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

June 10, 2013

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on June 10, 2013 at 5:00 p.m. at the office of Michael J. Bohrer P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio, Thomas Swenk, Robert Smith** and **Kurt Austin** were present. Also present were Tonya DeVita representing **Michael J. Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board who was unable to attend, **Jay Newman,** Chief of the Marmora Volunteer Fire Company, **Paul Hoster**, President of the Marmora Volunteer Fire Company and **James Moore, Esq.**, representing the firm of Serber, Konschak, Counsel to the Board. **Z. Richard Lee** was unable to attend due to health problems. Attending late was **Amanda Constantino**, agent for Brown & Brown Insurance.

As the first order of business, the Board reviewed and approved the minutes of the prior meeting, April 8, 2013.

Ms. DeVita presented a list of checks to be approved, signed and distributed; the checks were approved as presented. Also reviewed was the current year-to-date financial statements and cash balance. The Board was informed of the receipt of the tax check from the township and notified of the local bank CD rates. CD's, as presented, were approved for short term investment.

Cape Bank signature cards were handed out and commissioners present (except Robert Smith) took part in completing them for submission back to Cape. The Board has received insurance reimbursements for monies not yet spent. It was decided that **Mr. Newman** would replace the portable equipment and contents (i.e. computers, straps) that were damaged by Super Storm Sandy and submit the bills to the Board for payment. The Board would pay up to the balance of the insurance funds – that being $21,662.30.

Mr. DiNicolantonio handed out the Financial Disclosure Statements again. Upper Township is looking for each commissioner to file this form electronically. Only Mr. Austin had done so. They are now past due.

The 2012 Audit was reviewed and signed off for submission to Trenton. Mr. Bohrer's response to Ford, Scott & Associates findings was approved.

Mr. Moore, Counsel to the Board, presented his research regarding the possibility of charging insurance companies for accident scene services. It was agreed that Mr. Moore

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would draft a Resolution giving the Fire Company the ability to use a third party billing company and to bill insurance companies for their services. Mr. Newman suggest that Mr. Moore contact Linwood and Wildwood Fire Companies to establish a fee schedule as they currently have this service in place.

At the close of regular business, Ms. **Amanda Constantino**, agent for Brown & Brown Insurance presented the insurance proposal. Each page was reviewed for accuracy. It was discussed that the VFIS rate continues to be flat while other companies have increased in excess of 20% because of recent disasters. Mr. Newman stated that VFIS was easy to work with after Super Storm Sandy and he was very pleased with the service and support the company showed at that time. It was agreed that Mandi would look into adding the "good faith" medical for the "ride along" which she stated would be a nominal increase – as well as adding above ground pollution liability on the 2 tanks (1000 and 250 gallons). The Board approved the insurance proposal.

There being no further business for the Board, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

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

Approved and Submitted,

Robert DiNicolantonio,
Chairman