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

June 16, 2026

A meeting of the Board of Fire Commissioners of the Township of Upper, District #3 was held on June 16, 2026 at 5:15 p.m. at the Marmora Volunteer Fire Company on Old Tuckahoe Road in Marmora, NJ. Commissioners **Paul Hoster, Edwin Kooker, Jr., Kurt Austin** and **Jeff Pierson** were in attendance. Commissioner **Sean Whelan** 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** with a salute to the Flag. **Jon Batastini** read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

The Board reviewed the minutes of the prior meeting, held May 18, 2026. **Paul Hoster** made a motion to approve the minutes. The motion was seconded by **Jeff Pierson**. All commissioners were in agreement. The Board approved the minutes as presented.

Cheryl Sayers presented a financial report, including a list of checks and vendor invoices to be approved, signed, and distributed. The board questioned the Verizon bill. After a review of the bill, **Jay Newman** agreed to contact Verizon to remove services no longer required. **Jay Newman** also discussed the EZ Pass invoice. This was for a truck that traveled over the Delaware bridge. The board discussed the actual income and expenses relative to the budget. **Jay Newman** discussed the maintenance schedule and equipment purchases planned for the remainder of the year. The checks were approved as presented. The Board does not meet again until August. The Board approved to pay the next quarterly rent and contract payments to the volunteer fire company as well as utility bills that will come due prior to the August meeting.

Cheryl Sayers reminded the Board that a CD is due to mature at Ocean First Savings Bank on July 27,2026. After discussing the current and future cash need, the Board agreed to cash in the CD at Ocean First Savings Bank, and purchase a new CD at 1st Bank of Sea Isle City for 6 months with a current rate of 3.50%.

Cheryl Sayers reviewed the completed 2025 Audit Report issued by the Board's Auditor, **Ford Scott.** The auditors issued an "unmodified" report, meaning there were no "findings" to report. The recommendations from the audit firm were to obtain vendor certifications, i.e. purchase orders, and to void and reissue "stale" checks. **Paul Hoster** made a motion to approve the audit report as presented and pass a resolution documenting its approval. **Kurt Austin** seconded the motion. All were in favor. The Board signed a Group Affidavit. **Cheryl Sayers** will submit the Audit Report to the State of New Jersey, Department of Community Affairs and have the audit synopsis published as required.

At the last meeting, the board requested that **Jon Batastini** research the bonding process in anticipation of purchasing a new tower truck. **Jon** reviewed the process with the board. **Jon** also discussed various methods available to sell or trade in existing fire apparatus.

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

June 15, 2026 (continued)

Cheryl Sayers reminded the Board that the next meeting will be held on August 17, 2026 at 5:15 pm.

There being no further business for the Board, the meeting was adjourned at 6:20 pm.

Respectfully submitted,

Cheryl Sayers, CPA *Recording Secretary*

Approved and Submitted,

Paul Hoster, *Chairman*