

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

January 15, 2024

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on January 15, 2024 at 5:15 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora, NJ. Commissioners **Paul Hoster, Doug Snyder, Kurt Austin, Jeff Pierson** and **Sean Whelan** were present.. Also present were **Cheryl Sayers, CPA**, Accountant and Recording Secretary to the Board; **Mark Neuman**, member of the Marmora Volunteer Fire Company; **Jon Batastini, Esq.** Solicitor; and **Edwin 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, the Board reviewed and approved the minutes of the prior meeting, held December 4, 2023.

Mrs. Sayers presented a Treasurer's Report, including a review of the Board's 2024 actual income and expenses relative to the budget. The Board reviewed the vendor invoices to be approved for payment and discussed the available cash.

Mrs. Sayers discussed the 2023 final expenses as compared to the budget. The actual expenses for the year exceeded the budgeted amount. One of the large expenses that caused the excess was an emergency repair to a tower, which is an expense that was not budgeted for. **Mrs. Sayers** will discuss this with the solicitor and the state DCA to determine how to handle the excess expenditures.


In November, 2023, the Board redeemed a CD that was earmarked as an "emergency fund CD" to use for cash flow purposes until the next payment from taxation was received. The Board discussed returning the funds to the emergency fund CD. The Board agreed to return \$37,450.24 to the "emergency fund CD". This amount is equal to the amount of the redeemed CD (\$47,729.32) less the amount spent on the emergency repair of a tower (\$10,279.08).

The board reviewed and approved an engagement letter presented by **Ford-Scott** to perform the annual audit of the 2023 financial statements of the Board of Fire Commissioners.

Solicitor Batastini discussed a recent ruling in Cape May County regarding advertising public notices. According to the ruling, the Atlantic City Press does not satisfy the publication requirements because the paper is not published in Cape May County. Therefore, going forward, the Board will publish its' legal notices in the Ocean City Sentinel and the Cape May County Herald.

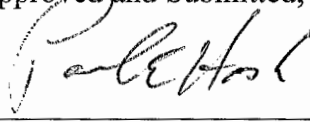
Cheryl Sayers reminded the Board that the next meeting is scheduled for February 26, 2024 at 5:15 p.m. There being no further business for the Board, the meeting was adjourned at 6:06 p.m.

Respectfully submitted,



Cheryl Sayers, CPA *Recording Secretary*

Approved and Submitted,



Paul Hoster, *Chairman*