

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
November 17, 2011**

The Meeting was called to order by Commissioner B. 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, J. Howard,
N. Linke, D. Walker.
Absent: B. Wright.

MINUTES: Commissioner P. Connelly requested a motion on October's Minutes.

Upon the motion made by J. Howard and 2nd by N. Linke

TREASURER'S REPORT:

PNC Bank

| | Checking | Savings |
|--------------------------|-----------------|--------------------|
| Bal. bt fwd. | \$19,997.90 | \$307,696.46 |
| Deposits | \$15,844.23 | \$ |
| 64.61 | | |
| Vouchers Paid | \$(15,842.13) | Withdrawals |
| (15,844.23) | | \$ |
| Totals | \$ 20,000.00 | \$291,916.84 |
| | | |
| Grand Total cash on hand | | \$311,916.84 |

Voucher's not signed, checks not cut:
Better Living
Jamesburg Hardware

**USA Locks
Circle Janitorial**

Pinter Door still has not completed job.

Line Item transfer to be done at December's meeting.

Motion made to approve Treasurer's report 1st J. Howard 2nd by N. Linke.

REQUISITIONS:

B. Select Siding & Roofing \$6,311.00

Pres. Contacted 4 vendors and only one gave estimate.

Motion made to approve Requisitions 1st P. Connelly 2nd M. Linke

CORRESPONDENCE:

Rec'd a check from Highland Clams Services in the amount of \$5,037.28 insurance claim from hurricane Irene.

ATTORNEY'S REPORT: (see attached)

Rec'd Performance Bond and contract for truck. (signed)

Application cert to Finance board (Signed)

Copy of letter sent to McManimon & Scotland

Rec'd copy of letter to Samuel Klein and company

Rec'd copy of letter sent to Baystone Financial. From (Gerald Stankiewicz)

Rec'd following Resolution:

Authorizing the Execution Financing agreement with Bayshore Financial for SCBA. 1st B. Wright, 2nd J. Howard.

Making Application to local finance board (New Truck)

1st B. Wright, 2nd J. Howard.

**Awarding contract to Pierce 1ST.. B. Wright, 2nd J. Howard
P. Connelly, Dwayne had a few questions concerning Financing. PNC
not interested. So we will be Financing with Pierce. Also concerning
tank should we pay for it or add into financing. Include into financing.**

**SCBA contract and financing contract signed Pay off date Nov 17, 2016
total cost with interest is \$127,605.18 . Packs will arrive approx 30 days
after date of signed contract with 10% deposit.**

PRESIDENT LAMANTIA'S REPORT:

**Still looking for a carport for the trailers. The one he spoke of last
month wasn't high enough.**

Called busco for furnace trouble.

CHIEF STONAKER'S REPORT:

10 Calls for the month of Oct.

**Trucks were sent out for service due to Hurricane Irene. Water in the
rears. FD also sent out Squad rig that the use during the flood.**

**Bill for fuel from county in. W. Stonaker advised that J1's fuel doesn't
seem right. N. Linke will get logs from PD to review.**

NEW BUSINESS:

**Bob Soden advised the Board the it's renewal time JIF insurance up
\$400.00 from last years \$38,500.00.**

**Resolution to adopt JIF as our insurance company for 2012 1st D.
Walker, 2nd J. Howard.**

**The board went over the 2012 Budget . \$411,002.00. Budget needs to be
adopted by jan 19,2012.**

**Election is Feb 18, 2012. Two commissioners up for reelection Nancy
Linke and Brian Wright.**

We have \$47,000.00 in LOSAP Trust. D. Walker said to take \$20,000.00

from losap and put in our Reserve. N. Linke stated I thought we couldn't touch LOSAP monies.. Attorney also agreed. Will check with Gerry.

OLD BUSINESS:

OPEN TO THE PUBLIC: 1st J.H, 2nd N.L

CLOSE MEETING TO PUBLIC: 1st J.H., 2nd D.W

CLOSE/ ADJOURN MEETING : 1st D. W., 2nd J.H.

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 11/17/11

| | |
|---|---------------|
| Reconciled balance brought forward in PNC Checking Acct from last meeting: | \$19,997.90 |
| Deposits made since the last meeting: | \$15,844.23 |
| Vouchers/Fees paid/Transfers since last meeting: | (\$15,842.13) |
| Current Reconciled Balance Remaining in PNC Checking Account: | \$20,000.00 |
| | |
| Reconciled PNC Savings Balance brought forward from last meeting: | \$307,696.46 |
| Withdrawals: | (\$15,844.23) |
| Deposits/Interest to Savings Account (see Note 4): | \$64.61 |
| Current Reconciled Balance Remaining in PNC Savings Account: | \$291,916.84 |
| | |
| GRAND TOTAL CASH ON HAND: | \$311,916.84 |
| | |
| Total Dollar Amount of Current Month Voucher List to be Paid: | \$27,502.30 |

Notes - 11/17/11 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$7,502.30) therefore a transfer FROM PNC Sav of **\$27,502.30** 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 interest earned and posted of \$64.61 on 10/31/11.

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual

January through December 2011

| | Jan - Dec 11 | 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 | 9,376.44 | 14,000.00 | 67.0% |
| 6400-02 · Accounting/Auditing Fees | 7,592.51 | 12,000.00 | 63.3% |
| 6400-04 · Medical Services | 4,095.00 | 5,000.00 | 81.9% |
| Total 6400-00 · Professional Fees | 21,063.95 | 31,000.00 | 67.9% |
| 6400-05 · Election Expenses | 2,875.52 | 1,500.00 | 191.7% |
| 6500-00 · Office lPostage Exp | | | |
| 6500-01 · Office Supplies | 3,699.04 | 6,000.00 | 61.7% |
| 6500-02 · Misc Supplies(petty cash) | 104.00 | 200.00 | 52.0% |
| Total 6500-00 · Office lPostage Exp | 3,803.04 | 6,200.00 | 61.3% |
| Total Expense | 41,142.51 | 55,200.00 | 74.5% |
| Net Ordinary Income | (41,142.51) | (55,200.00) | 74.5% |
| Other Income/Expense | | | |
| Other Expense | | | |
| 7100-00 · Reimb for Exp & Losses | | | |
| 7140-00 · Truck Equipment | | | |
| 7140-01 · Fire Equipment | 6,099.52 | 13,000.00 | 46.9% |
| Total 7140-00 · Truck Equipment | 6,099.52 | 13,000.00 | 46.9% |
| 7195-00 · Uniform & Equip(Firefighters) | 2,212.75 | 10,000.00 | 22.1% |
| Total 7100-00 · Reimb for Exp & Losses | 8,312.27 | 23,000.00 | 36.1% |
| 7200-00 · Hydrant Rental Dom Water | 45,632.56 | 56,000.00 | 81.5% |
| 7400-00 · Insurance Premium | 38,092.00 | 39,000.00 | 97.7% |
| 7500-00 · Professional Services | | | |
| 7500-01 · Advertising | 584.66 | 500.00 | 116.9% |
| 7500-03 · Training & Education | 1,045.00 | 5,000.00 | 20.9% |
| Total 7500-00 · Professional Services | 1,629.66 | 5,500.00 | 29.6% |
| 7600-00 · Utilities | 20,687.17 | 30,000.00 | 69.0% |
| 7700-00 · Maint/Repairs | | | |
| 7710-00 · Truck Service | | | |
| 7710-01 · Radio Serv/Repair | 3,595.50 | 5,000.00 | 71.9% |
| 7710-02 · Fuel | 240.56 | 4,000.00 | 6.0% |
| 7710-04 · Truck Service | 17,894.40 | 13,500.00 | 132.6% |
| 7710-05 · Equipment Testing | 3,228.20 | 4,950.00 | 65.2% |
| Total 7710-00 · Truck Service | 24,958.66 | 27,450.00 | 90.9% |
| 7720-00 · Air Pack & Bottle Repair | 245.00 | 1,800.00 | 13.6% |
| 7730-00 · Bldg Maintenance | 10,825.46 | 25,000.00 | 43.3% |
| 7740-00 · Bldg Supplies | 1,067.99 | 2,000.00 | 53.4% |
| 7750-00 · Fire Comp. Contract | 32,500.00 | 32,500.00 | 100.0% |
| Total 7700-00 · Maint/Repairs | 69,597.11 | 88,750.00 | 78.4% |
| 7800-00 · Contingency | 182.21 | 10,000.00 | 1.8% |
| 7850-00 · LOSAP Program | | | |
| 7850-01 · LOSAP Program | 20,171.08 | 20,000.00 | 100.9% |
| Total 7850-00 · LOSAP Program | 20,171.08 | 20,000.00 | 100.9% |
| 8000-00 · Debt Service | | | |
| 8010-01 · General Obligation Bonds-Princi | 45,000.00 | 45,000.00 | 100.0% |
| 8010-10 · Capital Lease-Principal | 0.00 | 35,000.00 | 0.0% |
| 8020-02 · General Obligation Bonds-Int. | 1,158.75 | 1,159.00 | 100.0% |
| 8020-10 · Capital Lease-Interest | 0.00 | 12,348.00 | 0.0% |
| Total 8000-00 · Debt Service | 46,158.75 | 93,507.00 | 49.4% |
| 9600-00 · Commitments for Future Capital | 0.00 | 26,000.00 | 0.0% |
| Total Other Expense | 250,462.81 | 391,757.00 | 63.9% |
| Net Other Income | (250,462.81) | (391,757.00) | 63.9% |
| Net Income | (291,605.32) | (446,957.00) | 65.2% |

11/14/11

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of November 30, 2011

| Date | Num | Account | Open Balance |
|---|-------------|---|--------------|
| AT&T | | | |
| 11/14/2011 | 2011-03-099 | 7600-00 · Utilities | 215.68 |
| Total AT&T | | | 215.68 |
| BLUE STREAK UNIFORMS, LLC | | | |
| 11/14/2011 | 2011-01-030 | 7195-00 · Uniform & Equip(Firefighters) | 1,844.00 |
| 11/14/2011 | 2011-01-031 | 7195-00 · Uniform & Equip(Firefighters) | 368.75 |
| Total BLUE STREAK UNIFORMS, LLC | | | 2,212.75 |
| BOROUGH OF JAMESBURG SEWER UTILITY | | | |
| 11/14/2011 | 2011-03-100 | 7600-00 · Utilities | 228.25 |
| Total BOROUGH OF JAMESBURG SEWER UTILITY | | | 228.25 |
| BRIAN H. WRIGHT | | | |
| 11/14/2011 | 2011-03-101 | 6100-01 · Commissioners Pay | 520.00 |
| Total BRIAN H. WRIGHT | | | 520.00 |
| COMCAST | | | |
| 11/14/2011 | 2011-03-102 | 7600-00 · Utilities | 53.04 |
| Total COMCAST | | | 53.04 |
| CUSTOM BANDAG | | | |
| 11/14/2011 | 2011-01-048 | 7140-01 · Fire Equipment | 636.68 |
| 11/14/2011 | 2011-01-049 | 7140-01 · Fire Equipment | 523.32 |
| Total CUSTOM BANDAG | | | 1,160.00 |
| DEBORAH A. FITZGERALD | | | |
| 11/14/2011 | 2011-03-103 | 6400-02 · Accounting/Auditing Fees | 150.00 |
| Total DEBORAH A. FITZGERALD | | | 150.00 |
| DEER PARK | | | |
| 11/14/2011 | 2011-02-038 | 7730-00 · Bldg Maintenance | 4.93 |
| Total DEER PARK | | | 4.93 |
| DINA WALKER | | | |
| 11/14/2011 | 2011-03-104 | 6100-01 · Commissioners Pay | 651.00 |
| Total DINA WALKER | | | 651.00 |
| FOLEY, INCORPORATED | | | |
| 11/14/2011 | 2011-01-041 | 7710-04 · Truck Service | 1,443.56 |
| 11/14/2011 | 2011-01-041 | 7710-04 · Truck Service | 1,995.00 |
| Total FOLEY, INCORPORATED | | | 3,438.56 |
| JAMESBURG VOL FIRE DEPT | | | |
| 11/14/2011 | 2011-02-039 | 7750-00 · Fire Comp. Contract | 8,125.00 |
| Total JAMESBURG VOL FIRE DEPT | | | 8,125.00 |
| JCP&L | | | |
| 11/14/2011 | 2011-03-105 | 7600-00 · Utilities | 1,044.73 |
| Total JCP&L | | | 1,044.73 |
| JOSEPH HOWARD | | | |
| 11/14/2011 | 2011-03-106 | 6100-01 · Commissioners Pay | 520.00 |
| Total JOSEPH HOWARD | | | 520.00 |
| NANCY LINKE | | | |
| 11/14/2011 | 2011-03-107 | 6100-01 · Commissioners Pay | 941.00 |
| Total NANCY LINKE | | | 941.00 |
| NJ-AMERICAN WATER COMP. | | | |
| 11/14/2011 | 2011-03-108 | 7200-00 · Hydrant Rental Dom Water | 64.94 |
| 11/14/2011 | 2011-03-108 | 7200-00 · Hydrant Rental Dom Water | 4,532.85 |
| Total NJ-AMERICAN WATER COMP. | | | 4,597.79 |
| PATRICK CONNELLY | | | |
| 11/14/2011 | 2011-03-109 | 6100-01 · Commissioners Pay | 715.00 |
| Total PATRICK CONNELLY | | | 715.00 |

11/14/11

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of November 30, 2011

| <u>Date</u> | <u>Num</u> | <u>Account</u> | <u>Open Balance</u> |
|--|-------------|--------------------------------|---------------------|
| PSE&G | | | |
| 11/14/2011 | 2011-03-110 | 7600-00 · Utilities | 51.12 |
| Total PSE&G | | | 51.12 |
| SOMERSET COUNTY EMERGENCY SVCS TRAINING | | | |
| 11/14/2011 | 2011-01-043 | 7500-03 · Training & Education | 800.00 |
| Total SOMERSET COUNTY EMERGENCY SVCS TRAINING | | | 800.00 |
| WATERWAY, INC. | | | |
| 11/14/2011 | 2011-01-044 | 7710-05 · Equipment Testing | 2,073.45 |
| Total WATERWAY, INC. | | | 2,073.45 |
| TOTAL | | | 27,502.30 |

Jamesburg Board of Fire Commissioners
Monthly Check Register
 October 2011

11/14/11

| Date | Num | Name | Memo | Amount |
|---------------------------------------|------|--------------------------------|---|--------------------|
| 1104-00 · Cash in Checking-PNC | | | | |
| 10/20/2011 | 6573 | AT&T | LOCAL & LONG DISTANCE 9/24/11 | (222.59) |
| 10/20/2011 | 6574 | BETTER LIVING DEPT. STORE | A/C# JAFICO 8/25/11 | (144.77) |
| 10/20/2011 | 6575 | BUSCO BROS., INC. | INV# 10332 8/26/11 | (151.56) |
| 10/20/2011 | 6576 | COMCAST | INTERNET 9/30/11 | (53.04) |
| 10/20/2011 | 6577 | DEBORAH A. FITZGERALD | INV# 2011009 9/30/11 | (150.00) |
| 10/20/2011 | 6578 | DEER PARK | INV# 1117801965661 10/4/11 | (4.93) |
| 10/20/2011 | 6579 | FOLEY, INCORPORATED | | (8,255.91) |
| 10/20/2011 | 6580 | JAMESBURG HARDWARE & APPLIANCE | A/C# 103420 STMT DATED 8/25/11 | (95.98) |
| 10/20/2011 | 6581 | JAMESBURG VOL FIRE DEPT | REIMBURSE FD FOR NEW TITLE FOR INT'L TRUCK 10/7/11 | (60.00) |
| 10/20/2011 | 6582 | JCP&L | ELECTRIC 10/12/11 | (825.94) |
| 10/20/2011 | 6583 | LIGHTHOUSE ADVISORS, LLC | INV# 3656 7/29/11 | (511.11) |
| 10/20/2011 | 6584 | MIDCO WASTE SYSTEMS #689 | INV# 0689-000780683 10/12/11 | (287.70) |
| 10/20/2011 | 6585 | NJ-AMERICAN WATER COMP. | A/C# 18-0767497-1 10/12/11 & #18-0769723-8 10/3/11 | (4,542.85) |
| 10/20/2011 | 6586 | PSE&G | GAS SEPT 2011 | (53.05) |
| 10/20/2011 | 6587 | UNLIMITED CONCEPTS | INV# 20 8/27/11 | (215.00) |
| 10/20/2011 | 6588 | WILLIAM P. STONAKER | PETTY CASH REIMBURSEMENT - GAS FOR J-1, PARTS FO... | (267.70) |
| Total 1104-00 · Cash in Checking-PNC | | | | (15,842.13) |
| TOTAL | | | | (15,842.13) |

Jamesburg Board of Fire Commissioners
Outstanding Checks
 April through October 2011

11/14/11

| Type | Date | Num | Name | Account | Paid Amount |
|-----------------|------------|-------------|--------------------------|--|---------------------|
| Bill Pmt -Check | 4/21/2011 | 6474 | PINTER DOOR SALES, INC. | 1104-00 · Cash in Checking-PNC | |
| Bill | 4/18/2011 | 2010-02-016 | | 2200-00 · Accounts Payable-Other | -2,400.00 |
| TOTAL | | | | | -2,400.00 |
| Bill Pmt -Check | 10/20/2011 | 6577 | DEBORAH A. FITZGERALD | 1104-00 · Cash in Checking-PNC | |
| Bill | 10/17/2011 | 2011-03-094 | | 6400-02 · Accounting/Auditing Fees | -150.00 |
| TOTAL | | | | | -150.00 |
| Bill Pmt -Check | 10/20/2011 | 6581 | JAMESBURG VOL FIRE DE... | 1104-00 · Cash in Checking-PNC | |
| Bill | 10/17/2011 | 2011-01-046 | | 6500-02 · Misc Supplies(petty cash) | -60.00 |
| TOTAL | | | | | -60.00 |
| Bill Pmt -Check | 10/20/2011 | 6584 | MIDCO WASTE SYSTEMS ... | 1104-00 · Cash in Checking-PNC | |
| Bill | 10/17/2011 | 2011-02-037 | | 7730-00 · Bldg Maintenance | -287.70 |
| TOTAL | | | | | -287.70 |
| Bill Pmt -Check | 10/20/2011 | 6585 | NJ-AMERICAN WATER CO... | 1104-00 · Cash in Checking-PNC | |
| Bill | 10/17/2011 | 2011-03-096 | | 7200-00 · Hydrant Rental Dom Wa... 7200-00 · Hydrant Rental Dom Wa... | -10.00 -4,532.85 |
| TOTAL | | | | | -4,542.85 |
| Bill Pmt -Check | 10/20/2011 | 6588 | WILLIAM P. STONAKER | 1104-00 · Cash in Checking-PNC | |
| Bill | 10/17/2011 | 2011-01-047 | | 7710-02 · Fuel 7140-00 · Truck Equipment | -89.00 -178.70 |
| TOTAL | | | | | -267.70 |