

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

**November 30, 2015**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on November 30, 2015 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **Kurt Austin**, **Jeff McAfee** and **Thomas Swenk** were present, representing all commissioners. 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, **Jay Newman**, Chief of the Marmora Volunteer Fire Company, and **Paul Hoster**, President of the Marmora Volunteer Fire Company.

The meeting was opened by **Mr. 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 13, 2015.

The Board sadly noted the death of **Z. Richard Lee**, one of its members. In doing so, it recognized **Mr. Lee's** many years of service and significant contributions to the Board of Fire Commissioners and the Marmora Volunteer Fire Company. **Mr. Lee** will be missed.

The Board appointed **Jeff McAfee** to serve as successor Secretary to **Mr. Lee** until its next reorganization meeting in February, 2016.

The Board discussed the coming election in February. **Mr. Lee's** term was to expire at that time; his position is the only one up for election. **Mr. Moore** will work closely with **Mr. DiNicolantonio** to complete the election process including its advertising, preparation of ballot forms, and notice of absentee ballots.

The Board reviewed and approved the 2016 meeting schedule subject to a change in the meeting location from the office of Michael J. Bohrer, Esq., CPA to the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora. The change of location will take place with the next meeting.

**Mr. Bohrer** advised the Board that, in its review of the 2016 Budget, the Department of Community Affairs informed him that the Board's vehicle lease and building lease with the volunteer fire company must be approved in 2016 by the Local Finance Board. **Mr. Moore** will

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consider the need for two (2) distinct leases (vs. one) and will investigate the steps to obtain Local Finance Board approval.

**Mr. Bohrer** reminded the Board that the 2016 Budget is to be adopted at this meeting, after its initial approval by the State of New Jersey, Department of Community Affairs. **Mr. Bohrer** reviewed the 2016 Budget. Commissioners **DiNicolantonio**, **McAfee**, and **Swenk** voted to adopt the 2016 budget; Commissioner **Austin** voted against it. **Mr. Bohrer** will submit the adopted budget to the State of New Jersey, Department of Community Affairs.

**Mr. Bohrer** presented a Treasurer's Report, including checks to be signed and paid, a review of cash-on-hand, and a discussion of year-to-date expenses relative to budget. **Mr. Bohrer** noted that all expense items were at or under budget, except professional fees (caused by the higher-than-expected auditing fee which the board addressed for 2016 by changing auditors). The Board approved the reallocation of \$1,500 from the fire hydrants budgeted line item to the professional fees line item so as to cause each expense category to be at or under budget.

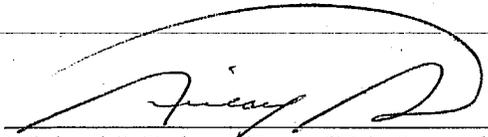
**Mr. Newman** reminded the Board that he will provide year-end financial statements of the Marmora Volunteer Fire Company at the next board meeting. He also summarized some recent activities of the fire company, noting that all scheduled routine maintenance tasks and equipment tests have been performed and that the fire company continues to operate effectively.

The Board approved the professional services contract for **Mr. Bohrer** for an additional year beginning in January, 2016 and ending in December, 2016.

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*

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