

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

**May 17, 2021**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on May 17, 2021 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora, NJ.

Commissioners **Paul Hoster**, **Doug Snyder**, and **Kurt Austin** were present. **Jeff McAfee** and **Jeff Pierson** were unable to attend. Also present were **Tonya DeVita** representative for **Cheryl Ward, CPA**, Accountant and Recording Secretary to the Board along with **Matthew Hook**, representing Brown & Brown insurance agency. **Jon Batastini, Esq.** Counsel to the Board, and **Jay Newman**, Chief of the Marmora Volunteer Fire Company had called into the meeting due to technical difficulties with the Zoom portion of the meeting.

The meeting was opened by attorney, **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, **Mr. Hook** reviewed the 2021-2022 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 3% increase mainly in the automobile section. Mr. Hook will ask the underwriter for an explanation of the increase since most automobile policies were reduced over the last year due to fewer people driving during the pandemic. The Board passed a motion to accept the policy renewal as presented.

The Board discussed the results of the election, held on April 20, 2021. **Kurt Austin** and **Jeffrey McAfee** were re-elected as Commissioners.

Thereafter, the Board held its reorganization meeting, making, and approving the following appointments:

Chairman	Paul Hoster
Vice Chairman	Kurt Austin
Secretary	Jeffrey McAfee
Treasurer	Jeff Pierson
Commissioner	Doug Snyder
Solicitor	Jon Batastini, Esq.
Auditor	Michael J Bohrer, Esq., CPA
Newspaper	Ocean City Sentinel-Ledger (Primary)
Newspaper	The Press of Atlantic City (Secondary)
Bank	1 <sup>st</sup> Bank of Sea Isle City
Meeting Dates	Various Mondays as advertised
Meeting Time	5:00 p.m.

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**May 17, 2021  
(continued)**

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held April 12, 2021.

**Ms. DeVita** presented a financial report, including a list of checks to be approved, signed, and distributed. The checks were approved as presented, except for reimbursement to the Marmora VFC for fuel (wawa credit card). The Board requested additional information such as receipts or transaction details. The check will be held until detail is received and reviewed by the Board. Ms. DeVita explained that the 1<sup>st</sup> Quarter taxation funds were received based on the 2020 Budget and a voucher for the 2<sup>nd</sup> release was signed by new Chairman, **Paul Hoster** for the same amount. The final payment from the Township of Upper should contain the now approved 2021 Budget numbers. Currently, the Boards year to date income and expenses relative to the budget are in line.

**Paul Hoster** is still working on having the hydrants painted. NJ American Water has not been responsive. He will contact Seaville VFC for different contact information as they just had their hydrants painted.

**Mr. Newman** advised that he will be putting in the order with Gentilini for the new Expedition or Tahoe that was passed in the election. In the meantime, he asked that the Board create a policy regarding personal use of the vehicle as this is the Boards first utility style vehicle that will not be housed at the fire house. After discussion, **Mr. Batistini** will present a policy at the next meeting.

**Mr. Snyder** presented a service agreement from VFIS regarding the LOSAP program. He was concerned with the fees charged for things not covered in the standard agreement. After discussion it was agreed by the Board to sign the service agreement. **Mr. Snyder** will reach out to Lincoln Financial to have the advisor attend an upcoming meeting.

There being no further business for the Board, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Approved and Submitted,

Original signatures on file

Original signatures on file

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Cheryl Ward, CPA *Recording Secretary*

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Paul Hoster, *Chairman*