

**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 September 16, 2025, 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, Solicitor Gelzunas and Chief Lepor were present, also in attendance, Matt Lepor.

**MINUTES**

The minutes from the previous meeting were approved on motion of Commissioner Sweeten and seconded by Commissioner G. Douglass 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 Sweeten with all in favor. Bills, as presented, with additional bills from Verizon and Continental Fire for \$1,446.30 were approved of the motion of Commissioner Devlin and seconded by Commissioner Sweeten with all in favor.

**CORRESPONDENCE/PLAN REVIEW**

1. VFIS claim statement received.
2. Plan review acceptable for 626 Woolson Road.

**BUREAU NEWS**

Commissioner Robertson discussed financial and meeting notes and stated that all Commissioners' meetings will be on October 22 at 5pm at Town Hall.

**OLD BUSINESS**

1. Building repairs-
  - Door Access- will come do a site survey
  - Parking lot lights-Commissioner Robertson said he had two quotes for P.A. Vitelli., Anzalone Electric was low quote, On motion of Commissioner Sweeten and seconded by Commissioner Devlin with all in favor the Board approves said quote to replace light fixtures.
  - Carpet throughout firehouse- Done and looking good
  - Guard rail- n/a
- 2.Fire Apparatus- progressing, possibly March delivery
- 3.Erma fire audits- n/a
- 4.Duty crew research- meeting late August to go over agreement, Fire Chief's meeting September 17, to discuss SOG
5. Solar panels-

**NEW BUSINESS**

1. Fire inspection- working on violations
2. Wildwood Crest Agreement -Wildwood Crest is looking for a three-year agreement with increases in year two and three, the Board discussed and will together with the Township to see if they agree to the increases.
3. Exceed Bid Threshold- By Resolution on motion of Commissioner G. Douglass and seconded by Commissioner Devlin with all in favor, the Board authorized the Qualified Purchasing Agent to award contracts exceeding \$17,500 and under current bid threshold of \$53,000 and establish quote limits.
- 4.

**CLOSED SESSION**

**On motion of Commissioner Sweeten and Commissioner Devlin with all in favor the Board entered a closed session to discuss policies at 8:10 and returned to regular meeting at 8:45.**

**Comments of Chief**

**Chief Lepor requested five nozzles that are under State Contract at \$4,217. On motion of Commissioner G. Douglass and seconded by Commissioner Devlin with all in favor of purchasing nozzles.**

**Comments from Public**

**N/A**

**On a motion by Commissioner G. Douglass and seconded by Commissioner Robertson with all in favor the meeting was adjourned at 8:50pm.**

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

A handwritten signature in black ink, appearing to read 'S. Douglass', is written across the page. The signature is fluid and cursive, with a large loop at the end.