

**BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO. 3  
TOWNSHIP OF LOWER**

The regular monthly meeting of the Board of Commissioners of Fire District No. 3 Township of Lower was held on November 17, 2020 at the Erma Fire House, County Airport, Erma, New Jersey, with the work session commencing at 7pm. The meeting was opened with a flag salute. Reading of the open Public Meeting Act, all exits were acknowledged; roll was called; all Commissioners were present. No others were present.

**MINUTES**

The minutes from the previous meeting were read and approved on motion of Commissioner Sweeten and seconded by Commissioner Devlin with all in favor.

**TREASURER'S/BILLS PRESENTED REPORT**

The Treasurer's report was approved on motion of Commissioner S. Douglass and seconded by Commissioner Robertson with all in favor. Bills, as presented was approved of motion of Commissioner S. Douglass and seconded by Commissioner Devlin with all in favor.

**CORRESPONDENCE/PLAN REVIEW**

N/A

**BUREAU NEWS**

Commissioner Robertson discussed financials and meeting notes, he also stated that the secretary position will be filled by Shelby Brown, Also, Bill Belles was hired as a part time fire inspector.

**OLD BUSINESS**

1. Generator- Progressing
2. Digital Sign- on hold til next year.
3. Xerox machines- Commissioner G. Douglass said he is still having issues and trying to correct on get rid of copiers.
4. Computers- N/A
5. P-Card- N/A
6. Budget 2021- Commissioner G.Douglass discussed the Budget proposal for 2021 line by line. He discussed that in order to use restricted funds from the 2021 budget for a new backup generator and upgrades to property signage we would have to advertise a special meeting/vote to

see if the taxpayers will approve said projects. By Resolution on motion of Commissioner Sweeten and seconded by Commissioner Devlin with all in favor by roll call vote. Commissioner S. Douglass was asked to advertise special meeting and Budget hearing for December 15, 2020.

9. - Audit 2019- done, Commissioner G. Douglass went over the audit and stated that there are no findings that have to be addressed. On motion of Commissioner Devlin and seconded by Commissioner Sweeten with all in favor by roll call vote the audit was accepted and Commissioner S. Douglass will advertise the synopsis.

## **NEW BUSINESS**

N/A

### **Comments of Chief**

N/A

### **Comments from Public**

N/A

### **Closed Session**

N/A

On a motion by Commissioner S. Douglass and was seconded by Commissioner Sweeten the meeting was adjourned at 8:55 pm.

**Meeting notes were prepared and submitted by Commissioner S. Douglass.**

A handwritten signature in black ink, appearing to be 'S. Douglass', written in a cursive style.