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 December 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 P.A. Vitelli were present, also in attendance, J. Sweeten.

MINUTES

The minutes from the previous meeting were approved on motion of Commissioner Devlin 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 Devlin with all in favor. Bills, as presented, were approved of the motion of Commissioner S. Douglass and seconded by Commissioner Sweeten with all in favor.

CORRESPONDENCE/PLAN REVIEW

1. VFIS claim statement received.
2. Three plan reviews

BUREAU NEWS

Commissioner Robertson discussed financial and meeting notes and went over a draft of the 2026 Budget.

OLD BUSINESS

1. Building repairs-

Door Access- emailed back and forth and found out that $16,000 to replace broken parts or approximately $50,000 to replace everything with updated equipment and software.

Guard rail- n/a

Plumbing issues throughout to be repaired- drain on hand wash sink in kitchen was replaced, will fix minor other plumbing issues soon.

2.Fire Apparatus- progressing, picture was sent to the fire department of cab.

3.Erma fire audits- n/a

4.Duty crew research- progressing, hope to be in service by summer.

5. Solar panels- no bill received

NEW BUSINESS

1. **Budget 2026- The public hearing was opened on motion of Commissioner S. Douglass and seconded by Commissioner Sweeten with all in favor, Commissioner G. Douglass discussed the 2026 Budget and went over line by line. There was no public comment, and the Board ended the public hearing portion and By Resolution on motion of Commissioner G. Douglass and seconded by Commissioner Robertson with all in favor by roll call vote, the board adopted the 2026 Budget.**
2. **Erma Fire Contract- By Resolution on motion of Commissioner G. Douglass and seconded by Commissioner Robertson with all in favor the board approved contract with Erma Volunteer Fire to provide Fire Service for the district for 2026.**
3. **Transfer of Funds- By Resolution on motion of Commissioner S. Douglass and seconded by Commissioner Robertson with all in favor the board approved the**

transferring of funds from one line item to another, pertaining to the 2025 budget.

4. **HVAC maintenance contract- Commissioner Robertson will get quotes for 3 year maintenance program for the HVAC system.**
5. **Encumber funds- By Resolution on motion of Commissioner S. Douglass and seconded by Commissioner Sweeten with all in favor the board approved encumbering of funds for 2025 to 2026.**

Comments of Chief

N/A

Comments from Public

N/A

On a motion by Commissioner Devlin and seconded by Commissioner Sweeten with all in favor the meeting was adjourned at 8:10pm.

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

