

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
January 17, 2013**

The Meeting was called to order by Commissioner Brian Wright. The meeting is being held pursuant to the Open Public Meeting Act of 1974 and all provisions have been met.

**ROLL CALL:** Present: Commissioners , P. Connelly, N. Linke, D.Walker, B.Wright.  
Absent: J. Howard

Commissioner B. Wright requested meeting be Suspended to go over the 2013 budget. Gerry Stankiewicz read the budget Resolution into the minutes.

Total Revenues of \$470,955.00, which includes the amount to be raised by taxation of \$416,944.

1<sup>st</sup>. P. Connelly, 2<sup>nd</sup> B. Wright.

Open to Public 1<sup>st</sup> B.Wright, 2<sup>nd</sup> P.Connelly

Record reflects no one from the public asked any questions.

Close to Public 1<sup>st</sup> B.Wright, 2<sup>nd</sup> P.Connelly

Election is Feb. 16, 2013 2pm-9pm  
One seat running Dina Walker.

**MINUTES:** Commissioner B. Wright requested a motion on Dec's Minutes.

Upon the motion made by D. Walker, 2<sup>nd</sup> P.Connelly.

**TREASURER'S REPORT:**

PNC

Checking

Savings

<b>Bal. Bt Fwd</b>	<b>\$20,000.00</b>		<b>\$ 378,499.42</b>
<b>Deposit</b>	<b>\$23,680.75</b>		<b>\$ 66.28</b>
<b>Voucher's Pd</b>	<b>( \$23,680.75 )</b>	<b>Withdrawals</b>	<b>\$ (74,456.75)</b>
<b>Totals</b>	<b>\$20,000.00</b>		<b>\$ 304,108.95</b>

**Total cash on hand : \$324,108.95**

**Motion made to approve Treasurer's report 1<sup>st</sup> D. Walker.2<sup>nd</sup> by B. Wright.**

**Line Item Transfers;**

<b>Amount:</b>	<b>From:</b>	<b>To:</b>
\$500.00	6100-01	6400-04
\$1000.00	7195-00	7140-01
\$1000.00	7710-01	7710-02
\$1000.00	7710-05	8020-03
\$500.00	6500-01	7800-00
\$100.00	7500-01	7740-00
\$500.00	6500-01	7720-00
\$3000.00	6500-01	7730-00

**(Resolution for line item transfers approved by title at Dec 2012 meeting 1<sup>st</sup> N. Linke, 2<sup>nd</sup> J. Howard. 4 yes.)**

**REQUISITIONS:**

<b>Emergency Equip. Sales</b>	<b>Mirrors J3</b>	<b>\$711.00</b>
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**1<sup>st</sup> D. Walker, 2<sup>nd</sup> N. Linke.**

**CORRESPONDENCE: None**

**ATTORNEY'S REPORT: None (Not present.)**

**PRESIDENT STONAKER'S REPORT:**

**2 New Bay doors are complete.**

**Siding on rear of building complete.**

**There's an outstanding bill for the generator in the amount of \$2452.80, Alarm system still not fixed on generator, A. Stonaker spoke with Foley concerning the amount of the bill which was corrected.**

**CHIEF MULLER'S REPORT:**

**6 calls for the month of December.**

**To have the mirrors on J3 taken in will cost \$711.00. To have the radio's transferred to the new J3 will cost \$189.00. The Board advised the chief to have both done.**

**NEW BUSINESS:**

**Have Attorney type up contract for first Aid Squad concerning The fees for the generator.**

**OLD BUSINESS:**

**Ex-Chief W. Stonaker handed in the petty cash to Commissioner D. Walker. D. Walker asked Chief Muller to let her know who will be handling the petty cash this year.**

**B. Wright advised he still hasn't heard from Moonachie FD concerning the old J3.**

**OPEN TO THE PUBLIC: 1<sup>st</sup> B. Wright, 2<sup>nd</sup> D. Walker**

**CLOSE MEETING TO PUBLIC. : 1<sup>st</sup> D. Walker, 2<sup>nd</sup> N. Linke**

**CLOSE MEETING :1<sup>st</sup> D. Walker, 2<sup>nd</sup> N. Linke**

**Nancy Linke, Clerk**

**BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
JAMESBURG, NJ 08831**

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 1/17/13

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 20,000.00
Deposits made since the last meeting:	\$ 23,680.75
Vouchers/Fees paid/Transfers since last meeting:	\$ (23,680.75)
Current Reconciled Balance Remaining in PNC Checking Account (1):	\$ 20,000.00
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 378,499.42
Withdrawals (see Note 4):	(\$74,456.75)
Deposits/Interest to Savings Account (see Note 5):	\$ 66.28
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 304,108.95
GRAND TOTAL CASH ON HAND:	\$ 324,108.95
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 36,472.34

**Notes - 1/17/13 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$16,472.34) therefore a transfer FROM PNC Sav of **\$36,472.34** needs to be made in order to maintain the control balance of **\$20,000.00**.

2) Reminder: **W-9 form must be submitted with all new vendors!!!** I need the Tax ID # especially if the vendor is a sole proprietor or LLC (not needed for incorporated vendors). The ID is needed for 1099 reporting each year.

3) All bills must be submitted the **Saturday** before the monthly commissioners meeting in order to be paid that month.

4) Reflects principal and interest paid 1/11/13 on the 2006 Truck Bond, \$50,776, as well as the transfer made for December's vouchers, \$23,680.75.

5) Reflects interest earned and posted of \$66.28 on 12/31/12.

Jamesburg Board of Fire Commissioners  
Budgeted Appropriations vs. Actual  
January through December 2012

DRAFT

	Jan - Dec 12	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	15,000.00	89.3%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,400.00</b>	<b>16,500.00</b>	<b>81.2%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	8,640.27	14,000.00	61.7%
6400-02 · Accounting/Auditing Fees	9,244.70	12,000.00	77.0%
6400-04 · Medical Services	5,439.00	5,000.00	108.8%
<b>Total 6400-00 · Professional Fees</b>	<b>23,323.97</b>	<b>31,000.00</b>	<b>75.2%</b>
6400-05 · Election Expenses	958.13	3,000.00	31.9%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	516.13	6,000.00	8.6%
6500-02 · Misc Supplies(petty cash)	129.00	200.00	64.5%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>645.13</b>	<b>6,200.00</b>	<b>10.4%</b>
<b>Total Expense</b>	<b>38,327.23</b>	<b>56,700.00</b>	<b>67.6%</b>
<b>Net Ordinary Income</b>	<b>(38,327.23)</b>	<b>(56,700.00)</b>	<b>67.6%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	13,602.48	13,000.00	104.6%
<b>Total 7140-00 · Truck Equipment</b>	<b>13,602.48</b>	<b>13,000.00</b>	<b>104.6%</b>
7195-00 · Uniform & Equip(Firefighters)	6,232.83	10,000.00	62.3%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>19,835.31</b>	<b>23,000.00</b>	<b>86.2%</b>
7200-00 · Hydrant Rental Dom Water	55,049.40	56,000.00	98.3%
7400-00 · Insurance Premium	38,517.00	39,500.00	97.5%
7500-00 · Professional Services			
7500-01 · Advertising	242.16	750.00	32.3%
7500-03 · Training & Education	4,373.16	6,000.00	72.9%
<b>Total 7500-00 · Professional Services</b>	<b>4,615.32</b>	<b>6,750.00</b>	<b>68.4%</b>
7600-00 · Utilities	18,609.75	30,000.00	62.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,261.87	5,000.00	25.2%
7710-02 · Fuel	5,207.30	4,500.00	115.7%
7710-04 · Truck Service	13,067.82	13,500.00	96.8%
7710-05 · Equipment Testing	3,361.45	4,950.00	67.9%
<b>Total 7710-00 · Truck Service</b>	<b>22,898.44</b>	<b>27,950.00</b>	<b>81.9%</b>
7720-00 · Air Pack & Bottle Repair	2,029.90	1,800.00	112.8%
7730-00 · Bldg Maintenance	24,946.00	25,000.00	99.8%
7740-00 · Bldg Supplies	2,007.52	2,000.00	100.4%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>84,381.86</b>	<b>89,250.00</b>	<b>94.5%</b>
7800-00 · Contingency	10,068.72	10,000.00	100.7%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	19,887.33	21,000.00	94.7%
<b>Total 7850-00 · LOSAP Program</b>	<b>19,887.33</b>	<b>21,000.00</b>	<b>94.7%</b>
8000-00 · Debt Service			
8010-03 · Lease Purchase - Principal	23,937.20	23,937.00	100.0%
8010-10 · Capital Lease-Principal	40,000.00	40,000.00	100.0%
8020-03 · Lease Purchase - Int.	4,593.85	4,088.00	112.4%
8020-10 · Capital Lease-Interest	10,776.00	10,776.00	100.0%
<b>Total 8000-00 · Debt Service</b>	<b>79,307.05</b>	<b>78,801.00</b>	<b>100.6%</b>
9000-00 · Special Projects			
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%
<b>Total 9000-00 · Special Projects</b>	<b>0.00</b>	<b>35,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>330,271.74</b>	<b>389,301.00</b>	<b>84.8%</b>
<b>Net Other Income</b>	<b>(330,271.74)</b>	<b>(389,301.00)</b>	<b>84.8%</b>
<b>Net Income</b>	<b>(368,598.97)</b>	<b>(446,001.00)</b>	<b>82.6%</b>

01/13/13

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
 As of December 31, 2012

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
12/31/2012	2012-03-114	7600-00 · Utilities	220.99
Total AT&T			220.99
<b>DEBORAH A. FITZGERALD</b>			
12/31/2012	2012-03-115	6400-02 · Accounting/Auditing Fees	262.50
Total DEBORAH A. FITZGERALD			262.50
<b>DEER PARK DIRECT</b>			
12/31/2012	2012-02-051	7730-00 · Bldg Maintenance	4.93
Total DEER PARK DIRECT			4.93
<b>JAMMER DOORS</b>			
12/31/2012	2012-02-052	7730-00 · Bldg Maintenance	7,000.00
Total JAMMER DOORS			7,000.00
<b>JCP&amp;L</b>			
12/31/2012	2012-03-116	7600-00 · Utilities	705.48
Total JCP&L			705.48
<b>KANSAS STATE BANK</b>			
12/31/2012	2012-03-117	8020-03 · Lease Purchase - Int.	507.38
Total KANSAS STATE BANK			507.38
<b>MIDCO WASTE SYSTEMS #689</b>			
12/31/2012	2012-02-053	7730-00 · Bldg Maintenance	349.84
Total MIDCO WASTE SYSTEMS #689			349.84
<b>NJ-AMERICAN WATER COMP.</b>			
12/31/2012	2012-03-118	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,578.00
<b>SELECT ROOFING &amp; SIDING, LLC</b>			
12/31/2012	2012-02-054	7730-00 · Bldg Maintenance	6,968.00
Total SELECT ROOFING & SIDING, LLC			6,968.00
<b>TOTAL</b>			<b>20,597.12</b>

01/13/13

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of January 31, 2013

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
12/31/2012	2012-03-114	7600-00 · Utilities	220.99
Total AT&T			220.99
<b>COMCAST</b>			
1/13/2013	2013-03-001	7600-00 · Utilities	73.65
Total COMCAST			73.65
<b>DEBORAH A. FITZGERALD</b>			
12/31/2012	2012-03-115	6400-02 · Accounting/Auditing Fees	262.50
Total DEBORAH A. FITZGERALD			262.50
<b>DEER PARK DIRECT</b>			
12/31/2012	2012-02-051	7730-00 · Bldg Maintenance	4.93
Total DEER PARK DIRECT			4.93
<b>FIRST RESPONDER JOINT INSURANCE FUND</b>			
1/13/2013	2013-03-002	7400-00 · Insurance Premium	11,651.00
Total FIRST RESPONDER JOINT INSURANCE FUND			11,651.00
<b>JAMMER DOORS</b>			
12/31/2012	2012-02-052	7730-00 · Bldg Maintenance	7,000.00
Total JAMMER DOORS			7,000.00
<b>JCP&amp;L</b>			
12/31/2012	2012-03-116	7600-00 · Utilities	705.48
Total JCP&L			705.48
<b>KANSAS STATE BANK</b>			
12/31/2012	2012-03-117	8020-03 · Lease Purchase - Int.	507.38
Total KANSAS STATE BANK			507.38
<b>MIDCO WASTE SYSTEMS #689</b>			
12/31/2012	2012-02-053	7730-00 · Bldg Maintenance	349.84
Total MIDCO WASTE SYSTEMS #689			349.84
<b>NETLINK WEB SERVICES, LLC</b>			
1/13/2013	2013-03-003	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NEW JERSEY PRESS MEDIA</b>			
1/13/2013	2013-03-004	6400-05 · Election Expenses	2,015.38
Total NEW JERSEY PRESS MEDIA			2,015.38
<b>NJ-AMERICAN WATER COMP.</b>			
12/31/2012	2012-03-118	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,578.00
<b>PSE&amp;G</b>			
1/13/2013	2013-03-005	7600-00 · Utilities	686.19
Total PSE&G			686.19
<b>SAMUEL KLEIN &amp; COMPANY</b>			
1/13/2013	2013-03-006	6400-02 · Accounting/Auditing Fees	1,250.00
Total SAMUEL KLEIN & COMPANY			1,250.00
<b>SELECT ROOFING &amp; SIDING, LLC</b>			
12/31/2012	2012-02-054	7730-00 · Bldg Maintenance	6,968.00
Total SELECT ROOFING & SIDING, LLC			6,968.00
<b>TOTAL</b>			<b>36,472.34</b>

*includes  
2012 A/P*





**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 December 2012

01/13/13

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
12/20/2012	6843	VOID		0.00
12/20/2012	6844	VOID		0.00
12/20/2012	6845	VOID		0.00
12/20/2012	6846	VOID		0.00
12/20/2012	6847	VOID		0.00
12/20/2012	6848	VOID		0.00
12/20/2012	6849	VOID		0.00
12/20/2012	6850	CLEAN AIR COMPANY INC.	INV# 12-8028 11/27/12	(1,319.00)
12/20/2012	6851	COMCAST	INTERNET 11/30/12	(66.44)
12/20/2012	6852	DEBORAH A. FITZGERALD	INV# 2012011 11/30/12	(275.00)
12/20/2012	6853	DEER PARK DIRECT	INV# 12K7801965661 12/4/12	(4.93)
12/20/2012	6854	EMERGENCY EQUIPMENT SALES, LLC		(6,596.40)
12/20/2012	6855	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 11/25/12	(288.42)
12/20/2012	6856	JAMMER DOORS	INV# 37036 11/13/12	(365.00)
12/20/2012	6857	JCP&L	ELECTRIC 11/13/12	(765.87)
12/20/2012	6858	MAIN ELECTRIC SUPPLY CO., INC.	INV# 1000373-01 11/30/12, NET OF DISC	(67.20)
12/20/2012	6859	MIDCO WASTE SYSTEMS #689	INV#0689-001123192 11/12/12	(681.14)
12/20/2012	6860	NETLINK WEB SERVICES, LLC	INV# NWS1256 12/1/12	(199.00)
12/20/2012	6861	NJ-AMERICAN WATER COMP.	A/C#18-0767497-1 12/12/12 & 18-0769723-8 12/3/12	(4,643.85)
12/20/2012	6862	OLD FORGE SERVICE CENTER		(194.01)
12/20/2012	6863	PSE&G	GAS 11/21/12	(683.24)
12/20/2012	6864	AT&T	LOCAL & LONG DISTANCE 11/24/12	(252.63)
12/20/2012	6865	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 11/27/12	(316.87)
12/20/2012	6866	BETTER LIVING DEPT. STORE	A/C# JAFICO STMT 11/25/12	(240.49)
12/20/2012	6867	BOROUGH OF JAMESBURG	ANNUAL FUEL BILL 11/11-10/12	(5,207.30)
12/20/2012	6868	BOROUGH OF JAMESBURG SEWER UTILITY	4TH QTR 2012 SEWER	(228.25)
12/20/2012	6869	BUSCO BROS., INC.	A/C#2083-00, STMT 11/28/12	(728.00)
12/20/2012	6870	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 11396-12 9/19/12	(557.71)
Total 1104-00 · Cash in Checking-PNC				<u>(23,680.75)</u>
<b>TOTAL</b>				<u><b>(23,680.75)</b></u>

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
November through December 2012

01/13/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	11/15/2012	6832	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/13/2012	2012-03-098		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	12/20/2012	6860	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	12/17/2012	2012-03-111		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	12/20/2012	6862	OLD FORGE SERVICE CE...	1104-00 · Cash in Checking-PNC	
Bill	12/17/2012	2012-01-075		7710-04 · Truck Service	-45.00
Bill	12/17/2012	2012-01-076		7710-04 · Truck Service	-149.01
TOTAL					-194.01
Bill Pmt -Check	12/20/2012	6870	CIRCLE JANITORIAL SUPP...	1104-00 · Cash in Checking-PNC	
Bill	12/17/2012	2012-02-045		7730-00 · Bldg Maintenance	-557.71
TOTAL					-557.71