

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

December 5, 2022

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on December 5, 2022 at 5:15 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Rd. in Marmora, NJ.

Commissioners **Doug Snyder, Kurt Austin, Paul Hoster** and newly appointed commissioner **Sean Whelan** were present. Commissioner **Jeff Pierson, Jr.** was unable to attend. Also present were **Cheryl Sayers, CPA**, Accountant and Recording Secretary; **Jay Newman**, Chief of the Marmora Volunteer Fire Company; **Jon Batastini**, Solicitor; **Edwin Kooker**, Public; and **Joshua Kooker**, Public.

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, **Jon Batastini** presented the Oath of Office to newly appointed Commissioner **Sean Whelan**.

The Board reviewed the minutes of the prior meeting, held October 17, 2022. The minutes of the prior meeting were approved without exception.

Mrs. Sayers presented a financial report, including a list of checks to be approved, signed, and distributed. The checks were approved as presented. **Mrs. Sayers** reviewed the 2022 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.

Mrs. Sayers noted that this month's meeting is that at which the 2023 Budget is adopted. **Mrs. Sayers** informed the Board that the State of New Jersey, Department of Community Affairs has approved the proposed 2023 Budget as presented. After a brief discussion, the 2023 Budget was adopted. **Mrs. Sayers** will submit the adopted budget to the appropriate state agency.

Cheryl Sayers presented a proposal for accounting services for 2023, which will be provided by her accounting firm, **Cheryl Ward CPA, PC**. The Board reviewed the proposal and unanimously approved a motion to retain the accounting services of **Cheryl Ward CPA, PC** for the 2023 calendar year.

The Board made a motion to pass a resolution to adopt a temporary budget to provide for the period between the beginning of the fiscal year, January 1, 2023, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 18, 2023. The resolution was unanimously approved.

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(continued)

The board discussed and agreed upon meeting dates for calendar year 2023. The meeting dates will be advertised as required.


Mrs. Sayers reminded the Commission that the next meeting is scheduled for January 16, 2023, at 5:15 p.m.

There being no further business for the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,


Cheryl D. Sayers, CPA, *Recording Secretary*

Approved and Submitted,


Paul Hoster, *Chairman*