

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

**May 16, 2022**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on May 16, 2022, at 5:15 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora, NJ. Commissioners **Paul Hoster**, **Kurt Austin**, **Jeff McAfee**, and **Jeff Pierson** were present. **Doug Snyder** was 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, **Jay Newman**, Chief of the Marmora Volunteer Fire Company, **Ray Blaker**, President of the Marmora Volunteer Fire Company, **Mark Newman**, Vice President MVFC and **Doug Stouffer**, Chair of the Stipend Committee for the MVFC.

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 2022-2023 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 (no major changes, no additions, or deletions, just updated values) with a 2% increase. The Board passed a motion to accept the policy renewal as presented.

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held April 4, 2022.

**Ms. DeVita** presented a financial report, including a list of checks to be approved, signed, and distributed. The checks were approved as presented. Ms. DeVita explained that the 1<sup>st</sup> Quarter taxation funds were received per the 2022 Budget and a voucher for the second release was signed by Chairman, **Paul Hoster**. Currently, the Boards year to date income and expenses relative to the budget are in line.

**Mr. Newman** noted that the \$25,000 invoice for Turn-Out Gear was ordered in 2021 and wanted to know if it could go in the 2021 budget. As that Budget is closed and in the Auditors hands, I suggested putting it in 2022 and if additional gear is necessary the Board had budgeted for the utilization of prior year funds in the amount of \$30,000 which can be used for such purchase.

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**May 16, 2022  
(continued)**

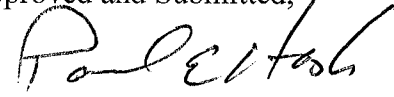
**The Board along with the Marmora Volunteer Fire Company members present** discussed the implementation of a new “stipend” program for the volunteers. **Mr. Batistini** spoke to Melissa Ford with the Division of Local Government Services to see what the Boards responsibilities would be and how to present it on the Budget. Ms. Ford said that the “volunteer stipend is a budgeted line item and as of now nobody’s taking advantage of it.” This is how the funds appear on the 2022 Budget. Local Fire Departments were contacted, and their programs were discussed along with adding wording to the Firefighting Contract. The Stipend Committee is leaning toward an approximate total payout of \$13,000 split in two payouts in August 2022 and February 2023, but these dates may be changed to align two payouts within the same calendar year budget. It was agreed that the MVFC would manage the payments to the members and issue 1099’s if needed. The Fire Company would submit a bill to the Board for release of the stipend funds.

There being no further business for the Board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

  
Cheryl Ward, CPA *Recording Secretary*

Approved and Submitted,

  
Paul Hoster, *Chairman*