

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

May 21, 2018

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on May 21, 2018 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**, former Accountant and Recording Secretary to the Board, **Jules Korschak, Esq.**, Counsel to the Board, **Paul Hoster**, President of the Marmora Volunteer Fire Company, and **Jay Newman**, Chief of the Marmora Volunteer Fire Company. Also present for a portion of the meeting was **Matthew Hook** from Brown & Brown Insurance. **Cheryl Ward, CPA**, the Board's present Accountant, was unable to attend.

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. Hook** reviewed the Board's proposed insurance coverage for the period of June 1, 2018 to May 31, 2019 in anticipation of the present coverage expiring at the end of May. In essence, the coverage is the same from that presently in place, with only a small overall increase in the premium. **Mr. Hook** responded to various questions from those in attendance at which time the Board authorized the renewal of its insurance in accordance with that presented by **Mr. Hook**. The Board also approved the immediate payment of three (3) invoices related to its coverage, those being in the amounts of \$5,319.00, \$5,924.79, and \$835.00. The Board thanked **Mr. Hook** for his presentation at which time he left the meeting.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held February 19, 2018, subject to changing a reference to the election date from February 17, 2017 to February 17, 2018.

Mr. Bohrer advised the Board that the 2017 Audit is not yet complete but that he anticipates it being done by the next meeting on June 18. **Mr. Bohrer** and **Ms. Ward** will follow up with the Auditor to determine its status.

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(continued)**

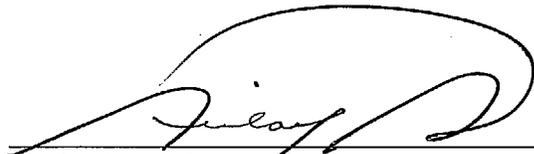
Mr. Bohrer presented a Treasurer's Report, including checks to be signed and paid, a review of cash-on-hand, and a discussion of year-to-date expenses relative to budget. He advised the Board that it received its first installment of 2018's funds, representing 50% of its total, from the Township on Friday, May 18.

Mr. Bohrer distributed various bank forms to be completed by each commissioner for OceanFirst Bank and 1st Bank of Sea Isle City. The commissioners agreed to take the forms with them and deliver them to **Ms. Ward's** office. **Mr. Bohrer** stressed the importance of doing so in a timely manner.

Mr. Bohrer discussed **Mr. Newman's** request that the Board release \$75,000 to the volunteer fire company to be used as a deposit towards the purchase of a new truck. **Mr. Bohrer** advised those in attendance that the Board has the funds available, particularly in its capital reserve account which is funded for reasons such as this. But, since the expenditure was not included in the Board's 2018 Budget, as approved by the State of New Jersey, Department of Community Affairs, **Mr. Bohrer** and **Ms. Ward** will call the Department of Community Affairs to request guidance on possibly amending the 2018 Budget. The Board will continue this discussion at its June 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~~

Kurt Austin, Vice-Chairman