

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
September 22, 2011**

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, J. Howard,
D. Walker, B. Wright.
Absent: Commissioner N. Linke

MINUTES: Commissioner P. Connelly requested a motion to accept Augusts' Minutes.

Upon the motion made by 1st . B.W 2nd . D.W
Roll Call : 3 yes , 1 abstain, 1 absent.

TREASURER'S REPORT:

PNC Bank

	Checking		Savings
Bal. bt fwd.	\$19,606.26		\$264,442.29
Deposits	\$ 37,007.63		\$ 77.04
Vouchers Paid	\$(36,613.89)	Withdrawals	\$(37,007.63)
Totals	\$20,000.00		\$227,511.70
Grand Total cash on hand			\$247,511.70
Total Voucher list to be paid this month			\$18,598.61

Question: P. Connelly Have we heard anything from pinter doors?

Answer: T. Lamantia last time we spoke about this the attorney was sending a letter to them.

Motion made to approve Treasurer's report 1st . B.W 2nd . J.H

Roll Call: 4 yes, 1 absent.

REQUISITIONS:

Somerset County Fire Academy	\$900.00
Waterways hose testing	\$2600.00
American ladder testing	\$1500.00
Foley J-10	\$2000.00
 J-4	\$1800.00
 J-3	\$1700.00

Question: Chief Stonaker is there any way the \$8000.00 for J-10 can come out of contingency? Since we didn't plan for it. Not knowing that the pump was going to fail.

Answer: Attorney Yes that's what it's there for. It's perfectly legal.

P. Connelly: take it from repair/maintenance and in November do a line item transfer.

Check and see if our Insurance will pay for Maintenance after flood.

Motion made to approve Requisitions: 1st. D.W 2nd. B.W

Roll Call: 4 yes, 1 absent.

CORRESPONDENCE:

Letter from Camden County Emergency Training Center
Safety Expo September 23 and Nov 3rd. Will post on the Board.

ATTORNEY'S REPORT:

Rec'd Resolution Emergency repairs to Fire Appartus.
No bill yet truck still out being repaired.

Handed out 8 sets of bids which at to be open tonight at 7:30pm once bids are opened no other bids can be submitted.

Board will submit to truck Committee bids valid for 60 days.

Attorney will make a separate appeal to the Local Finance Board once approved by Trenton then we start working on funding.

Carry Audit Report to next month's meeting.

PRESIDENT LAMANTIA'S REPORT:

The Fire Dept went above & beyond anyone else in the State during the flood.

CHIEF STONAKER'S REPORT:

32 calls for the month.

Rec'd the Title for the donated truck. They have to sign title- as per Attorney. Sign by President of Applegarth FD. No taxes are due to the State as we are tax exempt.

B. Wright advised Chief he will go to dmv.

Guys were outstanding many without sleep. Ladies Aux did a great job as well.

Question: Seller has no record of anything signed.

Answer: J. Youssouf: Everything done he will reach out to vendor.

NEW BUSINESS:

P. Connelly Budget season is upon us. Worksheets will be filled out in November Blanks in October.

During the Hurricane we had some problems with communications .The county gave out some Radios to the police dept, oem, road dept. The County is on 800 mhz. The town is now looking into using the County band. B. Wright and J. Walker jr will start getting Equipment numbers. Town looking to bond for PD and Public works. Town not comfortable to do interlocal agreement to add Fire Dept to bond.

7:30pm Closed Meeting for opening of bids.

1st Bid: Pierce Manufacturing Inc. \$273,341.00
8.5 months from time of signing of Contract.

2nd Bid: Absolute Fire Protection, Inc. \$264,674.00
10 Months from time of signing Contract.

3rd Bid: KME Fire Apparatus \$293,554.00

No Questions from Bidders.

Truck Committee will look over the bids. And will try to have answer by next meeting.

OLD BUSINESS: None

OPEN TO THE PUBLIC: 1st . B.W 2nd . D.W

CLOSE MEETING TO PUBLIC: 1st . B.W 2nd . J.H

ADJOURN MEETING : 1st: D.W 2nd . B.W

N. Linke, Clerk

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 9/22/11

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$19,606.26
Deposits made since the last meeting:	\$37,007.63
Vouchers/Fees paid/Transfers since last meeting (see Note 1):	(\$36,613.89)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$264,442.29
Withdrawals:	(\$37,007.63)
Deposits/Interest to Savings Account (see Note 4):	\$77.04
Current Reconciled Balance Remaining in PNC Savings Account:	\$227,511.70
GRAND TOTAL CASH ON HAND:	\$247,511.70
Total Dollar Amount of Current Month Voucher List to be Paid:	\$18,598.61

Notes - 9/22/11 Report:

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$1,401.39 therefore a transfer FROM PNC Sav of **\$18,598.61** needs to be made in order to maintain the control balance of **\$20,000.00**. Check# 6531 payable to Custom Bandag for \$393.74, issued 8/13/11, was included in last month's report as a Voucher Paid, hence why this amount does not tie to the Monthly Check Register.
- 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 \$77.04 on 8/31/11.

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	10,053.00	15,000.00	67.0%	
6100-01 · Commissioners Pay	0.00	1,500.00	0.0%	
6100-02 · Clerk Pay				
Total 6100-00 · Salary & Wages	10,053.00	16,500.00	60.9%	
6400-00 · Professional Fees				
6400-01 · Legal Fees	9,376.44	14,000.00	67.0%	
6400-02 · Accounting/Auditing Fees	7,292.51	12,000.00	60.8%	
6400-04 · Medical Services	4,095.00	5,000.00	81.9%	
Total 6400-00 · Professional Fees	20,763.95	31,000.00	67.0%	
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)	44.00	200.00	22.0%	
Total 6500-00 · Office \Postage Exp	3,743.04	6,200.00	60.4%	
Total Expense	37,435.51	55,200.00	67.8%	
Net Ordinary Income	(37,435.51)	(55,200.00)	67.8%	
Other Income/Expense				
Other Expense				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	4,760.82	13,000.00	36.6%	
Total 7140-00 · Truck Equipment	4,760.82	13,000.00	36.6%	
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%	
Total 7100-00 · Reimb for Exp & Losses	4,760.82	23,000.00	20.7%	
7200-00 · Hydrant Rental Dom Water	36,491.92	56,000.00	65.2%	
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	30.00	5,000.00	0.6%	
Total 7500-00 · Professional Services	614.66	5,500.00	11.2%	
7600-00 · Utilities	17,939.73	30,000.00	59.8%	
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	3,595.50	5,000.00	71.9%	
7710-02 · Fuel	0.00	4,000.00	0.0%	
7710-04 · Truck Service	6,199.93	13,500.00	45.9%	
7710-05 · Equipment Testing	1,154.75	4,950.00	23.3%	
Total 7710-00 · Truck Service	10,950.18	27,450.00	39.9%	
7720-00 · Air Pack & Bottle Repair	245.00	1,800.00	13.6%	
7730-00 · Bldg Maintenance	9,776.04	25,000.00	39.1%	
7740-00 · Bldg Supplies	1,067.99	2,000.00	53.4%	
7750-00 · Fire Comp. Contract	24,375.00	32,500.00	75.0%	
Total 7700-00 · Maint/Repairs	46,414.21	88,750.00	52.3%	
7800-00 · Contingency	180.11	10,000.00	1.8%	
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	210,823.28	391,757.00	53.8%	
Net Other Income	(210,823.28)	(391,757.00)	53.8%	
Net Income	(248,258.79)	(446,957.00)	55.5%	

09/19/11

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of September 30, 2011

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
9/19/2011	2011-01-035	7710-05 · Equipment Testing	100.00
Total APPROVED FIRE PROTECTION CO.			100.00
AT&T			
9/19/2011	2011-03-085	7600-00 · Utilities	211.05
Total AT&T			211.05
AUTO KING PARTS & SUPPLIES			
9/19/2011	2011-01-036	7140-01 · Fire Equipment	640.43
Total AUTO KING PARTS & SUPPLIES			640.43
COMCAST			
9/19/2011	2011-03-086	7600-00 · Utilities	53.04
9/19/2011	2011-03-086	7600-00 · Utilities	53.04
Total COMCAST			106.08
CUSTOM BANDAG			
9/19/2011	2011-01-037	7710-04 · Truck Service	395.61
Total CUSTOM BANDAG			395.61
DEBORAH A. FITZGERALD			
9/19/2011	2011-03-087	6400-02 · Accounting/Auditing Fees	200.00
Total DEBORAH A. FITZGERALD			200.00
DEER PARK			
9/19/2011	2011-02-031	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
FIRETRACKER BINARY CONNECTIONS, INC.			
9/19/2011	2011-01-038	6500-01 · Office Supplies	1,539.00
Total FIRETRACKER BINARY CONNECTIONS, INC.			1,539.00
HIGHTS FARM EQUIPMENT			
9/19/2011	2011-01-039	7140-01 · Fire Equipment	78.27
Total HIGHTS FARM EQUIPMENT			78.27
JAMESBURG VOL FIRE DEPT			
9/19/2011	2011-02-030	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
JCP&L			
9/19/2011	2011-03-088	7600-00 · Utilities	1,403.90
Total JCP&L			1,403.90
MIDCO WASTE SYSTEMS #689			
9/19/2011	2011-02-029	7730-00 · Bldg Maintenance	264.57
9/19/2011	2011-02-029	7730-00 · Bldg Maintenance	264.47
Total MIDCO WASTE SYSTEMS #689			529.04
NEW JERSEY PRESS MEDIA			
9/19/2011	2011-03-089	7500-01 · Advertising	315.70
Total NEW JERSEY PRESS MEDIA			315.70
NJ-AMERICAN WATER COMP.			
9/19/2011	2011-03-090	7200-00 · Hydrant Rental Dom Water	22.22
9/19/2011	2011-03-090	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,555.07
OLD FORGE SERVICE CENTER			
9/19/2011	2011-01-040	7710-04 · Truck Service	35.38
Total OLD FORGE SERVICE CENTER			35.38
PSE&G			
9/19/2011	2011-03-091	7600-00 · Utilities	47.54
Total PSE&G			47.54

09/19/11

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of September 30, 2011

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
STONAKER & SON 9/19/2011	2011-01-028A	7140-01 · Fire Equipment	311.61
Total STONAKER & SON			311.61
TOTAL			<u>18,598.61</u>

Jamesburg Board of Fire Commissioners
Monthly Check Register
 August 2011

09/19/11

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
8/13/2011	6531	CUSTOM BANDAG	INV# 80053567 8/13/11	(393.74)
8/18/2011	6532	AT&T	LOCAL & LONG DISTANCE 7/24/11	(210.51)
8/18/2011	6533	BETTER LIVING DEPT. STORE	A/C# JAFICO 7/25/11	(40.21)
8/18/2011	6534	BOROUGH OF JAMESBURG SEWER UTILITY	SEWER TAX 3RD QTR 2011	(228.25)
8/18/2011	6535	BRIAN H. WRIGHT	3RD QTR 2011 COMMISSIONERS FEES	(520.00)
8/18/2011	6536	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 10239-11 7/25/11	(98.90)
8/18/2011	6537	DEBORAH A. FITZGERALD	INV# 2011007 7/31/11	(262.50)
8/18/2011	6538	DEER PARK	INV# 01G7801965661 8/3/11	(7.02)
8/18/2011	6539	DINA WALKER	3RD QTR 2011 COMMISSIONERS FEES	(653.00)
8/18/2011	6540	FIRST RESPONDER JOINT INSURANCE FUND	FINAL INSTALLMENT - W/COMP, PKG, MGMT LIAB, ENVL, E...	(1,088.00)
8/18/2011	6541	FOLEY, INCORPORATED	INV# WOIN0775155 6/20/11	(1,821.88)
8/18/2011	6542	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 7/25/11	(12.27)
8/18/2011	6543	JCP&L	ELECTRIC 8/11/11	(1,313.66)
8/18/2011	6544	JOSEPH HOWARD	3RD QTR 2011 COMMISSIONERS FEES	(520.00)
8/18/2011	6545	MC MASTER-CARR SUPPLY CO.	INV# 88348306 6/17/11	(104.90)
8/18/2011	6546	NANCY LINKE	3RD QTR 2011 COMMISSIONERS FEES	(943.00)
8/18/2011	6547	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 8/11/11 & 18-0769723-8 8/1/11	(4,548.95)
8/18/2011	6548	PATRICK CONNELLY	3RD QTR 2011 COMMISSIONERS FEES	(715.00)
8/18/2011	6549	PSE&G	GAS 7/25/11	(51.09)
8/18/2011	6550	QUALITY ELECTRIC MOTOR SERVICE, INC.	INV# 32076 7/25/11	(650.00)
8/18/2011	6551	RELIABLE FIRE PROTECTION	INV# 318603 5/13/11	(280.00)
8/18/2011	6552	SAMUEL KLEIN & COMPANY	2010 ANNUAL AUDIT 7/29/11	(3,850.00)
8/18/2011	6553	SELECT ROOFING & SIDING, LLC	INV# 2171 8/5/11	(6,076.00)
8/18/2011	6554	STONAKER & SON	INV# 56 8/13/11	(2,485.00)
8/18/2011	6555	VIKING TERMITE & PEST CONTROL, INC.	INV# 18371359 7/1/11	(133.75)
Total 1104-00 · Cash in Checking-PNC				(37,007.63)
TOTAL				(37,007.63)

Jamesburg Board of Fire Commissioners

Outstanding Checks

April through August 2011

09/19/11

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
Check	8/13/2011	6531	CUSTOM BANDAG	1104-00 · Cash in Checking-PNC	
				7710-04 · Truck Service	-393.74
TOTAL					-393.74
Bill Pmt -Check	8/18/2011	6539	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	8/16/2011	2011-03-076		6100-01 · Commissioners Pay	-653.00
TOTAL					-653.00
Bill Pmt -Check	8/18/2011	6544	JOSEPH HOWARD	1104-00 · Cash in Checking-PNC	
Bill	8/16/2011	2011-03-079		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
Bill Pmt -Check	8/18/2011	6550	QUALITY ELECTRIC MOTO...	1104-00 · Cash in Checking-PNC	
Bill	8/16/2011	2011-01-029		7140-01 · Fire Equipment	-650.00
TOTAL					-650.00
Bill Pmt -Check	8/18/2011	6553	SELECT ROOFING & SIDIN...	1104-00 · Cash in Checking-PNC	
Bill	8/16/2011	2011-02-023		7730-00 · Bldg Maintenance	-6,076.00
TOTAL					-6,076.00