

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

December 16, 2021

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on December 16, 2021 at 5:00 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ.

Commissioners **Karen Mitchell**, **Donna Diefenderfer**, and **Joe Boland** were present. Commissioners **Gary Riordan, Jr.** and **Randy Roash** were unable to attend. 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 18, 2021.

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 2021 year-to-date actual income and expenses relative to the budget. The year-to-date actual expenses are within \$170 of the budgeted expenses for the year. The Commission complimented and thanked the fire company for being fiscally responsible, keeping the expenses low, and staying within budget. The Upper Township Fire District #1 operates under a balanced budget with no debt.

Ms. Ward noted that this month's meeting is that at which the 2022 Budget is adopted. **Ms. Ward** informed the Board that the State of New Jersey, Department of Community Affairs has approved the 2022 Budget that was submitted. After a brief discussion, the 2022 Budget was unanimously adopted. **Ms. Ward** will submit the adopted budget to the appropriate state agency.

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, 2022, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 19, 2022. The resolution was unanimously approved.

The Board made a motion to pass a resolution to transfer line items in the 2021 budget from budget expenditures with excess funds to budget expenditures having deficits. The resolution was unanimously approved and adopted.

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(continued)

Bruce Riordan presented the Chief's report. The volunteer fire company purchased a heavy duty rubber inflatable rescue boat from the Ocean City Fire Department. The funds for the purchase were donated by an anonymous donor.

Ms. Ward reminded the Commission that the terms for two commissioners will expire in February, 2022, those being the positions currently held by **Karen Mitchell** and **Joe Boland**. Both **Ms. Mitchell** and **Mr. Boland** intend to run for another term. The elections are scheduled for Saturday, February 19th from 2:00 p.m. until 9:00 p.m. at the Dr. Rita C. Schiavo Memorial Library located at 801 Commonwealth Ave. in Strathmere.

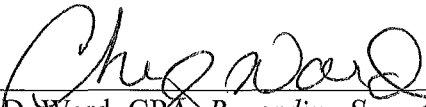
Commissioner Randy Roash informed the board that he will be resigning from his position as commissioner immediately. The Board will consider appointing a new commissioner to fill the vacancy.

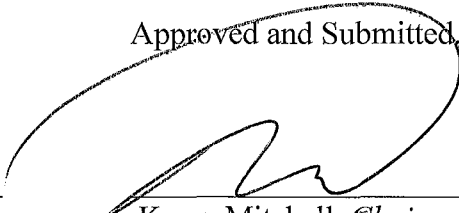
Ms. Ward reminded the Board that the next meeting will be held on March 17, 2022.

There being no further business for the Board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Approved and Submitted,


Cheryl D. Ward, CPA, Recording Secretary


~~Karen Mitchell, Chairman~~
Joe Boland