

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

**December 19, 2019**

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

Commissioners **Karen Mitchell, Donna Diefenderfer, Joe Boland, and Steve Nickelsberg** were present for the entire meeting. Commissioner **Randy Roash** was present for the latter part of the meeting. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary; **Ed Scanlon**, Deputy Chief of the Strathmere Volunteer Fire Company, **Bruce Riordan**, Chief of the Strathmere Volunteer Fire Company; and **Lyn Tettmer**, Treasurer 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 November 21, 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 November 21, 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 2019 year-to-date actual income and expenses relative to the budget.

**Ms. Ward** noted that this month's meeting is that at which the 2020 Budget is adopted. **Ms. Ward** informed the Board that the State of New Jersey, Department of Community Affairs has approved the 2020 Budget that was submitted. After a brief discussion, the 2020 Budget was unanimously adopted. **Ms. Ward** will submit the adopted budget to the appropriate state agency.

The Board reviewed and approved a proposal from **Cheryl Ward, CPA**, to provide accounting services for the 2020 calendar year. The Board also reviewed and approved a proposal from **Michael Bohrer, Esq., CPA**, to conduct the required annual audit of the 2019 financial statements for the Board.

The Board made a motion to pass a resolution to adopt a temporary budget to provide for the period between the beginning of the fiscal year, January 1, 2020, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 15, 2020. The resolution was unanimously approved.

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(continued)**

**Bruce Riordan** and **Ed Scanlon** presented the Chief's report. New radios recently obtained by the Fire Company have been received. The Company will begin using them immediately. Three or four more radios are still needed.

The Commission discussed the meeting schedule for the Board of Fire Commissioners for the 2020 calendar year. Historically, the Board has scheduled seven (7) meetings each calendar year. The board unanimously agreed that seven meetings per year are not necessary. The Board agreed on five (5) meetings for 2020, those being the third Thursday in March, June, October, November and December. Those meetings will be advertised. If needed, the Board will call "special" meetings, which will be advertised in accordance with the Open Public Meetings Act of the State of New Jersey.

**Ms. Mitchell** reminded the Board that one Board position is up for election in February, 2020; that being the position currently held by Commissioner **Randy Roash**. **Mr. Roash** indicated his intent to run for re-election. The election will be held at the Strathmere Volunteer Fire House on Saturday, February 15, 2020.

**Ms. Ward** reminded the board that the next meeting is scheduled for March 19, 2020 at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Original signature on file

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Cheryl D. Ward, CPA, *Recording Secretary*

Approved and Submitted,

Original signature on file

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Karen Mitchell, *Chairman*