**October 2023 – Meeting Minutes**

**10/2/2023 –**

**Attendance:** Michael Bernardin, James Catrambone, Joshua Kennedy, Charles Welch

Unable to attend: Jamie Sensor

**Meeting Start Time: 19:32:00 - Discussion Items**

1. **Financial Status**
	1. Total revenues = **$134,805.74;**
		1. Checking – $36,439.36
		2. Savings - $98, 366.38
	2. **NOTES:**
		1. Q2 & Q3 payments received ($25,338) and deposited to account.
		2. A line item for the HT Commissioners office was added to the budget.
		3. $3,700 disbursement (check # 1029) to Sweet & Associates accounting.
		4. Audit findings will be placed in public record utilizing *The Retrospect* hometown news of Collingswood and *NJ Non-Profit Portal*
		5. 2nd of 2 annual payroll distribution to Commissioners

ACTION ITEMS:

1. Financial Statements shared with Commissioners – reviewed; each signs affidavit.
2. Mike Bernardin to ensure business registration (Witmer) is included with the invoice.
3. **Vendors**
	1. Insurance – Brown & Brown of Delaware Valley Inc.
	2. Accounting - Sweet & Associates, LLC
	3. Attorney – under consideration
	4. Website – under consideration
4. **New Business**
	1. Funding request from Westmont Fire Co. #1 – thermal cameras and chargers. Commissioners voted unanimously to disburse $7,090. for two cameras and chargers. This is consistent with 2023 budgeted $7,500 for EMS/Fire Protection capital allocation.
	2. Discussion of renewal services contract – accessing all fire company options as service provider. One year remains on the previous three-year contract.
	3. Office lease – landlord proposes a 5.6% monthly increase to $660/mo. A decision is required by 12/1. Will be voted on November 6th scheduled meeting.

ACTION ITEMS:

1. Commissioner to investigate reasonable increase and lease term as this affects reserve security deposit amount.
2. **Adjourn 20:38:30**

**Next Fund Development Committee Meeting – November 6 @ 7:00P**