

**MINUTES OF A MEETING OF THE  
BOARD OF FIRE COMMISSIONERS,  
TOWNSHIP OF UPPER; DISTRICT #1**

**March 20, 2025**

A meeting of the Board of Fire Commissioners of the Township of Upper, District #1 was held on March 20, 2025 at 4:00 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ. Due to lack of access to the fire station, the meeting was moved to the Deauville Inn at 4:30 p.m.

Commissioners **Eric Weeks**, **Scott Oliver** and **Randy Roash** were present. Commissioner **Joe Boland** was unable to attend. Also present was **Cheryl Sayers, CPA**, Accountant and Recording Secretary to the Board.

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

As the first order of new business, the board discussed the results of the election, held on Saturday, February 15<sup>th</sup>, 2025. **Karen Mitchell** was elected as Commissioner. Her term runs from February, 2025 – February, 2028. The 2025 budget was approved, as presented.

On March 18<sup>th</sup>, 2025, **Karen Mitchell** resigned from the Board via e-mail.

The Board discussed the vacancy left by **Karen Mitchell** and discussed three individuals that will be invited to fill the vacancy left by **Karen Mitchell**. **Randy Roash** agreed to contact the first individual to discuss the position and request the individual to accept the appointment. Due to the vacancy, the Board made a motion to postpone the “reorganization” until the May 15, 2025 meeting. Therefore, the positions remain as follows:

Chairman-	<b>Vacant</b>
Vice Chairman-	<b>Joe Boland</b>
Secretary-	<b>Randy Roash</b>
Treasurer-	<b>Eric Weeks</b>
Commissioner-	<b>Scott Oliver</b>

Thereafter the board reviewed and approved the minutes of the prior meeting, held December 19, 2024.

The board then discussed and approved the following resolutions:

Resolution 25-1 to transfer line items in the 2024 budget from budget expenditures with excess funds to budget expenditures having deficits.

Resolution 25-2 appointing Cheryl Sayers, CPA, PC as the accountants.

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**March 20, 2025  
(continued)**

Resolution 25-3 appointed Jon Batastini as Solicitor.

Resolution 25-4 appointing Ford Scott as the Auditors.

Resolution 25-5 adopting a cash management plan and 1<sup>st</sup> Bank of Sea Isle City as the bank.

Resolution 25-6 setting the regular meeting schedule for the remainder of calendar year 2025. The meetings will be held various Thursdays as advertised at 5:30 p.m. at the Strathmere Volunteer Fire Company on Commonwealth Ave. in Strathmere, NJ. It is noted that this is a change from the prior meeting time, which was 4:00 p.m. The change to the time of the meetings will be advertised.

Resolution 25-7 designated The Cape May County Herald as the primary newspaper for legal notices..

**Cheryl Sayers** presented the current bills and checks to be signed and distributed along with a financial report, including a list of checks that were approved and signed at her office since the December 19, 2024 meeting. The current bills and checks were approved as presented. **Cheryl Sayers** presented a Treasurer's Report, including a review of the Board's year-to-date income and expenses relative to the budget. All current and anticipated expenses are within budget.

The Board discussed a bill for the monthly cleaning of the firehouse. The Board agreed to pay the current invoice for the cleaning of the fire house. However, the Board is going to discuss the future invoices for cleaning with the fire company. It is the Board's position that organizations that use the fire house frequently should be sharing the cost of the cleaning. The commission pays a \$10,000 per year rental fee, and only uses the facility for seven short meetings per year. The Board does not believe the commission should be paying the additional \$100 per month to clean the firehouse.

**Cheryl Sayers** reminded the board that the next meeting is scheduled for May 15th at 5:30 p.m.

There being no further business for the Board, the meeting was adjourned at 5:33 p.m.

Respectfully submitted,



Cheryl D. Sayers, CPA, *Recording Secretary*

Approved and Submitted,



*Chairman*