

**MEETING OF THE FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1
UPPER TOWNSHIP, CAPE MAY COUNTY, NJ**

June 21, 2018 – 5:00 PM

PRESIDING: Karen Mitchell, Chairman
Joe Boland, Vice Chairman absent
Donna Diefenderfer, Secretary
Steve Nickelsberg, Treasurer absent
Randy Roash
Cheryl Ward, CPA – Accountant

Strathmere Volunteer Fire Company,
Fire Chief: Bruce Riordan

Karen Mitchell called the meeting to order.

Karen Mitchell asked if there were any additions or deletion to last month's minutes. Then Karen Mitchell asked for a motion to accept minutes from the March meeting. Randy Roash made a motion to accept the minutes from the March meeting and Karen Mitchell seconded the motion.

Karen Mitchell then turned the meeting over to Cheryl Ward who is are CPA, to do a financial report. The Fire Commissioners present reviewed the bills prior to signing. Cheryl Ward had the Commissioners sign the 2018 Audit Review Certificate (signed by all board members present). The Certificate certifies that all members present have all reviewed the 2018 audit report. Cheryl Ward said the 2018 Audit was clean and no adjustment necessary.

Karen Mitchell and Randy Roash signed the Representation Letter. Summarizes the responsibilities of the Board with regards to the audit, and that all information has been provided.

Karen Mitchell signed the Management Letter addressed to Jon Batastini, the attorney for the Strathmere Fire Commission which gives consent for the attorney to provide Information to the auditor Ken Yeutter if needed.

Donna Diefenderfer signed Resolution, certifying Donna Diefenderfer has reviewed the 2018 audit report.

The initial payment for the HVAC system was misclassified as "Small Operating Equipment". This expense will be reclassified as "Repairs and Maintenance". The Commission is moving \$3,750 from "Small Operating Equipment" to "Repairs & Maintenance". This leaves the "Small Operating Equipment" expense at \$1,389.51, and the "Repairs and Maintenance" account at \$5,445.72.

The radios were \$4,500 more than originally budgeted amount for small operating equipment. In addition, the new HVAC system has used a large majority of our repairs and maintenance budget. The Commission has no additional funds for purchase of "Small Operating Equipment" through the end of this year, and can only make absolutely necessary repairs or maintenance through the end of the year.

After the Commission review the checks Randy Roash made a motion to pay checks 5026 to 5046, seconded by Karen Mitchell.

Bruce Riordan talked about replacing the heater, air conditioner and condenser. Bruce Riordan got two bids with a difference of 3 thousand dollars. Decision was made to go with the Lenegan Company to do the installation.

Randy Roash held a discussion about the importance of clearing the street ends for emergency use and First

Responder access. Randy Roash has talked to Upper Township and they are going to come out and take license numbers and give them to the State Police. Karen Mitchell said she would talk to Shelly about this issue. Karen Mitchell also asked for law enforcement for Williams Ave.

Next meeting will be September 20, 2018 Strathmere Fire House 5pm

Randy Roash moved to adjourn the meeting, seconded by Donna Diefenderfer

Respectfully Submitted
Donna Diefenderfer, Secretary