

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

**The Meeting was called to order by Attorney Joseph Youssof. 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, B. Wright, D. Walker, N. Linke.**

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

**Upon the motion made by J. Howard and 2<sup>nd</sup> by B. Wright  
With Corrections made.  
Roll Call: 5 Yes**

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
<b>Bal. bt fwd.</b>	<b>\$ 20,000.00</b>		<b>\$328,695.63</b>
<b>Deposits</b>	<b>\$ 20,716.32</b>		<b>\$98,543.78</b>
<b>Vouchers Paid</b>	<b>\$(20,716.32)</b>	<b>Withdrawals</b>	<b>\$ (48,739.99)</b>
<b>Totals</b>	<b>\$ 20,000.00</b>		<b>\$378,499.42</b>
 <b>Grand Total cash on hand</b>			 <b>\$398,499.42</b>

**Motion made to approve Treasurer's report 1<sup>st</sup> J. Howard 2<sup>nd</sup> by N. Linke  
Roll Call : 5 Yes**

**REQUISITIONS: None**

**CORRESPONDENCE:**

**Received a check from South Brunswick Fire Dept. in the amount of \$500.00 for mutual aid contract. (gave check to president)**

**ATTORNEY'S REPORT:**

**Motion made to accept budget.**

**Budget resolution Signed 1<sup>st</sup> P. Connelly, 2<sup>nd</sup> D. Walker. 5 Yes.**

**Amended 1<sup>st</sup> B. Wright, 2<sup>nd</sup> D. Walker 5 Yes.**

**Two copies mailed to state.**

**Attorney place ad in The Home News concerning election, Nominating Petition, and absentee ballots.**

**Attorney will order ballots, D. Walker is up for re-Election this year.**

**Petition due Jan 21, 2013.**

**Resolution by title to do line item transfers at January's Meeting. 1<sup>st</sup> N. Linke, 2<sup>nd</sup> J. Howard. 4 yes.**

**PRESIDENTSTONAKER'S REPORT:**

**Fire and Health inspection done repairs made.**

**Maintenance Contract for Generator was discussed with check with Squad as to how billing should be handled.(b. Wright will speak with Squad)**

**CHIEF STONAKER'S REPORT:**

**Chief Stonaker not present. In coming Chief Muller was present  
25 calls for November**

**New FCC regulation change to narrow band , need to apply for license and to reprogram portables and pagers it's \$50.00 each. Chief Muller will keep Board informed.**

**NEW BUSINESS:None**

**OLD BUSINESS:**

**P. Connelly advised the Board that Govdeal.com charges 12.5% of sale for their website.**

**P.Connelly requested again the specs for J3.**

**P. Connelly addressed the dept about the coats he would like a coat and so would the rest of the board.**

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

**T. Linke advised the Board there is no minimum distribution for losap.**

**CLOSE MEETING TO PUBLIC: 1<sup>st</sup> N. Linke, 2<sup>nd</sup> J. Howard**

**CLOSE/ ADJOURN MEETING : 1<sup>ST</sup> P. Connelly, 2<sup>nd</sup> J. Howard.**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 12/20/12

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 20,000.00
Deposits made since the last meeting:	\$ 20,716.32
Vouchers/Fees paid/Transfers since last meeting:	\$ (20,716.32)
Current Reconciled Balance Remaining in PNC Checking Account (1):	<b>\$ 20,000.00</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 328,695.63
Withdrawals (see Note 4):	(\$48,739.99)
Deposits/Interest to Savings Account (see Note 5):	\$ 98,543.78
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 378,499.42</b>
<b>GRAND TOTAL CASH ON HAND:</b>	<b>\$ 398,499.42</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 23,680.75</b>

**Notes - 12/20/12 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$3,680.75) therefore a transfer FROM PNC Sav of **\$23,680.75** 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 principal and interest paid 12/7/12 on the SCBA lease, \$28,023.67, as well as the transfer made for November's vouchers, \$20,716.32.

5) Reflects interest earned and posted of \$57.78 on 11/30/12, and the deposit of the 4th Qtr 2012 Borough Tax check on 12/7/12 in the amount of \$98,486.

## Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2012

	Jan - Dec 12	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	8,640.27	14,000.00	61.7%	
6400-02 · Accounting/Auditing Fees	8,982.20	12,000.00	74.9%	
6400-04 · Medical Services	5,439.00	5,000.00	108.8%	
<b>Total 6400-00 · Professional Fees</b>	<b>23,061.47</b>	<b>31,000.00</b>		<b>74.4%</b>
6400-05 · Election Expenses	958.13	3,000.00		31.9%
6500-00 · Office \Postage Exp				
6500-01 · Office Supplies	516.13	6,000.00	8.6%	
6500-02 · Misc Supplies(petty cash)	129.00	200.00	64.5%	
<b>Total 6500-00 · Office \Postage Exp</b>	<b>645.13</b>	<b>6,200.00</b>		<b>10.4%</b>
<b>Total Expense</b>	<b>38,064.73</b>	<b>56,700.00</b>		<b>67.1%</b>
<b>Net Ordinary Income</b>	<b>(38,064.73)</b>	<b>(56,700.00)</b>		<b>67.1%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	13,602.48	13,000.00	104.6%	
<b>Total 7140-00 · Truck Equipment</b>	<b>13,602.48</b>	<b>13,000.00</b>		<b>104.6%</b>
7195-00 · Uniform & Equip(Firefighters)	6,232.83	10,000.00	62.3%	
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>19,835.31</b>	<b>23,000.00</b>		<b>86.2%</b>
7200-00 · Hydrant Rental Dom Water	50,471.40	56,000.00	90.1%	
7400-00 · Insurance Premium	38,517.00	39,500.00	97.5%	
7500-00 · Professional Services				
7500-01 · Advertising	242.16	750.00	32.3%	
7500-03 · Training & Education	4,373.16	6,000.00	72.9%	
<b>Total 7500-00 · Professional Services</b>	<b>4,615.32</b>	<b>6,750.00</b>		<b>68.4%</b>
7600-00 · Utilities	17,683.28	30,000.00	58.9%	
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	1,261.87	5,000.00	25.2%	
7710-02 · Fuel	5,207.30	4,500.00	115.7%	
7710-04 · Truck Service	13,067.82	13,500.00	96.8%	
7710-05 · Equipment Testing	3,361.45	4,950.00	67.9%	
<b>Total 7710-00 · Truck Service</b>	<b>22,898.44</b>	<b>27,950.00</b>		<b>81.9%</b>
7720-00 · Air Pack & Bottle Repair	2,029.90	1,800.00	112.8%	
7730-00 · Bldg Maintenance	10,623.23	25,000.00	42.5%	
7740-00 · Bldg Supplies	2,007.52	2,000.00	100.4%	
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%	
<b>Total 7700-00 · Maint/Repairs</b>	<b>70,059.09</b>	<b>89,250.00</b>		<b>78.5%</b>
7800-00 · Contingency	10,068.72	10,000.00	100.7%	
7850-00 · LOSAP Program				
7850-01 · LOSAP Program	19,887.33	21,000.00	94.7%	
<b>Total 7850-00 · LOSAP Program</b>	<b>19,887.33</b>	<b>21,000.00</b>		<b>94.7%</b>
8000-00 · Debt Service				
8010-03 · Lease Purchase - Principal	23,937.20	23,937.00	100.0%	
8010-10 · Capital Lease-Principal	0.00	40,000.00	0.0%	
8020-03 · Lease Purchase - Int.	4,086.47	4,088.00	100.0%	
8020-10 · Capital Lease-Interest	0.00	10,776.00	0.0%	
<b>Total 8000-00 · Debt Service</b>	<b>28,023.67</b>	<b>78,801.00</b>		<b>35.6%</b>
9000-00 · Special Projects				
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%	
<b>Total 9000-00 · Special Projects</b>	<b>0.00</b>	<b>35,000.00</b>		<b>0.0%</b>
<b>Total Other Expense</b>	<b>259,161.12</b>	<b>389,301.00</b>		<b>66.6%</b>
<b>Net Other Income</b>	<b>(259,161.12)</b>	<b>(389,301.00)</b>		<b>66.6%</b>
<b>Net Income</b>	<b>(297,225.85)</b>	<b>(446,001.00)</b>		<b>66.6%</b>

12/17/12

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

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
12/17/2012	2012-03-106	7600-00 · Utilities	252.63
Total AT&T			252.63
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
12/17/2012	2012-01-067	7710-04 · Truck Service	316.87
Total AUTO KING PARTS & SUPPLIES			316.87
<b>BETTER LIVING DEPT. STORE</b>			
12/17/2012	2012-02-043	7740-00 · Bldg Supplies	240.49
Total BETTER LIVING DEPT. STORE			240.49
<b>BOROUGH OF JAMESBURG</b>			
12/17/2012	2012-01-068	7710-02 · Fuel	5,207.30
Total BOROUGH OF JAMESBURG			5,207.30
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
12/17/2012	2012-03-107	7600-00 · Utilities	228.25
Total BOROUGH OF JAMESBURG SEWER UTILITY			228.25
<b>BUSCO BROS., INC.</b>			
12/17/2012	2012-02-044	7730-00 · Bldg Maintenance	728.00
Total BUSCO BROS., INC.			728.00
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
12/17/2012	2012-02-045	7730-00 · Bldg Maintenance	557.71
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			557.71
<b>CLEAN AIR COMPANY INC.</b>			
12/17/2012	2012-01-069	7730-00 · Bldg Maintenance	1,319.00
Total CLEAN AIR COMPANY INC.			1,319.00
<b>COMCAST</b>			
12/17/2012	2012-03-108	7600-00 · Utilities	66.44
Total COMCAST			66.44
<b>DEBORAH A. FITZGERALD</b>			
12/17/2012	2012-03-109	6400-02 · Accounting/Auditing Fees	275.00
Total DEBORAH A. FITZGERALD			275.00
<b>DEER PARK DIRECT</b>			
12/17/2012	2012-02-046	7730-00 · Bldg Maintenance	4.93
Total DEER PARK DIRECT			4.93
<b>EMERGENCY EQUIPMENT SALES, LLC</b>			
12/17/2012	2012-01-070	7140-01 · Fire Equipment	627.96
12/17/2012	2012-01-071	7140-01 · Fire Equipment	2,467.88
12/17/2012	2012-01-072	7710-04 · Truck Service	1,259.98
12/17/2012	2012-01-073	7710-04 · Truck Service	1,355.58
12/17/2012	2012-01-074	7710-04 · Truck Service	885.00
Total EMERGENCY EQUIPMENT SALES, LLC			6,596.40
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
12/17/2012	2012-02-047	7730-00 · Bldg Maintenance	288.42
Total JAMESBURG HARDWARE & APPLIANCE			288.42
<b>JAMMER DOORS</b>			
12/17/2012	2012-02-048	7730-00 · Bldg Maintenance	365.00
Total JAMMER DOORS			365.00
<b>JCP&amp;L</b>			
12/17/2012	2012-03-110	7600-00 · Utilities	765.87
Total JCP&L			765.87
<b>MAIN ELECTRIC SUPPLY CO., INC.</b>			
12/17/2012	2012-02-049	7730-00 · Bldg Maintenance	67.20
Total MAIN ELECTRIC SUPPLY CO., INC.			67.20

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

Date	Num	Account	Open Balance
<b>MIDCO WASTE SYSTEMS #689</b>			
12/17/2012	2012-02-050	7730-00 · Bldg Maintenance	334.26
12/17/2012	2012-02-050	7730-00 · Bldg Maintenance	346.88
Total MIDCO WASTE SYSTEMS #689			681.14
<b>NETLINK WEB SERVICES, LLC</b>			
12/17/2012	2012-03-111	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NJ-AMERICAN WATER COMP.</b>			
12/17/2012	2012-03-112	7200-00 · Hydrant Rental Dom Water	42.46
12/17/2012	2012-03-112	7200-00 · Hydrant Rental Dom Water	23.39
12/17/2012	2012-03-112	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,643.85
<b>OLD FORGE SERVICE CENTER</b>			
12/17/2012	2012-01-075	7710-04 · Truck Service	45.00
12/17/2012	2012-01-076	7710-04 · Truck Service	149.01
Total OLD FORGE SERVICE CENTER			194.01
<b>PSE&amp;G</b>			
12/17/2012	2012-03-113	7600-00 · Utilities	683.24
Total PSE&G			683.24
<b>TOTAL</b>			<b>23,680.75</b>





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## Jamesburg Board of Fire Commissioners Monthly Check Register November 2012

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
11/15/2012	6824	AT&T	LOCAL & LONG DISTANCE 10/24/12	(229.16)
11/15/2012	6825	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 10/30/12	(67.96)
11/15/2012	6826	BRIAN H. WRIGHT	4TH QTR 2012 COMMISSIONERS FEES	(715.00)
11/15/2012	6827	BRIAN STONAKER	REIMB EYE EXAM @ WALMART 10/12/12	(59.00)
11/15/2012	6828	CENTRAL JERSEY FAMILY MEDICAL GROUP	BRIAN STONAKER PHYSICAL 6/1/12	(115.00)
11/15/2012	6829	COMCAST	INTERNET SERVICE 10/31/12	(66.44)
11/15/2012	6830	DEBORAH A. FITZGERALD	INV# 2012010 10/31/12	(337.50)
11/15/2012	6831	DEER PARK DIRECT	INV# 12J7801965661 11/2/12	(4.93)
11/15/2012	6832	DINA WALKER	4TH QTR 2012 COMMISSIONERS FEES	(651.00)
11/15/2012	6833	INSURANCE RESTORATION SPECIALISTS, L...	INV# 1473 10/11/12	(309.16)
11/15/2012	6834	JAMESBURG VOL FIRE DEPT	4TH QTR 2012 CONTRACT INSTALLMENT	(8,125.00)
11/15/2012	6835	JCP&L	ELECTRIC 10/15/12	(749.98)
11/15/2012	6836	JOSEPH HOWARD	4TH QTR 2012 COMMISSIONERS FEES	(520.00)
11/15/2012	6837	NANCY LINKE	4TH QTR 2012 COMMISSIONERS FEES	(941.00)
11/15/2012	6838	NEW JERSEY PRESS MEDIA	INV# 0025568331 10/28/12	(129.77)
11/15/2012	6839	NJ-AMERICAN WATER COMP.	A/C# 18-0769723-8 11/1/12	(4,578.00)
11/15/2012	6840	PATRICK CONNELLY	4TH QTR 2012 COMMISSIONERS FEES	(520.00)
11/15/2012	6841	PSE&G	GAS 10/23/12	(96.97)
11/15/2012	6842	WATERWAY, INC.	INV# 20120082 10/22/12	(2,500.45)
Total 1104-00 · Cash in Checking-PNC				(20,716.32)
<b>TOTAL</b>				<b>(20,716.32)</b>

12/16/12

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

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	11/15/2012	6827	BRIAN STONAKER	1104-00 · Cash in Checking-PNC	
Bill	11/13/2012	2012-01-064		6400-04 · Medical Services	-59.00
TOTAL					-59.00
Bill Pmt -Check	11/15/2012	6828	CENTRAL JERSEY FAMILY...	1104-00 · Cash in Checking-PNC	
Bill	11/13/2012	2012-01-065		6400-04 · Medical Services	-115.00
TOTAL					-115.00
Bill Pmt -Check	11/15/2012	6830	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	11/13/2012	2012-03-097		6400-02 · Accounting/Auditing Fees	-337.50
TOTAL					-337.50
Bill Pmt -Check	11/15/2012	6832	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/13/2012	2012-03-098		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	11/15/2012	6836	JOSEPH HOWARD	1104-00 · Cash in Checking-PNC	
Bill	11/13/2012	2012-03-100		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00