

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

November 19, 2020

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on November 19, 2020 at 5:00 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ. Due to COVID restrictions, prior to the meeting, all members were instructed not to attend the meeting if they had been in contact with any individual who had recently tested positive for COVID; if they were feeling ill; or running a fever. Prior to entry to the meeting, the temperature was checked for each attendee. All attendees were required to wear a mask, and social distancing was maintained.

Commissioners **Karen Mitchell, Randy Roash, Donna Diefenderfer, Joe Boland, and Gary Riordan, Jr.** were present. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary; 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 business, the Board reviewed and approved the minutes of the prior meeting, held October 15, 2020.

Ms. Ward presented the current bills and checks to be signed and distributed along with a financial report. The current bills and checks were approved as presented. **Ms. Ward** presented a Treasurer's Report, including a review of the Board's 2020 year-to-date actual income and expenses relative to the budget. The Board discussed repairs and maintenance that are planned for the remainder of 2020. All anticipated purchases remain within budget. The Commission complimented and thanked the fire company for being fiscally responsible and keeping the expenses low.

Ms. Ward noted that this month's meeting is that at which the 2021 Budget is approved. The Board reviewed the "proposed" budget. The Board recognizes the importance to adequately fund the fire company for the safety of the residents and property owners of Strathmere. Therefore, the Board unanimously approved a 2% increase in the amount to be raised from taxation. However, the Board also recognizes the financial difficulty that the COVID pandemic has brought to many people. Therefore, in an attempt to keep the tax impact to the Strathmere property owners as low as possible, the Board opted not to include new "ratables" in the 2021 budget. **Ms. Ward** will complete the budget forms for submission to the State of New Jersey, Department of Community Affairs. **Ms. Ward** reminded the Board that the next meeting, to be held on December 17, 2020, is that at which the 2021 Budget is adopted, after being advertised as such.

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**November 19, 2020
(continued)**

Bruce Riordan presented the Chief's report. The fire company has had very few calls over the past month. The fire company did participate in a drill along with Ocean City and Sea Isle City. The Chief stated this was the "best drill they have ever had".

Ms. Ward reminded the board that the next meeting is scheduled for December 17, 2020 at 5:00 p.m. Due to COVID restrictions and increasing concern on the spread of the virus, the Board has decided it is in the best interest of all involved to conduct the next several meetings via Zoom. Therefore, the December 17, 2020; March 18, 2021 and June 17, 2021 meetings are all expected to be conducted via Zoom. The Zoom link for the December 17, 2020 meeting is as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/82692695837?pwd=M2x0ZmdPY0VwTG1XeWdPS3VkNzhYQT09>

Meeting ID: 826 9269 5837

Passcode: 661835

There being no further business for the Board, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Approved and Submitted,

Original signature on file

Original signature on file

Cheryl D. Ward, CPA, *Recording Secretary*

Karen Mitchell, *Chairman*