

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

October 18, 2021

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on October 18, 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; **Jay Newman,** Chief of the Marmora Volunteer Fire Company; **Ray Blaker,** President of the Marmora Volunteer Fire Company; and **Jon Batastini,** Solicitor.

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 September 20, 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. **Ms. Ward** reviewed the 2021 year-to-date expenses relative to the budget.

Ms. Ward reviewed the completed 2020 Audit Report issued by the Board's Auditor, **Michael Bohrer, Esq., CPA.** The audit results were "clean". There were no findings or recommendations from the Auditor as to methods to improve the Board's system of accounting controls. The Board approved the Audit report as presented. The Board signed a Group Affidavit and passed a Resolution documenting its approval. **Ms. Ward** will submit the Audit Report to the State of New Jersey, Department of Community Affairs

Solicitor **Jon Batastini** presented a retainer agreement for the 2022 calendar year. After reviewing the agreement, the Board unanimously passed a motion to retain **Jon Batastini** as Solicitor for the 2022 calendar year.

At this meeting, the Board reviewed the proposed budget agreed upon at the September 20, 2021, meeting. The Board unanimously approved a 2% increase in the amount to be raised from taxation in addition to the new "ratables". **Ms. Ward** will complete the budget forms for submission to the State of New Jersey, Department of Community Affairs. **Ms. Ward** reminded the Board that the next meeting, to be held on December 6, 2021, is when the 2022 Budget is adopted, after being advertised as such.

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(continued)

The Board reviewed and unanimously approved a fire services contract between the volunteer fire company and the Board, whereby the fire company agrees to provide fire fighting services to Upper Township District #3 for the 2022 and 2023 calendar years in exchange for a stated fee. The contract will be reviewed by the fire company.

The Board reviewed and unanimously approved a lease agreement between the volunteer fire company and Upper Township District #3 for a lease of the fire house for 2022 and 2023. The lease agreement will be reviewed by the fire company.

The 2022 budget includes a total of \$5,250 in compensation to be paid to the Board of Fire Commissioners. The Commissioners passed a resolution to pay the President \$1,250, and the four other Commissioners \$1,000 each for calendar year 2022. The checks to each commissioner will be issued in September 2022.

Solicitor **Jon Batastini** presented a “Chief and Assistant Chief Vehicle Use Policy” for the review of the Board. The Board discussed the proposed policy and suggested various changes to the policy as proposed. The Board will continue discussions of the policy at a future meeting.

Ms. Ward reminded the Commission that the next meeting is scheduled for December 6, 2021, at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Approved and Submitted,

Signature on File

Signature on File

Cheryl D. Ward, CPA, *Recording Secretary*

Paul Hoster, *Chairman*