the budget level and line items, the commissioners approve the budget and send it to the State.

The State then goes over our budget and signs off as approved and sends it back to us. We then have a meeting where we formally vote to adopt the budget. Again, we send it to the State where the State goes over it once more and approves the budget. It then gets sent back showing the budget approved and adopted.

Mike and Ken went over our budget and line items, with particular attention to actual line item expenditures in previous years (see spread sheet, Attachment 1). There was a discussion on what percentage, if any, we want to raise the budget and what line items we want to increase or decrease. Randy and Karen suggested that we look into the money being spent for insurance and other expenses. We should shop around for prices on the cost of insurance and similar expenses. It was agreed that this should be done over the next few months with an eye toward both 2014 savings and the 2015 budget.

A vote was taken on how much to raise the 2014 budget:

Randy	2%	Steve	2%
Karen	2%	Ken	2%
Donna	2%		

We then took a vote to put the increased funds primarily into repairs and maintenance and small operating equipment, splitting the budgeted amount between them equally, and also with increases in the amount for utilities and rental of hydrants.

Randy	yes	Steve	yes
Karen	yes	Ken	yes
Donna	yes		

The approved 2014 budget as a result of the workshop is shown in Attachment 2.

After this discussion Mike gave us his proposal for continued professional accounting services, keeping his monthly rate the same as he charged us for this year. Randy moved to accept Mike's proposal and rehire Mike as our professional accounting service, seconded by Steve. Motion carried.

Ken spoke about a letter from the Township requesting specific wording in our insurance policy dealing with our Shared Services Agreement for our website. Donna reported that she had called our insurance carrier, Joe Meola from the Byrne Agency (609-522-3406 ext 153), and he has faxed everything to the Township for us.

Mike went over our Financial Packet and explained that while we may see money that has not been spent for this year, from a cash flow standpoint we have to remember that we will need to have money until April when we get our tax funds from the Township.

Steve moved to adjourn the meeting, seconded by Karen.

Our next meeting will be held on November 21, 2013

ADJOURNED: 5:50 PM

Respectfully Submitted

Donna Diefenderfer, Secretary

Upper Township Fire District #1 - Strathmere Budget Workshop 10/17/2013

	Year 2010	Year 2011	Year 2012	Year 2013
Total Assessed Valuation*	\$382,208,912 (-3.0%)	\$361,567,493 (-5.4%)	\$353,365,043 (-2.3%)	\$342,277,500 (-3.1%)
Tax Rate per \$100 Valuation*	0.019	0.020	0.021	0.022

Income	Year 2010		Year 2011		Year 2012		Year 2013		Remaining Budget
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual Thru 10/17/13	
Funds Raised from Taxation	\$72,658	\$72,658	\$73,384	\$73,384	\$74,869	\$74,869	\$75,975	\$75,975	\$0
Interest Income	518	528	396	233	200	184	200	96	104
Total Income	\$73,176	\$73,186	\$73,780	\$73,617	\$75,069	\$75,053	\$76,175	\$76,071	\$104
Expenses									
Contingent Expenses	\$826	\$647	\$800	\$620	\$750	317	\$400	\$300	\$100
Election	100	100	100	100	100	150	150	150	0
Insurance	12,250	11,045	12,250	11,231	12,000	11,943	12,000	9,816	2,184
Professional Services	5,000	5,705	5,800	6,069	6,400	6,281	6,500	6,206	294
Rent (Hydrants)	8,600	7,710	8,600	8,774	8,800	9,265	10,000	8,284	1,716
Repairs and Maintenance	14,300	17,460	18,000	11,507	12,285	6,553	12,285	13,514	-1,229
Small Operating Equipment	13,600	11,218	9,730	17,044	15,984	20,317	16,090	10,672	5,418
Subtotal	27,900	28,678	27,730	28,550	28,269	26,870	28,375	24,187	4,188
Truck Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
Utilities	8,500	8,710	8,500	8,232	8,750	8,208	8,750	6,666	2,084
Total Expenses	\$73,176	\$72,595	\$73,780	\$73,576	\$75,069	\$73,034	\$76,175	\$65,609	\$10,566
Net Income	\$0	\$591	\$0	\$41	\$0	\$2,019	\$0	\$10,462	
Assets (End of Period)									
Checking - 1st Bank of S.I.C.		\$13,492		\$13,385		\$15,293		\$25,705	
Savings - 1st Bank of S.I.C.		17,415		17,563		17,674		17,729	
CD - 1st Bank of S.I.C.								0	
Total Assets		\$30,907		\$30,948		\$32,967		\$43,435	

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Year 2014

1.5% of \$75,975 is \$1139.63
2.0% of \$75,975 is \$1519.50
Difference (0.5%) is \$380

1.5 % Budget	2.0 % Budget	Diff.
\$77,115	\$77,495	\$380
125 -75	125 -75	\$0
\$77,240	\$77,620	\$380
390	390	\$0
150	150	\$0
12,000	12,000	\$0
6,600 +100	6,600 +100	\$0
10,000	10,000	\$0
14,600 +2315	14,775 +2490	\$175
14,600 -1490	14,775 -1315	\$175
29,200 +825	29,550 +1175	\$350
10,000	10,000	\$0
8,900 +150	8,930 +180	\$30
\$77,240 +1065	\$77,620 +1445	\$380
\$0	\$0	

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*Note: Valuations and Tax Rates are based on information at the time budgets are submitted - typically the November preceding the budget year. Actual valuations and thus tax rates are not finalized until June of the budget year, so are different from those shown here.

Upper Township Fire District #1 - Strathmere
Budget Workshop Results 10/17/2013

	Year 2010		Year 2011		Year 2012		Year 2013			Year 2014	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Remaining Through 10/17/13 Budget	Proposed Budget	Change from 2013 Budget
Total Assessed Valuation*	\$382,208,912 (-3.0%)		\$361,567,493 (-5.4%)		\$353,365,043 (-2.3%)		\$342,277,500 (-3.1%)				
Tax Rate per \$100 Valuation*	0.019		0.020		0.021		0.022			2% of \$75,975 is \$1519.50	
Funds Raised from Taxation	\$72,658	\$72,658	\$73,384	\$73,384	\$74,869	\$74,869	\$75,975	\$75,975	\$0	\$77,495	\$1,520
Interest Income	<u>518</u>	<u>528</u>	<u>396</u>	<u>233</u>	<u>200</u>	<u>184</u>	<u>200</u>	<u>96</u>	<u>104</u>	<u>125</u>	<u>-\$75</u>
Total Income	\$73,176	\$73,186	\$73,780	\$73,617	\$75,069	\$75,053	\$76,175	\$76,071	\$104	\$77,620	\$1,445
Expenses											\$0
Contingent Expenses	\$826	\$647	\$800	\$620	\$750	317	\$400	\$300	\$100	390	-\$10
Election	100	100	100	100	100	150	150	150	0	150	\$0
Insurance	12,250	11,045	12,250	11,231	12,000	11,943	12,000	9,816	2,184	12,000	\$0
Professional Services	5,000	5,705	5,800	6,069	6,400	6,281	6,500	6,206	294	6,500	\$0
Rent (Hydrants)	8,600	7,710	8,600	8,774	8,800	9,265	10,000	8,284	1,716	10,100	\$100
Repairs and Maintenance	14,300	17,460	18,000	11,507	12,285	6,553	12,285	13,514	-1,229	14,775	\$2,490
Small Operating Equipment	<u>13,600</u>	<u>11,218</u>	<u>9,730</u>	<u>17,044</u>	<u>15,984</u>	<u>20,317</u>	<u>16,090</u>	<u>10,672</u>	<u>5,418</u>	<u>14,775</u>	<u>-\$1,315</u>
Subtotal	27,900	28,678	27,730	28,550	28,269	26,870	28,375	24,187	4,188	29,550	\$1,175
Truck Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	10,000	\$0
Utilities	<u>8,500</u>	<u>8,710</u>	<u>8,500</u>	<u>8,232</u>	<u>8,750</u>	<u>8,208</u>	<u>8,750</u>	<u>6,666</u>	<u>2,084</u>	<u>8,930</u>	<u>\$180</u>
Total Expenses	\$73,176	\$72,595	\$73,780	\$73,576	\$75,069	\$73,034	\$76,175	\$65,609	\$10,566	\$77,620	\$1,445
Net Income	\$0	\$591	\$0	\$41	\$0	\$2,019	\$0	\$10,462		\$0	\$0
Assets (End of Period)											
Checking - 1st Bank of S.I.C.		\$13,492		\$13,385		\$15,293		\$25,705			
Savings - 1st Bank of S.I.C.		<u>17,415</u>		<u>17,563</u>		<u>17,674</u>		<u>17,729</u>			
Total Assets		\$30,907		\$30,948		\$32,967		\$43,435			

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