

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
June 17, 2010**

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 B. Wright, D. Walker

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

Upon the motion made by M. Linke and 2nd by P. Connelly a motion was made to accept the minutes as read. And to add that Board went into an executive session once meeting was closed to the Public.

TREASURER'S REPORT:

PNC Bank

	Checking		Savings
Bal. bt fwd.	\$ 5,190.81		\$127,660.39
Deposits	\$30,894.96		\$197,522.41
Vouchers Paid	\$(16,085.77)	Withdrawals	\$ (30,894.96)
Totals	\$20,000.00		\$294,287.84
Grand Total cash on hand			\$314,287.84

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

REQUISITIONS:

Auto King	Air hose rail	\$211.41
NJ Fire & Safety	7pr. Gloves	\$ 68.00
NJ Fire Equip. (state contract)	3 Helmets	\$9,561.50
	2 wh helmets	
	4 med masks	
	2 lg masks	
	2 turnout coats	
	2 turnout pants	
	12 hoods	
Circle jan	building supp.	\$500.00

Motion made to approve 1st N. Linke 2nd B. Wright.

CORRESPONDENCE: Email received from Robert Soden of Oliver Soden Agency, He will be unable to attend tonight's meeting.

ATTORNEY'S REPORT:

Rec'd Resolution Authorizing Conveyance of Personal Property.
Natural Gas Generator.

PRESIDENT DURANDO'S REPORT:

Building Comm will be meeting Thursday at 6:30 pm.

Q: By A. Durando Professional Fees do we have to bid?

A: By J. Youssouf No!

A. Durando stated that he will not be doing any projects Building projects this year. All monies will be going towards Professional fees for the following years remodeling.

Q: By M. Linke What are the remodeling that you plan on doing?

A: By A. Durando He said that the need more room for gear and that he wants to move the Commissioners and Officers offices and make a conference room for the officers.

M. Linke stated how many times are they going to move things around it seems that every time a new president comes in they want to change things!

Q: By M. Linke Is there a limit to active guys on the rolls?

A: W. Stonaker No the Department doesn't have anything in the bylaws.

A. Durando gave Board a copy of the list of things he wants to change.

CHIEF STONAKER'S REPORT:

12 Calls for the month of May 2010

Chief Stonaker received a maintenance contract from the ventilation company yearly cost \$526.00 Board voted yes on contract. Need Resolution. A. Durando stated he doesn't believe in these. W. Stonaker will check further into this.

J3 deck gun won't shut off

J4 Ac relay replaced

J9 oil changed

3 Guys went to traffic safety class.

Next meeting will be in July in Cranbury concerning the natural gas line along the turnpike.

Department is looking to get a new Chief's truck and replace J3. Maybe by 2012.

Department was advised to get a Truck comm.. together

NEW BUSINESS:

P. Connelly, D. Walker and M. Linke will unable to attend July's meeting. Meeting date changed to July 22, 2010 Resolution 1st B. Wright, 2nd M. Linke. Also needs to be posted in paper.

Need BRC's from J. Yousouf and WFC from Oliver Soden Agency.

OLD BUSINESS:

Rec'd a bill from NJ Amer. Water Company stated we still owe them \$7,274.95. B. Wright will speak with past President A. Lamantia about this.

Q: B. Wright While the department is out of town for training will there be another department standing by.

A: W. Stonaker Yes Helmetta will be standing by at their house.

OPEN TO THE PUBLIC: 1st N. Linke, 2nd M. Linke

CLOSE MEETING TO PUBLIC: 1st M. Linke, 2nd P. Connelly

CLOSE MEETING : 1ST N. Linke, 2nd D. Walker

Inside:

Inside Bays:

Ceiling

Floor

Gear racks

lighting

Occupancy sensors

Old wiring removal

Paint

Paneling replacement

Roll up doors

Office:

Redesign to accommodate Commissioners and FD

Floor

Ceiling

Occupancy sensors

Meeting room:

Floor

Ceiling

Occupancy sensors

Foyer

Roll up doors

Kitchen:

Floor (Tile)

Occupancy sensors

Wall covering

Finish

Renovation:

Outside:

Parking lot

Railings

Exterior doors

Bay doors

Close up old J-5 bay door

Siding

Ramps

Sign

Close up old fan in meeting room

Windows

Mechanical:

Efficient HVAC for entire building

Water heater

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 6/17/10

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$5,190.81
Deposits made since the last meeting:	\$30,894.96
Vouchers/Fees paid/Transfers since last meeting:	(\$16,085.77)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$127,660.39
Withdrawals:	(\$30,894.96)
Deposits/Interest to Savings Account (see Note 4):	\$197,522.41
Current Reconciled Balance Remaining in PNC Savings Account:	\$294,287.84
GRAND TOTAL CASH ON HAND:	\$314,287.84
Total Dollar Amount of Current Month Voucher List to be Paid:	\$10,670.04

Notes - 5/20/10 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of \$9,329.96 therefore a transfer FROM PNC Savings of **\$10,670.04** 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 \$72.41 on 5/31/10 - PNC Bank. Also, 1st and 2nd Qtr 2010 taxes were received from the Borough and deposited on 5/19/10 - amount \$197,450.

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	6,702.00	15,000.00	44.7%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	6,702.00	16,500.00	40.6%
6400-00 · Professional Fees			
6400-01 · Legal Fees	4,385.00	14,000.00	31.3%
6400-02 · Accounting/Auditing Fees	2,916.02	12,000.00	24.3%
6400-04 · Medical Services	4,195.00	5,000.00	83.9%
Total 6400-00 · Professional Fees	11,496.02	31,000.00	37.1%
6400-05 · Election Expenses	1,156.42	1,500.00	77.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,008.59	3,000.00	33.6%
6500-02 · Misc Supplies(petty cash)	77.29	200.00	38.6%
Total 6500-00 · Office \Postage Exp	1,085.88	3,200.00	33.9%
Total Expense	20,440.32	52,200.00	39.2%
Net Ordinary Income	(20,440.32)	(52,200.00)	39.2%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	251.47	13,455.00	1.9%
Total 7140-00 · Truck Equipment	251.47	13,455.00	1.9%
7195-00 · Uniform & Equip(Firefighters)	368.75	10,325.00	3.6%
Total 7100-00 · Reimb for Exp & Losses	620.22	23,780.00	2.6%
7200-00 · Hydrant Rental Dom Water	17,410.55	56,000.00	31.1%
7400-00 · Insurance Premium	20,306.05	39,000.00	52.1%
7500-00 · Professional Services			
7500-01 · Advertising	106.84	750.00	14.2%
7500-03 · Training & Education	(152.31)	6,500.00	(2.3)%
Total 7500-00 · Professional Services	(45.47)	7,250.00	(0.6)%
7600-00 · Utilities	11,199.63	30,000.00	37.3%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	166.50	5,000.00	3.3%
7710-02 · Fuel	231.47	4,000.00	5.8%
7710-04 · Truck Service	2,193.48	13,500.00	16.2%
7710-05 · Equipment Testing	870.05	4,950.00	17.6%
Total 7710-00 · Truck Service	3,461.50	27,450.00	12.6%
7720-00 · Air Pack & Bottle Repair	181.96	1,800.00	10.1%
7730-00 · Bldg Maintenance	3,859.41	25,000.00	15.4%
7740-00 · Bldg Supplies	0.00	3,000.00	0.0%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
Total 7700-00 · Maint/Repairs	23,752.87	89,750.00	26.5%
7800-00 · Contingency	443.70	10,000.00	4.4%
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	0.00	30,000.00	0.0%
8020-02 · General Obligation Bonds-Int.	2,317.50	3,476.00	66.7%
8020-10 · Capital Lease-Interest	0.00	13,695.00	0.0%
Total 8000-00 · Debt Service	47,317.50	92,171.00	51.3%
9600-00 · Commitments for Future Capital	0.00	25,835.00	0.0%
Total Other Expense	139,335.25	394,786.00	35.3%
Net Other Income	(139,335.25)	(394,786.00)	35.3%
Net Income	(159,775.57)	(446,986.00)	35.7%

06/14/10

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of June 30, 2010

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
6/14/2010	100601	7710-05 · Equipment Testing	131.25
Total APPROVED FIRE PROTECTION CO.			131.25
AT&T			
6/14/2010	100602	7600-00 · Utilities	232.73
Total AT&T			232.73
BAILEY'S SQUARE JANITORIAL SERVICES, INC.			
6/14/2010	100603	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
CAMPBELL SUPPLY CO. INC.			
6/14/2010	100604	7710-04 · Truck Service	227.86
Total CAMPBELL SUPPLY CO. INC.			227.86
COMCAST			
6/14/2010	100605	7600-00 · Utilities	50.05
Total COMCAST			50.05
DEBORAH A. FITZGERALD			
6/14/2010	100606	6400-02 · Accounting/Auditing Fees	287.50
Total DEBORAH A. FITZGERALD			287.50
DEER PARK			
6/14/2010	100607	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
JAMESBURG VOL FIRE DEPT			
6/14/2010	100608	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
JCP&L			
6/14/2010	100609	7600-00 · Utilities	697.13
Total JCP&L			697.13
NEW JERSEY FIRE EQUIPMENT CO.			
6/14/2010	100611	7720-00 · Air Pack & Bottle Repair	35.11
Total NEW JERSEY FIRE EQUIPMENT CO.			35.11
NEXTEL COMMUNICATIONS			
6/14/2010	100612	7600-00 · Utilities	152.96
Total NEXTEL COMMUNICATIONS			152.96
NJ-AMERICAN WATER COMP.			
6/14/2010	100610	7200-00 · Hydrant Rental Dom Water	14.79
Total NJ-AMERICAN WATER COMP.			14.79
OLD FORGE SERVICE CENTER			
6/14/2010	100613	7710-04 · Truck Service	123.00
Total OLD FORGE SERVICE CENTER			123.00
POSTMASTER-JAMESBURG			
6/14/2010	100614	6500-01 · Office Supplies	112.00
Total POSTMASTER-JAMESBURG			112.00
PSE&G			
6/14/2010	100615	7600-00 · Utilities	129.28
Total PSE&G			129.28

06/14/10

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of June 30, 2010

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
WILLIAM P. STONAKER			
6/14/2010	100616	7500-03 · Training & Education	10.00
6/14/2010	100617	7710-02 · Fuel	44.47
6/14/2010	100618	7140-01 · Fire Equipment	39.99
6/14/2010	100619	7140-01 · Fire Equipment	69.99
Total WILLIAM P. STONAKER			<u>164.45</u>
TOTAL			<u>10,670.04</u>

Jamesburg Board of Fire Commissioners Monthly Check Register

06/14/10

May 2010

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
5/20/2010	6218	888-USA-LOCK, LLC	INV #2120 5/5/10	(328.00)
5/20/2010	6219	ACCESS HEALTH SYSTEMS	FIT TEST J. DEL VECCHIO 4/9/10	(105.00)
5/20/2010	6240	AT&T	LOCAL & LONG DISTANCE 4/24/10	(219.97)
5/20/2010	6221	BAILEY'S SQUARE JANITORIAL SERVICES, I...	VOID: INV# 46437 4/15/10	0.00
5/20/2010	6222	BOROUGH OF JAMESBURG SEWER UTILITY	VOID: 2ND QTR 2010 SEWER	0.00
5/20/2010	6223	BRIAN H. WRIGHT	VOID: 2ND QTR 2010 COMMISSIONERS FEES	0.00
5/20/2010	6224	CAMPBELL SUPPLY CO. INC.	VOID:	0.00
5/20/2010	6225	COMCAST	VOID: CABLE BILL 4/30/10	0.00
5/20/2010	6226	COMMUNICATIONS SPECIALISTS, INC.	VOID: INV# 27772 4/27/10	0.00
5/20/2010	6227	DEBORAH A. FITZGERALD	VOID: INV ACCTG SVCS - APRIL 2010	0.00
5/20/2010	6228	DEER PARK	VOID: INV# 00D7801965661 5/5/10	0.00
5/20/2010	6229	DINA WALKER	VOID: 2ND QTR 2010 COMMISSIONERS FEES	0.00
5/20/2010	6230	JCP&L	VOID: ELECTRIC BALANCE 4/19/10 BILL	0.00
5/20/2010	6231	JOSEPH D YOUSOUF, ESQUIRE	VOID: INV# 24 4/15/10	0.00
5/20/2010	6232	MARGARET LINKE	VOID: 2ND QTR 2010 COMMISSIONERS FEES	0.00
5/20/2010	6233	MIDCO WASTE SYSTEMS	VOID: INV# 0689-000300604 4/15/10	0.00
5/20/2010	6234	NANCY LINKE	VOID: 2ND QTR 2010 COMMISSIONERS FEES	0.00
5/20/2010	6235	NEXTEL COMMUNICATIONS	VOID: INV# 325901826-066 4/27/10	0.00
5/20/2010	6236	NJ-AMERICAN WATER COMP.	VOID: A/C# 18-0769723-8 4/30/10 & #18-0767497-1 5/10/10	0.00
5/20/2010	6237	NORTHEASTERN BUILDING SUPPLY	VOID: INV# 699509 5/1/10	0.00
5/20/2010	6238	PATRICK CONNELLY	VOID: 2ND QTR 2010 COMMISSIONERS FEES	0.00
5/20/2010	6239	PSE&G	VOID: INV# 601500683413 4/27/10	0.00
5/20/2010	6241	BAILEY'S SQUARE JANITORIAL SERVICES, I...	VOID: INV# 46437 4/15/10	0.00
5/20/2010	6242	BAILEY'S SQUARE JANITORIAL SERVICES, I...	INV# 46437 4/15/10	(182.00)
5/20/2010	6243	BOROUGH OF JAMESBURG SEWER UTILITY	2ND QTR 2010 SEWER	(219.50)
5/20/2010	6244	BRIAN H. WRIGHT	2ND QTR 2010 COMMISSIONERS FEES	(715.00)
5/20/2010	6245	CAMPBELL SUPPLY CO. INC.		(1,315.46)
5/20/2010	6246	COMCAST	CABLE BILL 4/30/10	(50.05)
5/20/2010	6247	COMMUNICATIONS SPECIALISTS, INC.	INV# 27772 4/27/10	(99.50)
5/20/2010	6248	DEBORAH A. FITZGERALD	INV ACCTG SVCS - APRIL 2010	(287.50)
5/20/2010	6249	DEER PARK	INV# 00D7801965661 5/5/10	(9.86)
5/20/2010	6250	DINA WALKER	2ND QTR 2010 COMMISSIONERS FEES	(653.00)
5/20/2010	6251	JCP&L	ELECTRIC BALANCE 4/19/10 BILL	(204.33)
5/20/2010	6252	JOSEPH D YOUSOUF, ESQUIRE	INV# 24 4/15/10	(4,385.00)
5/20/2010	6253	MARGARET LINKE	2ND QTR 2010 COMMISSIONERS FEES	(520.00)
5/20/2010	6254	MIDCO WASTE SYSTEMS	INV# 0689-000300604 4/15/10	(233.99)
5/20/2010	6255	NANCY LINKE	2ND QTR 2010 COMMISSIONERS FEES	(943.00)
5/20/2010	6256	NEXTEL COMMUNICATIONS	INV# 325901826-066 4/27/10	(152.96)
5/20/2010	6257	NJ-AMERICAN WATER COMP.	A/C# 18-0769723-8 4/30/10 & #18-0767497-1 5/10/10	(4,352.34)
5/20/2010	6258	NORTHEASTERN BUILDING SUPPLY	INV# 699509 5/1/10	(400.19)
5/20/2010	6259	PATRICK CONNELLY	2ND QTR 2010 COMMISSIONERS FEES	(520.00)
5/20/2010	6260	PSE&G	INV# 601500683413 4/27/10	(189.12)
Total 1104-00 · Cash in Checking-PNC				(16,085.77)
TOTAL				(16,085.77)

06/14/10

Jamesburg Board of Fire Commissioners
Outstanding Checks
May 2010

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	5/20/2010	6250	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	5/17/2010	100511		6100-01 · Commissioners Pay	-653.00
TOTAL					-653.00
Bill Pmt -Check	5/20/2010	6252	JOSEPH D YOUSOUF, ESQ...	1104-00 · Cash in Checking-PNC	
Bill	5/17/2010	100513		6400-01 · Legal Fees	-4,385.00
TOTAL					-4,385.00
Bill Pmt -Check	5/20/2010	6253	MARGARET LINKE	1104-00 · Cash in Checking-PNC	
Bill	5/17/2010	100514		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00