

**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF DENNIS; DISTRICT #2**

December 1, 2015

A meeting of the Board of Fire Commissioners of the Township of Dennis, District #2, was held on December 1, 2015 at 7:00 p.m. at the Dennisville Volunteer Fire Company in Dennisville, NJ.

Commissioners **Cliff Lockwood**, **Michael Gihorski**, and **Kyle Prosser** were present. Commissioners **Carla Coffey** and **Adam Dotts** were unable to attend. Also present were **Michael Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board, **James Pickering, Esq.**, Counsel to the Board, **Bruce Knoll** of the Dennisville Volunteer Fire Company and **Robert Brewer**, also of the Dennisville Volunteer Fire Company.

The meeting was called to order at 7:00 p.m.

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

As a follow-up to last month's budget approval meeting, **Mr. Bohrer** advised the Board that the State of New Jersey, Department of Community Affairs does, in fact, require that a Special Meeting be held to approve the purchase of a truck in the approximate amount of \$35,000. As a result, the 2016 Budget will not be adopted at this meeting but, rather, will be adopted at the meeting on January 5, 2016. **Mr. Bohrer** indicated that this date is fine and will not cause any budget issues. **Mr. Pickering** will advertise for the adoption meeting.

The Special Meeting to allow district voters to cast their ballot with respect to the truck purchase will be December 8, 2015, as noted in the minutes of last month's meeting. **Mr. Pickering** reviewed the procedural aspects of the Special Meeting and stated that he will work with **Carla Coffey** to assure the proper steps are taken. Thereafter, **Mr. Pickering** will prepare the appropriate forms (e.g. results of the vote) for submission to the Department of Community Affairs.

Mr. Pickering advised that Board that advanced principal payments towards the truck loan may be made but that the payments will not lower the amount paid over the term of the loan. Therefore, there is no benefit to do so and the Board agreed.

Mr. Bohrer presented a Treasurer's Report, including a list of bills to be paid (which the Board approved), a summary of cash-on-hand, including invested funds, and a review of year-to-date

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(continued)

expenditures relative to budget. The Board continues to be in strong financial condition and well within its 2015 budget.

In reviewing the actual vs. budget year-to-date expenditures, **Mr. Bohrer** noted five line items that were slightly over budget. In that regard, the Board approved the reallocation of the following amounts from a budgeted line item to other budgeted expense categories. Specifically, \$6,600 is to be taken from the Utilities budget and distributed as follows: to Interest Expense (\$1,650), to Office Expense (\$1,550), to Supplies Expense (\$600), to Training and Education Expense (\$1,100), and to Uniforms Expense (\$1,700).


Mr. Bohrer advised the Board that two (2) Certificates of Deposit are scheduled to mature this month. He recommended that they be rolled-over and re-invested since the Board has adequate cash to meet its operating needs. The Board agreed.

Mr. Gihorski and **Mr. Knoll** reviewed the results of a Public Protection Classification survey by ISO. They noted that the rating of 8B is as high as can be expected, given the lack of fire hydrants in the district.

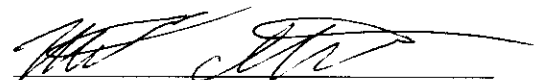
There being no further business for the Board, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Approved and Submitted,



Michael Bohrer, Esq., CPA *Recording Secretary*



Cliff Lockwood, *Chairman*
Chairman
Chairman