

MINUTES OF A MEETING OF THE BOARD OF FIRE COMMISSIONERS, TOWNSHIP OF UPPER; DISTRICT #1

September 19, 2019

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on September 19, 2019 at 5:00 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ.

Commissioners Karen Mitchell, Randy Roash, Donna Diefenderfer, and Joe Boland were present Commissioner Steve Nickelsberg was unable to attend. Also present were Cheryl Ward, CPA, Accountant and Recording Secretary; Tonya DeVita, Senior Accountant with Cheryl Ward, CPA; Bruce Riordan, Chief of the Strathmere Volunteer Fire Company, and Ed Scanlon, Deputy Chief of the Strathmere Volunteer Fire Company

The meeting was opened by Karen Mitchell, 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, the Board reviewed and approved the minutes of the prior meeting, held June 20, 2019.

Ms. Ward presented the current bills and checks to be signed and distributed along with a financial report, including a list of checks that were approved and signed at her office since the June 19, 2019 meeting. The current bills and checks were approved as presented.

Karen Mitchell discussed old business, which included the issue of people parking illegally in fire zones throughout Strathmere. At the urging of the Commission, the township increased the signs, stenciling and markings indicating the "fire zones". As of mid-august, 91 tickets were issued to individuals illegally parked in fire zones, the majority of which were parked at Whale Beach. Karen Mitchell would like to see Troopers issue more tickets to cars illegally parked in fire zones in the North End.

Bruce Riordan presented the Chief's report. The volunteer fire company responded to several calls over the summer, about 60% of which were medical in nature. An additional 10% were attributed to malfunctioning alarms. New equipment has been purchased to help detect gas leaks. In addition, a new chain saw that is rated specifically for fire was acquired.

The audit of the 2018 financial statements has not yet been completed. The auditor retained by the Board, Kenneth Yeutter, has informed the Board that due to personal reasons, he will be unable to perform the audit. Ms. Ward contacted several CPA's in order locate a CPA that is qualified, willing and able to perform the audit expeditiously and at the budgeted fee. Michael Bohrer, Esq., CPA, has agreed to perform the audit at the budgeted fee. He anticipates completion of the audit by October 15,

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2019. The Board passed a motion to accept the proposal by Michael Bohrer, Esq., CPA, to conduct the audit of the 2018 financial statements. The board will review the audit report at the next meeting.

At this meeting, the Board began the 2020 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. Bruce Riordan and Ed Scanlon discussed the anticipated needs of the Volunteer Fire Company in 2020. The Budget process will continue at the October meeting where the Board will approve the budget. Ms. Ward stressed the need for a quorum of the board at the next two meetings

Karen Mitchell reminded the board that the next meeting is scheduled for October 17, 2019 at 5:00 p.m.

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

Respectfully submitted,

Approved and Submitted,

Original signature on file

Original signature on file

Cheryl D. Ward, CPA, *Recording Secretary*

Karen Mitchell, *Chairman*