

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

January 13, 2020

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on January 13, 2020 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

Commissioners **Doug Snyder**, **Kurt Austin** and **Jeff Pierson, Jr.** were present. Commissioner **Jeff McAfee** was unable to attend. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary; **Jules Konschak**, Solicitor; **Jay Newman**; Chief of the Marmora Volunteer Fire Company; and **Paul Hoster**, Member of the Marmora Volunteer Fire Company.

The meeting was opened by **Jules Konschak**, 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 regular meeting, held December 2, 2019, and the Special meeting, held December 9, 2019. The minutes of the prior meetings were approved without exception.

Ms. Ward presented the current bills and checks to be approved, signed and distributed. The checks were approved as presented. **Ms. Ward** presented a Treasurer's Report, including a review of the Board's 2019 final income and expenses relative to the budget.

Ms. Ward noted that this month's meeting is that at which the 2020 Budget is adopted. **Ms. Ward** informed the Board that the State of New Jersey, Department of Community Affairs has conditionally approved the proposed 2020 Budget as presented, pending the February Local Finance Board meeting. After a brief discussion, the 2020 Budget was unanimously adopted. **Ms. Ward** will submit the adopted budget to the appropriate state agency. A Board member, along with Solicitor **Jules Konschak** and Accountant **Cheryl Ward** must appear before the Local Finance Board for a hearing relative to the Board's assumption of the financing and title of a firetruck recently acquired by the Marmora Volunteer Fire Company. The hearing has been scheduled for February 12, 2020, at the Department of Community Affairs office in Trenton.

The Board made a motion to pass a resolution to transfer line items in the 2019 budget from budget expenditures with excess funds to budget expenditures having deficits. The resolution was unanimously approved and adopted.

At the regular December meeting, the Board discussed the desire to implement a "purchase order" system in 2020. **Ms. Ward** discussed several different purchase order systems with the Board. The Board will discuss the various systems and determine the best way to implement such a system.

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**January 13, 2020
(continued)**

The Board discussed the annual election, which will be held on February 15, 2020. Two (2) board positions are up for election, those being the seats currently held by **Doug Snyder** and **Robert DiNicolantonio** (deceased). **Doug Snyder** indicated his intention to run for re-election.

Ms. Ward reminded the Commission that the next regular meeting is scheduled for February 17, 2020, at 5:00 p.m. The election of officers for 2020 will take place at this meeting.

There being no further business for the Board, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Original signature on file

Cheryl D. Ward, CPA, *Recording Secretary*

Approved and Submitted,

Original signature on file

Doug Snyder, *Chairman*