

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

**January 13, 2025**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on January 13, 2025 at 5:15 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora, NJ. Commissioners **Paul Hoster, Kurt Austin, Sean Whelan** and **Edwin Kooker, Jr.** were present. Commissioner **Jeff Pierson** was unable to attend. Also present were **Cheryl Sayers, CPA**, Accountant and Recording Secretary to the Board; **Jay Newman**, Chief of the Marmora Volunteer Fire Company; **Mark Neuman**, member of the Marmora Volunteer Fire Company; **Jon Batastini, Esq.** Solicitor ~~Newman~~

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 December 2, 2024. The following correction was made to the minutes: In the 5<sup>th</sup> paragraph, "A newly formed truck committee" was corrected to read "The apparatus committee". The corrected minutes were approved.

**Mrs. Sayers** presented a Treasurer's Report, including a review of the Board's 2025 actual income and expenses relative to the budget. The Board reviewed the vendor invoices to be approved for payment and discussed the available cash.

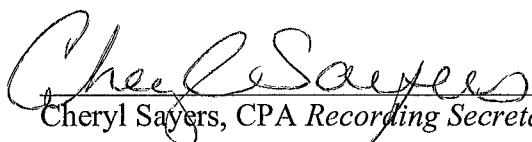
**Mrs. Sayers** discussed the 2024 final expenses as compared to the budget. When taken as a whole, the actual expenses for the year fell within the budgeted amount. However, expenses in several categories exceeded that which was budgeted for. Therefore, the board adopted resolution # 25-01 to transfer line items in the 2024 budget from budget expenditures with excess funds to budget expenditures having deficits.

The board reviewed and approved an engagement letter presented by **Ford-Scott** to perform the annual audit of the 2024 financial statements of the Board of Fire Commissioners.

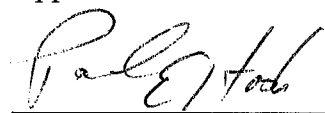
**Jay Newman** presented a Chiefs' Report. The apparatus committee has been working with a manufacturer to build the specifications for the new fire truck. Chief Newman presented a detailed preliminary illustration of the proposed engine. The board discussed the proposed truck along with estimated cost and financing options. The board also discussed selling one of the trucks that will be replaced by the new truck.

**Cheryl Sayers** reminded the Board that the next meeting is scheduled for February 24, 2025 at 5:15 p.m. There being no further business for the Board, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

  
Cheryl Sayers, CPA Recording Secretary

Approved and Submitted,

  
Paul Hoster, Chairman