

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

December 6, 2021

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on December 6, 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; **Doug Stauffer,** Captain of the Marmora Volunteer Fire Company; **Nick Salvin,** Trustee 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 October 18, 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. The board discussed expenses expected to be paid prior to year-end. All expenses are within the budgeted amounts.

Ms. Ward noted that this month's meeting is that at which the 2022 Budget is adopted. **Ms. Ward** informed the Board that the State of New Jersey, Department of Community Affairs has approved the proposed 2022 Budget as presented. After a brief discussion, the 2022 Budget was unanimously adopted. **Ms. Ward** will submit the adopted budget to the appropriate state agency.

Cheryl Ward, CPA, presented a proposal for accounting services for 2022. The Board reviewed the proposal and unanimously approved a motion to retain the accounting services of **Cheryl Ward, CPA,** for the 2022 calendar year.

Chief **Jay Newman** discussed the new vehicle that is being purchased by the Commission. The vehicle is ready for delivery prior to year-end. The invoice will not be prepared until the Commission insures and registers the vehicle. The Board passed a motion to pay the invoice when presented, for an amount not to exceed \$38,000. The Board also passed a motion to pay the invoice on the upfit for the, a cost not to exceed \$40,000. A total of \$80,000 was budgeted for this vehicle inclusive of the upfit.

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(continued)**

Chief **Jay Newman** discussed the proposed “vehicle use policy” that has been discussed at prior meetings. **Mr. Newman** suggested several changes to the proposed policy. The board discussed the changes and agreed to incorporate them. Solicitor **Jon Batastini** will update the policy.

The Board continued discussions regarding the proposed “stipends” to volunteer fire fighters. The stipends will be no more than \$599 per fire fighter for the calendar year of 2022. The Board expects to increase the stipends in future years. The Board, along with the fire company, will continue discussions regarding the policy for the stipends.

Jay Newman presented a chief’s report:

- The fire company has been very busy responding to calls.
- The fire company refinanced the mortgage on the fire house. By doing so, the interest rate on the mortgage was reduced by 50%.
- The Insurance Services Offices (ISO) has given Marmora Volunteer Fire Company a rating of 3. Only 10% of the fire companies in the country receive a rating of 3 or better. This excellent rating saves the residents of Marmora hundreds of dollars per year on their homeowners insurance.

Ms. Ward reminded the Commission that the next meeting is scheduled for February 21, 2022, at 5:00 p.m.

There being no further business for the Board, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Approved and Submitted,



Cheryl D. Ward, CPA, Recording Secretary



Paul Hoster, Chairman