

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

**September 20, 2021**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on September 20, 2021 at 5:00 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

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

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 August 16, 2021. The minutes of the prior meeting were approved without exception.

**Ms. Ward** presented a financial report, including a list of checks to be approved, signed and distributed. The checks were approved as presented.

At this meeting, the Board began the 2022 budget process with a Budget Workshop. During this workshop, the Board informally discussed next year's proposed budget, along with its estimated operating expenses and capital expenditures. Jay Newman discussed the immediate and future equipment needs of the volunteer fire company. The Budget process will continue at the October meeting where the Board will approve the budget. **Ms. Ward** stressed the need for a quorum of the board at the next two meetings.

**Ms. Ward** reminded the Commission that the next meeting is scheduled for October 18, 2021, at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 5:45 p.m.

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**September 20, 2021**  
(continued)

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*