

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
February 18, 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 January's Minutes.

Upon the motion made by P. Connelly and 2nd by D. Walker 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:

Bank of America

	Checking	Savings
Bal. Bt Fwd	\$ 20,000.00	\$124,318.78
Deposit	\$ 00000000	\$ 11.24
Withdrawals	\$20,000.00	\$124,318.78
Totals	\$00000000	\$ 11.24

Total cash on hand : \$ 11.24

PNC Bank

	Checking	Savings
Bal. bt fwd.	\$20,266.00	\$134,549.38
Deposits	\$13,276.79	\$145,148.14
Vouchers Paid	\$13,542.79	\$ 13,276.79
Totals	\$20,000.00	\$266,420.73

Grand Total cash on hand

\$286,431.97

Motion made to approve Treasurer's report 1st p. Connelly2nd by B. Wright. (with a correction \$20,266.60 should be \$20,266.00)

Resolution for line item transfers as follows:

Dated 12-18-09

From	To	Amount
6500-01	6500-02	\$ 27.19
7140-01	7195-00	\$8260.00
7710-04	7195-00	\$ 200.00
7710-01	7500-03	\$2500.00
7710-05	7500-03	\$ 250.00
7800-00	7850-01	\$ 295.00

CORRESPONDENCE: Received a memo from 1st responder concerning dashboard cameras, along with a DVD.

Requisitions: None

ATTORNEY'S REPORT:

Received correct Resolution concerning Guidelines for Fitness Activities for Firefighters.

Received Ballots and Election books Need check for \$75.00 for county.

Attorney will type up contracts for Firefighter's, Debbie Banko, and himself.

PRESIDENT DURANDO'S REPORT:

The roof is leaking after all the snow we had, He will have someone look at it.

Sector Site They want 2 years to start we signed for 1 year, he will advised them they have 18 months.

Question from M. Linke, Wants going on with the cracked pad in the back?

Answer from A. Durando, Tony is looking into it.

Question from M. Linke , Has the camera that was purchased over 4 years ago been installed?

Answer from A. Durando, No looking into it.

CHIEF STONAKER'S REPORT:

11 Calls for the month of January 2010

NEW BUSINESS:

Received voucher for Middlesex County Board of Elections Need check for \$75.00 written out tonight so that B. Wright can drop off on Friday. 1st. M. Linke 2nd D. Walker.

OLD BUSINESS:

Question from N. Linke, Has LOSAP been handed into D. Walker as requested at last months meeting?

Answer from D. Fitzpatrick, No waiting for T. Lamanta.

D. Walker will email rep to set up appointment for him to come sometime in March.

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

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

CLOSE MEETING : 1ST N. Linke, 2nd B. Wright

Presidents report 3/18/10:

Generator

- Service complete
- Now on service contract and pm rotation
 - Not in budget
- Needs fuel
 - Who's budget?

Tower

- Have copy of lease
- 18 month term

Water in basement

- next work night we will try to mitigate
- if unsuccessful, will need pro in

Solar

- WPCS out for survey
- Proposal due from them with all financial options to be presented
- Do we need to bid?

Membership

- We have 54 members on the active rolls

Building meetings to begin in April.

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/18/10

Reconciled balance brought forward in BofA Checking Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$0.00
Vouchers/Fees paid/Transfers since last meeting (see Note 5):	(\$20,000.00)
Current Reconciled Balance Remaining in BofA Checking Account:	\$0.00
Reconciled BofA Savings Balance brought forward from last meeting:	\$124,318.78
Withdrawals (see Note 5):	(\$124,318.78)
Deposits/Interest to Savings Account (see Note 4):	\$11.24
Current Balance Remaining in BofA Savings Account:	\$11.24
Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$20,266.00
Deposits made since the last meeting:	\$13,276.79
Vouchers/Fees paid/Transfers since last meeting:	(\$13,542.79)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$134,549.38
Withdrawals:	(\$13,276.79)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$145,148.14
Current Balance Remaining in PNC Savings Account:	\$266,420.73
GRAND TOTAL CASH ON HAND:	\$286,431.97
Total Dollar Amount of Current Month Voucher List to be Paid (not incl. NFPA):	\$25,103.93

Notes - 2/18/10 Report:

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$5,103.93) therefore a transfer FROM PNC Sav of \$25,103.93 needs to be made in order to maintain the control balance of \$20,000.00. Check #5241 dated 6/17/09 made payable to NFPA for \$787.50 was voided.
- 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 \$11.24 on 1/22/10 - BofA acct; reflects interest earned and posted of \$83.86 on 1/29/10 - PNC acct.
- 5) Reflects transfer of balance @ 1/21/10 out of Bank of America to PNC accounts in order to close accounts; BofA Savings incurred wire transfer fees of \$42 on 1/21/10 that were also deducted.

02/15/10

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 28, 2010

Date	Num	Account	Open Balance
AT&T			
2/15/2010	100201	7600-00 · Utilities	240.81
Total AT&T			240.81
AUTO KING PARTS & SUPPLIES			
2/15/2010	100202	7710-04 · Truck Service	69.69
Total AUTO KING PARTS & SUPPLIES			69.69
BAILEY'S SQUARE JANITORIAL SERVICES, INC.			
2/15/2010	100203	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
BETTER LIVING DEPT. STORE			
2/15/2010	100204	7710-04 · Truck Service	13.58
Total BETTER LIVING DEPT. STORE			13.58
BRIAN H. WRIGHT			
2/15/2010	100205	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
COMCAST			
2/15/2010	100206	7600-00 · Utilities	48.46
2/15/2010	100206	7600-00 · Utilities	48.04
Total COMCAST			96.50
DEBORAH A. FITZGERALD			
2/15/2010	100220	6400-02 · Accounting/Auditing Fees	401.76
Total DEBORAH A. FITZGERALD			401.76
DEER PARK			
2/15/2010	100207	7730-00 · Bldg Maintenance	7.02
Total DEER PARK			7.02
DINA WALKER			
2/15/2010	100208	6500-02 · Misc Supplies(petty cash)	77.29
2/15/2010	100209	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			730.29
JCP&L			
2/15/2010	100210	7600-00 · Utilities	1,171.47
Total JCP&L			1,171.47
KARL'S TIRE SERVICE, INC.			
12/31/2009	91230	7710-04 · Truck Service	98.00
Total KARL'S TIRE SERVICE, INC.			98.00
MARGARET LINKE			
2/15/2010	100211	6100-01 · Commissioners Pay	520.00
Total MARGARET LINKE			520.00
MAX FINKELSTEIN, INC.			
12/31/2009	91229	7710-04 · Truck Service	1,288.56
Total MAX FINKELSTEIN, INC.			1,288.56
MIDCO WASTE SYSTEMS			
2/15/2010	100212	7730-00 · Bldg Maintenance	232.19
Total MIDCO WASTE SYSTEMS			232.19
NANCY LINKE			
2/15/2010	100213	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NEW JERSEY FIRE EQUIPMENT CO.			
12/31/2009	91103	7195-00 · Uniform & Equip(Firefighters)	9,837.84
12/31/2009	91104	7195-00 · Uniform & Equip(Firefighters)	2,111.40
Total NEW JERSEY FIRE EQUIPMENT CO.			11,949.24

02/15/10

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 28, 2010

Date	Num	Account	Open Balance
NEXTEL COMMUNICATIONS			
2/15/2010	100214	7600-00 · Utilities	152.48
Total NEXTEL COMMUNICATIONS			152.48
NFPA			
6/17/2009	90614	7500-03 · Training & Education	787.50
Total NFPA			787.50
NJ-AMERICAN WATER COMP.			
2/15/2010	100215	7200-00 · Hydrant Rental Dom Water	4,329.15
2/15/2010	100215	7200-00 · Hydrant Rental Dom Water	14.79
Total NJ-AMERICAN WATER COMP.			4,343.94
OLIVER L.E. SODEN AGENCY			
2/15/2010	100216	7400-00 · Insurance Premium	117.05
Total OLIVER L.E. SODEN AGENCY			117.05
PATRICK CONNELLY			
2/15/2010	100217	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
PSE&G			
2/15/2010	100218	7600-00 · Utilities	1,082.30
Total PSE&G			1,082.30
VIKING TERMITE & PEST CONTROL, INC.			
2/15/2010	100219	7730-00 · Bldg Maintenance	134.05
Total VIKING TERMITE & PEST CONTROL, INC.			134.05
WILLIAM P. STONAKER			
12/31/2009	91231	6500-02 · Misc Supplies(petty cash)	80.00
12/31/2009	91231	6400-04 · Medical Services	15.00
Total WILLIAM P. STONAKER			95.00
TOTAL			25,891.43

Incl.
2009
A/P

02/15/10

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of December 31, 2009

Date	Num	Account	Open Balance
KARL'S TIRE SERVICE, INC.			
12/31/2009	91230	7710-04 · Truck Service	98.00
Total KARL'S TIRE SERVICE, INC.			98.00
MAX FINKELSTEIN, INC.			
12/31/2009	91229	7710-04 · Truck Service	1,288.56
Total MAX FINKELSTEIN, INC.			1,288.56
NEW JERSEY FIRE EQUIPMENT CO.			
12/31/2009	91103	7195-00 · Uniform & Equip(Firefighters)	9,837.84
12/31/2009	91104	7195-00 · Uniform & Equip(Firefighters)	2,111.40
Total NEW JERSEY FIRE EQUIPMENT CO.			11,949.24
NFPA			
6/17/2009	90614	7500-03 · Training & Education	787.50
Total NFPA			787.50
WILLIAM P. STONAKER			
12/31/2009	91231	6500-02 · Misc Supplies(petty cash)	80.00
12/31/2009	91231	6400-04 · Medical Services	15.00
Total WILLIAM P. STONAKER			95.00
TOTAL			<u>14,218.30</u>

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2009

DRAFT

	Jan - Dec 09	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	12,230.00	14,000.00	87.4%
6400-02 · Accounting/Auditing Fees	9,905.88	12,000.00	82.5%
6400-04 · Medical Services	3,695.00	5,000.00	73.9%
Total 6400-00 · Professional Fees	25,830.88	31,000.00	83.3%
6400-05 · Election Expenses	1,092.01	1,500.00	72.8%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	272.18	3,000.00	9.1%
6500-02 · Misc Supplies(petty cash)	227.19	200.00	113.6%
Total 6500-00 · Office \Postage Exp	499.37	3,200.00	15.6%
Total Expense	40,822.26	52,200.00	78.2%
Net Ordinary Income	(40,822.26)	(52,200.00)	78.2%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	4,939.09	13,200.00	37.4%
Total 7140-00 · Truck Equipment	4,939.09	13,200.00	37.4%
7195-00 · Uniform & Equip(Firefighters)	17,558.34	9,250.00	189.8%
Total 7100-00 · Reimb for Exp & Losses	22,497.43	22,450.00	100.2%
7200-00 · Hydrant Rental Dom Water	52,066.62	54,000.00	96.4%
7400-00 · Insurance Premium	35,870.76	49,000.00	73.2%
7500-00 · Professional Services			
7500-01 · Advertising	481.64	750.00	64.2%
7500-03 · Training & Education	7,738.56	5,000.00	154.8%
Total 7500-00 · Professional Services	8,220.20	5,750.00	143.0%
7600-00 · Utilities	23,668.86	29,000.00	81.6%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	9,199.01	11,750.00	78.3%
7710-02 · Fuel	2,215.02	5,000.00	44.3%
7710-04 · Truck Service	14,760.38	15,000.00	98.4%
7710-05 · Equipment Testing	3,770.88	5,500.00	68.6%
Total 7710-00 · Truck Service	29,945.29	37,250.00	80.4%
7720-00 · Air Pack & Bottle Repair	1,077.10	2,000.00	53.9%
7730-00 · Bldg Maintenance	37,708.65	39,000.00	96.7%
7740-00 · Bldg Supplies	1,912.15	2,500.00	76.5%
7750-00 · Fire Comp. Contract	28,000.00	28,000.00	100.0%
Total 7700-00 · Maint/Repairs	98,643.19	108,750.00	90.7%
7800-00 · Contingency	98.08	10,000.00	1.0%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	20,294.15	20,000.00	101.5%
Total 7850-00 · LOSAP Program	20,294.15	20,000.00	101.5%
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.	5,793.75	5,793.00	100.0%
8020-10 · Capital Lease-Interest	15,041.50	15,042.00	100.0%
Total 8000-00 · Debt Service	95,835.25	95,835.00	100.0%
Total Other Expense	357,194.54	394,785.00	90.5%
Net Other Income	(357,194.54)	(394,785.00)	90.5%
Net Income	(398,016.80)	(446,985.00)	89.0%

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: January-10

NAME OF BANK: Bank of America (formerly Fleet)

PREPARED BY: DF

ACCOUNT #: 80-40028-9

BALANCE FORWARD:	31-Dec-09	\$20,000.00	BAL. PER BANK STATEMENT	\$0.00
			AS OF: <u>31-Jan-10</u>	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
NONE	\$0.00			
TOTAL DEBITS:	\$0.00			
	TOTAL	\$20,000.00		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST	\$0.00			
				\$0.00
VOID Ck# 5241 6/17/09	(\$787.50)			
payable to NFPA				
Transfer to PNC Money Mkt			LESS CHECKS OUTSTANDING:	
@ 1/21/10	\$20,787.50			
			TOTAL:	\$0.00
TOTAL CREDITS:	\$20,000.00			
BANK BALANCE-Per General Ledger:		\$0.00	BANK BALANCE-Per Reconciliation:	\$0.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
TOTAL	\$ -			

Jamesburg Board of Fire Commissioners

Monthly Check Register

January 2010

02/15/10

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
1/21/2010	6123	AMERICAN TEST CENTER, INC.	INV# 2094099 12/22/09	(795.00)
1/21/2010	6124	AT&T	LOCAL & LONG DISTANCE DATED 12/24/09	(219.81)
1/21/2010	6125	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT 12/29/09	(136.95)
1/21/2010	6126	BAILEY'S SQUARE JANITORIAL SERVICES, I...	INV# 44674 12/15/09	(182.00)
1/21/2010	6127	CAMPBELL SUPPLY CO. INC.		(5,089.82)
1/21/2010	6128	DEBORAH A. FITZGERALD	INV# 2009016 12/31/09	(287.50)
1/21/2010	6129	DEER PARK	INV# 09L7801965661 12/31/09	(7.02)
1/21/2010	6130	JCP&L	ELECTRIC BILL DATED 12/18/09	(1,056.86)
1/21/2010	6131	MIDCO WASTE SYSTEMS	INV# 0689-000184870 12/12/09	(232.56)
1/21/2010	6132	NEW JERSEY FIRE EQUIPMENT CO.	INV# 34014 12/28/09	(178.77)
1/21/2010	6133	NEXTEL COMMUNICATIONS	INV# 325901826-062 12/27/09	(151.88)
1/21/2010	6134	NJ-AMERICAN WATER COMP.		(4,349.74)
1/21/2010	6135	PSE&G	GAS BILL DATED 12/23/09	(854.88)
Total 1104-00 · Cash in Checking-PNC				(13,542.79)
TOTAL				(13,542.79)

02/15/10

Jamesburg Board of Fire Commissioners
Outstanding Checks
 December 2009 through January 2010

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	12/17/2009	6108	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	12/15/2009	91207		7710-04 · Truck Service	-1.06
				6400-04 · Medical Services	-85.00
				7710-04 · Truck Service	-47.30
TOTAL					-133.36
Bill Pmt -Check	12/17/2009	6114	LBE COMMUNICATIONS	1104-00 · Cash in Checking-PNC	
Bill	12/15/2009	91102		7710-01 · Radio Serv/Repair	-1,042.27
TOTAL					-1,042.27
Bill Pmt -Check	1/21/2010	6123	AMERICAN TEST CENTER, I...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2009	90624		7710-05 · Equipment Testing	-795.00
TOTAL					-795.00
Bill Pmt -Check	1/21/2010	6124	AT&T	1104-00 · Cash in Checking-PNC	
Bill	12/31/2009	91220		7600-00 · Utilities	-219.81
TOTAL					-219.81