

**Board of Fire Commissioners  
GLOUCESTER TOWNSHIP FIRE DISTRICT 6  
Special Meeting Minutes**

**Meeting Held:** October 16, 2019  
**Meeting Place:** Board Office  
**Meeting Called to Order:** 6:35pm  
**Members of Board Present:** **Chairman** – George Brown  
**Vice Chairman** – Richard Annacone, excused  
**Treasurer** – Brian Robinson  
**Secretary** – George Flinn  
**Commissioner** – Steven Funkhouser  
**Administrative Clerk** – Renee Evans

**Salute the Flag**

**The Sunshine Law** – George Brown: In accordance with the NJ Sunshine Law this meeting is open to the public. The public portion will follow the regular business of the Board.

**Roll call Commissioners:**

Comms. Robinson, Flinn, Funkhouser and Brown are present. Comm. Annacone is excused.

**Special Meeting:**

**Comm. Brown:** This is not a regular meeting so we'll suspend the regular agenda and I have an agenda for tonight which I'm passing out now which covers two items. The first is the appointment of Joseph W. Bowley & Company, LLP, to replace retiring accountant Richard Allen. Jeff Bowley will be the partner they are sending to us and has provided the attached engagement letter which I'll hand out in a second. He will start with the October 2019 activities and shadow with Mr. Allen for the remainder of 2019. He estimates his annual fee schedule will be \$7,125 to \$7,375 which includes the implementation of a new accounting system. The 2019 budget for Mr. Allen is \$7,400. So if you realize we'll get a new accounting system installed which we estimate will take about \$1,200 we'll come in slightly over what we're currently paying Mr. Allen. I'm giving out his engagement letter which I've read, and it reflects the discussions that I've had with him, and it's not the final one because I did find a couple typos in there that I will get fixed, but the numbers are correct. I also have questions on his fee schedule that I was awaiting an answer. On page 2, he outlines his fee schedule as:

Annual Budget: \$2,250-\$2,500

Yearend accounting and audit support, line item transfers and MD&A etc.: \$2,175

Fee for monthly bank reconciliations and pension reporting: \$1,500 – I didn't know if that was per month or for the year so I was waiting for clarification.

Jeff Bowley is currently the Accountant for Districts 3 & 4. He provided District services when Mr. Allen was sick several years ago, and Mr. Allen said Jeff's work is very professional and he highly recommended him. And on that basis given that the money is in our budget and the recommendation from Mr. Allen, I've met with him, and we've talked about his role going forward once Renee' comes back from her leave of absence. There is some of the work Renee can do and we can plan that in her contract to work on, pretty soon I hope. The only thing he felt that Bowman would want them to do is monthly bank reconciliations and that could be done by him. They always try and separate the person who's doing the checks and the person who's doing the reconciling for internal control, so I'm OK with it. Any questions on that? (hearing none) So we still will have Bowman as the Auditors. He is an outside professional and is not governed by the requirement to get quotes for. He's not an employee. Mr. Allen was an employee...he will be Professional Services, and no more pension. So the \$7,400 that's in here does not include any benefits that went to Mr. Allen, so it's actually more than that.

**Comm. Flinn:** So we're saving on the yearly fee and we're saving on all his benefits?

**Comm. Brown:** Correct, OK. Any questions?

Motion made by Comm. Flinn, seconded by Comm. Funkhouser to appoint Joseph Bowley & Co. the District Accountant. Roll call vote, all yes.

**Special Meeting, cont'd.**

**Comm. Brown:** Item No. 2, is the appointment of Jan Cottone on a part-time, as needed basis to work on the budget with Mr. Allen, Mr. Bowley and Renee, as well as closing out the year, including the schedules such as encumbrances, accounts payable, payroll and compensated balances. The hourly rate that she has asked for will be \$39 per hour and her work hours will not exceed 24 hours per week. We actually think it will be one day here, one day maybe working from home. That's for a period of once we start the budget. We'll get that budget history and walk Renee through the processes and to be here for Mr. Bowley too. So we're holding early because we still don't have the information on the budget, which means we're already behind. And if we wait until the October budget, who knows it could be a snow storm and we couldn't do this until November some time and we'd be way behind. So this way everybody is lined up, Mr. Bowley will be here, Mr. Allen will work with Mr. Bowley, Renee is going to be here and we can get going as soon as we approve this. Any questions on the Jan appointment? This is only through the closing of 2019. It's not an appointment to a permanent position. It's just to get Renee the training that she was never provided and to make sure that what she will be doing next year is consistent with what Mr. Bowley is expecting, because I do think there will be some changes in personnel.

**Comm. Funkhouser:** Just for the record, are we going to have a time and date for when Jan is going to start and when she's going to finish?

**Comm. Brown:** Well again, it will be till the completion of our work which goes into January or February, but it's the year-end work which you really can't do until January or February depending on a bunch of things, so we're talking about probably 2 days a week for 12-16 weeks at that.

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to appoint Jan Cottone on a part-time as needed basis. Roll call vote, all yes.

**Public Portion – George Brown**

**Comm. Brown:** At this time, if anyone would like to address the Board, stand up, state your name and address. (hearing none)

**Closed Session – George Brown**

n/a

**Adjourn – George Brown**

Motion made by Comm. Flinn, seconded by Comm. Robinson to adjourn the meeting at 6:47pm. Roll call vote, all yes.