

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
January 20, 2012**

The Meeting was called to order by Commissioner Patrick 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 : J. Howard,
N. Linke, P. Connelly, B. Wright, D. Walker(arrived
Late)

Commissioner P. Connelly requested meeting be Suspended to go over the budget. Gerry S. read the budget Resolution into the minutes. Total Revenues of \$446,001, which includes the amount to be raised by taxation of \$393,944.

1st. B. Wright, 2nd N. Linke. (Gerry will mail copies to DCA along with 2 copies of our 2011 budget which they can't find)

Open to Public 1st B.W, 2nd P.C..

Record reflects no one from the public asked any questions.

Close to Public 1st B.W, 2nd J.H.

Election is Feb. 18, 2011 2pm-9pm

Two Running: Nancy Linke, Brian Wright.

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

Upon the motion made by B.W, 2nd P.C.

TREASURER'S REPORT:

PNC	Checking	Savings
Bal. Bt Fwd	\$20,000.00	\$ 271,396.70

Deposit	\$39,845.96		\$ 100,794.13
Voucher's Pd	\$37,445.96	Withdrawals	\$ 87,193.46
Totals	\$22,400.00		\$ 284,997.37

Total cash on hand : \$307,397.37

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

REQUISITIONS:

Firefighter one	Thermo imaging Camera	\$11,985.00
(Board only has to pay \$1,000.00 Insurance claim)		
Air & Gas	Bauer compressor	\$ 3,624.00
	Storage 2011126GB1	\$ 425.00

Motion to approve Requisitions 1st. N.L, 2nd P.C.

CORRESPONDENCE:

Rec'd Letter from Board of Elections asking if we need help on election day. Advised them No.

Rec'd letter from Office of the county clerk requesting the name of the current clerks , Current listing of all election districts and streets. And list of streets and house numbers.

Rec'd letter from Pierce advising that they have accepted our order.

ATTORNEY'S REPORT: none Not present.

PRESIDENT STONAKER'S REPORT:

Heater repaired

Fire inspection done all repairs done.

CHIEF STONAKER REPORT:

Thermo Imaging camera damaged in fire, Insurance approved replacement. Should be receiving check any day.

NEW BUSINESS:

Discussed website will speak with J. youssouf for updates and as to when this may become law.

P. Connelly read Resolution thanking T. Lamantia for his years of service as Mayor.

OLD BUSINESS: None

OPEN TO THE PUBLIC; 1st D.W. , 2nd.N.L

T. Lamantia advised the Board he told Pinter doors if they have any questions concerning the doors they should contact the Commissioners. B. Wright said he would speak with pinter.(gaps on side of doors)

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

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

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 1/19/12

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$39,845.96
Vouchers/Fees paid/Transfers since last meeting:	(\$37,445.96)
Current Reconciled Balance Remaining in PNC Checking Account:	\$22,400.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$271,396.70
Withdrawals (see Note 4):	(\$87,193.46)
Deposits/Interest to Savings Account (see Note 5):	\$100,794.13
Current Reconciled Balance Remaining in PNC Savings Account:	\$284,997.37
GRAND TOTAL CASH ON HAND:	\$307,397.37
Total Dollar Amount of Current Month Voucher List to be Paid:	\$41,417.05

Notes - 1/19/12 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$19,017.05) therefore a transfer FROM PNC Sav of **\$39,017.05** needs to be made in order to maintain the control balance of **\$20,000.00**. The check made out to Pinter Doors in April 2011 for \$2,400 was voided in December, and added back to cash.

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 the monthly transfer to cover last month's vouchers plus Bond Principal & Interest of \$47,247.50 paid on the 2006 truck bond on 12/14/11.

5) Reflects interest earned and posted of \$69.13 on 12/30/11, as well as the 12/14/11 deposit of the 4th Qtr 2011 taxes from the Borough, \$98,725, and another insurance claims check for property damage incurred, \$2,000.

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			
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	20,331.11	14,000.00	145.2%
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%
Total 6400-00 · Professional Fees	32,493.62	31,000.00	104.8%
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%
Total 6500-00 · Office \Postage Exp	3,803.04	6,200.00	61.3%
Total Expense	52,572.18	55,200.00	95.2%
Net Ordinary Income	(52,572.18)	(55,200.00)	95.2%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	6,490.86	13,000.00	49.9%
Total 7140-00 · Truck Equipment	6,490.86	13,000.00	49.9%
7195-00 · Uniform & Equip(Firefighters)	10,880.04	10,000.00	108.8%
Total 7100-00 · Reimb for Exp & Losses	17,370.90	23,000.00	75.5%
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%
Total 7500-00 · Professional Services	1,629.66	5,500.00	29.6%
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%
Total 7710-00 · Truck Service	31,617.18	27,450.00	115.2%
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%
Total 7700-00 · Maint/Repairs	84,269.50	88,750.00	95.0%
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%
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	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	12,348.00	100.0%
Total 8000-00 · Debt Service	93,506.25	93,507.00	100.0%
9600-00 · Commitments for Future Capital	0.00	26,000.00	0.0%
Total Other Expense	342,985.81	391,757.00	87.6%
Net Other Income	(342,985.81)	(391,757.00)	87.6%
Net Income	(395,557.99)	(446,957.00)	88.5%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2011

Date	Num	Account	Open Balance
AIR & GAS TECHNOLOGIES, INC.			
12/31/2011	2011-01-065	7720-00 · Air Pack & Bottle Repair	649.92
Total AIR & GAS TECHNOLOGIES, INC.			649.92
AMERICAN TEST CENTER, INC.			
12/31/2011	2011-01-042	7710-05 · Equipment Testing	795.00
Total AMERICAN TEST CENTER, INC.			795.00
APPROVED FIRE PROTECTION CO.			
12/31/2011	2011-01-066	7710-05 · Equipment Testing	100.00
Total APPROVED FIRE PROTECTION CO.			100.00
AT&T			
12/31/2011	2001-03-116	7600-00 · Utilities	206.71
Total AT&T			206.71
BETTER LIVING DEPT. STORE			
12/31/2011	2011-02-048	7740-00 · Bldg Supplies	196.35
12/31/2011	2011-02-049	7730-00 · Bldg Maintenance	164.97
Total BETTER LIVING DEPT. STORE			361.32
CIRCLE JANITORIAL SUPPLIES, SOUTH			
12/31/2011	2011-02-050	7740-00 · Bldg Supplies	1,255.75
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			1,255.75
DEBORAH A. FITZGERALD			
12/31/2011	2011-03-117	6400-02 · Accounting/Auditing Fees	250.00
Total DEBORAH A. FITZGERALD			250.00
DEER PARK			
12/31/2011	2011-02-051	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
JAMESBURG HARDWARE & APPLIANCE			
12/31/2011	2011-02-052	7740-00 · Bldg Supplies	148.85
Total JAMESBURG HARDWARE & APPLIANCE			148.85
JCP&L			
12/31/2011	2011-03-118	7600-00 · Utilities	1,068.90
Total JCP&L			1,068.90
JOSEPH D YOUSOUF, ESQUIRE			
12/31/2011	2011-03-119	6400-01 · Legal Fees	10,954.67
Total JOSEPH D YOUSOUF, ESQUIRE			10,954.67
MIDCO WASTE SYSTEMS #689			
12/31/2011	2011-02-053	7730-00 · Bldg Maintenance	292.93
Total MIDCO WASTE SYSTEMS #689			292.93
NJ-AMERICAN WATER COMP.			
12/31/2011	2011-03-120	7200-00 · Hydrant Rental Dom Water	28.32
12/31/2011	2011-03-120	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,561.17
OLD FORGE SERVICE CENTER			
12/31/2011	2011-01-067	7710-04 · Truck Service	45.00
Total OLD FORGE SERVICE CENTER			45.00
PANTANO POWER EQUIPMENT			
12/31/2011	2011-01-068	7140-01 · Fire Equipment	98.97
12/31/2011	2011-01-069	7140-01 · Fire Equipment	292.37
Total PANTANO POWER EQUIPMENT			391.34
SELECT ROOFING & SIDING, LLC			
12/31/2011	2011-02-040	7730-00 · Bldg Maintenance	6,311.00
Total SELECT ROOFING & SIDING, LLC			6,311.00

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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>
TECHNICAL FIRE SERVICES, INC.			
12/31/2011	2011-01-032	7710-05 · Equipment Testing	675.00
Total TECHNICAL FIRE SERVICES, INC.			675.00
TOTAL			28,072.49

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Jamesburg Board of Fire Commissioners
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As of January 31, 2012

Date	Num	Account	Open Balance
AIR & GAS TECHNOLOGIES, INC.			
12/31/2011	2011-01-065	7720-00 · Air Pack & Bottle Repair	649.92
Total AIR & GAS TECHNOLOGIES, INC.			649.92
AMERICAN TEST CENTER, INC.			
12/31/2011	2011-01-042	7710-05 · Equipment Testing	795.00
Total AMERICAN TEST CENTER, INC.			795.00
APPROVED FIRE PROTECTION CO.			
12/31/2011	2011-01-066	7710-05 · Equipment Testing	100.00
1/17/2012	2012-01-002	7710-05 · Equipment Testing	104.00
Total APPROVED FIRE PROTECTION CO.			204.00
AT&T			
12/31/2011	2001-03-116	7600-00 · Utilities	206.71
Total AT&T			206.71
BETTER LIVING DEPT. STORE			
12/31/2011	2011-02-048	7740-00 · Bldg Supplies	196.35
12/31/2011	2011-02-049	7730-00 · Bldg Maintenance	164.97
Total BETTER LIVING DEPT. STORE			361.32
CIRCLE JANITORIAL SUPPLIES, SOUTH			
12/31/2011	2011-02-050	7740-00 · Bldg Supplies	1,255.75
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			1,255.75
COMCAST			
1/17/2012	2012-03-002	7600-00 · Utilities	56.07
Total COMCAST			56.07
DEBORAH A. FITZGERALD			
12/31/2011	2011-03-117	6400-02 · Accounting/Auditing Fees	250.00
Total DEBORAH A. FITZGERALD			250.00
DEER PARK			
12/31/2011	2011-02-051	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
FIRST RESPONDER JOINT INSURANCE FUND			
1/17/2012	2012-03-001	7400-00 · Insurance Premium	10,902.00
Total FIRST RESPONDER JOINT INSURANCE FUND			10,902.00
GREGORY BENNETT			
1/17/2012	2012-01-001	7500-03 · Training & Education	600.00
Total GREGORY BENNETT			600.00
JAMESBURG HARDWARE & APPLIANCE			
12/31/2011	2011-02-052	7740-00 · Bldg Supplies	148.85
Total JAMESBURG HARDWARE & APPLIANCE			148.85
JCP&L			
12/31/2011	2011-03-118	7600-00 · Utilities	1,068.90
1/17/2012	2012-03-003	7600-00 · Utilities	1,139.09
Total JCP&L			2,207.99
JOSEPH D YOUSOUF, ESQUIRE			
12/31/2011	2011-03-119	6400-01 · Legal Fees	10,954.67
Total JOSEPH D YOUSOUF, ESQUIRE			10,954.67
MIDCO WASTE SYSTEMS #689			
12/31/2011	2011-02-053	7730-00 · Bldg Maintenance	292.93
Total MIDCO WASTE SYSTEMS #689			292.93

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of January 31, 2012

Date	Num	Account	Open Balance
NJ-AMERICAN WATER COMP.			
12/31/2011	2011-03-120	7200-00 · Hydrant Rental Dom Water	28.32
12/31/2011	2011-03-120	7200-00 · Hydrant Rental Dom Water	4,532.85
1/17/2012	2012-03-004	7200-00 · Hydrant Rental Dom Water	22.21
Total NJ-AMERICAN WATER COMP.			4,583.38
OLD FORGE SERVICE CENTER			
12/31/2011	2011-01-067	7710-04 · Truck Service	45.00
Total OLD FORGE SERVICE CENTER			45.00
PANTANO POWER EQUIPMENT			
12/31/2011	2011-01-068	7140-01 · Fire Equipment	98.97
12/31/2011	2011-01-069	7140-01 · Fire Equipment	292.37
Total PANTANO POWER EQUIPMENT			391.34
PSE&G			
1/17/2012	2012-03-005	7600-00 · Utilities	521.19
Total PSE&G			521.19
SELECT ROOFING & SIDING, LLC			
12/31/2011	2011-02-040	7730-00 · Bldg Maintenance	6,311.00
Total SELECT ROOFING & SIDING, LLC			6,311.00
TECHNICAL FIRE SERVICES, INC.			
12/31/2011	2011-01-032	7710-05 · Equipment Testing	675.00
Total TECHNICAL FIRE SERVICES, INC.			675.00
TOTAL			41,417.05

*includes
2011 A/P*

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: December-11

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	30-Nov-11	\$20,000.00	BAL. PER BANK STATEMENT	\$26,717.08
			AS OF:	<u>31-Dec-11</u>
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 12/15/11	\$39,845.96			
TOTAL DEBITS:	\$39,845.96			
	TOTAL	\$59,845.96		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 12/31	\$39,845.96			
VOID Ck# 6474, 4/21/11	(\$2,400.00)			\$26,717.08
ACCOUNT ANALYSIS	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	<u>\$4,317.08</u>
TOTAL CREDITS:	\$37,445.96			
BANK BALANCE-Per General Ledger:		\$22,400.00	BANK BALANCE-Per Reconciliation:	\$22,400.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6474	-	Pinter Doors (on hold) - VOIDED	4/21/11	
6612	4,317.08	Borough of Jamesburg	12/15/11	
TOTAL	\$ 4,317.08			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 December 2011

01/17/12

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
12/15/2011	6608	888-USA-LOCK, LLC	VOID: INV# 1015-STOE 10/14/11	0.00
12/15/2011	6609	AT&T	LOCAL & LONG DISTANCE 11/24/11	(208.60)
12/15/2011	6610	BETTER LIVING DEPT. STORE	A/C# JAFICO 9/25/11	(4.90)
12/15/2011	6611	BLUE STREAK UNIFORMS, LLC	INV# 840 12/9/11	(74.75)
12/15/2011	6612	BOROUGH OF JAMESBURG	ANNUAL FUEL BILL 10/10-10/11	(4,317.08)
12/15/2011	6613	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 10388-11 9/22/11 & 10412-11 9/26/11	(428.16)
12/15/2011	6614	COMCAST	CABLE INTERNET 11/30/11	(53.04)
12/15/2011	6615	DEBORAH A. FITZGERALD	INV# 2011011 11/30/11	(225.00)
12/15/2011	6616	DEER PARK	INV# 11L7801965661 12/2/11	(4.93)
12/15/2011	6617	FOLEY, INCORPORATED		(3,945.00)
12/15/2011	6618	JAMESBURG HARDWARE & APPLIANCE		(316.63)
12/15/2011	6619	MIDCO WASTE SYSTEMS #689	INV# 0689-000807889 11/12/11	(288.05)
12/15/2011	6620	NEW JERSEY FIRE EQUIPMENT CO.		(10,636.54)
12/15/2011	6621	NJ-AMERICAN WATER COMP.	A/C# 18-0769723-8 12/1/11	(4,532.85)
12/15/2011	6622	PSE&G	GAS 11/23/11	(285.58)
12/15/2011	6623	RELIABLE FIRE PROTECTION	INV# 321661 11/22/11	(202.50)
12/15/2011	6624	888-USA-LOCK, LLC	INV# 1015-STOE 10/14/11	(144.00)
12/15/2011	6625	NEW JERSEY FIRE EQUIPMENT CO.	INV# 38738 12/1/11	(14,178.35)
Total 1104-00 · Cash in Checking-PNC				(39,845.96)
TOTAL				(39,845.96)

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Jamesburg Board of Fire Commissioners
Outstanding Checks
December 2011

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	12/15/2011	6612	BOROUGH OF JAMESBURG	1104-00 · Cash in Checking-PNC	
Bill	12/13/2011	2011-01-063		7710-02 · Fuel	-4,317.08
TOTAL					-4,317.08