

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

November 20, 2014 – 5:00 PM

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

Bruce Riordan, SVFC Fire Chief
Lyn Tettermer, SVFC Treasurer
Chris Mendick, SVFC Junior Firefighter

Ken called the meeting to order.

TREASURER'S REPORT: Karen moved to pay checks # 4615 to 4628.
Steve seconded the motion. Motion approved.

Karen moved to approve the minutes of the October 16 meeting; seconded by Steve. Motion approved.

At the October meeting, we approved the 2015 Budget, which was then forwarded to the Department of Community Affairs at the State for their review. They approved it and returned it to us. Our next step is to adopt the budget. A roll call was taken to adopt the 2015 Budget (attached) with a 2% increase over the 2014 Budget.

Roll call:	Ken	Yes	Karen	Yes
	Donna	Yes	Randy	Yes
	Steve	Yes		

The 2015 Budget was adopted. Donna and Ken then signed as required so it could be sent to the State.

Mike reviewed expenditures vs. budget year-to-date, and reported that we have \$46,329.89 in checking, savings and CD's. He pointed out that these funds must last until we get the 2015 check from the Township in April or May. Page 10 of the financial package shows the current returns on our two CD's. We are getting 0.35% on a 6 month CD and 1.00% on a 10 month CD.

The Commission discussed switching amounts in some budget line items to be more in line with actuals, and decided not to change anything.

Bruce indicated that the Fire Company would need to buy some new hoses before the end of the year. When the hoses were tested in September, a number of them failed the test. The Fire Company will spend about half of the replacement cost this year (about \$1200) and the remainder in 2015.

Bruce also indicated that the Fire Company would order the new truck this year, but hold off on some equipment purchases for the truck at this time.

The Commission then discussed appointing a new attorney, as Mary Bitner has resigned. Mike suggested James H. Pickering, Jr. of South Seaville, who has experience with other fire commissions and seems to be a good choice.

Steve moved to offer James Pickering the attorney position, seconded by Randy. Motion carried.

Mike will contact him and get us a contract to sign at the December meeting.

The Commission next reviewed our system of financial controls:

Invoices are certified as correct for payment.

All checks require two commissioner signatures.

At each meeting, the Commission reviews the checks approved since the last meeting.

We prepare and approve an annual budget.

At each meeting, the Commission reviews actual expenditures year-to-date vs. the budget.

Mike Bohrer, CPA, is our accountant.

Our finances (books) and control system are audited annually by another accounting firm.

Lyn Tetteimer, Fire Company Treasurer, was then asked to review the SVFC systems for controlling their expenditures. She explained that Donna picks up the mail and sorts out invoices that go to her vs. to the Commission. Lyn makes sure that the Chief or one of the officers approves each invoice to be paid. She only writes the check after the invoice has been approved and they've received any items on the invoice. Each check requires two signatures (Lyn's and another officer). Anything to be purchased that exceeds \$500 must be presented to the Fire Company membership before it can be purchased. Lyn presents a treasurer's report at every meeting and the books get audited at the end of the year.

Ken asked if the Commission could get a copy of the Fire Company bylaws, and Bruce agreed.

Chris, a junior fire fighter, asked what the Commission's responsibilities are. Steve answered that our role is to monitor the taxpayers' money (Fire District Tax) that comes to us by way of the Township.

Steve said that the Fire Company had received an estimate from Gleason's for a new 65 inch TV for the firehouse for \$1699.98, discounted to \$1499.98. They will order it.

Karen moved to adjourn the meeting, seconded by Steve.

The next meeting will be held at the Firehouse at 5:00 pm on December 18, 2014

Respectfully Submitted

Donna Diefenderfer, Secretary

Upper Township Fire District #1 - Strathmere
Adopted 2015 Commission Budget - November 20, 2014

	Year 2011		Year 2012		Year 2013		Year 2014			Year 2015	
Total Assessed Valuation*	\$361,567,493 (-5.4%)		\$353,365,043 (-2.3%)		\$342,277,500 (-3.1%)		\$334,127,200 (-2.4%)			2% of \$77,495 is \$1550	
Tax Rate per \$100 Valuation*	0.020		0.021		0.022		0.023				
Income	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual Thru 11/20/14	Remaining Budget	Proposed Budget (2% Increase)	Change from 2014 Budget
Funds Raised from Taxation	\$73,384	\$73,384	\$74,869	\$74,869	\$75,975	\$75,975	\$77,495	\$77,495	\$0	\$79,045	\$1,550
Interest Income	<u>396</u>	<u>233</u>	<u>200</u>	<u>184</u>	<u>200</u>	<u>123</u>	<u>125</u>	<u>66</u>	<u>59</u>	<u>50</u>	<u>-75</u>
Total Income	\$73,780	\$73,617	\$75,069	\$75,053	\$76,175	\$76,098	\$77,620	77,561	\$59	\$79,095	\$1,475
Expenses											
Contingent Expenses	\$800	\$620	\$750	\$317	\$400	\$300	\$390	\$600	-\$210	\$390	\$0
Election	100	100	100	150	150	150	150	150	0	150	0
Insurance	12,250	11,231	12,000	11,943	12,000	12,871	12,000	13,917	-1,917	14,000	2,000
Professional Services	5,800	6,069	6,400	6,281	6,500	6,234	6,500	6,452	48	6,500	0
Rent (Hydrants)	8,600	8,774	8,800	9,265	10,000	9,941	10,100	9,112	988	10,100	0
Repairs and Maintenance	18,000	11,507	12,285	6,553	12,285	16,749	14,775	10,112	4,663	14,775	0
Small Operating Equipment	9,730	17,044	15,984	20,317	16,090	11,683	14,775	6,576	8,199	14,775	0
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>8,232</u>	<u>8,750</u>	<u>8,208</u>	<u>8,750</u>	<u>8,107</u>	<u>8,930</u>	<u>7,341</u>	<u>1,589</u>	<u>8,405</u>	<u>-525</u>
Total Expenses	\$73,780	\$73,576	\$75,069	\$73,034	\$76,175	\$76,035	\$77,620	\$64,261	\$13,359	\$79,095	\$1,475
Net Income	\$0	\$41	\$0	\$2,019	\$0	\$63	\$0	\$13,300	-\$13,300	\$0	\$0
Assets (End of Period)											
Checking - 1st Bank of S.I.C.		\$13,385		\$15,293		\$15,286		\$1,551			
Savings - 1st Bank of S.I.C.		<u>17,563</u>		<u>17,674</u>		<u>17,744</u>		<u>12,779</u>			
CD - 1st Bank of S.I.C.								<u>17,000</u>			
CD - Cape Bank								<u>15,000</u>			
Total Assets		\$30,948		\$32,967		\$33,030		\$46,330			