

**MINUTES OF A MEETING OF THE  
BOARD OF FIRE COMMISSIONERS,  
TOWNSHIP OF UPPER; DISTRICT #3**

**September 16, 2019**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on September 16, 2019 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

Commissioners **Jeff McAfee**, **Jeff Pierson, Jr.**, and **Doug Snyder** were present. Commissioner **Kurt Austin** was unable to attend. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary; and **Tonya DeVita**, Senior Accountant with Cheryl Ward, CPA.

The meeting was opened by **Doug Snyder**, 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 the minutes of the prior meeting, held August 19, 2019. The minutes of the prior meeting were approved without exception.

**Ms. Ward** presented a financial report, including a list of checks to be approved, signed and distributed. The checks were approved as presented.

**Ms. Ward** discussed the steps that need to be taken by the Commission to comply with the DCA's requirement that the latest fire vehicle acquired by the Marmora Volunteer Fire Company be assumed by the fire district. The Board unanimously approved and adopted a resolution allowing the Board to assume the lease and ownership of the most recent fire vehicle acquired by the Volunteer Fire Company. An application required by the financing company will be completed by **Mr. Snyder** with the assistance of **Jay Newman**; Chief of the Marmora Volunteer Fire Department; and **Cheryl Ward, CPA**. **Mr. Korschak**, Solicitor, will schedule a "Special Election" to allow the taxpayers to vote on the assumption and financing of the vehicle. The election is expected to be held early in December, 2019.

The audit of the 2018 financial statements has not yet been completed. The auditor retained by the Board, **Kenneth Yeutter**, has informed the Board that due to personal reasons, he will be unable to perform the audit. **Ms. Ward** contacted several CPA's in order locate a CPA that is qualified, willing and able to perform the audit expeditiously and at the budgeted fee. **Michael Bohrer, Esq., CPA**, has agreed to perform the audit at the budgeted fee. He anticipates completion of the audit by October 15, 2019. The Board passed a motion to accept the proposal by Michael Bohrer, Esq., CPA, to conduct the audit of the 2018 financial statements.

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**September 16, 2019  
(continued)**

The Board had originally scheduled a representative from the LOSAP plan to attend this meeting to discuss various options for the LOSAP plan, including the possibility of offering a stipend to the volunteers. The Board has decided to reschedule this meeting pending further discussions with the Volunteer Fire Department.

At this meeting, the Board began the 2020 budget process with a Budget Workshop. During this workshop, the Board informally discussed next year's proposed budget, along with its estimated operating expenses and capital expenditures. The board discussed the need to allocate funds toward the lease payments of the recently acquired fire vehicle. Further, the Commission must purchase any equipment needed by the Volunteer Fire Department. The Board will meet with the Chief of the Volunteer Fire Department to determine the immediate and future needs of the Department so they can be adequately budgeted for. The Budget process will continue at the October meeting where the Board will approve the budget. **Ms. Ward** stressed the need for a quorum of the board at the next two meetings

**Ms. Ward** reminded the Commission that the next meeting is scheduled for October 21, 2019, at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Original signature on file

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**Cheryl D. Ward, CPA, Recording Secretary**

Approved and Submitted,

Original signature on file

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**Doug Snyder, Chairman**