

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
February 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, N. Linke,  
M. Linke, D. Walker  
Absent: B. Wright

**MINUTES:** Commissioner M. Linke requested a motion on January's Minutes.

Upon the motion made by P. Connelly and 2<sup>nd</sup> by M. Linke a motion was made to accept the minutes as read.

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
Bal. bt fwd.	\$13,200.00		\$308,122.87
Deposits	\$48,633.12		\$ 90.66
Vouchers Paid	\$41,855.84	Withdrawals	\$ 48,633.12
Totals	\$19,977.28		\$259,580.41
Grand Total cash on hand			\$279,557.69

Motion made to approve Treasurer's report 1<sup>st</sup> M. Linke 2<sup>nd</sup> P. Connelly.

Resolution to void check # 6418 payable to Middlesex county treasurer in the amount of \$75.00 1<sup>st</sup> P. Connelly, 2<sup>nd</sup> D. Walker (county no longer charging for election books).

**CORRESPONDENCE:** rec'd a letter from county clerk with election updates. Attorney will contact County Clerk to see if we can have a county publication instead of each town placing their own.

B. Wright rec'd email from 1<sup>st</sup> responder concerning injury log. He forwarded to N.Linke. N.Linke made copy to keep on file and also forwarded it to Chief W. Stonaker.

**Requisitions: None**

**ATTORNEY'S REPORT:**

Ballots rec'd today Election on Saturday Feb 19,2011.

Rec'd Resolution for temp budget 1<sup>st</sup> N. Linke, 2<sup>nd</sup> D. Walker (Dated 01-20-11). Budget read into minutes 2<sup>nd</sup> time 1<sup>st</sup> M. Linke 2<sup>nd</sup> B. Wright. (dated 01-20-11)

**PRESIDENT LAMANTIA'S REPORT:**

Pinter doors never showed up to install door stops on bay doors. Board advised that the cost for this will fall under 2011 budget.

**CHIEF STONAKER'S REPORT: None**

**NEW BUSINESS:**

LOSAP Rep will be at the firehouse on March 7<sup>th</sup>, 2011 at 6:30pm

Lt. James Craparotta of the Jamesburg Police Dept attend our meeting to discuss the Radio system at headquarters. The Board was advised that the Police Dept is in the process of updating their radios in headquarters and that there is a VHS155 repeater with is only used to tone out the Fire Dept and the squad attached to their radio. Since the police don't need this repeater for their daily operations they are requesting the fire dept and squad split the cost for the repeater. The Police dept rec'd a quote from Tactical Public Safety in the amount of \$7191.00 that's with a 20% discount Since the Police are using them for their radio's.

**T.Lamantia Recommends we purchase through the same company as the police dept. Boards agrees.**

**Note : Feb 19,2011 N.Linke wrote letter and mailed to squad concerning the repeater.**

**OLD BUSINESS:**

**OPEN TO THE PUBLIC: 1<sup>st</sup> P. Connelly, 2<sup>nd</sup> D. Walker**

**CLOSE MEETING TO PUBLIC: 1<sup>st</sup> D. Walker, 2<sup>nd</sup> P. Connelly**

**CLOSE MEETING : 1<sup>ST</sup> P. Connelly, 2<sup>nd</sup> D. Walker**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/17/11

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$13,200.00
Deposits made since the last meeting:	\$48,633.12
Vouchers/Fees paid/Transfers since last meeting (see Note 1):	(\$41,855.84)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	<b>\$19,977.28</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$308,122.87
Withdrawals (see Note 5):	(\$48,633.12)
Deposits/Interest to Savings Account (see Note 4):	\$90.66
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$259,580.41</b>
GRAND TOTAL CASH ON HAND:	<b>\$279,557.69</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$34,606.42</b>

**Notes - 2/17/11 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$14,629.14) therefore a transfer FROM PNC Sav of **\$34,629.14** 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 \$90.66 on 1/31/11

02/15/11

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of February 28, 2011

Date	Num	Account	Open Balance
<b>ABSOLUTE FIRE PROT. CO, INC.</b>			
2/15/2011	2011-01-001	7140-01 · Fire Equipment	276.94
Total ABSOLUTE FIRE PROT. CO, INC.			276.94
<b>APPROVED FIRE PROTECTION CO.</b>			
2/15/2011	2011-01-002	7710-05 · Equipment Testing	131.25
Total APPROVED FIRE PROTECTION CO.			131.25
<b>AT&amp;T</b>			
2/15/2011	2011-03-004	7600-00 · Utilities	235.24
Total AT&T			235.24
<b>BAILEY'S SQUARE JANITORIAL SERVICES, INC.</b>			
2/15/2011	2011-02-001	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
<b>BLUE STREAK UNIFORMS, LLC</b>			
12/31/2010	2010-01-029	7195-00 · Uniform & Equip(Firefighters)	1,794.00
12/31/2010	2010-01-038	7195-00 · Uniform & Equip(Firefighters)	2,266.60
Total BLUE STREAK UNIFORMS, LLC			4,060.60
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
2/15/2011	2011-03-005	7600-00 · Utilities	228.25
Total BOROUGH OF JAMESBURG SEWER UTILITY			228.25
<b>BRIAN H. WRIGHT</b>			
2/15/2011	2011-03-006	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
<b>COMCAST</b>			
2/15/2011	2011-03-007	7600-00 · Utilities	53.04
Total COMCAST			53.04
<b>DEBORAH A. FITZGERALD</b>			
2/15/2011	2011-03-008	6400-02 · Accounting/Auditing Fees	316.02
Total DEBORAH A. FITZGERALD			316.02
<b>DEER PARK</b>			
2/15/2011	2011-02-002	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
<b>DINA WALKER</b>			
2/15/2011	2011-03-009	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
<b>JCP&amp;L</b>			
2/15/2011	2011-03-010	7600-00 · Utilities	1,104.43
2/15/2011	2011-03-010	7600-00 · Utilities	1,014.02
Total JCP&L			2,118.45
<b>MARGARET LINKE</b>			
2/15/2011	2011-03-011	6100-01 · Commissioners Pay	520.00
Total MARGARET LINKE			520.00
<b>MIDCO WASTE SYSTEMS #689</b>			
2/15/2011	2011-02-003	7730-00 · Bldg Maintenance	257.17
Total MIDCO WASTE SYSTEMS #689			257.17
<b>NANCY LINKE</b>			
2/15/2011	2011-03-012	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00

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**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
 As of February 28, 2011

Date	Num	Account	Open Balance
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	1,576.08
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	1,050.72
12/31/2010	2010-01-003	7720-00 · Air Pack & Bottle Repair	954.72
12/31/2010	2010-01-003	7720-00 · Air Pack & Bottle Repair	477.36
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	3,039.09
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	2,070.81
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	393.36
Total NEW JERSEY FIRE EQUIPMENT CO.			9,562.14
<b>NEW JERSEY PRESS MEDIA</b>			
2/15/2011	2011-03-013	7500-01 · Advertising	107.80
Total NEW JERSEY PRESS MEDIA			107.80
<b>NEXTEL COMMUNICATIONS</b>			
2/15/2011	2011-03-014	7600-00 · Utilities	153.08
Total NEXTEL COMMUNICATIONS			153.08
<b>NJ-AMERICAN WATER COMP.</b>			
2/15/2011	2011-03-015	7200-00 · Hydrant Rental Dom Water	36.97
2/15/2011	2011-03-015	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,569.82
<b>OLD FORGE SERVICE CENTER</b>			
2/15/2011	2011-01-003	7710-04 · Truck Service	24.25
Total OLD FORGE SERVICE CENTER			24.25
<b>OLIVER L.E. SODEN AGENCY</b>			
2/15/2011	2011-03-016	7400-00 · Insurance Premium	5,480.00
Total OLIVER L.E. SODEN AGENCY			5,480.00
<b>PATRICK CONNELLY</b>			
2/15/2011	2011-03-017	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
<b>PENNWELL CORPORATION</b>			
12/31/2010	2010-01-039	7500-03 · Training & Education	967.35
Total PENNWELL CORPORATION			967.35
<b>PSE&amp;G</b>			
2/15/2011	2011-03-018	7600-00 · Utilities	1,277.09
Total PSE&G			1,277.09
<b>SAMUEL KLEIN &amp; COMPANY</b>			
2/15/2011	2011-03-019	6400-02 · Accounting/Auditing Fees	1,250.00
Total SAMUEL KLEIN & COMPANY			1,250.00
<b>TOTAL</b>			<b>34,606.42</b>

*includes*  
 2010  
 A/P

02/15/11

**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>
<b>BLUE STREAK UNIFORMS, LLC</b>			
12/31/2010	2010-01-029	7195-00 · Uniform & Equip(Firefighters)	1,794.00
12/31/2010	2010-01-038	7195-00 · Uniform & Equip(Firefighters)	2,266.60
Total BLUE STREAK UNIFORMS, LLC			4,060.60
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	1,576.08
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	1,050.72
12/31/2010	2010-01-003	7720-00 · Air Pack & Bottle Repair	954.72
12/31/2010	2010-01-003	7720-00 · Air Pack & Bottle Repair	477.36
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	3,039.09
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	2,070.81
12/31/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	393.36
Total NEW JERSEY FIRE EQUIPMENT CO.			9,562.14
<b>PENNWELL CORPORATION</b>			
12/31/2010	2010-01-039	7500-03 · Training & Education	967.35
Total PENNWELL CORPORATION			967.35
<b>TOTAL</b>			<b>14,590.09</b>

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

DRAFT

	Jan - Dec 10	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	10,585.00	14,000.00	75.6%
6400-02 · Accounting/Auditing Fees	9,578.52	12,000.00	79.8%
6400-04 · Medical Services	4,300.00	5,000.00	86.0%
<b>Total 6400-00 · Professional Fees</b>	<b>24,463.52</b>	<b>31,000.00</b>	<b>78.9%</b>
6400-05 · Election Expenses	1,169.59	1,500.00	78.0%
6500-00 · Office \Postage 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%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,830.27</b>	<b>3,200.00</b>	<b>88.4%</b>
<b>Total Expense</b>	<b>41,863.38</b>	<b>52,200.00</b>	<b>80.2%</b>
<b>Net Ordinary Income</b>	<b>(41,863.38)</b>	<b>(52,200.00)</b>	<b>80.2%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7110-00 · Stand-By	109.00		
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	9,003.73	13,455.00	66.9%
<b>Total 7140-00 · Truck Equipment</b>	<b>9,003.73</b>	<b>13,455.00</b>	<b>66.9%</b>
7195-00 · Uniform & Equip(Firefighters)	16,709.87	10,325.00	161.8%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>25,822.60</b>	<b>23,780.00</b>	<b>108.6%</b>
7200-00 · Hydrant Rental Dom Water	52,178.78	56,000.00	93.2%
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	2,788.78	6,500.00	42.9%
<b>Total 7500-00 · Professional Services</b>	<b>3,042.03</b>	<b>7,250.00</b>	<b>42.0%</b>
7600-00 · Utilities	22,506.27	30,000.00	75.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,952.64	5,000.00	59.1%
7710-02 · Fuel	3,168.91	4,000.00	79.2%
7710-04 · Truck Service	11,899.65	13,500.00	88.1%
7710-05 · Equipment Testing	5,822.85	4,950.00	117.6%
<b>Total 7710-00 · Truck Service</b>	<b>23,844.05</b>	<b>27,450.00</b>	<b>86.9%</b>
7720-00 · Air Pack & Bottle Repair	3,046.12	1,800.00	169.2%
7730-00 · Bldg Maintenance	21,988.58	25,000.00	88.0%
7740-00 · Bldg Supplies	231.80	3,000.00	7.7%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>81,610.55</b>	<b>89,750.00</b>	<b>90.9%</b>
7800-00 · Contingency	9,561.66	10,000.00	95.6%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	18,330.20	21,000.00	87.3%
<b>Total 7850-00 · LOSAP Program</b>	<b>18,330.20</b>	<b>21,000.00</b>	<b>87.3%</b>
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%
<b>Total 8000-00 · Debt Service</b>	<b>92,170.75</b>	<b>92,171.00</b>	<b>100.0%</b>
9600-00 · Commitments for Future Capital	0.00	25,835.00	0.0%
<b>Total Other Expense</b>	<b>340,245.89</b>	<b>394,786.00</b>	<b>86.2%</b>
<b>Net Other Income</b>	<b>(340,245.89)</b>	<b>(394,786.00)</b>	<b>86.2%</b>
<b>Net Income</b>	<b>(382,109.27)</b>	<b>(446,986.00)</b>	<b>85.5%</b>





**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 January 2011

02/15/11

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
1/1/2011	6396	FIRST RESPONDER JOINT INSURANCE FUND	FIRST INSTALLMENT - W/COMP, PKG, MGMT LIAB, ENVL, E...	(10,762.00)
1/20/2011	6397	ABSOLUTE FIRE PROT. CO, INC.	INV#0067745-IN 1/3/11	(720.00)
1/20/2011	6399	AIR & GAS TECHNOLOGIES, INC.	INV#116326 11/17/10	(581.85)
1/20/2011	6400	AT&T	LOCAL & LONG DISTANCE BILLED 12/24/10	(230.40)
1/20/2011	6401	BAILEY'S SQUARE JANITORIAL SERVICES, L...	INV#49966 12/15/10	(182.00)
1/20/2011	6402	CAMPBELL SUPPLY CO. INC.		(8,690.50)
1/20/2011	6403	COMCAST	INTERNET BILLED 12/31/10	(50.05)
1/20/2011	6404	COMMUNICATIONS SPECIALISTS, INC.	INV#28694 12/21/10	(96.46)
1/20/2011	6405	DEBORAH A. FITZGERALD	INV#20100012 12/31/10	(262.50)
1/20/2011	6406	DEER PARK	INV#10L7801965661 1/4/11	(4.93)
1/20/2011	6407	HALASZ ELECTRICAL CONTRACTORS, INC.	RECESSED LIGHTS 12/14/10	(930.57)
1/20/2011	6408	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 10/25/10	(193.42)
1/20/2011	6409	JCP&L	ELECTRIC BILLED 12/14/10	(1,166.28)
1/20/2011	6410	JOSEPH D YOUSSOUF, ESQUIRE	INV#55 12/16/10, 5/20/10 THRU 12/16/10	(6,200.00)
1/20/2011	6411	MIDCO WASTE SYSTEMS #689	INV#0689-000518944 12/12/10	(255.91)
1/20/2011	6412	NEW JERSEY PRESS MEDIA	INV#0023071131 12/26/10	(1,934.68)
1/20/2011	6413	NEXTEL COMMUNICATIONS	INV#325901826-074 12/27/10	(152.12)
1/20/2011	6414	NJ-AMERICAN WATER COMP.	A/C#18-0769723-8 12/31/10	(4,329.15)
1/20/2011	6415	PSE&G	GAS BILLED 12/22/10	(799.91)
1/20/2011	6416	QUALITY COMMUNICATIONS & ALARM CO., ...		(3,665.40)
1/20/2011	6417	WILLIAM P. STONAKER	PETTY CASH REIMBURSEMENT - BEST BUY PROJECTOR 1...	(549.99)
1/20/2011	6418	MIDDLESEX COUNTY TREASURER - ELECTI...	ELECTION BOOKS - 2011	(75.00)
Total 1104-00 - Cash in Checking-PNC				(41,833.12)
<b>TOTAL</b>				<b>(41,833.12)</b>

02/15/11

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 December 2010 through January 2011

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	12/16/2010	6380	ABSOLUTE FIRE PROT. CO, ...	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7140-01 · Fire Equipment	-7,164.00
Bill	12/15/2010	2010-...		7800-00 · Contingency	-687.00
TOTAL					-7,851.00
Bill Pmt -Check	12/16/2010	6383	BETTER LIVING DEPT. STORE	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7730-00 · Bldg Maintenance	-9.29
TOTAL					-9.29
Bill Pmt -Check	12/16/2010	6393	RELIABLE FIRE PROTECTION	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7730-00 · Bldg Maintenance	-197.50
TOTAL					-197.50
Bill Pmt -Check	12/16/2010	6395	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	12/15/2010	2010-...		7500-03 · Training & Education	-224.76
TOTAL					-224.76
Bill Pmt -Check	1/20/2011	6408	JAMESBURG HARDWARE & ...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2010	2010-...		7730-00 · Bldg Maintenance	-31.19
				7730-00 · Bldg Maintenance	-37.99
				7710-01 · Radio Serv/Repair	-90.93
				7710-04 · Truck Service	-16.25
				7710-04 · Truck Service	-10.07
				7500-03 · Training & Education	-6.99
TOTAL					-193.42
Bill Pmt -Check	1/20/2011	6410	JOSEPH D YOUSSEUF, ESQ...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2010	2010-...		6400-01 · Legal Fees	-6,200.00
TOTAL					-6,200.00
Bill Pmt -Check	1/20/2011	6416	QUALITY COMMUNICATION...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2010	2010-...		7800-00 · Contingency	-1,529.40
Bill	12/31/2010	2010-...		7710-01 · Radio Serv/Repair	-2,136.00
TOTAL					-3,665.40
Bill Pmt -Check	1/20/2011	6417	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	12/31/2010	2010-...		7500-03 · Training & Education	-549.99
TOTAL					-549.99
Bill Pmt -Check	1/20/2011	6418	MIDDLESEX COUNTY TREA...	1104-00 · Cash in Checking-PNC	
Bill	1/17/2011	2011-...		6400-05 · Election Expenses	-75.00
TOTAL					-75.00