

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

June 18, 2020

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on June 18, 2020 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 **Bruce Riordan**, 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 new business, the board discussed the results of the election, held on Saturday, February 15th, 2020. **Randy Roash** was re-elected as Commissioner. The 2020 budget was approved, as presented. There were sixteen (16) votes in favor of the budget, and one (1) vote opposed to the budget, inclusive of absentee ballots.

Commissioner **Steve Nickelsberg** has moved out of the district. Therefore, he delivered his resignation from the Board to **Karen Mitchell**, effective immediately. **Joe Boland** nominated **Gary Riordan, Jr.** to fill the vacancy on the Board. A unanimous motion was passed to appoint **Gary Riordan, Jr.** to the Board to fill the position vacated by **Steve Nickelsberg**.

Thereafter, the Board held its reorganization meeting, making and approving the following appointments:

Chairman-	Karen Mitchell
Vice Chairman-	Joe Boland
Secretary-	Donna Diefenderfer
Treasurer-	Randy Roash
Commissioner-	Gary Riordan, Jr.
Solicitor-	Jon Batastini.
Auditor-	Michael Bohrer, Esq., CPA
Newspaper-	Cape May County Herald
Bank-	1st Bank of Sea Isle City
Meeting Dates-	Various Thursdays, as advertised
Meeting Time-	5:00 p.m.

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**June 18, 2020
(continued)**

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held December 19, 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 December 19, 2019 meeting. The current bills and checks were approved as presented. **Ms. Ward** presented a Treasurer's Report, including a review of the Board's year-to-date income and expenses relative to the budget, and a review of the final 2019 income and expenses relative to the budget.

Ms. Ward reviewed the completed 2019 Audit Report issued by the Board's Auditor, **Michael Bohrer, Esq., CPA**. The audit results were "clean". There were no findings or recommendations from the Auditor as to methods to improve the Board's system of accounting controls. The Board approved the Audit report as presented. The Board signed a Group Affidavit and passed a Resolution documenting its approval. **Ms. Ward** will submit the Audit Report to the State of New Jersey, Department of Community Affairs.

Bruce Riordan presented the Chief's report. Due to COVID-19, the fire company was forced to stop their monthly drills back in March. The governor passed a resolution on or about June 18th allowing the monthly drills to begin again.

The Fire Company responded to four (4) calls in the beginning of the year, and twelve (12) calls over the past two weeks. Most of the calls were medical in nature.

The Fire Company has been awarded a grant from New Jersey American Water. The proceeds of the grant will be used to purchase a night vision camera.

Ms. Ward reminded the board that the next meeting is scheduled for October 15, 2020 at 5:00 p.m. At this meeting, the Board will begin the Budget Workshop for the 2021 annual budget.

There being no further business for the Board, the meeting was adjourned at 5:36 p.m.

Respectfully submitted,

Original signature on file

Cheryl D. Ward, CPA, *Recording Secretary*

Approved and Submitted,

Original signature on file

Karen Mitchell, *Chairman*