

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

**May 18, 2020**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on May 18, 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; **Jay Newman**, Chief of the Marmora Volunteer Fire Company; **Jon Batastini**, Attorney; and **Matthew Hook**, representative from Brown & Brown Insurance Agency.

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, **Mr. Hook** reviewed the 2020-2021 insurance proposal for the Upper Township District #3 Fire Commission and Volunteer Fire Company. The proposal, as presented, continues the same coverage as the prior year, with a small increase to the overall premium, mainly due to a built in 4% inflation guard on asset values. However, Mr. Hook recommended that the Fire Commission add coverage for Computer Fraud and Fraudulent Funds Transfer. After discussions regarding the new proposed coverage and estimated increase in premium for the additional coverage, the Commission passed a motion to purchase \$100,000 of computer fraud coverage with a premium not to exceed \$100.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held April 6, 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. The former Solicitor, **Jules Korschak**, began the application. Upon his resignation, he instructed the board to have the new solicitor complete the application.

At the prior meeting, the Board passed a resolution to retain **Jon Batastini** as Solicitor from May 1, 2020 through 12/31/2020. **Mr. Batastini** provided a proposal to the Board. The Board reviewed the proposal and discussed the terms of the proposal with **Mr. Batastini**. The Board accepted the terms of the proposal submitted by **Mr. Batastini**; who, effective immediately, has agreed to serve as the Solicitor for the remainder of the 2020 calendar year.

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(continued)**

**Jay Newman** discussed a bill that was passed allowing municipalities to delay property tax collection. He discussed the possibility that this could impact the dates on which the Commission receives its funds from the township. The Commission will communicate with the township regarding any potential delays in receipt of funds from taxation, and will plan accordingly.

**Ms. Ward** reminded the Board that the next meeting will be held on June 15, 2020, at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Approved and Submitted,

Signature on file

Signature on file

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Cheryl D. Ward, CPA, *Recording Secretary*

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Doug Snyder, *Chairman*