

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

**October 1, 2019**

A meeting of the Board of Fire Commissioners of the Township of Dennis, District #2, was held on October 1, 2019 at 7:00 p.m. at the Dennisville Volunteer Fire Company in Dennisville, NJ.

Commissioners **Cliff Lockwood, Bruce Knoll, Jr., Carla Coffey and Bob McClure** were present. Commissioner **Edward Beck and** was unable to attend. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary; **Tonya DeVita**, Accountant with Cheryl Ward, and **Michael Gihorski**, Chief of the Dennisville Volunteer Fire Company.

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

The meeting was opened by Chairman **Cliff Lockwood.**, 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 on September 3, 2019.

**Ms. Ward** presented a Treasurer's Report, including a review of the Board's 2019 year-to-date actual income and expenses relative to the budget. **Ms. Ward** also reviewed the vendor invoices to be approved for payment and discussed the available cash. The Board discussed equipment purchases that are planned for the remainder of 2019. All anticipated purchases remain within budget.

The audit of the 2018 financial statements has not yet been completed. The auditor retained by the Board, **Kenneth Yeutter**, has informed the Board that due to personal reasons, he will be unable to perform the audit. **Ms. Ward** contacted several CPA's in order locate a CPA that is qualified, willing and able to perform the audit expeditiously and at the budgeted fee. **Michael Bohrer, Esq., CPA**, has agreed to perform the audit at the budgeted fee. He anticipates completion of the audit by October 15, 2019. The Board passed a motion to accept the proposal by **Michael Bohrer, Esq., CPA**, to conduct the audit of the 2018 financial statements. The board will review the audit report at the next meeting.

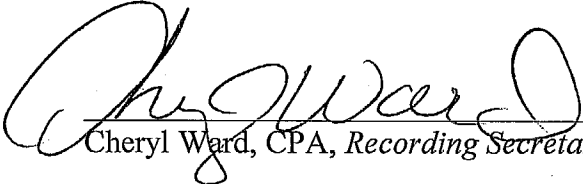
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**October 1, 2019  
(continued)**

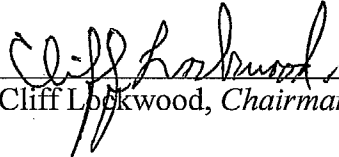
At this meeting, the Board began the 2020 budget process with a Budget Workshop. During this workshop, the Board informally discussed next year's proposed budget, along with its estimated operating expenses and capital expenditures. **Michael Gihorski** discussed the anticipated needs of the Volunteer Fire Company in 2020. The Budget process will continue at the 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.

There being no further business for the Board, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

  
Cheryl Ward, CPA, *Recording Secretary*

Approved and Submitted,

  
Cliff Lockwood, *Chairman*