

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
February 16, 2012**

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

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

Upon the motion made by 1<sup>st</sup> D.W. and 2<sup>nd</sup> by J.H. a motion was made to accept the minutes as read.

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
Bal. Bt Fwd	\$ 22,400.00		\$284,997.37
Deposit	\$ 39,017.05		\$ 62.42
Voucher's Pd	\$(41,473.87)	<b>Withdrawals</b>	\$(39,017.05)
<b>Totals</b>	<b>\$19,943.18</b>		<b>\$ 246,044.74</b>

**Grand Total cash on hand** \$265,987.92

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

Line item transfers to be done at March's meeting.

Invoice came in for Access Health (fit test) done 1-23-2012 in the amount of \$4,590.00. D. Walker would like to cut a manual check tonight. Approved 1<sup>st</sup> N.L. 2<sup>nd</sup> B.W. 5 yes.

**CORRESPONDENCE: Rec'd Copy of the 2012 Budget from Gerald Stankiewicz. Also rec'd signed copy of 2012 Budget from the State. Rec'd ST3 Form from State, D.W. will take care of.**

**Requisitions:**

<b>Firefighter 2 class</b>	<b>\$420.00</b>
<b>Air Pack filler</b>	<b>\$4049.00</b>
<b>Thermo Imaging camera</b>	<b>\$1000.00</b>

**1<sup>st</sup> N.L. 2<sup>nd</sup> P.C.**

**ATTORNEY'S REPORT: Rec'd Resolution Placing FF Cliff Burry on Administrative leave. (Signed and copy mailed to Mr. Burry By A. Stonaker). 1<sup>st</sup> B.W 2<sup>nd</sup> D.W. Dated 12/15/2011.**

**Rec'd Resolution Establishing a policy of Administrative leave for ff charged with a serious criminal offense.(signed and copy mailed to Mr. Burry By A. Stonaker) 1<sup>st</sup>. B.W, 2<sup>nd</sup> D.W. dated 12-15-2011.**

**Election is 2-18-2012 from 2pm to 9 pm  
Will call Ron Press to see where the ballots are.  
N.L. will check with Boro.**

**We are still waiting for Bond approval.**

**PRESIDENT STONAKER'S REPORT: None**

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

**The Department applied for a \$1000.00 Grant From NJAWC**

**Rec'd insurance Check to replace Thermo Imaging Camera.**

**Still Waiting on MVA form Dec 2011.**

**NEW BUSINESS: LOSAP Report P. Connelly will help D. Walker with the report.**

**OLD BUSINESS: Website needs to be up and running Feb 13, 2013 will need 3 years worth of minutes, resolutions, budgets, and audits. J. Howard has been working on the Website. We will need to have our own website.**

**OPEN TO THE PUBLIC: 1<sup>st</sup> B.W., 2<sup>nd</sup> J.H**

**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> B. W.**

**By: N. Linke, Clerk**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/16/12

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$22,400.00
Deposits made since the last meeting:	\$39,017.05
Vouchers/Fees paid/Transfers since last meeting:	(\$41,473.87)
Current Reconciled Balance Remaining in PNC Checking Account:	<b>\$19,943.18</b>
Reconciled PNC Savings Balance brought forward from last meeting:	\$284,997.37
Withdrawals (see Note 4):	(\$39,017.05)
Deposits/Interest to Savings Account (see Note 5):	\$64.42
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$246,044.74</b>
 GRAND TOTAL CASH ON HAND:	 <b>\$265,987.92</b>
 Total Dollar Amount of Current Month Voucher List to be Paid:	 <b>\$16,843.54</b>

**Notes - 2/16/12 Report:**

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$3,099.64 therefore a transfer FROM PNC Sav of **\$16,900.36** 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 \$64.42 on 1/31/12.

## Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual

January through December 2011

	Jan - Dec 11	Budget	% of Budget	
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
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%	
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,400.00</b>	<b>16,500.00</b>		<b>81.2%</b>
6400-00 · Professional Fees				
6400-01 · Legal Fees	21,029.31	14,000.00	150.2%	
6400-02 · Accounting/Auditing Fees	8,067.51	12,000.00	67.2%	
6400-04 · Medical Services	4,095.00	5,000.00	81.9%	
<b>Total 6400-00 · Professional Fees</b>	<b>33,191.82</b>	<b>31,000.00</b>		<b>107.1%</b>
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%	
<b>Total 6500-00 · Office \Postage Exp</b>	<b>3,803.04</b>	<b>6,200.00</b>		<b>61.3%</b>
<b>Total Expense</b>	<b>53,270.38</b>	<b>55,200.00</b>		<b>96.5%</b>
<b>Net Ordinary Income</b>	<b>(53,270.38)</b>	<b>(55,200.00)</b>		<b>96.5%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	6,490.86	13,000.00	49.9%	
<b>Total 7140-00 · Truck Equipment</b>	<b>6,490.86</b>	<b>13,000.00</b>		<b>49.9%</b>
7195-00 · Uniform & Equip(Firefighters)	10,880.04	10,000.00	108.8%	
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>17,370.90</b>	<b>23,000.00</b>		<b>75.5%</b>
7200-00 · Hydrant Rental Dom Water	54,726.58	56,000.00	97.7%	
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%	
<b>Total 7500-00 · Professional Services</b>	<b>1,629.66</b>	<b>5,500.00</b>		<b>29.6%</b>
7600-00 · Utilities	22,510.00	30,000.00	75.0%	
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	3,595.50	5,000.00	71.9%	
7710-02 · Fuel	4,557.64	4,000.00	113.9%	
7710-04 · Truck Service	18,665.84	13,500.00	138.3%	
7710-05 · Equipment Testing	4,798.20	4,950.00	96.9%	
<b>Total 7710-00 · Truck Service</b>	<b>31,617.18</b>	<b>27,450.00</b>		<b>115.2%</b>
7720-00 · Air Pack & Bottle Repair	894.92	1,800.00	49.7%	
7730-00 · Bldg Maintenance	15,838.77	25,000.00	63.4%	
7740-00 · Bldg Supplies	3,418.63	2,000.00	170.9%	
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%	
<b>Total 7700-00 · Maint/Repairs</b>	<b>84,269.50</b>	<b>88,750.00</b>		<b>95.0%</b>
7800-00 · Contingency	10,709.84	10,000.00	107.1%	
7850-00 · LOSAP Program				
7850-01 · LOSAP Program	20,171.08	20,000.00	100.9%	
<b>Total 7850-00 · LOSAP Program</b>	<b>20,171.08</b>	<b>20,000.00</b>		<b>100.9%</b>
8000-00 · Debt Service				
8010-01 · General Obligation Bonds-Princi	45,000.00	45,000.00	100.0%	
8010-10 · Capital Lease-Principal	35,000.00	35,000.00	100.0%	
8020-02 · General Obligation Bonds-Int.	1,158.75	1,159.00	100.0%	
8020-10 · Capital Lease-Interest	12,347.50	12,346.00	100.0%	
<b>Total 8000-00 · Debt Service</b>	<b>93,506.25</b>	<b>93,507.00</b>		<b>100.0%</b>
9600-00 · Commitments for Future Capital	0.00	26,000.00	0.0%	
<b>Total Other Expense</b>	<b>342,985.81</b>	<b>391,757.00</b>		<b>87.6%</b>
<b>Net Other Income</b>	<b>(342,985.81)</b>	<b>(391,757.00)</b>		<b>87.6%</b>
<b>Net Income</b>	<b>(396,256.19)</b>	<b>(446,957.00)</b>		<b>88.7%</b>

02/16/12

**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>
MCMANIMON & SCOTLAND, L.L.C.			
12/31/2011	2011-03-121	6400-01 · Legal Fees	698.20
Total MCMANIMON & SCOTLAND, L.L.C.			698.20
<b>TOTAL</b>			<b>698.20</b>

02/16/12

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of February 29, 2012**

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
2/16/2012	2012-03-006	7600-00 · Utilities	215.57
Total AT&T			215.57
<b>BETTER LIVING DEPT. STORE</b>			
2/16/2012	2012-02-001	7730-00 · Bldg Maintenance	40.38
Total BETTER LIVING DEPT. STORE			40.38
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
2/16/2012	2012-03-007	7600-00 · Utilities	228.25
Total BOROUGH OF JAMESBURG SEWER UTILITY			228.25
<b>BRIAN H. WRIGHT</b>			
2/16/2012	2012-03-008	6100-01 · Commissioners Pay	520.00
Total BRIAN H. WRIGHT			520.00
<b>BUSCO BROS., INC.</b>			
2/16/2012	2012-02-002	7730-00 · Bldg Maintenance	600.00
Total BUSCO BROS., INC.			600.00
<b>COMCAST</b>			
2/16/2012	2012-03-009	7600-00 · Utilities	56.07
Total COMCAST			56.07
<b>DEBORAH A. FITZGERALD</b>			
2/16/2012	2012-03-010	6400-02 · Accounting/Auditing Fees	367.00
Total DEBORAH A. FITZGERALD			367.00
<b>DEER PARK</b>			
2/16/2012	2012-02-003	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
<b>DINA WALKER</b>			
2/16/2012	2012-03-011	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
<b>JOSEPH HOWARD</b>			
2/16/2012	2012-03-012	6100-01 · Commissioners Pay	520.00
Total JOSEPH HOWARD			520.00
<b>MCMANIMON &amp; SCOTLAND, L.L.C.</b>			
12/31/2011	2011-03-121	6400-01 · Legal Fees	698.20
Total MCMANIMON & SCOTLAND, L.L.C.			698.20
<b>MIDCO WASTE SYSTEMS #689</b>			
2/16/2012	2012-02-004	7730-00 · Bldg Maintenance	291.94
Total MIDCO WASTE SYSTEMS #689			291.94
<b>NANCY LINKE</b>			
2/16/2012	2012-03-013	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
<b>NEW JERSEY PRESS MEDIA</b>			
2/16/2012	2012-03-014	7500-01 · Advertising	52.28
Total NEW JERSEY PRESS MEDIA			52.28
<b>NJ-AMERICAN WATER COMP.</b>			
2/16/2012	2012-03-015	7200-00 · Hydrant Rental Dom Water	28.32
2/16/2012	2012-03-015	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,561.17
<b>OLIVER L.E. SODEN AGENCY</b>			
2/16/2012	2012-03-016	7400-00 · Insurance Premium	5,481.00
Total OLIVER L.E. SODEN AGENCY			5,481.00

02/16/12

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of February 29, 2012

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>PATRICK CONNELLY</b>			
2/16/2012	2012-03-017	6100-01 · Commissioners Pay	715.00
Total PATRICK CONNELLY			715.00
<b>PSE&amp;G</b>			
2/16/2012	2012-03-018	7600-00 · Utilities	832.34
Total PSE&G			832.34
<b>W.B. MASON CO. INC.</b>			
2/16/2012	2012-03-019	6500-01 · Office Supplies	63.41
Total W.B. MASON CO. INC.			63.41
<b>TOTAL</b>			<b>16,843.54</b>

includes 2011 A/p





02/16/12

**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 January 2012

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
1/19/2012	6626	AIR & GAS TECHNOLOGIES, INC.	INV# 118636 9/30/11	(649.92)
1/19/2012	6627	AMERICAN TEST CENTER, INC.	INV# 2120055 1/6/12	(795.00)
1/19/2012	6628	APPROVED FIRE PROTECTION CO.		(204.00)
1/19/2012	6629	AT&T	LOCAL & LONG DISTANCE 12/24/11	(206.71)
1/19/2012	6630	BETTER LIVING DEPT. STORE		(361.32)
1/19/2012	6631	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 10646-11 12/27/11	(1,255.75)
1/19/2012	6632	COMCAST	INTERNET 12/31/11	(56.07)
1/19/2012	6633	DEBORAH A. FITZGERALD	INV# 2011012 12/31/11	(250.00)
1/19/2012	6634	DEER PARK	INV# 21F7801965661 1/4/12	(4.93)
1/19/2012	6635	FIRST RESPONDER JOINT INSURANCE FUND	DEPOSIT - W/COMP, PKG, MGMT LIAB, ENVL, EXCESS LIAB...	(10,902.00)
1/19/2012	6636	GREGORY BENNETT	I-300 & I-400 CLASSES DEC 2011 & JAN 2012	(600.00)
1/19/2012	6637	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 9/25/11	(148.85)
1/19/2012	6638	JCP&L		(2,207.99)
1/19/2012	6639	JOSEPH D YOUSOUF, ESQUIRE	INV# 90 12/15/11	(10,954.67)
1/19/2012	6640	MIDCO WASTE SYSTEMS #689	INV# 0689-000835044 12/12/11	(292.93)
1/19/2012	6641	NJ-AMERICAN WATER COMP.		(4,583.38)
1/19/2012	6642	OLD FORGE SERVICE CENTER	INV# 111215001 12/15/11	(45.00)
1/19/2012	6643	PANTANO POWER EQUIPMENT		(391.34)
1/19/2012	6644	PSE&G	GAS 12/23/11	(521.19)
1/19/2012	6645	SELECT ROOFING & SIDING, LLC	INV# 2389 12/21/11	(6,311.00)
1/19/2012	6646	TECHNICAL FIRE SERVICES, INC.	INV# 1704 7/28/11	(675.00)
Total 1104-00 - Cash in Checking-PNC				(41,417.05)
<b>TOTAL</b>				<b>(41,417.05)</b>

12/16/12

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
January 2012

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	1/19/2012	6627	AMERICAN TEST CENTER,...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2011	2011-01-042		7710-05 · Equipment Testing	-795.00
TOTAL					-795.00
Bill Pmt -Check	1/19/2012	6636	GREGORY BENNETT	1104-00 · Cash in Checking-PNC	
Bill	1/17/2012	2012-01-001		7500-03 · Training & Education	-600.00
TOTAL					-600.00
Bill Pmt -Check	1/19/2012	6639	JOSEPH D YOUSOUF, ES...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2011	2011-03-119		6400-01 · Legal Fees	-10,954.67
TOTAL					-10,954.67
Bill Pmt -Check	1/19/2012	6645	SELECT ROOFING & SIDIN...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2011	2011-02-040		7730-00 · Bldg Maintenance	-6,311.00
TOTAL					-6,311.00