

Chesterfield Township Board Of Fire Commissioners District Two

March 14, 2016

The regularly monthly meeting of the Chesterfield Township Board of Fire Commissioners District Two was called to order by Chairman Spence @ 8:00 PM. Members present: Bruch, Hlubik, Homa, Jones, Spence.

The sunshine law was read.

Reorganization

Chairman: Gerry Spence

Vice Chairman: Jack Homa

Treasurer: Charles Jones

Secretary: Ray Hlubik

Clerk: Jack Homa

Depository: Wells Fargo Bank

Signatories: Charles Jones and Ray Hlubik

Newspaper : Courier Times (Burlington County Times)

Auditor: Jack Maley

Solicitor: Bob Sexton

Insurance: Rue Insurance and JIF program

A motion to accept this slate was made by Bruch, seconded by Homa. All aye, motion carried.

Meeting Dates: April 11, 2016; May 9, 2016; June 13, 2016; July 11, 2016; August 8, 2016; September 12, 2016; October 10, 2016; November 14 , 2016; December 12, 2016; January 9, 2017; February 15, 2017; March 12, 2017 Re-organization.

A motion to approve the meeting dates was made by Bruch, seconded by Homa. All aye, motion carried. Meeting dates to be given to the clerk of Chesterfield Township, to be posted at the Municipal Building, 300 Bordentown Chesterfield Rd., Chesterfield, NJ, and advertised in the Burlington County Times.

The minutes of the previous meeting was presented. A motion to accept the minutes was made by Jones, seconded by Homa. All aye, motion carried.

Treasurers' report was presented. A motion was made by Hlubik to accept the report, seconded by Homa. All aye, motion carried. A motion to pay bills was made by Hlubik, second by Homa. There was a correction to the bill for the District one fire Commissioners as the amount should be \$343.50. There was an additional bill for a class in Bordentown for \$360. All aye, motion carried.

A Cash Management Plan was introduced by Resolution 2016-3-1.

A motion to approve the resolution was made by Bruch, seconded by Jones. All aye Resolution passed.

Old Business: Bulbs and Fittings for truck ordered

New Business:

As there was no further business, a motion to adjourn was made by Jones, seconded by Bruch. All aye. Meeting adjourned @ 8:25 PM.

Resolution 2016-3-1

Cash Management Plan

WHEREAS, this plan is established to comply with the requirements of NJSA 40A: 5-14 and to provide a guide to officials and employees their duties concerning the receipt and disbursement of all funds of the Chesterfield Township Board of Fire Commissioners District Two, County of Burlington.

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Chesterfield Township Board of Fire Commissioners District Two be and hereby is adopted:

- a. The Board of Fire Commissioners shall annually designate the depositories for all funds. This designation may be amended or supplemented from time to time as the commissioners deem necessary. Such changes shall be deemed part of the Cash Management Plan.

- b. The Fire Commissioners shall annually establish the required signatories to all bank accounts.
- c. All funds received by any official shall be deposited within 48 hours to an interest bearing account in the name of the Chesterfield Township Fire District Two, County of Burlington.
- d. The revenues received by the Treasurer shall be deposited to interest bearing accounts in the legal depositories.
- e. The following funds shall not be required to be maintained in interest bearing accounts:
 - 1. Change funds
 - 2. Petty cash funds
 - 3. Trust funds to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds..
 - 4. Checking accounts established for the express purpose of paying bills approved by the Commissioners. The balances in these funds shall be kept at a minimum amount required for the orderly operation of the account.
 - 5. Payroll funds.
 - 6. Compensating balances maintained for the purpose of obtaining specific services from financial institutions.Such accounts shall be established only under the terms of written agreements approved by the Fire Commissioners.
- f. No District funds shall be disbursed by the Treasurer prior to approval of the Board of Fire Commissioners except for:
 - 1. Debt Service payments
 - 2. Payroll turnovers to agencies.

It shall be the responsibility of the Treasurer to analyze cash flow and to invest funds in legal investments so as to maximize interest earnings. When investing funds in commercial banks, savings and loan, etc., the Treasurer shall obtain a minimum of three quotations and shall invest at the institution offering the highest effective rate. The Treasurer shall determine which type of legal investments will best serve the needs of the Fire District and is restricted by the governing body

The Treasurer shall report annually all investment transactions as required by NJSA 40A:5-15.2 to the Board of Fire Commissioners.

I hereby certify that the foregoing Resolution was duly adopted by the Fire Commissioners of the Township of Chesterfield District Two at a regular meeting conducted on the 9th day of March, 2015.

Secretary