

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

May 15, 2017

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on May 15, 2017 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

Commissioners **Kurt Austin**, **Jeff McAfee**, **Jeff Pierson, Jr.**, and **Doug Snyder** were present. Commissioner **Robert DiNicolantonio** was unable to attend. Also present were **Michael J. Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board, **Jules Konschak, Esq.**, Counsel to the Board, **Jay Newman**, Chief of the Marmora Volunteer Fire Company, **Paul Hoster**, President of the Marmora Volunteer Fire Company and, for a portion of the meeting, **Matthew Hook** of Brown & Brown Insurance Agency.

The meeting was opened by **Mr. 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 business, the Board reviewed and approved the minutes of the prior meeting, held February 20, 2017.

Mr. Hook presented a summary of the Board's insurance coverage for the plan year beginning June 1, 2017, including a comparison of premiums (cost of coverage) from the current plan year to new plan year that begins next month. The total premium is decreasing in the coming year due to market conditions and the Board's excellent loss record. Mr. Hook is looking into pollution liability coverage to cover the two (2) fuel tanks. Each tank's coverage would cost about \$1,000.00 though, even with the additional coverage, the total cost of insurance is at or under that which was budgeted.

Mr. Bohrer reviewed the completed 2016 Audit Report issued by the Board's Auditor, Kenneth Yeutter, CPA. The audit results were as "clean" as could be, without any recommendations from the Auditor as to methods to improve the Board's system of accounting controls. The Board approved the Audit Report as presented, and signed a Group Affidavit and passed a Resolution documenting its approval. **Mr. Bohrer** will submit the Audit Report to the State of New Jersey, Department of Community Affairs.

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(continued)

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. He noted that, at this early date in the year, the Board has only received one-quarter of its annual funds from the township, though the balance is expected to be received soon.

Mr. Newman discussed the volunteer fire company's need to replace a 20-year old fire truck in 2018. Thereafter, the Board discussed the use of a portion of its *Reserve for Future Capital Account* towards the purchase of said truck. At this time, discussions were preliminary and no decisions were made. It was noted that the September meeting is the budget workshop meeting and further discussion will be held at that time as to the use of some Board funds towards the purchase of the truck.

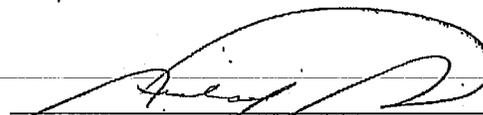
Mr. Newman briefly recapped the volunteer fire company's activities for 2016 which was detailed in a report that was attached to the meeting's package. Mr. Korschak commended Mr. Newman and Mr. Hoster on the detail of the report and, specifically, the volunteers' commitment to their duties, as evidenced by them having logged almost 7,400 man-hours of service.

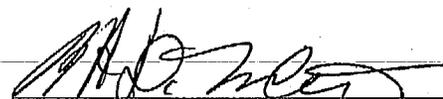
Mr. Bohrer reminded all commissioners of the need to immediately prepare and submit a Financial Disclosure Form, if they haven't done so already.

There being no further business for the Board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Approved and Submitted,


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


Robert DiNicolantonio, *Chairman*