

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
January 20, 2011**

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 : M. Linke, D. Walker,
N. Linke, P. Connelly, B. Wright**

Attorney requested meeting be Suspended to go over the budget.

Attorney read the budget Resolution into the minutes.

1st. M. Linke, 2nd B. Wright. (mail 2 copies to Gerry)

Open to Public 1st M. Linke, 2nd B. Wright.

Record reflects no one from the public asked any questions.

Close to Public 1st M.Linke, 2nd B. Wright.

Temp. Budget approved 1st N. Linke, 2nd D. Walker.

Election is Feb. 19, 2011 2pm-9pm

Three Running: Patrick Connelly, Dwayne Fitzpatrick, Joe Howard.

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

Upon the motion made by M. Linke, 2nd D. Walker

TREASURER'S REPORT:

PNC	Checking	Savings	
Bal. Bt Fwd	\$14,500.00	\$ 328,391.97	
Deposit	\$20,372.30	\$ 103.20	
Voucher's Pd	\$ 21,672.30	Withdrawals	\$ 20,372.30
Totals	\$13,200.00		\$ 308,122.87

Total cash on hand : \$321,322.87

Motion made to approve Treasurer's report 1st P. Connelly 2nd by M. Linke.

CORRESPONDENCE: Rec'd packet from JIF Concerning Annual report. 2009-2010.

ATTORNEY'S REPORT:

Confirming with the Board that we are still using paper ballots. Yes.

Jan 10, 2011 Leg. Decided if we don't have a purchasing agent our bid thurs-hold goes back down to \$17,500.00 and quotes are \$2600.00

PRESIDENT LAMANTIA REPORT:

Will try to get all vouchers signed that the old president didn't.

Still working on the Energy Audit.

To save money we have cancelled the Cleaning Service and the Lawn Service.

D. Walker : Let us know the cleaning services last day.

CHIEF STONAKER REPORT:

8 calls for the month of December 2010

LOSAP turned into D. Walker.

Had a drill for Autism awareness, along with surrounding towns.

NEW BUSINESS: None

OLD BUSINESS:

P. Connelly asked if anything is happening with the tower? No.

OPEN TO THE PUBLIC; 1st M. Linke, 2nd.D. Walker

CLOSE MEETING TO PUBLIC. 1st. D. Walker , 2nd M. Linke

CLOSE MEETING 1ST M. Linke , 2nd D. Walker

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 1/20/11

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$14,500.00
Deposits made since the last meeting:	\$20,372.30
Vouchers/Fees paid/Transfers since last meeting (see Note 1):	(\$21,672.30)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$13,200.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$328,391.97
Withdrawals (see Note 5):	(\$20,372.30)
Deposits/Interest to Savings Account (see Note 4):	\$103.20
Current Reconciled Balance Remaining in PNC Savings Account:	\$308,122.87
GRAND TOTAL CASH ON HAND:	\$321,322.87
Total Dollar Amount of Current Month Voucher List to be Paid (see Note 5):	\$41,833.12

Notes - 1/20/11 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$28,633.12) therefore a transfer FROM PNC Sav of **\$48,633.12** needs to be made in order to maintain the control balance of **\$20,000.00**. Based upon resolution awarding the roof contract to MK Construction, a check for \$6,800 representing the remaining balance on the job was issued on 12/20/10.

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 interest earned and posted of \$103.20 on 12/31/10.

5) Total Amount includes Ck#6396 for \$10,762 dated 1/1/11 payable to First Responder - this check was cut after the December meeting so that it could be mailed by the due date, 1/15/11, but no funds were transferred to cover it. The net amount of checks cut on 1/20/11 = \$31,071.12, which also needs to be covered.

01/17/11

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of January 31, 2011

Date	Num	Account	Open Balance
ABSOLUTE FIRE PROT. CO, INC.			
12/31/2010	2010-01-031	7195-00 · Uniform & Equip(Firefighters)	720.00
Total ABSOLUTE FIRE PROT. CO, INC.			720.00
AIR & GAS TECHNOLOGIES, INC.			
12/31/2010	2010-01-045	7140-01 · Fire Equipment	581.85
Total AIR & GAS TECHNOLOGIES, INC.			581.85
AT&T			
12/31/2010	2010-03-063	7600-00 · Utilities	230.40
Total AT&T			230.40
BAILEY'S SQUARE JANITORIAL SERVICES, INC.			
12/31/2010	2010-02-029	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
CAMPBELL SUPPLY CO. INC.			
12/31/2010	2010-01-023	7710-04 · Truck Service	1,756.00
12/31/2010	2010-01-023	7710-04 · Truck Service	2,022.00
12/31/2010	2010-01-023	7710-04 · Truck Service	2,756.00
12/31/2010	2010-01-044	7710-04 · Truck Service	2,047.50
12/31/2010	2010-01-046	7110-00 · Stand-By	109.00
Total CAMPBELL SUPPLY CO. INC.			8,690.50
COMCAST			
1/17/2011	2011-03-003	7600-00 · Utilities	50.05
Total COMCAST			50.05
COMMUNICATIONS SPECIALISTS, INC.			
12/31/2010	2010-01-047	7710-01 · Radio Serv/Repair	96.46
Total COMMUNICATIONS SPECIALISTS, INC.			96.46
DEBORAH A. FITZGERALD			
12/31/2010	2010-03-065	6400-02 · Accounting/Auditing Fees	262.50
Total DEBORAH A. FITZGERALD			262.50
DEER PARK			
12/31/2010	2010-02-030	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
HALASZ ELECTRICAL CONTRACTORS, INC.			
12/31/2010	2010-02-027	7730-00 · Bldg Maintenance	930.57
Total HALASZ ELECTRICAL CONTRACTORS, INC.			930.57
JAMESBURG HARDWARE & APPLIANCE			
12/31/2010	2010-02-028	7730-00 · Bldg Maintenance	31.19
12/31/2010	2010-02-028	7730-00 · Bldg Maintenance	37.99
12/31/2010	2010-02-028	7710-01 · Radio Serv/Repair	90.93
12/31/2010	2010-02-028	7710-04 · Truck Service	16.25
12/31/2010	2010-02-028	7710-04 · Truck Service	10.07
12/31/2010	2010-02-028	7500-03 · Training & Education	6.99
Total JAMESBURG HARDWARE & APPLIANCE			193.42
JCP&L			
12/31/2010	2010-03-066	7600-00 · Utilities	1,166.28
Total JCP&L			1,166.28
JOSEPH D YOUSOUF, ESQUIRE			
12/31/2010	2010-03-062	6400-01 · Legal Fees	6,200.00
Total JOSEPH D YOUSOUF, ESQUIRE			6,200.00
MIDCO WASTE SYSTEMS #689			
12/31/2010	2010-02-031	7730-00 · Bldg Maintenance	255.91
Total MIDCO WASTE SYSTEMS #689			255.91

01/17/11

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NEW JERSEY PRESS MEDIA			
1/17/2011	2011-03-004	6400-05 · Election Expenses	1,934.68
Total NEW JERSEY PRESS MEDIA			1,934.68
NEXTEL COMMUNICATIONS			
1/17/2011	2011-03-001	7600-00 · Utilities	152.12
Total NEXTEL COMMUNICATIONS			152.12
NJ-AMERICAN WATER COMP.			
12/31/2010	2010-03-069	7200-00 · Hydrant Rental Dom Water	4,329.15
Total NJ-AMERICAN WATER COMP.			4,329.15
PSE&G			
1/17/2011	2011-03-002	7600-00 · Utilities	799.91
Total PSE&G			799.91
QUALITY COMMUNICATIONS & ALARM CO., INC.			
12/31/2010	2010-01-016	7800-00 · Contingency	1,529.40
12/31/2010	2010-01-017	7710-01 · Radio Serv/Repair	2,136.00
Total QUALITY COMMUNICATIONS & ALARM CO., INC.			3,665.40
WILLIAM P. STONAKER			
12/31/2010	2010-01-037	7500-03 · Training & Education	549.99
Total WILLIAM P. STONAKER			549.99
TOTAL			30,996.12

includes
2010
A/P

plus
\$75.00
(see attached
page)

01/17/11

Jamesburg Board of Fire Commissioners
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As of January 31, 2011

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MIDDLESEX COUNTY TREASURER - ELECTIONS			
1/17/2011	2011-03-005	6400-05 · Election Expenses	75.00
Total MIDDLESEX COUNTY TREASURER - ELECTIONS			75.00
TOTAL			<u>75.00</u>

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12/31/2010	2010-02-028	7730-00 · Bldg Maintenance	37.99
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12/31/2010	2010-02-028	7710-04 · Truck Service	16.25
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Total QUALITY COMMUNICATIONS & ALARM CO., INC.			3,665.40
WILLIAM P. STONAKER			
12/31/2010	2010-01-037	7500-03 · Training & Education	549.99
Total WILLIAM P. STONAKER			549.99
TOTAL			28,059.36

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual

January through December 2010

DRAFT

	Jan - Dec 10	Budget	% of Budget
Ordinary Income/Expense			
Expense			
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%
Total 6100-00 · Salary & Wages	13,400.00	16,500.00	81.2%
6400-00 · Professional Fees			
6400-01 · Legal Fees	10,585.00	14,000.00	75.6%
6400-02 · Accounting/Auditing Fees	9,578.52	12,000.00	79.8%
6400-04 · Medical Services	4,300.00	5,000.00	86.0%
Total 6400-00 · Professional Fees	24,463.52	31,000.00	78.9%
6400-05 · Election Expenses	1,169.59	1,500.00	78.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,682.58	3,000.00	89.4%
6500-02 · Misc Supplies(petty cash)	147.69	200.00	73.8%
Total 6500-00 · Office \Postage Exp	2,830.27	3,200.00	88.4%
Total Expense	41,863.38	52,200.00	80.2%
Net Ordinary Income	(41,863.38)	(52,200.00)	80.2%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7110-00 · Stand-By	109.00		
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	9,003.73	13,455.00	66.9%
Total 7140-00 · Truck Equipment	9,003.73	13,455.00	66.9%
7195-00 · Uniform & Equip(Firefighters)	4,519.21	10,325.00	43.8%
Total 7100-00 · Reimb for Exp & Losses	13,631.94	23,780.00	57.3%
7200-00 · Hydrant Rental Dom Water	52,178.78	56,000.00	93.2%
7400-00 · Insurance Premium	35,023.05	39,000.00	89.8%
7500-00 · Professional Services			
7500-01 · Advertising	253.25	750.00	33.8%
7500-03 · Training & Education	1,821.43	6,500.00	28.0%
Total 7500-00 · Professional Services	2,074.68	7,250.00	28.6%
7600-00 · Utilities	22,506.27	30,000.00	75.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,952.64	5,000.00	59.1%
7710-02 · Fuel	3,168.91	4,000.00	79.2%
7710-04 · Truck Service	11,899.65	13,500.00	88.1%
7710-05 · Equipment Testing	5,822.85	4,950.00	117.6%
Total 7710-00 · Truck Service	23,844.05	27,450.00	86.9%
7720-00 · Air Pack & Bottle Repair	1,614.04	1,800.00	89.7%
7730-00 · Bldg Maintenance	21,988.58	25,000.00	88.0%
7740-00 · Bldg Supplies	231.80	3,000.00	7.7%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	80,178.47	89,750.00	89.3%
7800-00 · Contingency	9,561.66	10,000.00	95.6%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	18,330.20	21,000.00	87.3%
Total 7850-00 · LOSAP Program	18,330.20	21,000.00	87.3%
8000-00 · Debt Service			
8010-01 · General Obligation Bonds-Princi	45,000.00	45,000.00	100.0%
8010-10 · Capital Lease-Principal	30,000.00	30,000.00	100.0%
8020-02 · General Obligation Bonds-Int.	3,476.25	3,476.00	100.0%
8020-10 · Capital Lease-Interest	13,694.50	13,695.00	100.0%
Total 8000-00 · Debt Service	92,170.75	92,171.00	100.0%
9600-00 · Commitments for Future Capital	0.00	25,835.00	0.0%
Total Other Expense	325,655.80	394,786.00	82.5%
Net Other Income	(325,655.80)	(394,786.00)	82.5%
Net Income	(367,519.18)	(446,986.00)	82.2%

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: December-10

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	30-Nov-10	\$14,500.00	BAL. PER BANK STATEMENT	\$21,932.55
			AS OF:	31-Dec-10
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 12/16/10	\$20,372.30			
TOTAL DEBITS:	\$20,372.30			
	TOTAL	\$34,872.30		
				\$0.00
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 12/31	\$14,872.30			\$21,932.55
Ck#6398 12/20/10 payable to	\$6,800.00			
MK Construction				
ACCOUNT ANALYSIS - 12/31	\$0.00			
TOTAL CREDITS:	\$21,672.30		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$8,732.55
BANK BALANCE-Per General Ledger:		\$13,200.00	BANK BALANCE-Per Reconciliation:	\$13,200.00

(\$0.00)

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6380	7,851.00	Absolute Fire Protection	12/16/10	
6383	9.29	Better Living Dept Store	12/16/10	
6387	450.00	Helmetta Fire	12/16/10	
6393	197.50	Reliable Fire Protection	12/16/10	
6395	224.76	William Stonaker	12/16/10	
TOTAL	\$ 8,732.55			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 December 2010

01/17/11

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
12/16/2010	6380	ABSOLUTE FIRE PROT. CO, INC.		(7,851.00)
12/16/2010	6381	AT&T	LOCAL & LONG DISTANCE 11/24/10	(235.41)
12/16/2010	6382	BAILEY'S SQUARE JANITORIAL SERVICES, I...	INV#49544 11/15/10	(182.00)
12/16/2010	6383	BETTER LIVING DEPT. STORE	A/C# JAFICO INV#18741 10/6/10	(9.29)
12/16/2010	6384	COMCAST	INTERNET STMT 11/30/10	(50.05)
12/16/2010	6385	DEBORAH A. FITZGERALD	INV#2010011 11/30/10	(275.00)
12/16/2010	6386	DEER PARK	INV#00L7801965661 12/3/10	(4.93)
12/16/2010	6387	HELMETTA FIRE DEPARTMENT	ICS-200, ICS-300 & ICS-400 CLASSES	(450.00)
12/16/2010	6388	MARGARET LINKE	REPLENISH PETTY CASH 2/22-11/19/10	(83.57)
12/16/2010	6389	MIDCO WASTE SYSTEMS #689	INV#0689-000492769 11/12/10	(255.08)
12/16/2010	6390	NEXTEL COMMUNICATIONS	INV#325901826-073 11/27/10	(152.12)
12/16/2010	6391	NJ-AMERICAN WATER COMP.	A/C#18-0767497-1 12/9/10 & #18-0769723-8 12/1/10	(4,355.51)
12/16/2010	6392	PSE&G	GAS 10/21-11/22/10	(346.08)
12/16/2010	6393	RELIABLE FIRE PROTECTION	INV#315650 11/22/10	(197.50)
12/16/2010	6394	ROBERT E. WEISSMAN	INV#100 12/13/10	(200.00)
12/16/2010	6395	WILLIAM P. STONAKER	PETTY CASH REIMBURSEMENT - HOME DEPOT 10/11/10 & ...	(224.76)
12/20/2010	6398	MK CONSTRUCTION	BALANCE DUE - ROOF JOB	(6,800.00)
Total 1104-00 - Cash in Checking-PNC				(21,672.30)
TOTAL				(21,672.30)

01/17/11

Jamesburg Board of Fire Commissioners
Outstanding Checks
December 2010

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	12/16/2010	6380	ABSOLUTE FIRE PROT. CO, ...	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7140-01 · Fire Equipment	-7,164.00
Bill	12/15/2010	2010-...		7800-00 · Contingency	-687.00
TOTAL					-7,851.00
Bill Pmt -Check	12/16/2010	6383	BETTER LIVING DEPT. STORE	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7730-00 · Bldg Maintenance	-9.29
TOTAL					-9.29
Bill Pmt -Check	12/16/2010	6387	HELMETTA FIRE DEPARTME...	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7500-03 · Training & Education	-450.00
TOTAL					-450.00
Bill Pmt -Check	12/16/2010	6393	RELIABLE FIRE PROTECTION	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7730-00 · Bldg Maintenance	-197.50
TOTAL					-197.50
Bill Pmt -Check	12/16/2010	6395	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7500-03 · Training & Education	-224.76
TOTAL					-224.76