

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

**October 16, 2023**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on October 16, 2023, at 5:15 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora, NJ. Commissioners **Paul Hoster, Kurt Austin, Doug Snyder, Jeff Pierson** and **Sean Whelan** were present. Also present were **Cheryl Sayers, CPA**, Accountant and Recording Secretary to the Board along with **Jon Batastini, Esq.** Counsel to the Board, **Jay Newman**, Chief of the Marmora Volunteer Fire Company, and **Edwin Kooker**, public.

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, the Board reviewed the minutes of the prior meeting, held September 18, 2023. Two corrections were made to the September 18, 2023 minutes. 1. **Jeff Pierson** was in attendance at the September 18, 2023 meeting. 2. The next meeting is scheduled for October 16, 2023. The minutes of the meeting were approved subject to the corrections above.

**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 2023 year-to-date expenses relative to the budget. The year to date expenses are close to the budgeted expenses for the entire year. Therefore, the Board has agreed, with the exception of emergency needs, there will be no more spending this calendar year. Chief **Jay Newman** agreed that there will be no additional expenditures.

At this meeting, the Board reviewed the proposed budget, which was discussed at the September 18, 2023, workshop meeting. **Doug Snyder** presented an invoice from the LOSAP administrator, VFIS. Due to the poor performance in the financial markets, the recommended funding to the LOSAP plan has drastically increased. The board believes it is important to adequately fund the LOSAP plan for the volunteer fire fighters. In order to do that, the Board has determined that it will be necessary to increase the 2024 budget by 2%, plus the ratables. Additionally, The Board will need to use the 2021 levy cap balance of \$15,297.69 and the 2022 levy cap balance of \$12,849.10. After a long discussion and calculations of estimated increases per taxpayer, the Board unanimously approved the 2% increase, the Cap Bank from 2021 and 2022, and the new ratables. **Cheryl Sayers CPA** office will complete the budget forms for submission to the State of New Jersey, Department of Community Affairs. **Cheryl Sayers** reminded the Board that the next meeting to be held on December 4, 2023, is when the 2024 Budget is adopted, after being advertised as such.

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 2024 calendar year in exchange for a stated fee. The contract will be reviewed by the fire company.

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**October 17, 2022  
(continued)**

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 2024. The lease agreement will be reviewed by the fire company.

The 2024 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 the calendar year 2024. The checks to each Commissioner will be issued in September 2024.


**Jay Newman** presented a Chief's report. **Mr. Newman** has requested a voluntary inspection by PEOSH. **Mr. Newman** explained that Upper Twp. Fire District # 3 is currently rated as a Class III by ISO. The goal is to get recertified as a Class II, which will lower the insurance rates for residents.

There being no further business for the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

  
Cheryl Sayers, CPA Recording Secretary

Approved and Submitted,

  
Paul Hoster, Chairman