

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

August 21, 2017

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on August 21, 2017 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

Commissioners **Robert DiNicolantonio**, **Kurt Austin**, **Jeff McAfee**, **Jeff Pierson, Jr.**, and **Doug Snyder** were present, representing all commissioners. Also present were **Michael J. Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board, **Jules Konschak, Esq.**, Counsel to the Board, and **Michael Endicott**, Vice President of the Marmora Volunteer Fire Company. Also present for a portion of the meeting were **Tanya Ferguson** and **Joe Giorgi** from Glatfelter Specialty Benefits/VFIS.

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, those in attendance and **Tanya Ferguson** discussed a change to the volunteer fire company's existing LOSAP Plan so as to transfer the sponsorship of said Plan from the volunteer fire company to the Board of Fire Commissioners. This transfer is necessary to comply with state requirements regarding LOSAP Plans. The Board unanimously voted to accept sponsorship of the LOSAP Plan and a Resolution was passed to document its approval.

Thereafter, Commissioner **Doug Snyder** agreed to represent the Board in its transition dealings with VFIS, including meeting with the Plan's investment advisor.

Mr. Bohrer reminded **Ms. Ferguson** and **Mr. Snyder** that, insofar as the Board will begin its 2018 budget process at its next meeting, an estimate of the next Plan contribution will be needed within a month or two for budgeting purposes. It was further agreed to tentatively schedule the meeting of December 4, 2017 as that at which the Plan's investment advisor will attend to meet with the full Board.

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**August 21, 2017
(continued)**

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held June 19, 2017.

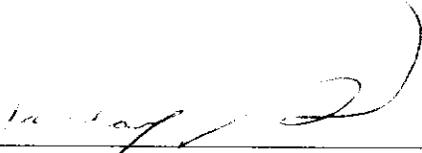
As a follow-up to insurance matters discussed at the prior meeting, the Board agreed to purchase Forgery/Alteration coverage at the nominal cost of \$100.60 per year, and to obtain a quote for a 3rd Party Employee Dishonesty Policy. **Mr. Bohrer** will contact Brown & Brown, the Board's insurance agent.

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 reminded the Board that next month's meeting is the Budget Workshop at which the Board begins informal discussions of the 2018 Budget. In anticipation thereof, **Mr. Austin** asked the Board to consider the effect of having the volunteer fire company hold and manage the funds currently set aside (and held) by the Board as a reserve for future capital outlays. After brief discussion, it was agreed to discuss this matter in greater detail at next month's meeting.

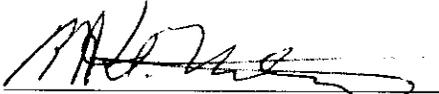
There being no further business for the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,



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

Approved and Submitted,



Robert DiNicolantonio, *Chairman*