

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

October 13, 2015

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on October 13, 2015 at 5:00 p.m. at the office of Michael J. Bohrer, P.C. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **Kurt Austin**, **Z. Richard Lee**, and **Thomas Swenk** were present. Commissioner **Jeff McAfee** 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 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 September 21, 2015.

Mr. Bohrer presented a proposal from **Kenneth Yeutter, CPA** to conduct the 2105 Audit. The proposed fee is \$1,700 which is substantially less than that charged by the prior Auditor (\$3,000). The Board approved **Mr. Yeutter's** proposal. **Mr. Bohrer** will notify **Mr. Yeutter** that he has been retained to conduct the 2015 Audit.

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. While the Board appears to have a high level of cash, **Mr. Bohrer** reminded the Board that the available cash must pay this year's obligations, and pay much of next year's obligations since the Board does not receive its funds from the Township until May or later.

Mr. Bohrer reminded the Board that this is the meeting at which the 2016 Budget is approved. He summarized the discussions from last month's budget workshop after which **Mr. Newman** (on behalf of the fire company) and **Mr. Swenk** presented their thoughts since they were not at the prior meeting. After lengthy discussion, the Board approved the following 2106 Budget, relative to the 2015 Budget.

Revenue:

- Increase the amount raised from taxation by 2%.
- Use 2013's available cap bank of \$9,483.
- Add \$940 for new ratables within the township.

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Expenses:

- Increase fire hydrant expenses by \$1,700.
- Decrease professional fees by (\$1,000).
- Apply the net increase to funds Reserved for Future Capital Expenditures

Commissioners **DiNicolantonio**, **Swenk**, and **Lee** voted in favor of this budget. Commissioner **Austin** voted against it (**Mr. Austin** having previously expressed his preference that the increase in the amount raised from taxation be limited to 1%). Commissioner **McAfee**, as noted above, was absent.

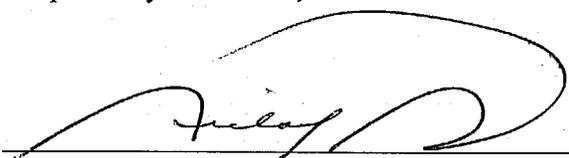
Mr. DiNicolantonio summarized the Board's (and Fire Company's) meeting with Upper Township officials on October 1 to discuss the Board's financial condition, system of internal control, and audit results, and the fire company's financial condition and procedures and certain operational issues. **Mr. DiNicolantonio** believed the Board's (and Fire Company's) presentations were well received.

Jay Newman presented the volunteer fire company's year-to-date profit and loss statement relative to budget, and its cash and investment balances. This was in response to **Mr. DiNicolantonio's** request for financial statements on a quarterly basis. Insofar as **Mr. Newman** brought the financial statements to the meeting, the Board did not have much time to review them. Therefore, the financial reports will be part of next month's meeting package.

Mr. Bohrer reminded the Board that the 2016 Budget will be adopted at the next meeting, November 30, 2015.

There being no further business for the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,



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

Approved and Submitted,



Robert DiNicolantonio, *Chairman*