

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

December 3, 2019

A meeting of the Board of Fire Commissioners of the Township of Dennis, District #2, was held on December 3, 2019 at 7:00 p.m. at the Dennisville Volunteer Fire Company in Dennisville, NJ.

Commissioners **Cliff Lockwood, Carla Coffey, Bruce Knoll, Jr., Edward Beck** and **Bob McClure** were present. Also present was **Cheryl Ward, CPA**, Accountant and Recording Secretary.

The meeting was called to order at 7:05 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 November 4, 2019.

Ms. Ward presented a Treasurer's Report, including a review of the Board's 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.

Ms. Ward reviewed the completed 2018 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. **Ms. Ward** will submit the Audit Report to the State of New Jersey, Department of Community Affairs

Because the 2020 budget will not be voted on by the taxpayers until February 15, 2020, a resolution was adopted to authorize the use of a temporary budget until the final budget is approved by the voters.

The Board reviewed and approved a proposal from **Cheryl Ward, CPA**, to provide accounting services for the 2020 calendar year.

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(continued)**

The Board reviewed and approved a proposal from DJ Repici to provide snow removal services at the fire house for the 2020 winter season.

The Board reviewed a letter from Atlantic City Electric, inviting the Board to contact the electric company to discuss the rates being charged, and determine if the Board may qualify for lower rates. **Cliff Lockwood** agreed to contact the electric company to discuss the account and options available.

The Board reviewed the meeting dates for 2020. The dates will be published as required.

Ms. Ward reminded the Board that two Board positions are up for election in February, 2020; those being the positions currently held by Commissioners **Cliff Lockwood** and **Bruce Knoll, Jr.** **Mr. Lockwood** and **Mr. Knoll** both indicated their intent to run for re-election.

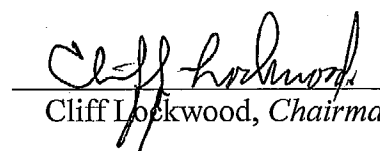
Ms. Ward reminded the Board that the next meeting, which is scheduled for January 7th, is that at which the 2020 budget is to be adopted. **Ms. Ward** reminded the Board that a quorum of the commissioners is required.

There being no further business for the Board, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,


Cheryl Ward, CPA, Recording Secretary

Approved and Submitted,


Cliff Lockwood, Chairman