

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

February 24, 2025

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on February 24, 2025 at 5:15 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora, NJ. Commissioners **Paul Hoster**, **Sean Whelan** and **Edwin Kooker, Jr.** were present. Commissioner **Kurt Austin** attended via telephone. Commissioner **Jeff Pierson** was unable to attend. Also present were **Cheryl Sayers, CPA**, Accountant and Recording Secretary to the Board; **Jon Batastini, Esq.** Solicitor; **Jay Newman**, Chief of the Marmora Volunteer Fire Company; and **Mark Newman** Deputy Chief of the Marmora Volunteer Fire Company.

The meeting was opened by **Paul Hoster** who read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

As its first order of business, the board discussed the results of the election, held on February 15, 2025. **Jeff Pierson** was re-elected as Commissioner with a three-year term. **Edwin Kooker, Jr.** was re-elected as Commissioner with a one-year term. The 2025 budget was passed by the voters of District # 3 with 128 "YES" votes and 26 "NO" votes.

Thereafter, the Board held its reorganization meeting.

Resolution 25-2 was unanimously passed, making, and approving the following appointments:

Chairman	Paul Hoster
Vice Chairman	Kurt Austin
Secretary	Sean Whelan
Treasurer	Edwin Kooker, Jr.
Commissioner	Jeff Pierson

Resolution 25-2 also identified 1st Bank of Sea Isle City as its bank.

Resolution 25-3 appointed Ford Scott as the Auditors.

Resolution 25-4 appointed Cheryl Sayers, CPA, PC as the accountants.

Resolution 25-5 appointed Jon Batastini as Solicitor.

Resolution 25-6 designated The Cape May County Herald as the primary newspaper for legal notices and The Ocean City Sentinel as the secondary newspaper for legal notices.

Resolution 25-7 adopted a cash management plan.

Resolution 25-8 authorized the regular meeting schedule for the 2025-2026 calendar years. That schedule is monthly, on various Monday's as advertised, at 5:15 p.m.

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**February 24, 2025
(continued)**

As the first order of regular business, the Board reviewed and approved the minutes of the prior meeting, held January 13, 2025. One correction was made to the spelling of **Mark Newman's** name. After noting the correction, the board approved the minutes.

Cheryl Sayers presented a financial report, including a list of checks and vendor invoices to be approved, signed, and distributed. The board discussed the actual income and expenses relative to the budget. **Jay Newman** corrected the categorization of some of the expenses.

The Commission, along with the assistance of the MVFC, is continuing its' efforts to purchase a new truck. **Jon Batastini** reviewed the proposal from Blaze/Sutphen. He also summarized the procedures and guidelines that must be followed as per the DCA and Local Finance Board. The Commission stressed that the approval is for a fire fighting apparatus not to exceed \$1.2 million. The Board passed a motion to authorize **Kurt Austin** to lead the negotiation process with the manufacturers and finance companies on behalf of the Board.

The fire company and commission will work together to create a 20-year equipment replacement plan. This will assist the commission and fire company in creating annual budgets that sufficiently plan for needed future capital acquisitions.

Edwin Kooker, Jr. requested an inventory of the equipment purchased by the Commission. **Jay Newman** responded that the formal inventory is currently being composed. It should be available within the next couple of months.

Edwin Kooker, Jr. is going to proceed with setting up a google account with associated e-mail accounts for use for official Board of Fire Commissioner business. Each commissioner will have a personalized e-mail address for this purpose. There will also be a shared google docs account where all BOFC documents and correspondence will be stored.

Jay Newman presented a Chief's report, whereby he introduced the 2024 Annual Report from the Marmora Volunteer Fire Company to the Board. In summary, the fire company responded to 213 calls during 2024. The company participated in 1689 hours of training and held 12 maintenance nights where members maintained and familiarized themselves with the firefighting equipment. Five probationary firefighters attended the Atlantic County Fire Academy Course with four of them completing all the classes in the course and awaiting NJ certification. All required and recommended vehicle and equipment maintenance has been performed. The company is close to bringing a new burn center the MVFC training ground. The membership continues to be strong with 57 members on the roster. 2024 was a very successful year for the Marmora Volunteer Fire Company.

Jay Newman discussed the current “point systems” used by the fire company to determine which members are considered “active”; which members qualify for the annual “stipend”; and which members qualify for annual “LOSAP” contributions. The three systems are not the same and create additional unnecessary recordkeeping for the fire company. **Jay Newman** would like to change the system used by LOSAP to align with the systems used for determining which members are “active” and which members qualify for a “stipend”. **Kurt Austin** is the LOSAP liaison for the Board. He will inquire with VFIS to see how the Board can change the current point system.

Cheryl Sayers reminded the Board that the next meeting is scheduled for April 7, 2025 at 5:15 p.m. There being no further business for the Board, the meeting was adjourned at 6:21 p.m.

Respectfully submitted,



Cheryl Sayers, CPA *Recording Secretary*

Approved and Submitted,



Paul Hoster, *Chairman*