

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

**October 21, 2021**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on October 21, 2021 at 5:00 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ.

Commissioners **Donna Diefenderfer, Joe Boland, Gary Riordan, Jr. and Randy Roash** were present for the entire meeting. Commissioner **Karen Mitchell** opened the meeting but was unable to remain for the entire meeting. Also present were **Bruce Riordan**, Chief of the Strathmere Fire Company; **Cheryl Ward, CPA**, Accountant and Recording Secretary to the Board, and **Tonya DeVita**, Accountant with Cheryl Ward, CPA.

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The meeting was opened by **Joe Boland**, who read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

On behalf of the Board of Fire Commissioners, **Karen Mitchell** presented a gift to **Bruce Riordan** in recognition and appreciation of his 45 years of service to the Strathmere Volunteer Fire Company, including 40 years as Chief.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held June 17, 2021.

**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 17, 2021 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.

**Ms. Ward** reviewed the completed 2020 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.

At this meeting, the Board began the 2022 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** discussed the anticipated needs of the Volunteer Fire Company in 2022. The Board had in-depth discussions with regards to raising the funding received through taxpayer dollars by the allowed 2%. After lengthy conversations, a motion was unanimously passed to increase the 2022 budget by 2%. The Budget process will continue at the

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November meeting where the Board will approve the budget. **Ms. Ward** stressed the need for a quorum of the board at the next two meetings.

**Bruce Riordan** presented the Chief's report. The fire company sent one new volunteer to Fire Fighting Class. This individual graduated #1 in his class at the Atlantic County Fire School.

Year to date, the fire company has responded to 49 calls, with two of them being serious in nature.

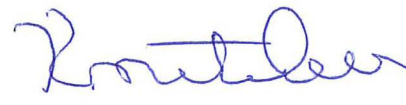
**Ms. Ward** reminded the board that the next meeting is scheduled for November 18, 2021 at 5:00 p.m. At this meeting, the Board will approve the annual budget for 2022.

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

Respectfully submitted,

  
Cheryl D. Ward, CPA, *Recording Secretary*

Approved and Submitted,

  
Karen Mitchell, *Chairman*