

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

April 6, 2020

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on April 6, 2020 at 5:00 p.m. Due to the COVID-19 pandemic and social distancing restrictions, the meeting was held remotely via ZOOM.

Commissioners **Doug Snyder, Jeff McAfee, Jeff Pierson, Jr., Kurt Austin** and **Paul Hoster** were present. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary; and **Jay Newman**, Chief of the Marmora Volunteer Fire Company.

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 regular business, the Board reviewed and approved the minutes of the prior regular meeting, held February 17, 2020.

Ms. Ward presented a Treasurer's Report, including a list of checks to be approved, signed and distributed. The checks were approved as presented. **Ms. Ward** reviewed the Board's 2020 year-to-date income and expenses relative to the budget.

Ms. Ward discussed the application to assume the financing for the fire truck originally purchased by the Marmora Volunteer Fire Company. **Ms. Ward** is currently working on completing the required application.

At the prior meeting, the Board interviewed attorney **Jon Batastini** for the position of Solicitor being vacated by **Jules Kenschak**. The Board unanimously passed a resolution to retain **Jon Batastini** as Solicitor from May 1, 2020 through 12/31/2020. **Ms. Ward** will contact **Mr. Batastini** to request a written summary of services to be provided by **Mr. Batastini** and his office.

Jay Newman presented a Chief's report discussing the Volunteer Fire Company's preparations and response to the COVID-19 pandemic. The VFC had sufficient PPE supplies and refined their response procedures due to the pandemic. The changes to the procedures were designed to protect the MVFC personnel while still fulfilling the mission to the residents and visitors to the Fire District. The Company was forced to discontinue training and in-person meetings, and have since been using e-mail to keep in contact and disseminate important information. **Chief Newman** has been in constant contact with other chiefs of local districts, government officials and members regarding the readiness and response procedures of the MVFC.

Chief Newman discussed additional air masks that were ordered. These masks were in excess of the number originally estimated, and would be paid for by the VFC. MVFC is continuing with scheduled

**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF UPPER; DISTRICT #3
April 6, 2020
(continued)**

routine maintenance such as hose and pump testing, ladder testing and general apparatus maintenance. If any additional needs arise, they will be discussed at the next meeting of the board.

Chief Newman discussed the reduction in the assessment at the BL England power plant. The township has reached a settlement with the plant. Due to this agreement, the total assessments in the district will be down, resulting in an increase in the tax rate. This increase will not impact 2020, but will impact the following year. **Ms. Ward** will contact the tax assessor to determine the impact for 2021.

Ms. Ward reminded the Board that the next meeting will be held on May 18, 2020, at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Signature on file

Cheryl D. Ward, CPA, *Recording Secretary*

Approved and Submitted,

Signature on file

Doug Snyder, *Chairman*