

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

September 18, 2017

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on September 18, 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, and Jeff Pierson, Jr.** were present. Commissioner **Doug Snyder** was unable to attend. Also present were **Michael Bohrer, Esq., CPA**, former Accountant and Recording Secretary to the Board, **Cheryl Ward, CPA**, successor Accountant and Recording Secretary, **Jay Newman**, Chief of the Marmora Volunteer Fire Company, **Paul Hoster**, President of the Marmora Volunteer Fire Company, and **Jules Kenschak**, Counsel to the Board.

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, **Mr. Bohrer** informed the Board that, as of September 1, 2017, he has transitioned his accounting practice to **Cheryl Ward, CPA**. As such, **Mr. Bohrer** is resigning, effective immediately, as the Accountant and Recording Secretary to the Board. **Mr. Bohrer** has recommended that the Board approve **Cheryl Ward, CPA**, as the new Accountant and Recording Secretary to the Board. **Cheryl Ward** submitted a proposal and engagement letter to the Board for services as the Accountant from September 1, 2017 through December 31, 2018. The Board voted to accept the proposal by **Cheryl Ward, CPA**, but only through December 31, 2017. **Cheryl Ward** will submit a renewal proposal in December.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held August 21, 2017.

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.

The Board discussed the continuing process of transferring the sponsorship of the LOSAP plan from the volunteer fire company to the Board of Commissioners. The Board agreed to invite a

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representative from the plan to the December meeting to further discuss the plan and to get an understanding of the method of calculating the contributions to the plan.

Mr. Korschak will prepare an amendment to the 2017 contract between the Board of Commissioners and the volunteer fire company to reduce the payment due to the volunteer fire company by the LOSAP payment that will be assumed by the Board.

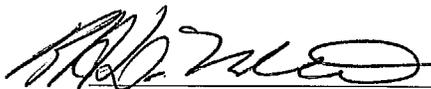
At this meeting, the Board began the 2018 budget process with a Budget Workshop. During this workshop, the Board informally discussed next year's proposed budget, along with its estimated operating expenses and capital expenditures. The Budget process will continue at the November meeting where the Board will approve the budget. **Mr. Bohrer** stressed the need for a quorum of the board at the next two meetings.

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

Respectfully submitted,

Approved and Submitted,


Cheryl D. Ward, CPA, *Recording Secretary*


Robert DiNicolantonio, *Chairman*