

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

November 1, 2021

A meeting of the Board of Fire Commissioners of the Township of Dennis, District #2, was held on November 1, 2021 at 7:00 p.m. at the Dennisville Volunteer Fire Company in Dennisville, NJ.

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

The meeting was called to order at 7:00 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 October 5, 2021.

Ms. Ward presented a Treasurer's Report, including a review of the Board's 2021 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 2021. All anticipated purchases remain within budget.

Ms. Ward reviewed the completed 2020 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.

The Board reviewed and approved a proposal from **Jon Batastini, Esq.**, to perform legal services to the Board for calendar year 2022.

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**November 1, 2021
(continued)**

The Board reviewed and approved the renewal agreement between the Fire Company and the Commission for fire-fighting services for calendar year 2022. The agreement will be forwarded to the fire company for their review and approval.

At this meeting, the Board continued the 2022 budget process. After a review of the budget discussions from the workshop meeting held in October, the Board unanimously approved a 2% increase in the amount to be raised from taxation, plus the new ratables for the district. **Ms. Ward** will complete the budget forms for submission to the State of New Jersey, Department of Community Affairs. **Ms. Ward** reminded the Board that the next meeting, to be held on Tuesday, December 7, 2021, is that at which the 2022 Budget is adopted, after being advertised as such. **Ms. Ward** stressed the need for a quorum at this meeting.

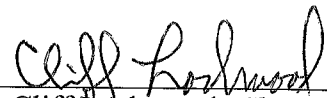
There being no further business for the Board, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Approved and Submitted,



Cheryl Ward, CPA, Recording Secretary



Cliff Lockwood, Chairman