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

December 1, 2014

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on December 1, 2014 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

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

The meeting was opened by **Kurt Austin** who read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held October 13, 2014.

Mr. Bohrer reminded the Board that the 2015 Budget is to be adopted at this meeting. **Mr. Moore** stated that all appropriate advertisements of the budget adoption have been published, and it was noted that no members of the public were present. **Mr. Bohrer** informed the Board that the 2015 Budget was approved by the State of New Jersey, Department of Community Affairs, as submitted. Thereafter, he highlighted the budget, again, for the Board's convenience and, after discussion, the commissioners in attendance unanimously adopted the 2015 Budget.

Mr. Bohrer presented a Treasurer's Report, including a review of cash-on-hand and year-to-date expenses relative to budget. **Mr. Bohrer** also noted that the volunteer fire company's compiled financial statements for the year ended December 31, 2013 were attached to his financial package. This was in response to a request at the prior meeting.

The Board discussed the preliminary 2015 meeting schedule. The actual schedule will be approved at the board's reorganization meeting after February's election.

Mr. Austin asked **Mr. Moore** to manage the 2015 election process so as to assure that all requirements are followed with respect to the receipt of signed petitions in support of those members who are running for a commissioner position, advertising the election, the availability of absentee ballots, and the like.

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(continued)

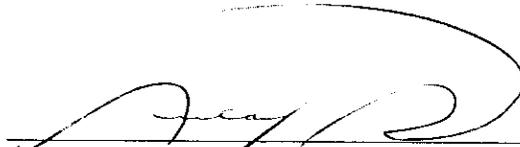
As a follow-up to discussions held at the prior meeting about internal accounting controls in place at the Board level and volunteer fire company level, **Mr. Newman** distributed a *Cash Management Policy* for the Marmora Volunteer Fire Company which is to be formally approved and adopted at the next meeting of the fire company (scheduled for December 2). The policy addresses, among other things, controls over the counting of cash, check signature requirements, and delivery locations of ordered supplies and materials. **Mr. Newman** noted that most of these controls are already in place, but that the written policy serves to document and formalize them. The *Cash Management Policy* is attached hereto.

Mr. Newman advised the Board that truck # 15-10, a 2014 Ford Explorer, is now in service.

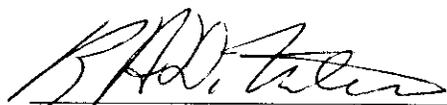
Mr. Newman asked **Mr. Moore** to research the Township's right, if any, to "take over" control of the volunteer fire company from the Board of Fire Commissioners. While no such plan is imminent or pending, he felt this would be good information to know, given the Township's displeasure over the alleged misdirection of funds at a neighboring volunteer fire company.

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*