

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
October 18, 2012**

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

ROLL CALL: Present: Commissioners J. Howard,
N. Linke, B. Wright. D. Walker

Attorney Joseph Youssof read the Audit report for the record.
Audit Resolution 1st. J. Howard, 2nd B. Wright roll call 4 Yes 1 absent.

Attorney will publish Synopsis in the Home News Tribune.

MINUTES: Commissioner B. Wright requested a motion to accept September's Minutes.

Upon the motion made by 1st .J. Howard . 2nd . D. Walker
Roll Call : 4 yes . 1 Absent

TREASURER'S REPORT:

PNC Bank

Bal. bt fwd.	Checking \$19,400.26	Savings \$285,690.87
Deposits	\$ 0	\$98,538.46
Vouchers Paid	\$(16,028.52)	Withdrawals \$(0)
Totals	\$3,371.74	\$384,229.33

Grand Total cash on hand **\$387,601.07**
Total Voucher list to be paid this month **\$38,976.79**

**Motion made to approve Treasurer's report 1st . N. Linke 2nd . J. Howard
Roll Call: 5 yes, P. Connelly arrived late (tres report was given out of order at
end of meeting)**

REQUISITIONS:

Emergency Equip.	J1 oil change	\$175.00
" "	J9 oil change/lube	\$200.00
" "	J4 Batteries plus	\$1000.00
" "	J10 Hyd. Piston	\$1500.00
	Batteries, PTO, Spring, rel. Valve	
Communications Spec.	PC board pager	\$700.00
American test	Ladder testing	\$1200.00

**Motion made to approve Requisitions: 1st. J. Howard, 2nd. B. Wright
Roll Call: 4 yes, 1 absent.**

CORRESPONDENCE: None

ATTORNEY'S REPORT:

**Attorney Joseph Youssef read the Audit report for the record.
Audit Resolution 1st. J. Howard, 2nd B. Wright roll call 4 Yes 1 absent.**

**Attorney will publish Synopsis in the Home News Tribune.
Election Date: Feb 16, 2013. Nominating petitions Due Jan 16, 2013**

PRESIDENT STONAKER'S REPORT:

**Not present at meeting, waiting for quotes for siding the rear of building. He
would also like to get new bay doors.**

D. Walker advised that there isn't enough money in his budget for all those repairs. Plus he needs to put in a requisition and work must be done and billed Dec 31, 2012.

CHIEF STONAKER'S REPORT:

8 Calls for the month of September.

Airpacks at 112% must have written the wrong code.

Maintenance on trucks has a list of to do.

NEW BUSINESS: None

OLD BUSINESS:

The Board received three quotes for the website.

Netlink setup fee \$59.00, \$199.00 monthly which includes host and domain fee.

Amanda Zih setup fee \$200.00 \$50.00 @ hour or \$100.00 Monthly

Unlimited Concepts setup fee \$300.00, \$19.99 monthly

\$550.00 plus hosting / domain package.

P. Connelly we need to make sure that we own the website, Just in case we decide not to use them anymore.

J. Howard will invite netlink to our next meeting.

B. Wright received an Email from a guy who is willing to help us sell J3 for 5% of sale price. N. Linke I don't think we need him. P. Connelly will check out govdeals.com and email Dwayne for info on J3 86 mack.

OPEN TO THE PUBLIC: 1st N. Linke 2nd . J. Howard

CLOSE MEETING TO PUBLIC: 1st . J. Howard 2nd . D. Walker

ADJOURN MEETING : 1st: J. Howard 2nd . D. Walker

N. Linke, Clerk

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 10/18/12

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 19,400.26
Deposits made since the last meeting:	\$ -
Vouchers/Fees paid/Transfers since last meeting:	\$ (16,028.52)
Current Reconciled Balance Remaining in PNC Checking Account (1):	\$ 3,371.74
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 285,690.87
Withdrawals:	\$ -
Deposits/Interest to Savings Account (see Note 4):	\$ 98,538.46
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 384,229.33
GRAND TOTAL CASH ON HAND:	\$ 387,601.07
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 38,976.79

Notes - 10/18/12 Report:

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$35,605.05) therefore a transfer FROM PNC Sav of **\$55,605.05** needs to be made in order to maintain the control balance of **\$20,000.00**. *Check #6802 payable to Reliable Fire Protection for **\$318.50** was cut after the meeting on 9/20/12.
- 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 \$52.46 on 9/28/12 and deposit of Borough of Jamesburg 3rd Quarter 2012 taxes on 10/5/12.

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

	Jan - Dec 12	Budget	% of Budget	
Ordinary Income/Expense				
Expense				
6100-00 · Salary & Wages				
6100-01 · Commissioners Pay	10,053.00	15,000.00	67.0%	
6100-02 · Clerk Pay	0.00	1,500.00	0.0%	
Total 6100-00 · Salary & Wages	10,053.00	16,500.00		60.9%
6400-00 · Professional Fees				
6400-01 · Legal Fees	8,640.27	14,000.00	61.7%	
6400-02 · Accounting/Auditing Fees	8,369.70	12,000.00	69.7%	
6400-04 · Medical Services	5,265.00	5,000.00	105.3%	
Total 6400-00 · Professional Fees	22,274.97	31,000.00		71.9%
6400-05 · Election Expenses	958.13	3,000.00		31.9%
6500-00 · Office \Postage Exp				
6500-01 · Office Supplies	317.13	6,000.00	5.3%	
6500-02 · Misc Supplies(petty cash)	129.00	200.00	64.5%	
Total 6500-00 · Office \Postage Exp	446.13	6,200.00		7.2%
Total Expense	33,732.23	56,700.00		59.5%
Net Ordinary Income	(33,732.23)	(56,700.00)		59.5%
Other Income/Expense				
Other Expense				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	10,506.64	13,000.00	80.8%	
Total 7140-00 · Truck Equipment	10,506.64	13,000.00		80.8%
7195-00 · Uniform & Equip(Firefighters)	6,232.83	10,000.00	62.3%	
Total 7100-00 · Reimb for Exp & Losses	16,739.47	23,000.00		72.8%
7200-00 · Hydrant Rental Dom Water	41,249.55	56,000.00	73.7%	
7400-00 · Insurance Premium	38,517.00	39,500.00	97.5%	
7500-00 · Professional Services				
7500-01 · Advertising	112.39	750.00	15.0%	
7500-03 · Training & Education	4,064.00	6,000.00	67.7%	
Total 7500-00 · Professional Services	4,176.39	6,750.00		61.9%
7600-00 · Utilities	14,544.30	30,000.00	48.5%	
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	1,261.87	5,000.00	25.2%	
7710-02 · Fuel	0.00	4,500.00	0.0%	
7710-04 · Truck Service	8,988.42	13,500.00	66.6%	
7710-05 · Equipment Testing	861.00	4,950.00	17.4%	
Total 7710-00 · Truck Service	11,111.29	27,950.00		39.8%
7720-00 · Air Pack & Bottle Repair	2,029.90	1,800.00	112.8%	?
7730-00 · Bldg Maintenance	6,606.90	25,000.00	26.4%	
7740-00 · Bldg Supplies	1,767.03	2,000.00	88.4%	
7750-00 · Fire Comp. Contract	24,375.00	32,500.00	75.0%	
Total 7700-00 · Maint/Repairs	45,890.12	89,250.00		51.4%
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%	
Total 7850-00 · LOSAP Program	19,887.33	21,000.00		94.7%
8000-00 · Debt Service				
8010-03 · Lease Purchase - Principal	0.00	23,937.00	0.0%	
8010-10 · Capital Lease-Principal	0.00	40,000.00	0.0%	
8020-03 · Lease Purchase - Int.	0.00	4,088.00	0.0%	
8020-10 · Capital Lease-Interest	0.00	10,776.00	0.0%	
Total 8000-00 · Debt Service	0.00	78,801.00		0.0%
9000-00 · Special Projects				
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%	
Total 9000-00 · Special Projects	0.00	35,000.00		0.0%
Total Other Expense	191,072.88	389,301.00		49.1%
Net Other Income	(191,072.88)	(389,301.00)		49.1%
Net Income	(224,805.11)	(446,001.00)		50.4%

10/18/12

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

Date	Num	Account	Open Balance
ACCESS HEALTH SYSTEMS			
10/16/2012	2012-01-051	6400-04 · Medical Services	270.00
Total ACCESS HEALTH SYSTEMS			270.00
AIR & GAS TECHNOLOGIES, INC.			
10/16/2012	2012-01-052	7720-00 · Air Pack & Bottle Repair	488.70
Total AIR & GAS TECHNOLOGIES, INC.			488.70
APPROVED FIRE PROTECTION CO.			
10/16/2012	2012-01-053	7710-05 · Equipment Testing	52.00
Total APPROVED FIRE PROTECTION CO.			52.00
AT&T			
10/16/2012	2012-03-084	7600-00 · Utilities	227.23
Total AT&T			227.23
AUTO KING PARTS & SUPPLIES			
10/16/2012	2012-01-054	7710-04 · Truck Service	100.50
Total AUTO KING PARTS & SUPPLIES			100.50
CLEAN AIR COMPANY INC.			
10/16/2012	2012-01-041	7710-04 · Truck Service	1,050.40
10/16/2012	2012-01-056	7730-00 · Bldg Maintenance	441.00
Total CLEAN AIR COMPANY INC.			1,491.40
COMCAST			
10/16/2012	2012-03-085	7600-00 · Utilities	66.44
Total COMCAST			66.44
COMMUNICATIONS SPECIALISTS, INC.			
10/16/2012	2012-01-057	7710-01 · Radio Serv/Repair	498.00
Total COMMUNICATIONS SPECIALISTS, INC.			498.00
DEBORAH A. FITZGERALD			
10/16/2012	2012-03-086	6400-02 · Accounting/Auditing Fees	150.00
Total DEBORAH A. FITZGERALD			150.00
DEER PARK DIRECT			
10/16/2012	2012-02-040	7730-00 · Bldg Maintenance	4.93
Total DEER PARK DIRECT			4.93
EMERGENCY EQUIPMENT SALES, LLC			
10/16/2012	2012-01-050	7710-04 · Truck Service	2,550.00
10/16/2012	2012-01-058	7710-04 · Truck Service	4,031.39
Total EMERGENCY EQUIPMENT SALES, LLC			6,581.39
FIRE & SAFETY SERVICES, LTD.			
10/16/2012	2012-01-059	7800-00 · Contingency	1,432.44
10/16/2012	2012-01-042	7140-01 · Fire Equipment	1,495.00
10/16/2012	2012-01-043	7140-01 · Fire Equipment	978.51
Total FIRE & SAFETY SERVICES, LTD.			3,905.95
FIRE DESIGN GOLDLEAF & GRAPHICS			
10/16/2012	2012-01-062	7800-00 · Contingency	7,500.00
Total FIRE DESIGN GOLDLEAF & GRAPHICS			7,500.00
JAMESBURG HARDWARE & APPLIANCE			
10/16/2012	2012-02-037	7740-00 · Bldg Supplies	25.36
Total JAMESBURG HARDWARE & APPLIANCE			25.36
JCP&L			
10/16/2012	2012-03-088	7600-00 · Utilities	687.81
Total JCP&L			687.81
MIDCO WASTE SYSTEMS #689			
10/16/2012	2012-02-038	7730-00 · Bldg Maintenance	333.55
Total MIDCO WASTE SYSTEMS #689			333.55

10/18/12

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
NJ-AMERICAN WATER COMP.			
10/16/2012	2012-03-089	7200-00 · Hydrant Rental Dom Water	16.94
10/16/2012	2012-03-089	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,594.94
PSE&G			
10/16/2012	2012-03-090	7600-00 · Utilities	76.66
Total PSE&G			76.66
SAMUEL KLEIN & COMPANY			
10/16/2012	2012-03-091	2200-00 · Accounts Payable-Other	850.00
10/16/2012	2012-03-092	6400-02 · Accounting/Auditing Fees	850.00
10/16/2012	2012-02-093	6400-02 · Accounting/Auditing Fees	3,850.00
Total SAMUEL KLEIN & COMPANY			5,550.00
SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			
10/16/2012	2012-01-032	7195-00 · Uniform & Equip(Firefighters)	6,232.83
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			6,232.83
VIKING TERMITE & PEST CONTROL, INC.			
10/16/2012	2012-02-039	7730-00 · Bldg Maintenance	139.10
Total VIKING TERMITE & PEST CONTROL, INC.			139.10
TOTAL			38,976.79

BANK RECONCILIATION

NAME OF CLIENT: **JAMESBURG BOARD OF FIRE COMMISSIONERS**

MONTH OF: **September-12**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

ACCOUNT #: **80-2874-0082**

BALANCE FORWARD:	31-Aug-12	\$19,400.26	BAL. PER BANK STATEMENT	\$12,207.74
			AS OF:	28-Sep-12
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on	\$0.00			
TOTAL DEBITS:	\$0.00			
	TOTAL	\$19,400.26		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 9/30	\$16,028.52			
				\$12,207.74
ACCOUNT ANALYSIS	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$8,836.00
TOTAL CREDITS:	\$16,028.52			
BANK BALANCE-Per General Ledger:		\$3,371.74	BANK BALANCE-Per Reconciliation:	\$3,371.74

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6750	55.00	Petty Cash - William Stonaker	6/21/12	
6795	337.50	Deborah Fitzgerald	9/20/12	
6797	8,125.00	Jamesburg Vol Fire	9/20/12	
6802	318.50	Reliable Fire Protection	9/20/12	
TOTAL	\$ 8,836.00			

Jamesburg Board of Fire Commissioners

Monthly Check Register

September 2012

10/17/12

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
9/12/2012	6791	NJ MOTOR VEHICLE SERVICES	VEHICLE REGISTRATION FOR NEW J-3	(85.00)
9/20/2012	6792	AT&T	LOCAL & LONG DISTANCE 8/24/12	(221.30)
9/20/2012	6793	COMCAST	INTERNET & TV 8/31/12	(66.44)
9/20/2012	6794	CONTINENTAL FIRE & SAFETY, INC	INV# B4255 8/17/12	(567.80)
9/20/2012	6795	DEBORAH A. FITZGERALD	INV# 2012008 8/31/12	(337.50)
9/20/2012	6796	DEER PARK DIRECT	INV# 12H7801965661 9/4/12	(11.20)
9/20/2012	6797	JAMESBURG VOL FIRE DEPT	3RD QTR 2012 CONTRACT INSTALLMENT	(8,125.00)
9/20/2012	6798	JCP&L	ELECTRIC STMT 8/15/12	(1,327.63)
9/20/2012	6799	MIDCO WASTE SYSTEMS #689	INV# 0689-001048188 8/12/12	(290.17)
9/20/2012	6800	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 9/13 & 18-0769723-8 9/4/12	(4,601.28)
9/20/2012	6801	PSE&G	GAS STMT 8/23/12	(76.70)
9/20/2012	6802	RELIABLE FIRE PROTECTION	IV# 324787 5/22/12	(318.50)
Total 1104-00 · Cash in Checking-PNC				(16,028.52)
TOTAL				(16,028.52)

10/17/12

Jamesburg Board of Fire Commissioners
Outstanding Checks
June through September 2012

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	6/21/2012	6750	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	6/20/2012	2012-01-027		7710-04 · Truck Service	-55.00
TOTAL					-55.00
Bill Pmt -Check	9/20/2012	6795	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	9/18/2012	2012-03-080		6400-02 · Accounting/Auditing Fees	-337.50
TOTAL					-337.50
Bill Pmt -Check	9/20/2012	6797	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	9/18/2012	2012-02-036		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	9/20/2012	6802	RELIABLE FIRE PROTECTI...	1104-00 · Cash in Checking-PNC	
Bill	9/20/2012	2012-01-045		7710-05 · Equipment Testing	-318.50
TOTAL					-318.50