

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

April 7, 2014

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on April 7, 2014 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **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, **James Moore, Esq.** of the Serber Korschak Law Firm, Counsel to the Board, **Jay Newman**, Chief of the Marmora Volunteer Fire Company, **Paul Hoster** of the Marmora Volunteer Fire Company, and **Jeff McAfee**, also 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, **Mr. Bohrer** informed the Board that two applicants, **Elizabeth Hoster** and **Jeff McAfee**, submitted a written letter to the Board requesting that they be considered for the vacant commissioner's position. It was agreed that, due to the absence of Commissioner **Swenk**, the matter will be deferred until the June meeting, at which time **Mrs. Hoster** and **Mr. McAfee** will be invited to make a verbal presentation to the Board, after which the Board will make an appointment to fill the vacant position.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held February 17, 2014.

Mr. Bohrer discussed the Board's financial position, noting that funds are low due to the Board not having received its annual check from the township, despite having had to pay expenses for the first 3 months of the year.

Mr. Bohrer informed the Board that, despite repeated requests, the outside auditor has not picked up the necessary documents to conduct the 2013 audit. He expects that they will do so shortly.

Mr. Newman advised the Board that preliminary discussions have been held that may result in the township no longer providing workers compensation insurance coverage to the volunteer firefighters, in which case, the coverage would be obtained and paid by either the Board or the volunteer fire company. **Mr. Austin** asked for clarification as to whether the Board is responsible for obtaining said coverage, or whether it's the responsibility of the fire department, along with an estimate of what the cost to do so may be.

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

February 17, 2014
(continued)

years of service. Thereafter, **Mr. Moore** discussed the process for replacing him, stating that the Board may appoint a replacement until the next regularly scheduled election. It was agreed to post a notice of the vacancy at the fire hall to solicit written letters of interest and, from the letters, appoint **Mr. Smith's** replacement at the Board's next meeting to be held on April 7, 2014.

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 the 2013 end-of-year financial statements noting that total expenses were under budget, thereby resulting in a favorable "bottom line" (revenue over expenses) variance. Nonetheless, **Mr. Bohrer** noted that the 2013 financial statements are subject to audit by the outside auditors.

Mr. Newman provided a detailed summary of the volunteer fire company's 2013 activities. Given the length of the report, it was agreed to make it part of the next meeting's package, thereby allowing the commissioners to review the report while **Mr. Newman** discusses it. At this time, **Mr. Newman** gave an overview of the year's activities with further detail to be provided at the next meeting.

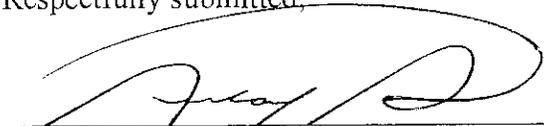
The Board approved the renewal of its legal services contract with the Serber Konschak law firm.

The Board also approved its 2014 contract with the volunteer fire company for firefighting services in the amount of \$290,000.00, as reflected in the approved 2014 budget.

The Board discussed the timing of the receipt of its 2014 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.

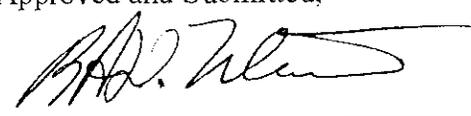
There being no further business for the Board, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,



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

Approved and Submitted,



Robert DiNicolantonio, *Chairman*