

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

**December 14, 2023**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on December 14, 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; Scott Oliver and Eric Weeks** were present. Also present was **Cheryl Sayers CPA**, Accountant and Recording Secretary.

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 16, 2023.

**Mrs. Sayers** presented the current bills and checks to be signed and distributed along with a financial report. The Board questioned a check to Marmora Fire Company as a reimbursement for foam. The Board is concerned that the foam may be carcinogenic. Prior to releasing the check to the Marmora Fire Company, the Board will request additional information because they will not pay for the foam if it is in fact a carcinogenic. The remaining checks were accepted as presented.

**Mrs. Sayers** presented a Treasurer's Report, including a review of the Board's 2023 year-to-date actual income and expenses relative to the budget. The year-to-date actual expenses are well within the budgeted expenses for the year. Additional expenses may include suits for a boat for approximately \$500 and radios for approximately \$3,000 - \$4,000.

**Mrs. Sayers** noted that this month's meeting is that at which the 2024 Budget is adopted. **Mrs. Sayers** informed the Board that the State of New Jersey, Department of Community Affairs has approved the 2024 Budget that was submitted. After a brief discussion, the 2024 Budget was unanimously adopted. **Mrs. Sayers** 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, 2024, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 17, 2024. The resolution was unanimously approved.

The Board reviewed the dates for meetings for 2024. The annual elections are scheduled for February 17, 2024; and the meetings are scheduled for March 21, 2024; June 20, 2024; October 17, 2024; November 21, 2024; and December 19, 2024. All meetings will begin at 4:00 pm and will be held at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ.

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**December 14, 2023  
(continued)**

The Board discussed a recent ruling in Cape May County regarding advertising public notices. According to the ruling, the Atlantic City Press does not satisfy the publication requirements because the paper is not published in Cape May County. Therefore, going forward, the Board will publish its' legal notices in the Ocean City Sentinel and the Cape May County Herald.

**Cheryl Sayers** presented a proposal for accounting services for 2024, which will be provided by her accounting firm, **Cheryl Sayers CPA, PC**. The Board reviewed the proposal and unanimously approved a motion to retain the accounting services of **Cheryl Sayers CPA, PC** for the 2024 calendar year.

**Scott Oliver** presented the Chief's report. The volunteer fire company responded to more calls than ever this past year. Approximately 70% of the calls were medical in nature and 15% were water related. None of the calls were fire-related.

**Mrs. Sayers** reminded the Commission that the term for one commissioner will expire in February, 2024, that being the position currently held by **Donna Dierfenderfer**. **Mrs. Dierfenderfer** intends to run for another term. The elections are scheduled for Saturday, February 17<sup>th</sup> 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.

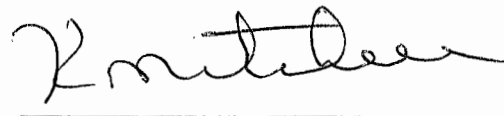
**Mrs. Sayers** reminded the Board that the next meeting will be held on March 21, 2024 at 4:00 p.m.

There being no further business for the Board, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

  
Cheryl D. Sayers, CPA, *Recording Secretary*

Approved and Submitted,

  
Karen Mitchell, *Chairman*