

**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF UPPER; DISTRICT #3**

December 3, 2012

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on December 3, 2012 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **Z. Richard Lee**, and **Robert Smith** were present. Commissioners **Kurt Austin** and **Thomas Swenk** were unable to attend. Also present were **Michael J. Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board, **Julius Korschak, Esq.**, Counsel to the Board, and **Jay Newman**, Chief of the Marmora Volunteer Fire Company.

The meeting was opened by the Chairman, **Robert DiNicolantonio**, who read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

As the first order of business, the Board reviewed and approved the minutes of the prior meeting, held October 15, 2012.

Mr. Bohrer presented a list of checks to be approved, signed, and distributed; the checks were approved as presented. **Mr. Bohrer** also reviewed the current year-to-date financial statements and discussed the Board's present cash balance, including its certificate of deposits. Insofar as this is the last scheduled meeting of 2012, **Mr. Bohrer** reviewed the Board's actual expenditures relative to budget, noting that all expense line items are either at or under budget. It was agreed to research Insurance Expense for the reason that it is significantly under budget, and the Board wants to be sure that all expenditures that relate to 2012 should be made in 2012 and not extend to 2013.

Mr. Bohrer updated the Board on the status of the 2013 Budget, noting that it has been approved by the State of New Jersey, Department of Community Affairs. As such, this meeting is that at which the 2013 Budget is to be adopted. **Mr. Bohrer** reviewed the 2013 Budget, at which time all commissioners in attendance voted to adopt the 2013 Budget, the essential components of which are \$513,794.00 as the amount to be raised from taxation, and a total budget of \$514,400.00. Specifically, the 2013 Budget includes an increase in the amount to be raised from taxation by 2% (this increase amounting to \$10,074.40), to keep, at the same level, the amounts paid to the volunteer fire company for contract services, vehicle lease and building lease, to increase the amount set aside for future capital outlays and to adjust certain other line items (e.g. office expense, insurance, and interest income) based on this year's actual amounts. The

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Secretary signed the adopted Budget and **Mr. Bohrer** will forward it to the State of New Jersey, Department of Community Affairs.

Mr. Kenschak presented a shared services agreement between the Board and the Township of Upper which documents the parties' agreement with respect to the township hosting the Board's website on its website. The contract was approved and signed as presented. Furthermore, the Board approved the hiring of Wayne Goodman, at a cost of \$800.00, to develop its website in a format acceptable by the Township of Upper.

The Board approved **Mr. Bohrer's** professional services contract for the 2013 calendar year.

The Board reviewed and approved next year's proposed meeting schedule, attached hereto. **Mr. Kenschak** will advertise the schedule, as appropriate.

There being no further business for the Board, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Approved and Submitted,

Michael J. Bohrer, Esq., CPA *Recording Secretary*

Robert DiNicolantonio, *Chairman*