

Chesterfield Township Board Of Fire Commissioners District Two

March 13, 2017

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, Jones, Spence.

The sunshine law was read.

Roorganization:

The following slate was introduced

Chairman: Gerry Spence

Vice-Chairman :Jack Homa

Treasurer : Charles Jones

Secretary : Ray Hlubik

Clerk : Jack Homa

Depository : Wells Fargo Bank

Signatories : Charles Joners and Ray Hlubik

Newspaper : Courier Times (Burlington County Times)

Auditor Jack Maley Holman Frenia Allison)

Solicitor : Robert Sexton

Insurance : Rue Insurance and JIF program

Website : Christine Webster

A motion to accept the slate as presented was made by Bruch, Seconded by Jones. All; aye, motion carried.

Meeting dates: April 10, 2017, May 8, 2017, June 12, 2017, July 10, 2017, August 14, 2017, September 11, 2017, October 09, 2017, November 13, 2017 (Budget introduction), December 12, 2017 (Budget approval), January 8, 2018, February 12, 2018, March 12, 2018

(reorganization). A motion to approve the meeting dates as proposed was made by Bruch, seconded by Jones. All aye, motion carried. A cash Management Plan was introduced as Resolution 2017-3-1. A motion to approve the Resolution as introduced was made by Bruch, seconded by Jones. All aye, Resolution passed.

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

Treasurers' report was presented. A motion was made by Hlubik to accept the report, seconded by Bruch. All aye, motion carried. A motion to pay bills was made by Hlubik, second by Bruch. All aye, motion carried. ESI bill : no voucher, letter to be sent.

Old Business: WE need Durango registration to obtain a replacement Bill of sale.

New truck to be delivered. Additions to cost \$1520. A motion to approve this cost was made by Bruch, seconded by Jones. All aye, motion carried.

New Business:

Mike Stein presented a proposal to purchase cones and traffic signs at a cost of \$406.

A motion to approve was made by Jones, seconded by Bruch. All aye, motion carried.

A critical Incident Class will cost \$100. A motion to approve was made by Jones, seconded by Bruch. All aye, motion carried.

Chief Parker requested approval of monies to purchase necessary equipment to get the new Rescue truck in service. Most items will be purchased through state contract and/or are small items. Since many items will be moved from old Rescue truck, the list is not extensive. A motion to allow Chief Parker to purchase necessary items, to be approved for payment in April, was made by Bruch, seconded by Jones. All aye, motion carried.

As there was no further business, a motion to adjourn was made by Jones, second by Bruch. All aye. Meeting adjourned @ 8:45 PM.

Resolution 2017-3-1

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.
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 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 13th day of March, 2017.

Secretary