

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

December 7, 2020

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on December 7, 2020 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

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

The meeting was opened by **Jon Batastini**, 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 October 19, 2020, and the Special meeting, held November 23, 2020. The minutes of the prior meetings were approved without exception.

Ms. Ward presented the current bills and checks to be approved, signed and distributed. **Mr. Newman** requested that two of the checks be held until further notice, and that the expense category of one of the checks be reclassified. **Ms. Ward** presented a Treasurer's Report, including a review of the Board's 2020 year to date income and expenses relative to the budget. The year to date expenses taken as a whole are, as of December 7th, well within budget.

Ms. Ward noted that this month's meeting is that at which the 2021 Budget is adopted. **Ms. Ward** informed the Board that the State of New Jersey, Department of Community Affairs has approved the proposed 2021 Budget as presented. After a brief discussion, the 2021 Budget was unanimously adopted. **Ms. Ward** will submit the adopted budget to the appropriate state agency.

The Board made a motion to pass a resolution to transfer line items in the 2020 budget from budget expenditures with excess funds to budget expenditures having deficits. The resolution was unanimously approved and adopted.

Cheryl Ward, CPA, presented a proposal for accounting services for 2021. The Board reviewed the proposal and unanimously approved a motion to retain the accounting services of **Cheryl Ward, CPA**, for the 2021 calendar year.

The Board reviewed and approved a proposal from **Michael Bohrer, Esq., CPA**, to perform the required annual audit of the 2020 financial statements.

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**December 7, 2020
(continued)**

The Board reviewed the proposed meeting dates for 2021. Due to COVID, the Board will plan to have virtual meetings in the beginning of 2021. The meeting dates will be published along with the access information to the virtual meetings via Zoom.

Ms. Ward reminded the Commission that the next regular meeting is scheduled for February 22, 2021, at 5:00 p.m. The election of officers for 2021 will take place at this meeting.

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

Cheryl D. Ward, CPA, *Recording Secretary*

Doug Snyder, *Chairman*