

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

April 2, 2015 – 5:00 PM

PRESENT: Ken Weaver, Chairman, Presiding
Randy Roash, Vice Chairman
Karen Mitchell, Treasurer
Steve Nickelsberg
Mike Bohrer, Esq. CPA – Accountant

Bruce Riordan, Chief, SVFC
Lyn Tetteimer, Treasurer, SVFC

ABSENT: Donna Diefenderfer, Secretary

Ken called the meeting to order.

Elections: Ken began the meeting by formally announcing the results of the February 21 Fire Commission Elections. There were 13 ballots cast at the Firehouse and two mail-in ballots.

Incumbent Donna Diefenderfer was elected to another three-year term with 15 votes, as was Incumbent Steve Nickelsberger with 13 votes.

The 2015 Fire District taxation budget of \$79,045 was approved with 12 “yes” votes and three “no” votes.

The election result regarding the budget was filed (Attachment 1) with the Township Tax Assessor.

Reorganization: The Commission then proceeded to elect the 2015 officers:
Steve moved to nominate **Karen** as **Chairman**, seconded by Randy. Approved.
Ken moved to nominate **Steve** as **Vice Chairman**, seconded by Randy. Approved.
Karen moved to nominate **Donna** as **Secretary**, seconded by Randy. Approved.
Karen moved to nominate **Randy** as **Treasurer**, seconded by Steve. Approved.

Karen asked Ken to continue to chair the meeting, this being his last.

Minutes: Ken asked if there were any corrections or additions to the January 15 meeting minutes. Karen moved to approve the minutes as distributed, seconded by Steve. Approved.

Treasurer’s Report: Karen moved to pay checks numbered 4648 to 4670. Randy seconded the motion. Approved.

Mike pointed out that our balances are pretty much at “low tide” since we should receive our payment for Fire District taxes from the Township sometime in the next month.

Audit Report: Mike announced that we have received the 2014 Audit Report from Ford-Scott. It appears we passed with flying colors, and there were no “Findings” identified in the formal report (Audit page 22 - Attachment 2).

Ford-Scott addressed a Management Letter (Attachment 3) to us, commenting on the excellent organization of our financial records. They also agreed that we have adequate controls in place to mitigate our not using

purchase orders, but said, as they have in the past, that they deem it necessary to recommend the usage of P.O.'s. Forms were completed and signed to accept the Audit as presented. The Commission thanked Mike and his staff for the excellent work in preparing our records.

New Business:

Appointments:

Steve moved to re-appoint **Jim Pickering as our Attorney**; seconded by Karen. Approved.
Randy moved to re-appoint **Ford-Scott as our Auditors**; seconded by Steve. Approved.
Karen moved to re-appoint the **Herald as our Newspaper of Record**; seconded by Randy. Approved.

New Commissioner: Since Ken will be moving out of the Fire District, there was discussion regarding the appointment of a new commissioner. The law says the vacancy shall be filled by the remaining members until the succeeding annual election (February, 2016), at which time a resident of the District shall be elected for the unexpired term (until March, 2017).

The Commissioners agreed that there should be an "open" process of appointing an interim Commissioner, by advertising the opening both on the website and on the bulletin board at the Post Office, and then interviewing candidates who come forward.

Website Status: There appears to be some confusion as to how far back in time the law requires our website to go in posting certain documents. Ken passed out a synopsis of the law (Attachment 4) which states that the adopted budget, the annual audit, and the minutes of each meeting of the Board shall be posted "commencing with the fiscal year next following the effective date" of the website law (P.L. 2011, c.167 (C.4:24-20.1 et al).

The law was signed by Governor Christie on January 5, 2012, and became effective February 1, 2013. **Therefore the first year required to be posted for the budget, audit and minutes was 2014.** We are in compliance, since our budgets are posted back to 2012, our audits back to 2010 and our minutes back to 2012.

Future Website Maintenance: Mike agreed to look into preparing the Monthly Financial Summary, a spreadsheet previously prepared by Ken. Steve agreed to take care of forwarding all website postings to the Township Webmaster.

Ken reminded the commissioners that their **financial disclosure statements must be filed electronically by April 30.**

Ken then announced his resignation from the Commission effective April 3, 2015.

Karen moved to adjourn the meeting, seconded by Randy.

The next meeting will be held at the Firehouse at 5:00 pm on June 18, 2015.

Respectfully Submitted,
Ken Weaver, for
Donna Diefenderfer, Secretary