

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
Dec 15, 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 P. Connelly, J. Howard, N. Linke, D. Walker, B. Wright(arrived Late)

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

Upon the motion made by J.H, 2<sup>nd</sup> D.W.

**TREASURER'S REPORT:**

<b>PNC</b>	<b>Checking</b>	<b>Savings</b>
Bal. Bt Fwd	\$20,000.00	\$ 291,916.84
Deposit	\$27,502.30	\$ 6,982.16
Voucher's Pd	\$ 27,502.30	Withdrawals \$ 27,502.30
Totals	\$20,000.00	\$ 271,396.70

Total cash on hand : \$291,396.70

Check in the amount of \$4,317.08 payable to the Borough of Jamesburg (payment for the fuel used in 2011) dina will check to see if the boro charged us twice for Oct . will hold the check until she checks the dates if dates ok release check to boro.

Void check # 6474 dated 4-21-11 payable to pinter doors work not

**PRESIDENT LAMANTIA'S REPORT: Not present**

**Siding on parking lot side to start on Saturday.**

**CHIEF STONAKER'S REPORT: 12 calls for the month.**

**Board was advised that the Thermo imaging Camera was damaged in a structure fire. Claim submitted.**

**Board advised of an mva that happened on Sunday Dec 11 . Firetruck driven by Charlie Reid hit a parked car Owned by Pat Nascak in the amount of \$1180.00.**

**It was requested by R. Soden that the guys get drivers training.**

**Chief Showed the Board the new Air packs.. They need to upgrade their equipment to fill the packs. Getting quotes around \$4000.00.**

**NEW BUSINESS:**

**P. Connelly requested the board pass a resolution for the mayor Anthony Lamantia for his 11 yrs of service. 1<sup>st</sup>. PC, 2<sup>nd</sup> D.W.**

**OLD BUSINESS:**

**B. Wright advised the Board that he has a quote from Amanda Zih a web designer who is willing to assist us. The board might use the Fire Dept web site. (see attached)**

**Resolution to go into exc. Session concerning member status. 1<sup>st</sup> D.W. 2<sup>nd</sup> J.H**

**OPEN TO THE PUBLIC; 1<sup>st</sup> D.W., 2<sup>nd</sup>.B.W**

**CLOSE MEETING TO PUBLIC. 1<sup>st</sup>D.W. , 2<sup>nd</sup> B.W.**

**CLOSE MEETING 1<sup>ST</sup> D.W , 2<sup>nd</sup> J.H.**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 12/15/11

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$27,502.30
Vouchers/Fees paid/Transfers since last meeting:	(\$27,502.30)
Current Reconciled Balance Remaining in PNC Checking Account:	<b>\$20,000.00</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$291,916.84
Withdrawals:	(\$27,502.30)
Deposits/Interest to Savings Account (see Note 4):	\$6,982.16
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$271,396.70</b>
<b>GRAND TOTAL CASH ON HAND:</b>	<b>\$291,396.70</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$39,845.96</b>

**Notes - 12/15/11 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$19,845.96) therefore a transfer FROM PNC Sav of **\$39,845.96** 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 \$68.88 on 11/30/11, as well as the 11/29/11 deposit of the SFSP Payment from the Borough, \$1,876, and the insurance claims check for property damage incurred on 8/28/11, \$5,037.28.

# 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	7,817.51	12,000.00	65.1%	
6400-04 · Medical Services	4,095.00	5,000.00	81.9%	
Total 6400-00 · Professional Fees	21,288.95	31,000.00		68.7%
6400-05 · Election Expenses	2,875.52	1,500.00		191.7%
6500-00 · Office \Postage 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 \Postage Exp	3,803.04	6,200.00		61.3%
Total Expense	41,367.51	55,200.00		74.9%
Net Ordinary Income	(41,367.51)	(55,200.00)		74.9%
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)	10,880.04	10,000.00	108.8%	
Total 7100-00 · Reimb for Exp & Losses	16,979.56	23,000.00		73.8%
7200-00 · Hydrant Rental Dom Water	50,165.41	56,000.00	89.6%	
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	21,234.39	30,000.00	70.8%	
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	3,595.50	5,000.00	71.9%	
7710-02 · Fuel	4,557.64	4,000.00	113.9%	
7710-04 · Truck Service	18,620.84	13,500.00	137.9%	
7710-05 · Equipment Testing	3,228.20	4,950.00	65.2%	
Total 7710-00 · Truck Service	30,002.18	27,450.00	109.3%	
7720-00 · Air Pack & Bottle Repair	245.00	1,800.00	13.6%	
7730-00 · Bldg Maintenance	11,464.94	25,000.00	45.9%	
7740-00 · Bldg Supplies	1,817.68	2,000.00	90.9%	
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%	
Total 7700-00 · Maint/Repairs	76,029.80	88,750.00		85.7%
7800-00 · Contingency	12,709.84	10,000.00		127.1%
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	283,170.49	391,757.00		72.3%
Net Other Income	(283,170.49)	(391,757.00)		72.3%
Net Income	(324,538.00)	(446,957.00)		72.6%

12/14/11

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

Date	Num	Account	Open Balance
<b>888-USA-LOCK, LLC</b>			
12/13/2011	2011-02-041	7730-00 · Bldg Maintenance	144.00
Total 888-USA-LOCK, LLC			144.00
<b>AT&amp;T</b>			
12/13/2011	2011-03-111	7600-00 · Utilities	208.60
Total AT&T			208.60
<b>BETTER LIVING DEPT. STORE</b>			
12/13/2011	2011-02-042	7740-00 · Bldg Supplies	4.90
Total BETTER LIVING DEPT. STORE			4.90
<b>BLUE STREAK UNIFORMS, LLC</b>			
12/13/2011	2011-01-062	7195-00 · Uniform & Equip(Firefighters)	74.75
Total BLUE STREAK UNIFORMS, LLC			74.75
<b>BOROUGH OF JAMESBURG</b>			
12/13/2011	2011-01-063	7710-02 · Fuel	4,317.08
Total BOROUGH OF JAMESBURG			4,317.08
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
12/13/2011	2011-02-043	7740-00 · Bldg Supplies	428.16
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			428.16
<b>COMCAST</b>			
12/13/2011	2011-03-112	7600-00 · Utilities	53.04
Total COMCAST			53.04
<b>DEBORAH A. FITZGERALD</b>			
12/13/2011	2011-03-113	6400-02 · Accounting/Auditing Fees	225.00
Total DEBORAH A. FITZGERALD			225.00
<b>DEER PARK</b>			
12/13/2011	2011-02-046	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
<b>FOLEY, INCORPORATED</b>			
12/13/2011	2011-01-059	7800-00 · Contingency	1,775.00
12/13/2011	2011-01-041	7710-04 · Truck Service	2,170.00
Total FOLEY, INCORPORATED			3,945.00
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
12/13/2011	2011-02-044	7740-00 · Bldg Supplies	89.79
12/13/2011	2011-02-045	7740-00 · Bldg Supplies	226.84
Total JAMESBURG HARDWARE & APPLIANCE			316.63
<b>MIDCO WASTE SYSTEMS #689</b>			
12/13/2011	2011-02-047	7730-00 · Bldg Maintenance	288.05
Total MIDCO WASTE SYSTEMS #689			288.05
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
12/13/2011	2011-01-064	7800-00 · Contingency	14,178.35
12/13/2011	2011-01-060	7800-00 · Contingency	2,044.00
12/13/2011	2011-01-055	7195-00 · Uniform & Equip(Firefighters)	8,592.54
Total NEW JERSEY FIRE EQUIPMENT CO.			24,814.89
<b>NJ-AMERICAN WATER COMP.</b>			
12/13/2011	2011-03-114	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,532.85
<b>PSE&amp;G</b>			
12/13/2011	2011-03-115	7600-00 · Utilities	285.58
Total PSE&G			285.58

12/14/11

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>RELIABLE FIRE PROTECTION</b>			
12/13/2011	2011-01-062	7730-00 · Bldg Maintenance	202.50
Total RELIABLE FIRE PROTECTION			202.50
<b>TOTAL</b>			<b><u>39,845.96</u></b>

**BANK RECONCILIATION**

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: November-11

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Oct-11	\$20,000.00	BAL. PER BANK STATEMENT	\$31,475.00
			AS OF: <u>30-Nov-11</u>	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 11/17/11	\$27,502.30			
TOTAL DEBITS:	\$27,502.30			
	TOTAL	\$47,502.30		
				\$0.00
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 11/30	\$27,502.30			\$31,475.00
ACCOUNT ANALYSIS	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$11,475.00
TOTAL CREDITS:	\$27,502.30			
BANK BALANCE-Per General Ledger:		\$20,000.00	BANK BALANCE-Per Reconciliation:	\$20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6474	2,400.00	Pinter Doors (on hold)	4/21/11	
6595	150.00	Deborah A Fitzgerald	11/17/11	
6599	8,125.00	Jamesburg Volunteer Fire	11/17/11	
6606	800.00	Somerset County Emergency Services	11/17/11	
TOTAL	\$ 11,475.00			

12/13/11

## Jamesburg Board of Fire Commissioners Monthly Check Register November 2011

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
11/17/2011	6589	AT&T	LOCAL & LONG DISTANCE 10/24/11	(215.68)
11/17/2011	6590	BLUE STREAK UNIFORMS, LLC		(2,212.75)
11/17/2011	6591	BOROUGH OF JAMESBURG SEWER UTILITY	4TH QTR SEWER TAX	(228.25)
11/17/2011	6592	BRIAN H. WRIGHT	4TH QTR 2011 COMMISSIONER'S FEES	(520.00)
11/17/2011	6593	COMCAST	CABLE INTERNET 10/31/11	(53.04)
11/17/2011	6594	CUSTOM BANDAG		(1,160.00)
11/17/2011	6595	DEBORAH A. FITZGERALD	INV# 2011010 10/31/11	(150.00)
11/17/2011	6596	DEER PARK	INV# 11J7801965661 11/3/11	(4.93)
11/17/2011	6597	DINA WALKER	4TH QTR 2011 COMMISSIONER'S FEES	(651.00)
11/17/2011	6598	FOLEY, INCORPORATED		(3,438.56)
11/17/2011	6599	JAMESBURG VOL FIRE DEPT	4TH QTR 2011 CONTRACT INSTALLMENT	(8,125.00)
11/17/2011	6600	JCP&L	ELECTRIC 11/11/11	(1,044.73)
11/17/2011	6601	JOSEPH HOWARD	4TH QTR 2011 COMMISSIONER'S FEES	(520.00)
11/17/2011	6602	NANCY LINKE	4TH QTR 2011 COMMISSIONER'S FEES	(941.00)
11/17/2011	6603	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 11/10/11 & 18-0769723-8 11/1/11	(4,597.79)
11/17/2011	6604	PATRICK CONNELLY	4TH QTR 2011 COMMISSIONER'S FEES	(715.00)
11/17/2011	6605	PSE&G	GAS 10/25/11	(51.12)
11/17/2011	6606	SOMERSET COUNTY EMERGENCY SVCS T...	INV# 8554 11/2/11	(800.00)
11/17/2011	6607	WATERWAY, INC.	INV# 20110072 10/21/11	(2,073.45)
Total 1104-00 · Cash in Checking-PNC				(27,502.30)
<b>TOTAL</b>				<b>(27,502.30)</b>



**Jamesburg Board of Fire Commissioners**

**Outstanding Checks**

April through November 2011

12/13/11

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	11/17/2011	6595	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	11/14/2011	2011-03-103		6400-02 · Accounting/Auditing Fees	-150.00
TOTAL					-150.00
Bill Pmt -Check	11/17/2011	6599	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	11/14/2011	2011-02-039		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	11/17/2011	6606	SOMERSET COUNTY EME...	1104-00 · Cash in Checking-PNC	
Bill	11/14/2011	2011-01-043		7500-03 · Training & Education	-800.00
TOTAL					-800.00

complete.

Void Check # 6608 check misprinted.

Board also reminded the Dept that we are on a Temporary Budget until the election.

Motion made to approve Treasurer's report 1<sup>st</sup> N.L. 2<sup>nd</sup> by J.H.

Requisitions: None

Gannett.

**CORRESPONDENCE:**

NJ State Assoc. of commissioner. Not a member anymore

The NJ Garrett fees for ads in paper.

Census.

Signed.

Signed and approved Resolution for JIF as our Insurance carrier.

1<sup>st</sup>. D.W. 2<sup>nd</sup> J.H. with B. Wright as JIF rep.

**ATTORNEY'S REPORT:**

Budget read into record. Total Revenues of \$446,001, which includes amount to raised by taxation of \$393,944,. Budget approved 1<sup>st</sup>. P.C, 2<sup>nd</sup>. D.W.

Board went over the Lease for the Airpacks. It seems they lost some of our paper work. N.Linke gave Attorney the needed papers to mail out.

Board went over the length of the lease for the truck. 10 year at 3.85%. 1<sup>st</sup> N.L., 2<sup>nd</sup> D.W. 5 yes (BW arrived)

Resolution by title to approve line item transfers for 2011 budget 1<sup>st</sup>, N.L, 2<sup>nd</sup> D.W. 5 yes.