

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
April 21, 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, N. Linke
B. Wright, D. Walker, J. Howard

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

Upon the motion made by B. Wright and 2nd by P. Connelly a motion was made to accept the minutes as read.

TREASURER'S REPORT:

PNC Bank

	Checking		Savings
Bal. bt fwd.	\$29,637.14		\$225,020.55
Deposits	\$24,853.58		\$ 59.54
Vouchers Paid	\$30,825.32	Withdrawals	\$ 71,012.33
Totals	\$23,665.40		\$154,067.76
Grand Total cash on hand			\$177,733.16

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

D. Walker advised the Chief and Pressident that Debbie is doing more coding then she should . make sure you have the correct codes written on requisitions .

B. Wright advised that Lt. Craparotta said to hold the check for \$7,191.00 payable to Tactical public safety LLC until repeater is installed.

B. Wright questioned as to what do we do with the vouchers that aren't signed by the vendors?

Answer: hold check

B. Wright: would it be better not to print the check unless voucher is signed?

J. Youssof: yes that would be better.

Chief advised the board that fire tracker is hard to get signed.

J. Youssof: see if we can't get signature on file for the year.

Requisitions:None

CORRESPONDENCE: The Board rec'd a letter from Oliver L.E. Soden advising that the fire Dept was awarded a \$1000.00 grand from Allstate Foundation independent agency hands in the community.

ATTORNEY'S REPORT:

Rec'd Resolution with new meeting dates and fire protection agreement. Board was also advised that Bond council recommends lease purchases. Trenton is having trouble selling bonds. Try a lease purchase. If we can't try PNC see if they will work with us.

N. Linke Advised the board that J. Rampacek is getting info for lease purchase for the air packs. Waiting for something in writing.

J. Howard advised that state contracts aren't always the cheapest If we go RFP we might save some money.

J. Youssof Yes we can bid the air packs.

P. Connelly Please don't wait until the next meeting forward the info as soon as you get.

P. Connelly Since we are on the subject Dwayne anything on the truck?

D. Fitzpatrick Yes I do have prices but \$240,000.00 isn't good. Rec'd quotes all over \$300,000.00 and one \$297,000.00 Build time a year.

D. Walker If it takes a year we could take money from other line items when we do the budget next year.

J. Youssof Put together a bid packet. If we Bond or Lease purchase we still need Bond Council's approval. Check into Lease purchase for the truck too. Build into bid specs trade in for J3
\$300,000.00 is the max we can spend for a truck as per voters.

P. Connelly How did Monroe find the guy in the DR?

J. Youssof Monroe donated the truck.

PRESIDENT LAMANTIA'S REPORT: None
Sent bill for generator service contract to squad.

CHIEF STONAKER'S REPORT:
10 Calls for the month of March
The bill came in for J10 They only did one side.(Hydraulic for ladder went bad)

P. Connelly Asked chief about grant
B. Stonaker we can use it for anything but fund raising.

NEW BUSINESS:

P. Connelly went over guidelines for the Commissioners. He thinks that the Chair and co-chair should be on the truck committee .

Chair should meet with the Chief and President regularly.

Co-Chair duties should be Insurance

Asst. Clerk/Treas. Filing, LOSAP, Mailing.

Truck Committee: N. Linke, B. Wright and P. Connelly .

JCP&L we haven't rec'd a bill since February

OLD BUSINESS:None

OPEN TO THE PUBLIC; 1st B. Wright, 2nd . D. Walker.

P. Connelly introduced Council member Daria Ludas.

B. Stonaker advised that he went to boro hall around 3pm to get info for grant and there was only one girl working . and the person he needed wouldn't be back until Tuesday.

D. Ludas sorry you had a problem with boro hall.

Q: T. Linke Whats going on with LOSAP the money still hasn't been deposited.

A: D. Walker I do know they enter the new guys before they credit anyones account.

B. Stonaker Whats going on with the bay doors?

N. Linke I do know that tony said to hold check until they finish. They were suppose to come back to fix them.

CLOSE MEETING TO PUBLIC. 1st . J. Howard, 2nd . B. Wright.

CLOSE MEETING 1ST D. Walker 2nd J. Howard

Clerk Notes: On May 4th, 2011 while at the Firehouse I noticed that we rec'd a shut off notice from JCP&L I texted Dina and told her. She was taking care of this the next day. I rec'd an Email stating that she spoke with JCP&L and a check was written to JCP&L to take care of shut off notice.

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 4/21/11

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$29,637.14
Deposits made since the last meeting:	\$24,853.58
Vouchers/Fees paid/Transfers since last meeting (see Note 1):	(\$30,825.32)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$23,665.40
Reconciled PNC Savings Balance brought forward from last meeting:	\$225,020.55
Withdrawals (see Note 5):	(\$71,012.33)
Deposits/Interest to Savings Account (see Note 4):	\$59.54
Current Reconciled Balance Remaining in PNC Savings Account:	\$154,067.76
GRAND TOTAL CASH ON HAND:	\$177,733.16
Total Dollar Amount of Current Month Voucher List to be Paid: (Includes A/P \$32,088.15 PLUS \$3,665.40 replacement check - see Note 1)	\$35,753.55

Notes - 4/21/11 Report:

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$12,088.15) therefore a transfer FROM PNC Sav of **\$32,088.15** needs to be made in order to maintain the control balance of **\$20,000.00**. Check #6416 dated 1/20/11, payable to Quality Communications for \$3,665.40, was voided and then reissued to Motorola, the correct vendor, for the same amount (no effect on Cash or Budgeted Appropriations).
- 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 \$59.54 on 3/31/11.
- 5) Reflects the transfer to cover March 2011 vouchers as well as the Bond Principal of \$45,000 and Bond Interest of \$1,158.75, both wired out on 3/16/11.

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				
6100-01 · Commissioners Pay	3,351.00	15,000.00	22.3%	
6100-02 · Clerk Pay	0.00	1,500.00	0.0%	
Total 6100-00 · Salary & Wages	3,351.00	16,500.00		20.3%
6400-00 · Professional Fees				
6400-01 · Legal Fees	0.00	14,000.00	0.0%	
6400-02 · Accounting/Auditing Fees	2,205.01	12,000.00	18.4%	
6400-04 · Medical Services	0.00	5,000.00	0.0%	
Total 6400-00 · Professional Fees	2,205.01	31,000.00		7.1%
6400-05 · Election Expenses	2,850.54	1,500.00		190.0%
6500-00 · Office \Postage Exp				
6500-01 · Office Supplies	1,909.87	6,000.00	31.8%	
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%	
Total 6500-00 · Office \Postage Exp	1,909.87	6,200.00		30.8%
Total Expense	10,316.42	55,200.00		18.7%
Net Ordinary Income	(10,316.42)	(55,200.00)		18.7%
Other Income/Expense				
Other Expense				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	276.94	13,000.00	2.1%	
Total 7140-00 · Truck Equipment	276.94	13,000.00		2.1%
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%	
Total 7100-00 · Reimb for Exp & Losses	276.94	23,000.00		1.2%
7200-00 · Hydrant Rental Dom Water	13,734.92	56,000.00	24.5%	
7400-00 · Insurance Premium	27,004.00	39,000.00	69.2%	
7500-00 · Professional Services				
7500-01 · Advertising	107.80	500.00	21.6%	
7500-03 · Training & Education	0.00	5,000.00	0.0%	
Total 7500-00 · Professional Services	107.80	5,500.00		2.0%
7600-00 · Utilities	7,516.37	30,000.00	25.1%	
7700-00 · Maint/Repairs				
7710-00 · Truck Service				
7710-01 · Radio Serv/Repair	7,191.00	5,000.00	143.8%	
7710-02 · Fuel	0.00	4,000.00	0.0%	
7710-04 · Truck Service	3,393.69	13,500.00	25.1%	
7710-05 · Equipment Testing	131.25	4,950.00	2.7%	
Total 7710-00 · Truck Service	10,715.94	27,450.00		39.0%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%	
7730-00 · Bldg Maintenance	1,303.50	25,000.00	5.2%	
7740-00 · Bldg Supplies	66.05	2,000.00	3.3%	
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%	
Total 7700-00 · Maint/Repairs	12,085.49	88,750.00		13.6%
7800-00 · Contingency	22.72	10,000.00	0.2%	
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	127,078.07	391,757.00		32.4%
Net Other Income	(127,078.07)	(391,757.00)		32.4%
Net Income	(137,394.49)	(446,957.00)		30.7%

04/18/11

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

Date	Num	Account	Open Balance
AT&T			
4/18/2011	2011-03-032	7600-00 · Utilities	248.98
Total AT&T			248.98
BETTER LIVING DEPT. STORE			
4/18/2011	2011-02-005	7740-00 · Bldg Supplies	66.05
Total BETTER LIVING DEPT. STORE			66.05
CAMPBELL SUPPLY CO. INC.			
4/18/2011	2011-01-004	7710-04 · Truck Service	163.50
4/18/2011	2011-01-005	7710-04 · Truck Service	3,205.94
Total CAMPBELL SUPPLY CO. INC.			3,369.44
COMCAST			
4/18/2011	2011-03-033	7600-00 · Utilities	53.04
Total COMCAST			53.04
DEBORAH A. FITZGERALD			
4/18/2011	2011-03-034	6400-02 · Accounting/Auditing Fees	275.00
Total DEBORAH A. FITZGERALD			275.00
DEER PARK			
4/18/2011	2011-02-006	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
DELL MARKETING L.P. C/O DELL USA			
4/18/2011	2011-03-035	6500-01 · Office Supplies	125.99
Total DELL MARKETING L.P. C/O DELL USA			125.99
FIRETRACKER BINARY CONNECTIONS, INC.			
4/18/2011	2011-01-006	6500-01 · Office Supplies	1,539.00
Total FIRETRACKER BINARY CONNECTIONS, INC.			1,539.00
FIRST RESPONDER JOINT INSURANCE FUND			
4/18/2011	2011-03-036	7400-00 · Insurance Premium	10,762.00
Total FIRST RESPONDER JOINT INSURANCE FUND			10,762.00
LIGHTHOUSE ADVISORS, LLC			
4/18/2011	2011-02-007	7730-00 · Bldg Maintenance	200.00
Total LIGHTHOUSE ADVISORS, LLC			200.00
MIDCO WASTE SYSTEMS #689			
4/18/2011	2011-02-008	7730-00 · Bldg Maintenance	261.95
Total MIDCO WASTE SYSTEMS #689			261.95
MIDDLESEX COUNTY TREASURER			
4/18/2011	2011-03-037	6400-05 · Election Expenses	25.86
Total MIDDLESEX COUNTY TREASURER			25.86
NEXTEL COMMUNICATIONS			
4/18/2011	2011-03-038	7600-00 · Utilities	153.08
Total NEXTEL COMMUNICATIONS			153.08
NJ-AMERICAN WATER COMP.			
4/18/2011	2011-03-039	7200-00 · Hydrant Rental Dom Water	99.40
4/18/2011	2011-03-039	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,632.25
PINTER DOOR SALES, INC.			
4/18/2011	2010-02-016	2200-00 · Accounts Payable-Other	2,400.00
Total PINTER DOOR SALES, INC.			2,400.00
PSE&G			
4/18/2011	2011-03-040	7600-00 · Utilities	522.94
Total PSE&G			522.94

04/18/11

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
TACTICAL PUBLIC SAFETY, LLC			
4/18/2011	2011-01-007	7710-01 · Radio Serv/Repair	7,191.00
Total TACTICAL PUBLIC SAFETY, LLC			7,191.00
VIKING TERMITE & PEST CONTROL, INC.			
4/18/2011	2011-02-009	7730-00 · Bldg Maintenance	133.75
Total VIKING TERMITE & PEST CONTROL, INC.			133.75
W.B. MASON CO. INC.			
4/18/2011	2011-03-041	6500-01 · Office Supplies	122.89
Total W.B. MASON CO. INC.			122.89
TOTAL			32,088.15

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: March-11

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	28-Feb-11	\$29,637.14	BAL. PER BANK STATEMENT	\$43,860.73
			AS OF:	31-Mar-11
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 3/18/11	\$24,853.58			
TOTAL DEBITS:	\$24,853.58			
	TOTAL	\$54,490.72		
				\$0.00
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 3/31	\$34,490.72			\$43,860.73
Ck# 6416 1/20/11 VOIDED	(\$3,665.40)			
payable to Quality Comm.				
ACCOUNT ANALYSIS - 3/31	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$20,195.33
TOTAL CREDITS:	\$30,825.32			
BANK BALANCE-Per General Ledger:		\$23,665.40	BANK BALANCE-Per Reconciliation:	\$23,665.40

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6438	24.25	Old Forge Service	2/17/11	
6458	20,171.08	VALIC	3/17/11	
TOTAL	\$ 20,195.33			

Jamesburg Board of Fire Commissioners

Monthly Check Register

March 2011

04/18/11

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
3/17/2011	6444	ANNA ORANCZAK	2011 ELECTION HELP	(125.00)
3/17/2011	6445	AT&T	LOCAL & LONG DISTANCE STMT 2/24/11	(253.52)
3/17/2011	6446	COMCAST	STMT DATED 2/28/11	(53.04)
3/17/2011	6447	DEBORAH A. FITZGERALD	INV#2011002 2/28/11	(363.99)
3/17/2011	6448	DELL MARKETING L.P. C/O DELL USA	INV# XF776JK86 2/7/11	(121.99)
3/17/2011	6449	HOLLY FAAS	2011 ELECTION HELP	(125.00)
3/17/2011	6450	LINDA CALLAGHAN	2011 ELECTION HELP	(125.00)
3/17/2011	6451	MICHAEL RAMPACEK	2011 ELECTION HELP	(75.00)
3/17/2011	6452	MIDCO WASTE SYSTEMS #689	INV# 0689-1006381 2/12/11	(258.77)
3/17/2011	6453	NEW JERSEY FIRE EQUIPMENT CO.	INV#36521 1/17/11, #36520 1/10/11, #35774 9/17/10	(6,680.94)
3/17/2011	6454	NEXTEL COMMUNICATIONS	INV# 325901826-076 2/27/11	(153.08)
3/17/2011	6455	NJ-AMERICAN WATER COMP.	A/C# 18-0769723-8 3/1/11	(4,532.85)
3/17/2011	6456	PSE&G	GAS STMT 2/23/11	(1,011.46)
3/17/2011	6457	ROY PRESS, INC.	INV# 48317 2/15/11	(440.00)
3/17/2011	6458	VALIC	2010 CONTRIBUTIONS - 29 MEMBERS	(20,171.08)
Total 1104-00 - Cash in Checking-PNC				(34,490.72)
TOTAL				(34,490.72)

04/18/11

Jamesburg Board of Fire Commissioners
Outstanding Checks
February through March 2011

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	2/17/2011	6438	OLD FORGE SERVICE CENT...	1104-00 · Cash in Checking-PNC	
Bill	2/15/2011	2011-...		7710-04 · Truck Service	-24.25
TOTAL					-24.25
Bill Pmt -Check	3/17/2011	6458	VALIC	1104-00 · Cash in Checking-PNC	
Bill	3/17/2011	2011-...		7850-01 · LOSAP Program	-20,171.08
TOTAL					-20,171.08