

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

**June 15, 2023**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on June 15, 2023 at 4:00 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ.

Commissioners **Karen Mitchell, Donna Diefenderfer, Joe Boland** and **Scott Oliver** were present. Commissioner **Eric Weeks** was unable to attend. Also present was **Cheryl Sayers, CPA**, Accountant and Recording Secretary to the Board, and **Bruce Riordan**, Chief of 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 new business, the board discussed the results of the election, held on Saturday, February 18<sup>th</sup>. **Scott Oliver** was elected as Commissioner. His term runs from February, 2023 – February, 2026. The 2023 budget was approved, as presented.

Thereafter, the Board held its reorganization meeting, making and approving the following appointments:

Chairman-	<b>Karen Mitchell</b>
Vice Chairman-	<b>Joe Boland</b>
Secretary-	<b>Donna Diefenderfer</b>
Treasurer-	<b>Eric Weeks</b>
Commissioner-	<b>Scott Oliver</b>
Solicitor-	<b>Jon Batastini.</b>
Auditor-	<b>Michael Bohrer, Esq., CPA</b>
Newspaper-	<b>Cape May County Herald</b>
Bank-	<b>1<sup>st</sup> Bank of Sea Isle City</b>
Meeting Dates-	Various Thursdays, as advertised
Meeting Time-	4:00 p.m.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held December 15, 2022.

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**June 15, 2023  
(continued)**

**Mrs. Sayers** 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 December 15, 2022 meeting. The current bills and checks were approved as presented. **Mrs. Ward** presented a Treasurer's Report, including a review of the Board's year-to-date income and expenses relative to the budget. All current and anticipated expenses are within budget.

**Mrs. Sayers** reviewed the completed 2022 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. **Mrs. Sayers** will submit the Audit Report to the State of New Jersey, Department of Community Affairs.

**Bruce Riordan** presented a Chief's Report. 2023 has been a very busy year so far. Year to date, the fire company has responded to 30 calls, which is much higher than normal. The majority of the calls have been medical in nature. The most recent call was a mulch fire.

**Bruce** discussed the new fire siren that has been installed at the fire house. The Commission and Fire Company shared the cost of the new siren. The volunteers installed the siren. The siren is tested daily at 12:12 p.m.

**Bruce** reported that the new Chevrolet Tahoe has been delivered. This vehicle is the "Chief's Vehicle" and is the first vehicle on scene to every call. The Tahoe was purchased by the Fire Company with the assistance of the Commission. **Karen Mitchell** noted that the purchase of the siren and the new vehicle are just two examples of how the Commission and Fire Company work together for the good of the citizens of Strathmere.

**Mrs. Sayers** reminded the board that the next meeting is scheduled for October 19, 2023 at 4:00 p.m. At this meeting, the Board will begin the Budget Workshop for the 2024 annual budget.

There being no further business for the Board, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,



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Cheryl D. Sayers, CPA, *Recording Secretary*

Approved and Submitted,



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Karen Mitchell, *Chairman*