

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

February 22, 2021

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on February 22, 2021 at 5:00 p.m. Due to COVID safety protocols, the meeting was held virtually via Zoom.

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; **Jay Newman**, Chief of the Marmora Volunteer Fire Company; and **Mark Newman**, member 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 meeting, held December 7, 2020. The minutes of the prior meeting were approved without exception.

Ms. Ward presented the current bills and checks to be approved, signed and distributed. **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 were under budget. An invoice for truck repairs from 2020 was presented and will be expensed against the 2020 budget. The final LOSAP contribution, which is unknown at this time, will also be expensed against the 2020 budget.

Commissioner Kurt Austin discussed the current practice of the Board to have two commissioners sign and approve checks at the office of the accountant between meetings without having the entire board review and approve the expenses. **Commissioner Austin** questioned whether this practice is within the guidelines as set out by the DCA. **Solicitor Batastini** commented that this is a current practice of many boards, but he will contact the DCA to inquire if it is an acceptable practice and falls within DCA guidelines.

At a prior meeting, the Board inquired as to what constitutes a "Capital Expenditure" and therefore needs to be voted on at a "special election" or included on the ballot for annual the Fire District Election. **Solicitor Batastini** discussed this issue with the DCA. In general terms, the purchase of any item having a life of more than 5 years is considered a "Capital Expenditure" and must be approved by the taxpayers, either at a "Special Election" or on the ballot of the Fire District Elections prior to being included on the budget. With this in mind, **Chief Newman** questioned if the Board could simply include a question on the ballot of the Fire District Election each year, allowing the Board to purchase a set dollar amount of "Capital Expenditures" rather than having a "Special Election" prior to the budget being prepared. **Solicitor Batastini** will present this question to the DCA.

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**February 22, 2021
(continued)**

Ms. Ward reminded the Commission that the next regular meeting is scheduled for April 12, 2021, at 5:00 p.m. That meeting will be held virtually via Zoom. The annual Fire District Elections are scheduled for April 20, 2021.

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

Respectfully submitted,

Original Signature on File

Cheryl D. Ward, CPA, *Recording Secretary*

Approved and Submitted,

Original signature on file

Doug Snyder, *Chairman*