

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

February 20, 2012

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on February 20, 2012 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

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

As the first order of business, the Board discussed the results of Saturday's election, noting that **Robert Smith** and **Kurt Austin** were re-elected as Commissioners, and the 2012 budget was approved, as presented. (The write-in votes were 51 for the budget and 2 against the 2012 budget. Although the absentee ballots are unknown at this time, the Commissioners are confident that the 2012 budget will be approved by the voters.) It was agreed that **Mr. DiNicolantonio** will deliver the resolution which documents the voter's consent to the amount to be raised from taxation to the Upper Township Tax Assessor

Thereafter, the Board held its reorganization meeting, making and approving the following appointments:

Chairman-	Robert DiNicolantonio
Vice Chairman-	Kurt Austin
Secretary-	Robert Smith
Treasurer-	Thomas Swenk
Commissioner-	Z. Richard Lee
Solicitor-	Serber Konschak Law Firm
Auditor-	Ford Scott & Associates (this appointment is "subject to" their fee for the 2011 audit being in-line with that of the prior year since the firm has recently merged with another.)
Newspaper-	Ocean City Sentinel-Ledger (primary) Cape May County Herald (secondary)
Bank-	Ocean City Home Bank
Meeting Dates-	Mondays, as advertised
Meeting Time-	5:00 p.m.

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

February 20, 2012
(continued)

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held December 5, 2011.

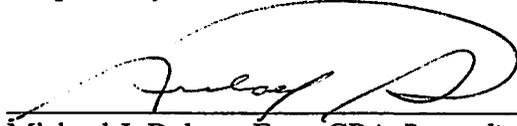
Mr. Bohrer presented a list of checks to be approved, signed and distributed; the checks were approved as presented. **Mr. Bohrer** also reviewed the current year financial statements and the 2011 end-of-year financial statements noting that, while interest income was under budget, total expenses were also under budget, resulting in a slight excess of income over expenses.

Mr. Newman presented a summary of the volunteer fire company's 2011 activity in which he advised the board of the number of alarms to which the company responded, and the number of man-hours incurred by its volunteers. **Mr. Newman** also advised the Board that the volunteer fire company's new truck has been received and is now in service.

The Board discussed the timing of the receipt of its check from the township, noting that the Township must go through its budget process, the result of which is that the Board will not receive its funds until late April or early May.

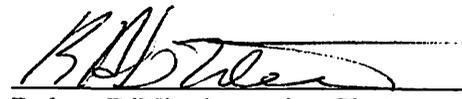
There being no further business for the Board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,



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

Approved and Submitted,



Robert DiNicolantonio, *Chairman*

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

April 9, 2012

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on April 9, 2012 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **Robert Smith**, and **Thomas Swenk** were present. Commissioners **Z. Richard Lee** and **Kurt Austin** were unable to attend. Also present were **Michael J. Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board and **John Mirallegro** of Brown & Brown, the Board's current insurance agent.

Mr. Mirallegro presented a summary of the Board's present insurance coverage, including the renewal premium for the renewal period beginning June 1, 2012. He indicated that all coverage is the same (except for the addition of a new truck, and deletion of an old truck), and that the overall premium will increase by \$631 to a total of \$19,479. The Board asked several questions of **Mr. Mirallegro**, after which he was excused from the meeting. Thereafter, the Board approved the renewal policies, but asked **Mr. Bohrer** to inquire as to whether a discount is available if the full amount is paid upfront (as opposed to being on a payment plan), and asked **Mr. Bohrer** to raise, at the October meeting, the idea of shopping the coverage with other agents well before the renewal date.

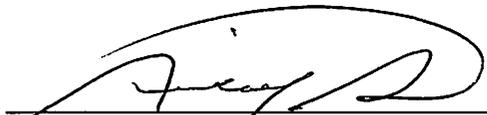
As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held February 20, 2012.

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, noting that the Board's cash balance is low for the reason that it has not yet received its funds from the township.

There being no further business for the Board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Approved and Submitted,



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



Robert DiNicolantonio, *Chairman*

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

June 11, 2012

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on June 11, 2012 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **Robert Smith**, **Z. Richard Lee**, and **Kurt Austin** were present. Commissioner **Thomas Swenk** was 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.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held April 9, 2012.

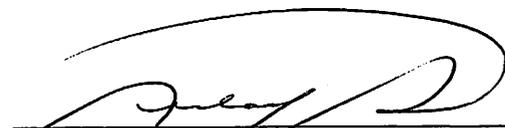
Mr. Bohrer addressed the status of the 2011 audit, stating that the Auditor (Ford Scott) is unresponsive, having not returned as many as four (4) telephone calls. As a result, the 2011 audit has not yet begun. It was agreed to have **Mr. Korschak** contact the Auditor. It was also agreed that, in the event that the Auditor does not respond by the end of June, **Mr. Bohrer** is to pursue a replacement Auditor, such as Gregg Heininger, CPA.

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. **Mr. Bohrer** presented a summary of each bank's interest rates for CDs, this having been used to make the Board's investments.

Mr. Korschak discussed the need for the Board to have a website by January, 2013. It was agreed that the Board will use the township's website, but that follow-up and coordination with the township will be required to provide the township with the information its need for inclusion in the website.

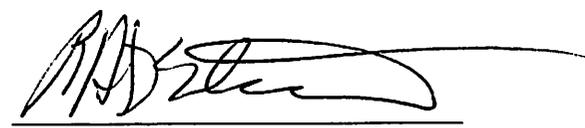
There being no further business for the Board, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,



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

Approved and Submitted,



Robert DiNicolantonio, *Chairman*

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

August 20, 2012

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on August 20, 2012 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio, Z. Richard Lee, Kurt Austin,** and **Thomas Swenk** were present. Commissioner **Robert Smith** was unable to attend. Also present were **Michael J. Bohrer, Esq., CPA,** Accountant and Recording Secretary to the Board, and **Julius Korschak, Esq.,** Counsel to the Board.

Mr. Bohrer distributed the 2011 Audit Report to the commissioners and, thereafter, reviewed its content with them. Specifically, **Mr. Bohrer** discussed the Auditor's finding and recommendation, the Auditor's opinion, the 2011 actual vs. budget report (as to income and expenses), and its liquid assets at year end. As to the Auditor's finding, **Mr. Bohrer** reviewed his proposed response to the Auditor which states that the Board does not believe the introduction of a purchase order system is necessary, given the compensating internal controls that are presently in place. After discussion, the Board approved the 2011 Audit Report and **Mr. Bohrer's** response to the Auditor. Thereafter, the Board passed a formal resolution and signed a Group Affidavit to acknowledge its approval. In addition, **Mr. Korschak** agreed to publish the synopsis of the audit, including a change thereto to reflect the correct amount presently set aside for emergencies (\$53,200.00)

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held June 11, 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.

Mr. Bohrer reminded the Board that its next meeting, scheduled for September 17, 2012, is the budget workshop meeting. In connection therewith, **Mr. Lee** suggested that the Board receive a copy of the Marmora Volunteer Fire Company's 2011 compiled financial statements and its 2013 budget for consideration in determining the amount of funds to be provided to the volunteer fire company in 2013. It was agreed that **Mr. Korschak** will make this request of the volunteer fire company's President, Jeff Pierson.

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

**August 20, 2012
(continued)**

Mr. Korschak continued the discussion of the need for the Board to have a website by January, 2013. It was previously agreed that the Board will use the township's website, but that follow-up and coordination with the township will be required to provide the township with the information it needs for inclusion in the website. **Mr. Korschak** asked **Mr. DiNicolantonio** to print a few sample websites from those boards who presently have a website in place, for review by this Board.

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

Respectfully submitted,

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

Approved and Submitted,



Robert DiNicolantonio, *Chairman*