

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

**December 17, 2020**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on December 17, 2020 at 5:00 p.m. This was a virtual meeting conducted via Zoom.

Commissioners **Karen Mitchell, Donna Diefenderfer, Joe Boland, Randy Roash** 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 November 19, 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.

**Ms. Ward** noted that this month's meeting is that at which the 2021 Budget is adopted. **Ms. Ward** informed the Board that the State of New Jersey, Department of Community Affairs has approved the 2021 Budget that was submitted. After a brief discussion, the 2021 Budget was unanimously adopted. **Ms. Ward** will submit the adopted budget to the appropriate state agency.

**Donna Diefenderfer** discussed an executive order that is expected to be passed by Governor Murphy moving the date of the fire commission elections to April 20<sup>th</sup>, 2021. The elections will be from 2 p.m. – 9 p.m. at the Schiavo Library. **Ms. Mitchell** reminded the Board that two Board positions are up for election in April, 2021; those being the positions currently held by Commissioners **Donna Diefenderfer** and **Gary Riordan Jr.** Both commissioners indicated their intent to run for re-election.

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, 2021, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for April 20, 2021. The resolution was unanimously approved.

The Board made a motion to pass a resolution to transfer line items in the 2020 budget from budget expenditures with excess funds to budget expenditures having deficits. The resolution was unanimously approved and adopted.

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**December 17, 2020  
(continued)**

**Bruce Riordan** presented the Chief's report. The past month has been relatively quiet with very few calls for the fire company to respond to. The fire company purchased 80 new chairs for the fire station.

**Ms. Ward** reminded the board that the next meeting is scheduled for March 18, 2021 at 5:00 p.m. The meeting will be conducted via Zoom.

There being no further business for the Board, the meeting was adjourned at 5:23 p.m.

Respectfully submitted,

Signature on file

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Cheryl D. Ward, CPA, *Recording Secretary*

Approved and Submitted,

Signature on file

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Karen Mitchell, *Chairman*