

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
Dec 16, 2010**

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, B. Wright
Absent: P. Connelly

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

Upon the motion made by B. Wright, 2nd M. Linke

TREASURER'S REPORT:

PNC	Checking		Savings
Bal. Bt Fwd	\$20,000.00		\$ 74,742.14
Deposit	\$ 35,531.73		\$ 98,828.35
Voucher's Pd	\$ 41,031.73	Withdrawals	\$ 79,226.23
Totals	\$14,500.00		\$ 328,391.97

Total cash on hand : \$342,891.97

Reflects the monthly transfer to cover bond \$43,694.50

1st Responder check due 1-15-2011 in the amount of \$10,762.00 Debbie will write check out tonight after meeting.

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

Requisitions:

Middlesex Cty tres.	Election books	\$75.00
Circle Jan	Supplies	\$1000.00
Campbell Supply	J10	\$2047.50

Motion made to approve Requisition 1st M. Linke 2nd D. Walker

CORRESPONDENCE: Received two nominating petitions for commissioners. Dwayne Fitzpatrick and Della Fitch.

ATTORNEY'S REPORT:

Rec'd Resolution scheduling a Bond Referendum. Read into record.

Motion to accept Bond Referendum on ballot. 1st B. Wright, 2nd M. Linke.

Rec'd 2011 Budget Resolution 1st. M. Linke, 2nd D. Walker signed and mail to State.

Rec'd Resolution awarding contract to MK Construction (roof)

PRESIDENT DURANDO'S'S REPORT: See Attached.

CHIEF STONAKER'S REPORT: 9 Calls for the month

NEW BUSINESS:

Post Office Box why can't we have our mail delivered here instead of the post office.?

We can when the Commissioners first took Office there was a Commissioner that wanted a post office box.

Board agreed to stop using Post Office box. Chief will make a new box in the hall for the mail.

M. Linke advised there is a rumor that Jamesburg and Helmetta post offices are closing.

OLD BUSINESS:

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

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

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

Presidents report 12/16/10:

House:

- Light on bell replaced
- Light on doors replaced
- Emergency light repaired
- Leading door edge reversing equipment is being scheduled
- Roof over kitchen being replaced
- Hood / Fire extinguisher was certified

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 12/16/10

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$35,531.73
Vouchers/Fees paid/Transfers since last meeting:	(\$41,031.73)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$14,500.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$308,789.85
Withdrawals (see Note 5):	(\$79,226.23)
Deposits/Interest to Savings Account (see Note 4):	\$98,828.35
Current Reconciled Balance Remaining in PNC Savings Account:	\$328,391.97
GRAND TOTAL CASH ON HAND:	\$342,891.97
Total Dollar Amount of Current Month Voucher List to be Paid:	\$14,872.30

Notes - 12/16/10 Report:

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of (\$372.30) therefore a transfer FROM PNC Savings of **\$20,372.30** 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 \$5,500 representing a 50% deposit on the job was issued on 11/30/10.

- 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 \$103.35 on 11/30/10 and the 4th Qtr 2010 Borough Taxes of \$98,725 deposited on 12/6/10.

- 5) Reflects the monthly transfer to cover last month's vouchers plus Bond Principal & Interest of \$43,694.50 paid on the 2006 truck bond on 12/13/10.

11:20 PM

12/15/10

Accrual Basis

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2010

	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	4,385.00	14,000.00	31.3%	
6400-02 · Accounting/Auditing Fees	9,316.02	12,000.00	77.6%	
6400-04 · Medical Services	4,300.00	5,000.00	86.0%	
Total 6400-00 · Professional Fees	18,001.02	31,000.00		58.1%
6400-05 · Election Expenses	1,169.59	1,500.00	78.0%	
6500-00 · Office IPostage 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 IPostage Exp	2,830.27	3,200.00		88.4%
Total Expense	35,400.88	52,200.00		67.8%
Net Ordinary Income	(35,400.88)	(52,200.00)		67.8%
Other Income/Expense				
Other Expense				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	8,421.88	13,455.00	62.6%	
Total 7140-00 · Truck Equipment	8,421.88	13,455.00		62.6%
7195-00 · Uniform & Equip(Firefighters)	3,799.21	10,325.00	36.8%	
Total 7100-00 · Reimb for Exp & Losses	12,221.09	23,780.00		51.4%
7200-00 · Hydrant Rental Dom Water	47,849.63	56,000.00	85.4%	
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	1,264.45	6,500.00	19.5%	
Total 7500-00 · Professional Services	1,517.70	7,250.00		20.9%
7600-00 · Utilities	21,109.59	30,000.00	70.4%	
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	629.25	5,000.00	12.6%	
7710-02 · Fuel	3,168.91	4,000.00	79.2%	
7710-04 · Truck Service	3,291.83	13,500.00	24.4%	
7710-05 · Equipment Testing	5,822.85	4,950.00	117.6%	
Total 7710-00 · Truck Service	12,912.84	27,450.00		47.0%
7720-00 · Air Pack & Bottle Repair	1,614.04	1,800.00	89.7%	
7730-00 · Bldg Maintenance	13,745.99	25,000.00	55.0%	
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	61,004.67	89,750.00		68.0%
7800-00 · Contingency	8,032.26	10,000.00	80.3%	
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	297,258.94	394,786.00		75.3%
Net Other Income	(297,258.94)	(394,786.00)		75.3%
Net Income	(332,659.82)	(446,986.00)		74.4%

12/15/10

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of December 31, 2010

Date	Num	Account	Open Balance
ABSOLUTE FIRE PROT. CO, INC.			
12/15/2010	2010-01-035	7140-01 · Fire Equipment	7,164.00
12/15/2010	2010-01-040	7800-00 · Contingency	687.00
Total ABSOLUTE FIRE PROT. CO, INC.			7,851.00
AT&T			
12/15/2010	2010-03-055	7600-00 · Utilities	235.41
Total AT&T			235.41
BAILEY'S SQUARE JANITORIAL SERVICES, INC.			
12/15/2010	2010-02-023	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
BETTER LIVING DEPT. STORE			
12/15/2010	2010-02-024	7730-00 · Bldg Maintenance	9.29
Total BETTER LIVING DEPT. STORE			9.29
COMCAST			
12/15/2010	2010-03-056	7600-00 · Utilities	50.05
Total COMCAST			50.05
DEBORAH A. FITZGERALD			
12/15/2010	2010-03-057	6400-02 · Accounting/Auditing Fees	275.00
Total DEBORAH A. FITZGERALD			275.00
DEER PARK			
12/15/2010	2010-02-025	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
HELMETTA FIRE DEPARTMENT			
12/15/2010	2010-01-041	7500-03 · Training & Education	450.00
Total HELMETTA FIRE DEPARTMENT			450.00
MARGARET LINKE			
12/15/2010	2010-03-058	6400-05 · Election Expenses	13.17
12/15/2010	2010-03-058	6500-02 · Misc Supplies(petty cash)	70.40
Total MARGARET LINKE			83.57
MIDCO WASTE SYSTEMS #689			
12/15/2010	2010-02-026	7730-00 · Bldg Maintenance	255.08
Total MIDCO WASTE SYSTEMS #689			255.08
NEXTEL COMMUNICATIONS			
12/15/2010	2010-03-059	7600-00 · Utilities	152.12
Total NEXTEL COMMUNICATIONS			152.12
NJ-AMERICAN WATER COMP.			
12/15/2010	2010-03-060	7200-00 · Hydrant Rental Dom Water	26.36
12/15/2010	2010-03-060	7200-00 · Hydrant Rental Dom Water	4,329.15
Total NJ-AMERICAN WATER COMP.			4,355.51
PSE&G			
12/15/2010	2010-03-061	7600-00 · Utilities	346.08
Total PSE&G			346.08
RELIABLE FIRE PROTECTION			
12/15/2010	2010-02-022	7730-00 · Bldg Maintenance	197.50
Total RELIABLE FIRE PROTECTION			197.50
ROBERT E. WEISSMAN			
12/15/2010	2010-01-043	7500-03 · Training & Education	200.00
Total ROBERT E. WEISSMAN			200.00

12/15/10

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2010

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
WILLIAM P. STONAKER			
12/15/2010	2010-01-042	7500-03 · Training & Education	224.76
Total WILLIAM P. STONAKER			224.76
TOTAL			14,872.30

BANK RECONCILIATION

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

MONTH OF: **November-10**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Oct-10	\$20,000.00	BAL. PER BANK STATEMENT	\$42,373.80
			AS OF:	30-Nov-10
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 11/19/10	\$35,531.73			
TOTAL DEBITS:	\$35,531.73			
	TOTAL	\$55,531.73		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 11/30	\$41,031.73			
				\$42,373.80
ACCOUNT ANALYSIS - 11/30	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$27,873.80
TOTAL CREDITS:	\$41,031.73			
BANK BALANCE-Per General Ledger:		\$14,500.00	BANK BALANCE-Per Reconciliation:	\$14,500.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6355	1,700.00	Air & Gas Technologies	11/18/10	
6364	651.00	Dina Walker	11/18/10	
6366	16,250.00	Jamesburg Vol Fire	11/18/10	
6369	520.00	Margaret Linke	11/18/10	
6377	675.00	Technical Fire Services	11/18/10	
6378	2,577.80	Waterway	11/18/10	
6379	5,500.00	MK Construction	11/18/10	
TOTAL	\$ 27,873.80			

Jamesburg Board of Fire Commissioners

Monthly Check Register

November 2010

12/15/10

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
11/18/2010	6355	AIR & GAS TECHNOLOGIES, INC.	INV#116228 11/3/10	(1,700.00)
11/18/2010	6356	AT&T	LOCAL & LONG DISTANCE 10/24/10	(233.19)
11/18/2010	6357	BAILEY'S SQUARE JANITORIAL SERVICES, I..	INV#49148 10/15/10	(182.00)
11/18/2010	6358	BOROUGH OF JAMESBURG	ANNUAL FUEL BILL 11/09-10/10	(2,937.44)
11/18/2010	6359	BOROUGH OF JAMESBURG SEWER UTILITY	4TH QTR 2010 SEWER USER CHARGE	(219.50)
11/18/2010	6360	BRIAN H. WRIGHT	4TH QTR 2010 COMMISSIONERS FEES	(715.00)
11/18/2010	6361	COMCAST	MONTHLY SVC 9/30 & 10/31/10	(100.10)
11/18/2010	6362	DEBORAH A. FITZGERALD	INV#2010010 10/31/10	(275.00)
11/18/2010	6363	DEER PARK	INV#00J7801965661 11/3/10	(4.93)
11/18/2010	6364	DINA WALKER	4TH QTR 2010 COMMISSIONERS FEES	(651.00)
11/18/2010	6365	GOLDSTAR PRODUCTS, INC.	INV#0021983-0043695 10/27/10	(249.00)
11/18/2010	6366	JAMESBURG VOL FIRE DEPT		(16,250.00)
11/18/2010	6367	JCP&L	ELECTRIC 10/14 & 11/11/10	(1,649.34)
11/18/2010	6368	LIGHTHOUSE ADVISORS, LLC	INV#2904 9/30/10	(200.00)
11/18/2010	6369	MARGARET LINKE	4TH QTR 2010 COMMISSIONERS FEES	(520.00)
11/18/2010	6370	MIDCO WASTE SYSTEMS #689	INV#0689-000466021 10/12/10	(235.96)
11/18/2010	6371	NANCY LINKE	4TH QTR 2010 COMMISSIONERS FEES	(941.00)
11/18/2010	6372	NEW JERSEY PRESS MEDIA	INV#0022850000 10/31/10	(106.28)
11/18/2010	6373	NEXTEL COMMUNICATIONS	INV#325901826-072 10/27/10	(152.12)
11/18/2010	6374	NJ-AMERICAN WATER COMP.	A/C#18-0767497-1 10/11 & 11/8/10; #18-0769723-8 11/1/10	(4,387.66)
11/18/2010	6375	PATRICK CONNELLY	4TH QTR 2010 COMMISSIONERS FEES	(520.00)
11/18/2010	6376	PSE&G	GAS 10/21/10	(49.41)
11/18/2010	6377	TECHNICAL FIRE SERVICES, INC.	INV#1587 11/15/10	(675.00)
11/18/2010	6378	WATERWAY, INC.	INV#20100071 10/29/10	(2,577.80)
11/30/2010	6379	MK CONSTRUCTION	50% ROOF JOB DEPOSIT	(5,500.00)
Total 1104-00 - Cash in Checking-PNC				(41,031.73)
TOTAL				(41,031.73)

12/15/10

Jamesburg Board of Fire Commissioners
Outstanding Checks
 November 2010

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	11/18/2010	6355	AIR & GAS TECHNOLOGIES,...	1104-00 · Cash in Checking-PNC	
Bill	11/15/2010	2010-...		7710-05 · Equipment Testing	-1,700.00
TOTAL					-1,700.00
Bill Pmt -Check	11/18/2010	6364	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/15/2010	2010-...		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	11/18/2010	6366	JAMESBURG VOL FIRE DEPT	1104-00 · Cash in Checking-PNC	
Bill	11/15/2010	2010-...		7750-00 · Fire Comp. Contract	-8,125.00
Bill	11/15/2010	2010-...		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-16,250.00
Bill Pmt -Check	11/18/2010	6369	MARGARET LINKE	1104-00 · Cash in Checking-PNC	
Bill	11/15/2010	2010-...		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
Bill Pmt -Check	11/18/2010	6377	TECHNICAL FIRE SERVICES...	1104-00 · Cash in Checking-PNC	
Bill	11/15/2010	2010-...		7710-05 · Equipment Testing	-675.00
TOTAL					-675.00
Bill Pmt -Check	11/18/2010	6378	WATERWAY, INC.	1104-00 · Cash in Checking-PNC	
Bill	11/15/2010	2010-...		7710-05 · Equipment Testing	-2,577.80
TOTAL					-2,577.80
Check	11/30/2010	6379	MK CONSTRUCTION	1104-00 · Cash in Checking-PNC	
				7730-00 · Bldg Maintenance	-5,500.00
TOTAL					-5,500.00