

FITZGERALD, MCGROARTY & MALINSKY

A PROFESSIONAL ASSOCIATION  
COUNSELLORS AT LAW  
401 NEW ROAD, SUITE 104  
LINWOOD, NEW JERSEY 08221

RECEIVED

DEC 16 2015

CLERK'S OFFICE  
UPPER TOWNSHIP

Telephone  
(609) 927-0015

Facsimile:  
(609) 926-3104

E-Mail:  
JMcGroarty@FMLNJ.Com

PARTNER:  
JOSEPH P. MCGROARTY  
MEMBER OF NJ & PA BAR

December 1, 2015

Wanda Ganglione, Municipal Clerk  
**UPPER TOWNSHIP CLERK'S OFFICE**  
Township Hall, P.O. Box 205  
Tuckahoe, NJ 08250

Re: Upper Township Fire District No. 4  
Our File No. 1060-M

Dear Ms. Ganglione:

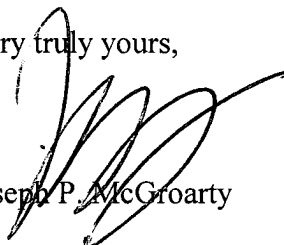
As you are aware, this firm represents the Board of Commissioners of Upper Township Fire District No. 4.

Enclosed please find a copy of the District's 2016 Budget. We are legally required to post a copy of the Budget from **January 12, 2016 through January 19, 2016** Would you be so kind as to tack this copy of the Budget on the Bulletin Board in the Township Hall.

Any persons requesting copies of the Budget should be referred to the Seaville Volunteer Fire Company, which will maintain a supply of the Budget at the firehouse on Route 50. Inquirers may call (609) 624-0122 to make an appointment to pick up a copy of the Budget at the firehouse.

Thank you for your attention and cooperation in this regard.

Very truly yours,



Joseph P. McGroarty

JPM:sjs

Enclosure

cc: Rob Hiddeman, Chairman

# 2016

UPPER TOWNSHIP  
FIRE DISTRICT NO. 4

## Fire District Budget

[www.seavillefirerescue.com](http://www.seavillefirerescue.com)  
(Fire District Web Address)

**Department Of**



**Community  
Affairs**

Division of Local Government Services

# **2016 FIRE DISTRICT BUDGET**

## **Certification Section**

2016

**UPPER TOWNSHIP FIRE DISTRICT NO. 4**  
**FIRE DISTRICT BUDGET**

**FISCAL YEAR: January 1, 2016 to December 31, 2016**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2016 PREPARER'S CERTIFICATION

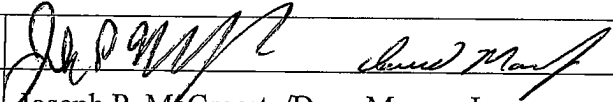
## UPPER TOWNSHIP FIRE DISTRICT NO. 4

### FIRE DISTRICT BUDGET

**FISCAL YEAR:** January 1, 2016 to December 31, 2016

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to statute in that: all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Joseph P. McGroarty/Dave Mason, Jr.		
Title:	Attorney at Law/Secretary		
Address:	747 Shore Road Linwood, New Jersey 08221		
Phone Number:	(609) 927-0015	Fax Number:	(609) 926-3104
E-mail address:	jmcgroarty@fmlnj.com		

# 2016 PREPARER'S CERTIFICATION OTHER ASSETS

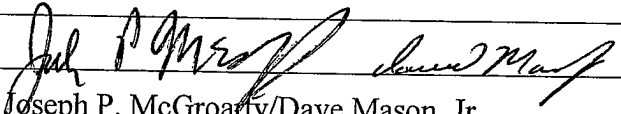
## UPPER TOWNSHIP FIRE DISTRICT NO. 4 (Fire District Name and Number)

### FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2016 to December 31, 2016**

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A: 2-1 et. seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A: 14-78.6.

Preparer's Signature:			
Name:	Joseph P. McGroarty/Dave Mason, Jr.		
Title:	Attorney at Law/Secretary		
Address:	747 Shore Road Linwood, New Jersey 08221		
Phone Number:	(609) 927-0015	Fax Number:	(609) 926-3104
E-mail address:	jmcgroarty@fmlnj.com		

# 2016 APPROVAL CERTIFICATION

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

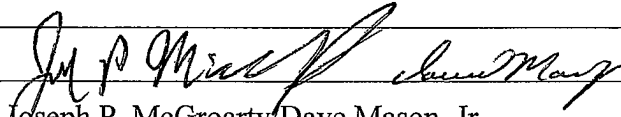
(Fire District Name and Number)

### FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2016 to December 31, 2016**

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true copy of the Annual Budget approved by resolution by the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on the 20th day of October, 2015.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the Board of Commissioners thereof.

Officer's Signature:			
Name:	Joseph P. McGroarty/Dave Mason, Jr.		
Title:	Attorney at Law/Secretary		
Address:	747 Shore Road Linwood, New Jersey 08221		
Phone Number:	(609) 927-0015	Fax Number:	(609)926-3104
E-mail address:	jmcgroarty@fmlnj.com		

# FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

<b>Fire District's Web Address:</b>	<u>www.seavillefirerescue.com</u>
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All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- A description of the Fire District's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Fire District
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

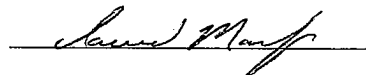
Name of Officer Certifying compliance

Dave Mason, Jr.

Title of Officer Certifying compliance

Secretary

Signature





# 2016 FIRE DISTRICT BUDGET RESOLUTION

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

**FISCAL YEAR: January 1, 2016 to December 31, 2016**

WHEREAS, the Annual Budget for the Upper Township Fire District No. 4 (the "Fire District") for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented before the Board of Commissioners of the Fire District at its open public meeting of October 20, 2015; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) *[Include the following as appropriate: [includes a proposed public referendum in the amount of \$ \_\_\_\_\_ in excess of the allowable amount to be raised by taxation][includes a proposed public referendum in the amount of \$ \_\_\_\_\_ as an appropriation from restricted fund balance to be used as budget revenue]]*; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$538,275, which includes an amount to be raised by taxation of \$532,250, and Total Appropriations of \$538,275; and

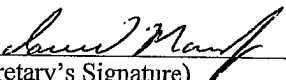
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on October 20, 2015 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 19, 2016.

  
 \_\_\_\_\_  
 (Secretary's Signature)

11/17/15  
 \_\_\_\_\_  
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Rob Hiddeman	X			
Dave Mason, Sr.	X			
Dave Mason, Jr.	X			
Charles Webb	X			
Christopher Hohman	X			

# 2016 ADOPTION CERTIFICATION

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

### FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2016 to December 31, 2016

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Officer's Signature:			
Name:	Joseph P. McGroarty/Dave Mason, Jr.		
Title:	Attorney at Law/Secretary		
Address:	747 Shore Road Linwood, New Jersey 08221		
Phone Number:	(609) 927-0015	Fax Number:	(609) 926-3104
E-mail address:	jmcgroarty@fmlnj.com		

# 2016 ADOPTED BUDGET RESOLUTION

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

**FISCAL YEAR: January 1, 2016 to December 31, 2016**

WHEREAS, the Annual Budget for the \_\_\_\_\_ Fire District No. \_\_\_\_ (the "Fire District") for the fiscal year beginning January 1, 2016 and ending December 31, 2016, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of \_\_\_\_\_; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) *[Include as appropriate: [includes a proposed public referendum in the amount of \$\_\_\_\_\_ in excess of the allowable amount to be raised by taxation][includes a proposed public referendum in the amount of \$\_\_\_\_\_ as an appropriation from restricted fund balance to be used as budget revenue]]*; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ \_\_\_\_\_, which includes amount to be raised by taxation of \$ \_\_\_\_\_, and Total Appropriations of \$ \_\_\_\_\_; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on \_\_\_\_\_ that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016, is hereby adopted and, *[subject to the proposed referendum being approved by 50 percent of the voters]* shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ \_\_\_\_\_, which includes amount to be raised by taxation of \$ \_\_\_\_\_, and Total Appropriations of \$ \_\_\_\_\_; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent

**2016 FIRE DISTRICT BUDGET**

**Narrative and Information Section**

# 2016 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

**FISCAL YEAR: January 1, 2016 to December 31, 2016**

*Answer all questions below. Attach additional pages and schedules as needed.*

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. **See attached.**
  
2. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation to support the district budget and on the Restricted and Unrestricted Fund Balance(s). Explain increases or decreases in the tax rate and utilization of fund balances. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget. **See attached.**
  
3. Include a statement explaining how the Fire District is complying with the Property Tax Levy Cap. The statement must explain reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum. **See attached.**
  
4. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance, explain the reason and purposes of the appropriation. **See attached.**
  
5. Complete a brief statement on the Annual Budget's proposed capital appropriations and payment methods, including debt service for the proposed budget year and for future years. **See attached.**
  
6. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14-78.6, then explain the reasons for the occurrence of the deficit. **See attached.**
  
7. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant to N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts. **See attached.**

8. Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$539,953,900
Proposed Tax Rate per \$100 of Assessed Valuation	\$.096

9. Is the Fire District providing for a first year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof?

No	X	Yes		If yes, how much is appropriated?	\$
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If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount?

No		Yes	X
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# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

FISCAL YEAR: January 1, 2016 to December 31, 2016

- 8) Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool." N/A
- 9) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 10) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 11) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? Yes
- 12) If the answer to #11 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? Yes *If "yes," attach a copy of the agreement. If "no," attach a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity. See attached Fire Agreement.*
- 13) Does the Fire District have a Length of Service Award Program (LOSAP) plan? Yes *If "yes," indicate a) the year it was implemented; b) the total number of volunteer members presently eligible to participate; c) the total number of volunteer members presently vested; d) whether the annual contribution for each vested member is fixed or based on an automatic increase; e) the total LOSAP budgeted for the current year; and f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49. a) 1999; b) 20; c) 13; d) not fixed, based on a point system depending on the number of eligible members; e) \$11,220.00; f) it is believed that it was submitted when the plan started.*

## 2015 BUDGET MESSAGE

1. The Commissioners remain committed to the safety and protection of the residents of the Fire District. The 2016 Budget attempts to delicately balance two compelling but competing interests. The Commissioners have balanced a tax increase with the obligation to protect the safety and welfare of the of the residents of the District.

The 2016 Budget attempts to address the dangers facing the residents of this State. It has become clear that fire and rescue personnel must be prepared to respond to catastrophic natural disasters together with the threats from biological and chemical releases. The state of the art facility serves as an emergency shelter and provide accommodations for supporting fire and emergency rescue personnel. The facility provides needed upgrades to address evolving societal dangers such as chemical and biological releases. The Fire Company's facility is an invaluable resource to the Fire District allowing it to grow and provide the necessary resources for the challenges the District will face in the upcoming decades. The Commissioners have determined that the costs of renting/utilizing this facility are necessary to maintain the safety and welfare of the residents of the district.

In February, 1999, the voters approved the public question regarding the Length of Service Award Program ("LOSAP") and the program was funded. In 2001, the LOSAP regulations were finalized and the Commissioners were able to select and approve a vendor to handle the Length of Service Award Program (LOSAP). The Commissioners continue to fund this program for the upcoming budget year.

2. In the 2015 Budget, the entire unreserved fund balance ("surplus") of \$6,000.00 was used to reduce the amount of monies which need to be raised by taxes. At this juncture it is difficult to estimate the exact 2015 expenditures. Based upon previous budget years it is anticipated that approximately \$6,000.00 will remain for use in 2016.

Although the 2016 ratables for Fire District No. 4 are not precisely known, an additional increase of approximately \$1,848,400 is projected. As a result of minimal increases in expenditures and increased ratables, the tax rate will increase by .00012. The amount to be raised by taxation is below the 2% cap. The total assessed value of the District with the increased rateables is \$548,023,300 The proposed tax rate is .00098.

3. District is in compliance with Property Tax Levy Cap.
4. Not applicable - no Restricted Fund Balance
5. Not applicable - no Capitol Appropriations.
6. Not applicable - no Cash Deficit.
7. Not applicable.
8. See prior page.
9. LOSAP was established in 1999.

# FIRE DISTRICT CONTACT INFORMATION

## 2016

Please complete the following information regarding this Fire District. All information requested below must be completed.

<b>Name of Fire District:</b>	Upper Township Fire District No. 4		
Address:	36 State Highway 50		
City, State, Zip:	Seaville, NJ 08230		
Phone: (ext.)	(609) 624-0122	Fax:	

<b>Preparer's Name:</b>	Joseph P. McGroarty, Esquire		
Preparer's Address:	747 Shore Road		
City, State, Zip:	Linwood	NJ	08221
Phone: (ext.)	(609) 927-0015	Fax:	(609) 926-3104
E-mail:	<a href="mailto:jmcgroarty@fmlnj.com">jmcgroarty@fmlnj.com</a>		

<b>Chairman:</b>	Rob Hiddeman		
Phone: (ext.)	(609) 390-1366	Fax:	
E-mail:	<a href="mailto:commissioners@seavillefirerescue.com">commissioners@seavillefirerescue.com</a>		

<b>Secretary/Treasurer:</b>	Dave Mason, Jr.		
Phone: (ext.)	(609) 624-6403	Fax:	
E-mail:	<a href="mailto:commissioners@seavillefirerescue.com">commissioners@seavillefirerescue.com</a>		

<b>Name of Auditor:</b>	Leon P. Costello, CPA		
Name of Firm:	Ford, Scott & Associates		
Address:	P.O. Box 538		
City, State, Zip:	Ocean City	NJ	08226
Phone: (ext.)	(609) 399-6333	Fax:	(609) 399-3170
E-mail:	<a href="mailto:lcostello@ford-scott.com">lcostello@ford-scott.com</a>		



# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

FISCAL YEAR: January 1, 2016 to December 31, 2016

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of regular voting members of the governing body: 5
- 2) Provide the number of alternate voting members of the governing body: 0
- 3) Did any current or former commissioner or officer have a family or business relationship with any other current or former commissioner or officer during the current fiscal year? Yes *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Fire District. Dave Mason, Sr. (Vice-Chairman) and Dave Mason, Jr. (Secretary) are father and son.*
- 4) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Fire District file the form as required? Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 5) Does the Fire District have any amounts receivable from current or former commissioners, officers, or employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Fire District.*
- 6) Was the Fire District a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, or employee? No
  - b. A family member of a current or former commissioner, officer, or employee? No
  - c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner? No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, or employee (or family member thereof) of the Fire District; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 7) Did the Fire District provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
  - a. First class or charter travel No
  - b. Travel for companions No
  - c. Tax indemnification and gross-up payments No
  - d. Discretionary spending account No
  - e. Housing allowance or residence for personal use No
  - f. Payments for business use of personal residence No
  - g. Vehicle/auto allowance or vehicle for personal use No
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*

# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

FISCAL YEAR: January 1, 2016 to December 31, 2016

- 8) Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool." N/A
- 9) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 10) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 11) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? Yes
- 12) If the answer to #11 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? Yes If "yes," attach a copy of the agreement. If "no," attach a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity. See attached Fire Agreement.
- 13) Does the Fire District have a Length of Service Award Program (LOSAP) plan? Yes If "yes," indicate a) the year it was implemented; b) the total number of volunteer members presently eligible to participate; c) the total number of volunteer members presently vested; d) whether the annual contribution for each vested member is fixed or based on an automatic increase; e) the total LOSAP budgeted for the current year; and f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49. a) 1999; b) 20; c) 13; d) not fixed, based on a point system depending on the number of eligible members; e) \$11,220.00; f) it is believed that it was submitted when the plan started.

AGREEMENT

COPY

THIS AGREEMENT made this 17 day of March, 2015, between the COMMISSIONERS OF FIRE DISTRICT NO. 4, in the Township of Upper, Cape May County (hereinafter referred to as "Commissioners"), and SEAVILLE VOLUNTEER FIRE COMPANY, INC. (Hereinafter referred to as "Fire Company").

WITNESSETH:

WHEREAS, N.J.S.A. 40A:14-68 authorizes the governing body of a municipality to contract with volunteer fire companies within the municipality for the purposes of extinguishing fires, upon such terms and conditions as shall be deemed proper; and

WHEREAS, N.J.S.A. 40A:14-81 invests the commissioners of a fire district with the same powers, duties and functions within the fire district and to the same extent as municipalities relating to the prevention and extinguishment of fires and the regulation of fire hazards; and,

WHEREAS, the Commissioners have negotiated an agreement with the Fire Company within its jurisdiction upon terms that are fair and proper for the provision of fire protection services to the fire district.

WHEREAS, the Commissioners and Fire Company, in consideration of the payment to made as herein described and the exchange of mutual promises, represent and agree as follows:

1. Fire Company will extinguish fires within the fire district or pursuant to mutual aid agreements which have been entered into by the Fire Company with the concurrence of the Commissioners. Copies of all such contracts or agreements shall be furnished to the Commissioners. For purposes hereof, the term "extinguishing fires" shall be used in its broadest and most universal sense. Nothing in this paragraph shall in any way hinder the chief of the volunteer fire company, or those acting on his behalf, from rendering emergency assistance to protect life and property outside the normal territorial jurisdiction of Fire District No. 4.

2. Nothing herein shall be construed to increase any liability on the part of the Fire Company to the public for errors or omissions in the performance or nonperformance of its duties hereunder or pursuant to any other requirement.

3. The members of the Fire Company, in performing fire duties, shall be deemed to be exercising a governmental function.

4. The firefighter members of the Fire Company shall be under the supervision and control of the chief of the Fire Company, but the Fire Company may not take any actions which are contrary to law or to the bylaws or official actions of the Commissioners. The Commissioners shall act in an advisory capacity with the Fire Company and shall not interfere with or seek to regulate the internal administration of the Fire Company. Nothing herein contained shall be deemed to authorize the

Commissioners to direct the actions of the fire officials or firefighters at a fire scene or to act contrary to the statutory command authority of the fire chief at the fire scene.

5. Fire Company shall perform such other duties, directly or indirectly related to the extinguishment of fires, as may be requested from time to time by the Commissioners.

6. In addition to the payment to be made by the Commissioners to the Fire Company pursuant hereto, the Commissioners shall provide funds for the purchase of liability insurance coverage for the Fire Company and its firefighters while engaged in firefighting duties, including, but not limited to, their use of apparatus, vehicles and equipment owned by the Fire Company; and for property damage and liability insurance for the Seaville Fire House and any additions thereto.

7. The Commissioners shall reimburse firefighters for any losses incurred while engaging in fire duty, subject to reasonable proof of the value of such losses, except for those losses and expenses for which reimbursement shall be provided by insurance.

8. The Commissioners shall pay the Fire Company the amount of \$80,574.00 for the period from March 1, 2015 through February 29, 2016, as reimbursement for the expenses of providing fire protection for the district.

9. The payment to be made hereunder is dependent upon the Fire Company maintaining an adequate firefighter corps and an available manpower response during all hours of the day. In determining the adequacy of the firefighting corps and of the available manpower response, mutual aid agreements shall be taken into consideration.

10. Commissioners may, but shall not be required to, provide life and health insurance for the members of the Fire Company. Any insurance, once in force, may not be terminated by the Commissioners except by formal vote at the public hearing on the fire district's annual budget, which will be held on January 19, 2016. The Commissioners must give notice to the Fire Company of their intention to terminate any insurance at least thirty (30) days prior to the public hearing at which the formal vote will occur. If the Commissioners vote to terminate the insurance, such termination shall be not be effective until March 1, 2016. Unless the Commissioners terminate the insurance in compliance with this paragraph, then such insurance shall continue in place until March 1, 2017.

11. Fire Company will house any apparatus, vehicles or equipment furnished by the Commissioners in a safe and secure manner and will maintain, store and use said apparatus only in accordance with procedures established by the Fire Company and agreed to by the Commissioners.

12. This contract is contingent upon adequate funding being provided in the annual budget and by appropriation of the Commissioners.

13. Unless the other party furnishes sixty (60) days' notice of nonrenewal of this Agreement prior to its expiration, this Agreement shall continue on a monthly basis following the expiration date herein provided, and same shall be subject to termination by either party upon thirty (30) days' notice.

14. Fire Company may not hire or employ any person to perform any firematic function of the Fire Company, but the Commissioners may provide paid employees for use by the Fire Company provided that the requirement of L. 1979, c.453, and subsequent amendments, if any, are observed, and provided further that said employees are approved by the Fire Company.

15. The meeting room at the Seaville Fire House shall be available for the use of the Commissioners for its regularly scheduled evening meetings, for the annual election meeting, and for special meetings, provided that such special meetings do not conflict with other activities previously scheduled by the Fire Company for said room. In addition, an office on the second floor of the Firehouse has been designated for use by the Fire Commissioners. The Board of Fire Commissioners are authorized to use this office.

16. All duties, obligations and activities of the parties pursuant to this Agreement shall be exercised reasonably and in good faith.

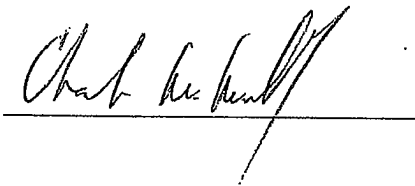
17. If any article, section, paragraph, sentence or clause of this Agreement is determined to be invalid, same shall be deemed severable and the remainder of the Agreement shall survive unless such invalidated language is material to the purposes and intentions of the parties.

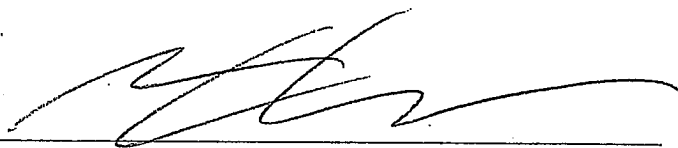
18. The term of this Agreement shall run from March 1, 2015, through February 29, 2016.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals or caused their corporate presence to be affixed the day and year first above written.

**ATTEST:**

**BOARD OF FIRE COMMISSIONERS  
UPPER TOWNSHIP FIRE DISTRICT NO. 4**

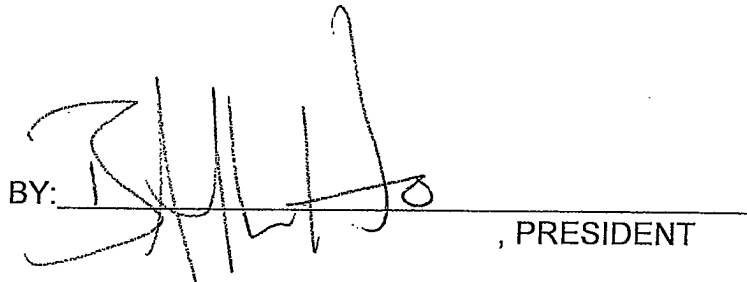
  
\_\_\_\_\_

BY:   
\_\_\_\_\_  
ROBERT HIDDEMEN, CHAIRMAN

**ATTEST:**

**SEAVILLE VOLUNTEER FIRE COMPANY, INC.**

  
\_\_\_\_\_

BY:   
\_\_\_\_\_  
, PRESIDENT

**COPY**



# FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS

## UPPER TOWNSHIP FIRE DISTRICT NO. 4

**FISCAL YEAR:** January 1, 2016 to December 31, 2016

*Complete the attached table for all persons required to be listed per #1-2 below.*

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District and any other public entities as defined below. Enter zero if no compensation was paid. N/A
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District and any other public entities during the most recent fiscal year completed. N/A

**Commissioner:** A member of the governing body of the Fire District with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the Fire District's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the Fire District's top management official and top financial official as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year 2014.

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Fire District either by function or by physical location.

Fire District Schedule of Commissioners and Officers (Continued)

XYZ Fire District #1  
County Name

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Former Officer	Reportable Compensation from Fire District (W-2/ 1099)			Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column N	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column N	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities					
					Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)												
1 David Mason, Sr.	Vice Chairman		X																
2 Christopher Hohman	Commissioner		X																
3 David Mason, Jr.	Secretary		X																
4 Charles Webb	Treasurer		X																
5 Rob Hiddeman	Chairman		X																
6																			
7																			
8																			
9																			
0																			
1																			
2																			
3																			
4																			
5																			
Total:													\$	85,000	\$	\$	85,000	\$	85,000

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

# Schedule of Health Benefits - Detailed Cost Analysis

XYZ Fire District #1  
County Name

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage			\$ -			\$ -		#DIV/0!
Parent & Child			-			-		#DIV/0!
Employee & Spouse (or Partner)			-			-		#DIV/0!
Family			-			-		#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	0			0				#DIV/0!
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	0			0				#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	0			0				#DIV/0!
<b>GRAND TOTAL</b>			\$ -	0		\$ -		#DIV/0!

Is medical coverage provided by the SHBP (Yes or No)?  
 Is prescription drug coverage provided by the SHBP (Yes or No)?

## Schedule of Accumulated Liability for Compensated Absences

XYZ Fire District #1  
County Name

*Complete the below table for the Fire District's accrued liability for compensated absences.*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at January 1, 2014	Dollar Value of Accrued Compensated Absence Liability	<i>Legal Basis for Benefit (check applicable items)</i>			
			Approved Labor Agreement	Resolution	Individual Employment	Agreement
N/A						
<b>Total liability for accumulated compensated absences at January 1, 2014</b>		\$				

**2016 FIRE DISTRICT BUDGET**

**Financial Schedules Section**

**Instructions:**

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

The Levy Cap worksheets simplify data entry by having the user enter most data on support pages and some from this sheet. By filling in the highlighted cells on this page, each worksheet will reflect the information and automatically calculate the formulas on each individual worksheet.

Enter the name of the fire district and county below. This will populate the name of the fire district and the county throughout the workbook.

Name of Fire District:

UPPER TOWNSHIP FIRE DISTRICT #4

County:

CAPE MAY COUNTY

**Levy Cap Calculation Summary**

2015 Adopted Budget - Amount to be Raised by Taxation	\$	520,858
Cap Bank Available from 2013 (See Levy Cap Certification)		3,311
Cap Bank Available from 2014 (See Levy Cap Certification)		4,403
Cap Bank Available from 2015 (See Levy Cap Certification)		960
Cap Bank Used from 2013		-
Cap Bank Used from 2014		-
Cap Bank Used from 2015		-
Changes in Service Provider (+/-)		
DLGS Approved Adjustments		
Cancelled or Unexpended Referendum Amount (Enter as a positive number)		
Assessed Valuation of District for adopted budget		539,953,900
New Ratables - Increase in Valuations (New Construction and Additions)		1,848,400
Adopted Fire District Tax Rate (three decimals) per \$100		\$0.096
Projected Tax Rate based upon Proposed Levy		0.09823694

## 2016 Budget Summary

### UPPER TOWNSHIP FIRE DISTRICT #4 CAPE MAY COUNTY

	<i>2016 Proposed Budget</i>	<i>2015 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
<b>REVENUES AND FUND BALANCE UTILIZED</b>				
Total Fund Balance Utilized	\$ 6,000	\$ 6,000	\$ -	0.0%
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
Total Interest on Investments & Deposits	25	1,000	(975)	-97.5%
Total Other Revenue	-	-	-	#DIV/0!
Total Operating Grant Revenue	-	-	-	#DIV/0!
Total Revenues Offset with Appropriations	-	-	-	#DIV/0!
Total Revenues and Fund Balance Utilized	6,025	7,000	(975)	-13.9%
Amount to be Raised by Taxation to Support Budget	532,250	520,858	11,392	2.2%
Total Anticipated Revenues	538,275	527,858	10,417	2.0%
<b>APPROPRIATIONS</b>				
Total Administration	6,742	6,742	-	0.0%
Total Cost of Operations & Maintenance	507,533	509,896	(2,363)	-0.5%
Total Appropriations Offset with Revenue	-	-	-	#DIV/0!
Total Appropriated for Duly Incorporated First Aid/Rescue Squad	-	-	-	#DIV/0!
Total Deferred Charges	-	-	-	#DIV/0!
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)	-	-	-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (P.L.1997,c.388)	24,000	11,220	12,780	113.9%
Total Capital Appropriations	-	-	-	#DIV/0!
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
Total Appropriations	538,275	527,858	10,417	2.0%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

## 2016 Revenue Schedule

### UPPER TOWNSHIP FIRE DISTRICT #4 CAPE MAY COUNTY

	2016 Proposed Budget	2015 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<b>Fund Balance Utilized</b>				
Unrestricted Fund Balance	\$ 6,000	\$ 6,000	\$ -	0.0%
Restricted Fund Balance	-	-	-	#DIV/0!
Total Fund Balance Utilized	<u>6,000</u>	<u>6,000</u>	<u>-</u>	<u>0.0%</u>
<b>Miscellaneous Anticipated Revenues</b>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	#DIV/0!
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	#DIV/0!
Emergency Assistance (N.J.S.A. 40A:14-26)			-	#DIV/0!
Municipal Assistance (N.J.S.A. 40A:14-34)			-	#DIV/0!
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	#DIV/0!
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	#DIV/0!
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	#DIV/0!
Rental Income			-	#DIV/0!
Total Miscellaneous Anticipated Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<b>Sale of Assets (List Individually)</b>				
Asset #1			-	#DIV/0!
Asset #2			-	#DIV/0!
Asset #3			-	#DIV/0!
Asset #4			-	#DIV/0!
Total Sale of Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<b>Interest on Investments &amp; Deposits (List Accounts Separately)</b>				
Investment Account #1	25	1,000	(975)	-97.5%
Investment Account #2			-	#DIV/0!
Investment Account #3			-	#DIV/0!
Investment Account #4			-	#DIV/0!
Total Interest on Investments & Deposits	<u>25</u>	<u>1,000</u>	<u>(975)</u>	<u>-97.5%</u>
<b>Other Revenue (List in Detail)</b>				
Other Revenue #1			-	#DIV/0!
Other Revenue #2			-	#DIV/0!
Other Revenue #3			-	#DIV/0!
Other Revenue #4			-	#DIV/0!
Total Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<b>Operating Grant Revenue (List in Detail)</b>				
Supplemental Fire Service Act (P.L.1985,c.295)			-	#DIV/0!
Other Grant #1			-	#DIV/0!
Other Grant #2			-	#DIV/0!
Other Grant #3			-	#DIV/0!
Other Grant #4			-	#DIV/0!
Other Grant #5			-	#DIV/0!
Total Operating Grant Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<b>Revenues Offset with Appropriations</b>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	#DIV/0!
Annual Registration Fees			-	#DIV/0!
Penalties and Fines			-	#DIV/0!
Other Revenues			-	#DIV/0!
Total Uniform Fire Safety Act	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<u>Other Revenues Offset with Appropriations (List)</u>				
Other Offset Revenues #1			-	#DIV/0!
Other Offset Revenues #2			-	#DIV/0!
Other Offset Revenues #3			-	#DIV/0!
Other Offset Revenues #4			-	#DIV/0!
Total Other Revenues Offset with Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Total Revenues Offset with Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<b>TOTAL REVENUES AND FUND BALANCE UTILIZED</b>	<u>\$ 6,025</u>	<u>\$ 7,000</u>	<u>\$ (975)</u>	<u>-13.9%</u>



## 2016 Appropriations Schedule

### UPPER TOWNSHIP FIRE DISTRICT #4 CAPE MAY COUNTY

	2016 Proposed Budget	2015 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	\$ -		\$ -	#DIV/0!
Commissioners			-	#DIV/0!
Fringe Benefits	-		-	#DIV/0!
Total Administration - Personnel	-	-	-	#DIV/0!
<i>Administration - Other (List)</i>				
Other Admin Expense #1	6,742	6,742	-	0.0%
Other Admin Expense #2			-	#DIV/0!
Other Admin Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Administration - Other	6,742	6,742	-	0.0%
Total Administration	6,742	6,742	-	0.0%
<i>Cost of Operations &amp; Maintenance - Personnel</i>				
Salary & Wages			-	#DIV/0!
Fringe Benefits			-	#DIV/0!
Total Operations & Maintenance - Personnel			-	#DIV/0!
<i>Cost of Operations &amp; Maintenance - Other (List)</i>				
Other Operations & Maintenance Expense #1	504,033	506,396	(2,363)	-0.5%
Other Operations & Maintenance Expense #2			-	#DIV/0!
Other Operations & Maintenance Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1	3,500	3,500	-	0.0%
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Operations & Maintenance - Other	507,533	509,896	(2,363)	-0.5%
Total Operations & Maintenance	507,533	509,896	(2,363)	-0.5%
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages			-	#DIV/0!
Fringe Benefits			-	#DIV/0!
Total Appropriations Offset with Revenue - Personnel			-	#DIV/0!
<i>Appropriations Offset with Revenue - Other (List)</i>				
Other Expense #1			-	#DIV/0!
Other Expense #2			-	#DIV/0!
Other Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Appropriations Offset with Revenue - Other			-	#DIV/0!
Total Appropriations Offset with Revenue			-	#DIV/0!
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	#DIV/0!
Equipment			-	#DIV/0!
Materials & Supplies			-	#DIV/0!
Total Duly Incorporated First Aid/Rescue Squad Associations			-	#DIV/0!
<i>Emergency Appropriations &amp; Deferred Charges (List)</i>				
Emergency Appropriation #1			-	#DIV/0!
Emergency Appropriation #2			-	#DIV/0!
Emergency Appropriation #3			-	#DIV/0!
Deferred Charge #1 (cite statute)			-	#DIV/0!
Deferred Charge #2 (cite statute)			-	#DIV/0!
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	#DIV/0!
Total Deferred Charges			-	#DIV/0!
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)	24,000	11,220	12,780	113.9%
Total Capital Appropriations			-	#DIV/0!
Total Principal Payments on Debt Service			-	#DIV/0!
Total Interest Payments on Debt			-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 538,275</b>	<b>\$ 527,858</b>	<b>\$ 10,417</b>	<b>2.0%</b>



## 2016 Schedule of Salaries and Benefits

UPPER TOWNSHIP FIRE DISTRICT #4  
CAPE MAY COUNTY

Administrative Positions Excluding Commissioners (List Individually)	Number of Staff	Annual Wages	2016 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2016 Proposed Budget Fringe Benefits
Position #1			\$					\$
Position #2								
Position #3								
Position #4								
Position #5								
Position #6								
Position #7								
Position #8								
Total Administration			\$	\$	\$	\$	\$	\$

Operation & Maintenance Positions (List Individually)	Number of Staff	Annual Wages	2016 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2016 Proposed Budget Fringe Benefits
Position #1			\$					\$
Position #2								
Position #3								
Position #4								
Position #5								
Position #6								
Position #7								
Position #8								
Position #9								
Position #10								
Position #11								
Position #12								
Position #13								
Position #14								
Total Operation & Maintenance			\$	\$	\$	\$	\$	\$

Salary Offset by Revenue Positions (List Individually)	Number of Staff	Annual Wages	2016 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2016 Proposed Budget Fringe Benefits
Position #1			\$					\$
Position #2								
Position #3								
Position #4								
Position #5								
Position #6								
Position #7								
Position #8								
Total Offset by Revenue			\$	\$	\$	\$	\$	\$
Total Administration, Operations & Offset by Revenue			\$	\$	\$	\$	\$	\$

# 2016 Proposed Capital Budget

UPPER TOWNSHIP FIRE DISTRICT #4  
CAPE MAY COUNTY

**CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)**

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2016 Proposed Budget</i>	<i>2015 Adopted Budget</i>
Capital Improvement #1						
Capital Improvement #2						
Capital Improvement #3						
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Capital Improvements					-	-

**DOWN PAYMENTS (N.J.S.A. 40A:14-85)**

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2016 Proposed Budget</i>	<i>2015 Adopted Budget</i>
Capital Improvement #1						
Capital Improvement #2						
Capital Improvement #3						
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Down Payments					-	-
Total Capital Improvements & Down Payments					-	-

**RESERVE FOR FUTURE CAPITAL OUTLAYS**

	-
	-
\$	-
-	-

**TOTAL CAPITAL APPROPRIATIONS**

Capital Appropriations Offset with Restricted Fund	
Capital Appropriations Offset with Grants	
Capital Appropriations Offset with Unrestricted Fund	

5 Year Debt Service Schedule - Principal

UPPER TOWNSHIP FIRE DISTRICT #4  
CAPE MAY COUNTY

Date of Voter Approval	% of Voter Approval	Date of Local Finance Board Approval	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Total Principal Outstanding
<b>General Obligation Bonds</b>											
General Obligation Bond #1											\$ -
General Obligation Bond #2											\$ -
General Obligation Bond #3											\$ -
General Obligation Bond #4											\$ -
Total Principal - General Obligation Bonds											\$ -
<b>Bond Anticipation Notes</b>											
BAN #1											\$ -
BAN #2											\$ -
BAN #3											\$ -
BAN #4											\$ -
Total Principal - BANS											\$ -
<b>Capital Leases</b>											
Capital Lease #1											\$ -
Capital Lease #2											\$ -
Capital Lease #3											\$ -
Capital Lease #4											\$ -
Total Principal - Capital Leases											\$ -
<b>Intergovernmental Loans</b>											
Intergovernmental #1											\$ -
Intergovernmental #2											\$ -
Intergovernmental #3											\$ -
Intergovernmental #4											\$ -
Total Principal - Intergovernmental Loans											\$ -
<b>Other Bonds or Notes Payable</b>											
Other Bonds or Notes #1											\$ -
Other Bonds or Notes #2											\$ -
Other Bonds or Notes #3											\$ -
Other Bonds or Notes #4											\$ -
Total Principal - Other Bonds or Notes											\$ -
<b>TOTAL PRINCIPAL ALL OBLIGATIONS</b>											
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.

# 5 Year Debt Service Schedule - Interest

UPPER TOWNSHIP FIRE DISTRICT #4  
CAPE MAY COUNTY

Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Total Interest Payments Outstanding
<i>General Obligation Bonds</i>								
General Obligation Bond #1								\$
General Obligation Bond #2								
General Obligation Bond #3								
General Obligation Bond #4								
Total Interest - General Obligation Bonds								
<i>and Anticipation Notes</i>								
BAN #1								
BAN #2								
BAN #3								
BAN #4								
Total Interest Payments - BANS								
<i>Capital Leases</i>								
Capital Lease #1								
Capital Lease #2								
Capital Lease #3								
Capital Lease #4								
Total Interest Payments - Capital Leases								
<i>Intergovernmental Loans</i>								
Intergovernmental #1								
Intergovernmental #2								
Intergovernmental #3								
Intergovernmental #4								
Total Interest Payments - Intergovernmental								
<i>Other Bonds or Notes Payable</i>								
Other Bonds or Notes #1								
Other Bonds or Notes #2								
Other Bonds or Notes #3								
Other Bonds or Notes #4								
Total Interest Payments - Other Bonds or Notes								
<b>TOTAL INTEREST ALL OBLIGATIONS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Enter each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet. Enter the interest payment due for each year indicated and thereafter until maturity.

# 2016 Fund Balance Reconciliation

## UPPER TOWNSHIP FIRE DISTRICT #4 CAPE MAY COUNTY

### UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2015 (1)	\$	7,677
Less: Utilized in 2015 Adopted Budget		6,000
Proposed balance available		<u>1,677</u>
Estimated results of operations for the year ending December 31, 2015		4,323
Anticipated balance December 31, 2015		<u>6,000</u>
Less: Fund Balance utilized in 2016 Proposed Budget		6,000
Proposed balance after utilization in 2016 Proposed Budget	\$	<u><u>-</u></u>

### RESTRICTED FUND BALANCE

Beginning balance January 1, 2015 (1)	\$	-
Less: Utilized in 2015 Adopted Budget		-
Proposed balance available		<u>-</u>
Estimated results of operations for the year ending December 31, 2015		-
Anticipated balance December 31, 2015		<u>-</u>
Less: Restricted Fund Balance used in 2016 Proposed Budget for Capital Purposes		-
Less: Restricted Fund Balance released via Referendum Resolution		-
Proposed balance after utilization in 2016 Proposed Budget	\$	<u><u>-</u></u>

(1) This line item must agree to audited financial statements.

# 2016 Referendums

## UPPER TOWNSHIP FIRE DISTRICT #4 CAPE MAY COUNTY

Summary of Referendum Line Items	2016 Proposed Budget Amount Requested	2015 Final Budget
<b>Total Referendum Line Items</b>	<b>\$ -</b>	<b>\$ -</b>

Tax Levy Requested minus Maximum Allowable Levy  
 As this page is adjusted this amount changes, should = \$0  
 (For Reference Purposes Only - from Levy Cap Summary based on  
 Information provided by the district- see instructions.)

\$ -

Summary of Release of Restricted Fund Balance Referendum Line Items	2016 Proposed Budget Amount Requested	2015 Final Budget
<b>Total Release of Restricted Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>



## 2016 Levy Cap Summary

### UPPER TOWNSHIP FIRE DISTRICT #4 CAPE MAY COUNTY

#### LEVY CAP CALCULATION

Prior Year Amount to be Raised by Taxation for Fire District Purposes	\$	520,858	
Changes in Service Provider (+/-)		-	
DLGS Approved Adjustments		-	
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation		520,858	
Plus: 2% Cap Increase		10,417	
<b>ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS</b>		<b>531,275</b>	
<i>Exclusions</i>			
Shared Service Exclusion		-	
Change in Total Debt Service Appropriation		-	
Allowable Pension Increases		-	
Allowable Increase in Health Care Costs		-	
Changes in LOSAP Contributions (+/-)		12,780	
Extraordinary Costs due to a "Declared" Emergency		-	
Net Capital Improvement Fund and/or Down Payment on Improvements and Reserve for Future Capital Outlays		-	
Total Exclusions		12,780	
Less: Cancelled or Unexpended Referendum Amounts		-	
Increase in Ratable Valuation (New Construction/Additions)	\$	1,848,400	
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.096	1,774	
<b>ADJUSTED TAX LEVY</b>		<b>545,830</b>	
Amount Utilized from Levy Cap Bank from 2013		-	
Amount Utilized from Levy Cap Bank from 2014		-	
Amount Utilized from Levy Cap Bank from 2015		-	
Maximum Tax Levy Before Referendum		545,830	
Amount Proposed for Levy Cap Referendum		-	
<b>MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION</b>		<b>\$ 545,830</b>	

#### CAP BANK CALCULATION

Amount to be Raised by Taxation	\$	532,250	
Cap Bank Available from Prior Year (2013) for 2016 Budget		3,311	
Cap Bank Available from Prior Year (2014) for 2016 Budget		4,403	
Revised Cap Bank from Prior Year (2014) Available for 2017 Budget		4,403	
Cap Bank Available from Prior Year (2015) for 2016 Budget		960	
Revised Cap Bank from Prior Year (2015) Available for 2017 Budget		960	
Cap Bank from Current Year (2016) Available for 2017 Budget		13,580	
Cap Bank Available from 2016 for 2017 Budget		\$ 13,580	

**2016 Shared Services Exclusion Worksheet**

UPPER TOWNSHIP FIRE DISTRICT #4  
CAPE MAY COUNTY

Name of Entity Providing Service	Health Care Costs		Pension Costs		Debt Service Costs		Capital Improvement Costs		Declared Emergency Costs		Total Shared Services Cost Exclusions		Salary Costs		Other Costs		Total	
	Proposed	Adopted	Proposed	Adopted	Proposed	Adopted	Proposed	Adopted	Proposed	Adopted	Proposed	Adopted	Proposed	Adopted	Proposed	Adopted	Proposed	Adopted
<i>Type of Shared Service Provided (List Each Separately)</i>																		
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## 2016 Levy Cap Exclusion Calculations

### UPPER TOWNSHIP FIRE DISTRICT #4 CAPE MAY COUNTY

#### PENSION CONTRIBUTION CALCULATION

2016 Proposed Budget PERS Contribution Appropriated	\$	-
2016 Proposed Budget PFRS Contribution Appropriated		-
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs		-
Net 2016 Base Amount		-
2015 Adopted Budget PERS Contribution (former Page SS-5A Line 1 Total)		-
2015 Adopted Budget PFRS Contribution (former Page SS-5A Line 2 Total)		-
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs		-
Net 2015 Base Amount		-
<b>Pension Contribution Exclusion</b>	<b>\$</b>	<b>-</b>

#### LOSAP CALCULATION

2016 Proposed Budget LOSAP Appropriation	\$	24,000
20154 Adopted Budget LOSAP Appropriation		11,220
<b>LOSAP Exclusion (+/-)</b>	<b>\$</b>	<b>12,780</b>

#### DEBT SERVICE CALCULATION

2016 Proposed Budget Total Debt Service Appropriation	\$	-
2015 Adopted Budget Total Debt Service Appropriation		-
<b>Debt Service Exclusion</b>	<b>\$</b>	<b>-</b>

#### CAPITAL APPROPRIATION CALCULATION

2016 Proposed Budget Total Capital Appropriation	\$	-
2016 Proposed Budget Capital Appropriation Offset from Restricted Fund		-
2016 Proposed Budget Capital Appropriation Offset from Grant Revenue		-
###		-
2016 Base Amount		-
2015 Adopted Budget Total Capital Appropriation		-
2015 Adopted Budget Capital Appropriation Offset from Restricted Fund		-
2015 Adopted Budget Capital Appropriation Offset from Grant Revenue		-
2015 Adopted Budget Capital Appropriation Offset from Unrestricted Fund		-
2015 Base Amount		-
<b>Capital Expenditure Exclusion</b>	<b>\$</b>	<b>-</b>

#### HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2016		5.8%
2016 Proposed Budget Administration Health Insurance Appropriation	\$	-
2016 Proposed Budget Operations & Maintenance Health Insurance Appropriation		-
2016 Proposed Budget Group Health Insurance		-
2015 Adopted Budget Administration Health Insurance Appropriation (former Page SS-5A Line 3 Admin)		-
2015 Adopted Budget Operations & Maintenance Health Insurance Appropriation (former Page SS-5A Line 3 Operation & Maintenance)		-
2015 Adopted Budget Group Health Insurance		-
Net Increase (Decrease)		-
Net Increase Divided by 2015 Amount Budgeted = % Increase		0.00%
SFY 2016 State Health Average <b>5.8%</b> Less 2% = % Increase Added to Current Levy		0.00%
% Increase less % Increase Exclusion = % Increase Inside Cap		0.00%
% Increase Inside Cap * 2015 Expended = Added Amount Inside Cap	\$	-
% Increase Exclusion * 2015 Expended = 2016 Appropriation Added to Levy	\$	-
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$	-
2016 Increase in Appropriation	\$	-

# Fire District Schedule of Commissioners and Officers (Continued)

XYZ Fire District #1  
County Name

Name	Title	Average Hours per Week Dedicated to Position	Reportable Compensation from Fire District (W-2/ 1099)			Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Total Compensation from Fire District	Names of Other Public Entities where individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column N	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column N	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
			Commissioner	Officer	Former									Base Salary/ Stipend
1. David Mason, Sr.	Vice Chairman		X			\$								
2. Dan Knobb	Commissioner		X			\$								
3. David Mason, Jr.	Secretary		X			\$								
4. Charles Webb	Treasurer		X			\$								
5. Rob Hiddeman	Chairman		X			\$								
6.						\$								
7.						\$								
8.						\$								
9.						\$								
10.						\$								
11.						\$								
12.						\$								
13.						\$								
14.						\$								
15.						\$								
<b>Total:</b>												\$	\$	\$

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

# Schedule of Health Benefits - Detailed Cost Analysis

UPPER TOWNSHIP FIRE DISTRICT #4  
CAPE MAY COUNTY

	# of Covered Members (Medical & Rx) Proposed Budget		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Members (Medical & Rx) Proposed Budget	Members (Medical & Rx) Current Year	Annual Cost Estimate per Employee Proposed Budget	Annual Cost Estimate per Employee Current Year						
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage					\$			\$		#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )										#DIV/0!
<b>Subtotal</b>	0					0				#DIV/0!
<b>Commissioners - Health Benefits - Annual Cost</b>										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )										#DIV/0!
<b>Subtotal</b>	0					0				#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )										#DIV/0!
<b>Subtotal</b>	0					0				#DIV/0!
<b>GRAND TOTAL</b>	0				\$	0		\$		#DIV/0!

Is medical coverage provided by the SHBP (Yes or No)?  
 Is prescription drug coverage provided by the SHBP (Yes or No)?

# Schedule of Accumulated Liability for Compensated Absences

UPPER TOWNSHIP FIRE DISTRICT #4  
CAPE MAY COUNTY

*Complete the below table for the Fire District's accrued liability for compensated absences.*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at January 1, 2015	Legal Basis for Benefit (check applicable items)		Accrued Compensated Absence Liability
		Approved Labor Agreement	Resolution	
<b>Total liability for accumulated compensated absences at January 1, 2015</b>				\$ <u>          </u>