

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
June 16, 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 P. Connelly requested a motion on May's Minutes.

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

TREASURER'S REPORT:

PNC Bank

	Checking		Savings
Bal. bt fwd.	\$18,527.48		\$122,021.86
Deposits	\$13,562.31		\$201,105.19
Vouchers Paid	\$(12,097.66)	Withdrawals	\$ (13,562.31)
Totals	\$19,992.13		\$309,564.74
Grand Total cash on hand			\$329,556.87

Motion made to approve Treasurer's report 1st B. Wright 2nd N. Linke.

Note: D. Walker advised the board JCP&L Still has Boro of Jamesburg on our bill. D. Walker will call again.

REQUISITIONS:

Tactical Public Safety		\$400.00
Clean Air	Yearly inspection	\$506.00
Foley	J4 repair	\$2086.00

Board was advised that the cost of the yearly fit test was increased to \$5000.00

Motion made to approve 1st B. Wright 2nd J. Howard.

CORRESPONDENCE: Rec'd a letter asking to support nj fallen firefighters.

ATTORNEY'S REPORT:

Rec'd Resolution awarding contract to NJ fire Equipment for the purchase of the SCBA units. Dated 5-19-11 1st B. Wright 2nd D. Walker.

Resolution Making application to local finance board. Dated 06-16-11 1st B. Wright, 2nd J. Howard. Attorney will send out all needed paper work to Trenton and Publish in the Home News . So we can be heard at the July 13, 2011 meeting.

Signed Lease purchase Agreement for SCBA Units.

PRESIDENT LAMANTIA'S REPORT:

Board rec'd signed contract.

Pinter doors still haven't finished the bay doors.

CHIEF STONAKER'S REPORT:

16 Call s for the month of May.

NEW BUSINESS:

Draft for Audit and LOSAP Audit pending.

OLD BUSINESS:

D. Fitzpatrick stated that after meeting with numerous truck dealers (KME,Pierce, Absolute, Ferrara,E-One, Etc.) they like the pierce truck at \$272,540.00 plus lettering \$7500.00.

Q: B. Stonaker What if someone comes in with a bid way less?

A: J. Youssouf If the bidder comes in with an equal truck you have to take it.

J. Youssouf next step is to give me the spec so we can get it out on bid.

D. Walker I'm still not sure we need another truck.

P. Connelly If you send a truck out of town or one of our trucks are out for repair what happens then? Brian what do you think?

A Linke: If you look at all the vouchers for J4 it isn't going to last. All newer trucks are computers and electrical. I wasn't for another truck either but due to the way they are making them they are junk.

D. Walker agreed to a new truck.

Motion to publish bids 1st B. Wright 2nd D. Walker

Nextel Phone have been cancelled.

Q: B. Stonaker Can we use the money set aside for the chiefs truck

A: J. Youssouf Yes

OPEN TO THE PUBLIC: 1st B. Wright, 2nd J. Howard.

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

Resolution to go into Executive Session at 8:25pm 1st B. Wright, 2nd J. Howard. 8:40pm Back to public Session.

CLOSE MEETING : 1ST B. Wright, 2nd J. Howard

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 6/16/11

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$18,527.48
Deposits made since the last meeting:	\$13,562.31
Vouchers/Fees paid/Transfers since last meeting (see Note 1):	(\$12,097.66)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$19,992.13
Reconciled PNC Savings Balance brought forward from last meeting:	\$122,021.86
Withdrawals:	(\$13,562.31)
Deposits/Interest to Savings Account (see Note 4):	\$201,105.19
Current Reconciled Balance Remaining in PNC Savings Account:	\$309,564.74
GRAND TOTAL CASH ON HAND:	\$329,556.87
Total Dollar Amount of Current Month Voucher List to be Paid:	\$6,820.90

Notes - 6/16/11 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$13,171.23 therefore a transfer FROM PNC Sav of **\$6,828.77** needs to be made in order to maintain the control balance of **\$20,000.00**. Vouchers paid since last meeting does not include Check #6479 for \$1,326.34 since it is already included in "Balance brought forward" of \$18,527.48.

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 \$59.69 on 5/31/11, and 1st and 2nd Qtr 2011 Borough Taxes of \$98,725 each deposited on 5/20/11. Also deposited on 5/20/11 was Jamesburg First Aid Squad's 50% share of the new VHF repeater, \$3,595.50.

11:49 PM

06/14/11

Accrual Basis

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	6,702.00	15,000.00	44.7%	
6100-02 · Clerk Pay	0.00	1,500.00	0.0%	
Total 6100-00 · Salary & Wages	6,702.00	16,500.00		40.6%
6400-00 · Professional Fees				
6400-01 · Legal Fees	0.00	14,000.00	0.0%	
6400-02 · Accounting/Auditing Fees	2,780.01	12,000.00	23.2%	
6400-04 · Medical Services	0.00	5,000.00	0.0%	
Total 6400-00 · Professional Fees	2,780.01	31,000.00		9.0%
6400-05 · Election Expenses	2,875.52	1,500.00		191.7%
6500-00 · Office \Postage Exp				
6500-01 · Office Supplies	1,909.87	6,000.00	31.8%	
6500-02 · Misc Supplies(petty cash)	44.00	200.00	22.0%	
Total 6500-00 · Office \Postage Exp	1,953.87	6,200.00		31.5%
Total Expense	14,311.40	55,200.00		25.9%
Net Ordinary Income	(14,311.40)	(55,200.00)		25.9%
Other Income/Expense				
Other Expense				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	490.61	13,000.00	3.8%	
Total 7140-00 · Truck Equipment	490.61	13,000.00		3.8%
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%	
Total 7100-00 · Reimb for Exp & Losses	490.61	23,000.00		2.1%
7200-00 · Hydrant Rental Dom Water	22,845.05	56,000.00		40.8%
7400-00 · Insurance Premium	27,004.00	39,000.00		69.2%
7500-00 · Professional Services				
7500-01 · Advertising	221.00	500.00	44.2%	
7500-03 · Training & Education	0.00	5,000.00	0.0%	
Total 7500-00 · Professional Services	221.00	5,500.00		4.0%
7600-00 · Utilities	12,157.81	30,000.00		40.5%
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	3,393.69	13,500.00	25.1%	
7710-05 · Equipment Testing	774.75	4,950.00	15.7%	
Total 7710-00 · Truck Service	7,763.94	27,450.00		28.3%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%	
7730-00 · Bldg Maintenance	1,973.05	25,000.00	7.9%	
7740-00 · Bldg Supplies	916.61	2,000.00	45.8%	
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%	
Total 7700-00 · Maint/Repairs	10,653.60	88,750.00		12.0%
7800-00 · Contingency	176.77	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	139,878.67	391,757.00		35.7%
Net Other Income	(139,878.67)	(391,757.00)		35.7%
Net Income	(154,190.07)	(446,957.00)		34.5%

06/14/11

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

Date	Num	Account	Open Balance
AT&T			
6/14/2011	2011-03-056	7600-00 · Utilities	204.95
Total AT&T			204.95
AUTO KING PARTS & SUPPLIES			
6/14/2011	2011-01-019	7140-01 · Fire Equipment	213.67
Total AUTO KING PARTS & SUPPLIES			213.67
BETTER LIVING DEPT. STORE			
6/14/2011	2011-02-013	7740-00 · Bldg Supplies	76.74
Total BETTER LIVING DEPT. STORE			76.74
CIRCLE JANITORIAL SUPPLIES, SOUTH			
6/14/2011	2011-02-014	7740-00 · Bldg Supplies	638.30
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			638.30
COMCAST			
6/14/2011	2011-03-057	7600-00 · Utilities	53.04
Total COMCAST			53.04
DEBORAH A. FITZGERALD			
6/14/2011	2011-03-058	6400-02 · Accounting/Auditing Fees	312.50
Total DEBORAH A. FITZGERALD			312.50
DEER PARK			
6/14/2011	2011-02-015	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
MIDCO WASTE SYSTEMS #689			
6/14/2011	2011-02-016	7730-00 · Bldg Maintenance	266.40
Total MIDCO WASTE SYSTEMS #689			266.40
NEW JERSEY PRESS MEDIA			
6/14/2011	2011-03-059	7500-01 · Advertising	113.20
Total NEW JERSEY PRESS MEDIA			113.20
NEXTEL COMMUNICATIONS			
6/14/2011	2011-03-060	7600-00 · Utilities	152.84
Total NEXTEL COMMUNICATIONS			152.84
NJ-AMERICAN WATER COMP.			
6/14/2011	2011-03-061	7200-00 · Hydrant Rental Dom Water	10.00
6/14/2011	2011-03-061	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,542.85
PSE&G			
6/14/2011	2011-03-062	7600-00 · Utilities	107.73
Total PSE&G			107.73
VIKING TERMITE & PEST CONTROL, INC.			
6/14/2011	2011-02-017	7730-00 · Bldg Maintenance	133.75
Total VIKING TERMITE & PEST CONTROL, INC.			133.75
TOTAL			6,820.90

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: May-11

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	30-Apr-11	\$19,853.82	BAL. PER BANK STATEMENT	\$50,409.73
			AS OF:	31-May-11
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 5/19/11	\$13,562.31			
TOTAL DEBITS:	\$13,562.31			
	TOTAL	\$33,416.13		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 5/31	\$13,416.13			
				\$50,409.73
ACCOUNT ANALYSIS - 5/31	\$7.87		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$30,417.60
TOTAL CREDITS:	\$13,424.00			
BANK BALANCE-Per General Ledger:		\$19,992.13	BANK BALANCE-Per Reconciliation:	\$19,992.13

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6458	20,171.08	VALIC	3/17/11	
6474	2,400.00	Pinter Doors (on hold)	4/21/11	
6476	7,191.00	Tactical Public Safety (on hold)	4/21/11	
6482	5.32	Better Living Dept (need signature)	5/16/11	
6489	130.20	Jamesburg Hardware (need signature)	5/16/11	
6491	520.00	Joseph Howard	5/16/11	
TOTAL	\$ 30,417.60			

Jamesburg Board of Fire Commissioners

Monthly Check Register

May 2011

06/14/11

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
5/13/2011	6479	JCP&L	Stmt 3/14/11	(1,326.34)
5/19/2011	6480	APPROVED FIRE PROTECTION CO.	INV# I1114291 4/14/11 & I1114719 4/26/11	(100.00)
5/19/2011	6481	AT&T	LOCAL & LONG DISTANCE STMT 4/24/11	(759.11)
5/19/2011	6482	BETTER LIVING DEPT. STORE	A/C# JAFICO 4/25/11 balance	(5.32)
5/19/2011	6483	BOROUGH OF JAMESBURG SEWER UTILITY	2ND QTR 2011 SEWER	(228.25)
5/19/2011	6484	BRIAN H. WRIGHT	2ND QTR 2011 COMMISSIONERS FEES	(520.00)
5/19/2011	6485	COMCAST	INTERNET SVC 4/30/11	(53.04)
5/19/2011	6486	DEBORAH A. FITZGERALD	INV#2011004 4/30/11	(262.50)
5/19/2011	6487	DINA WALKER	2ND QTR 2011 COMMISSIONERS FEES	(653.00)
5/19/2011	6488	DINA WALKER - PETTY CASH	PETTY CASH REIMB - FOOD FOR ELECTION DAY 2/19, STA...	(68.98)
5/19/2011	6489	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 3/25/11	(130.20)
5/19/2011	6490	JCP&L	ELECTRIC 3/12 THRU 5/11/11	(1,188.53)
5/19/2011	6491	JOSEPH HOWARD	2ND QTR 2011 COMMISSIONERS FEES	(520.00)
5/19/2011	6492	MIDCO WASTE SYSTEMS #689	INV#0689-000624811 4/12/11	(264.47)
5/19/2011	6493	NANCY LINKE	2ND QTR 2011 COMMISSIONERS FEES	(943.00)
5/19/2011	6494	NEXTEL COMMUNICATIONS	INV#325901826-078 4/27/11	(152.84)
5/19/2011	6495	NJ-AMERICAN WATER COMP.	APPLY ALL TO A/C#18-0769723-8 5/2/11	(4,567.28)
5/19/2011	6496	PATRICK CONNELLY	2ND QTR 2011 COMMISSIONERS FEES	(715.00)
5/19/2011	6497	PSE&G	STMT THRU 4/26/11	(414.77)
5/19/2011	6498	RELIABLE FIRE PROTECTION	INV#318395 5/3/11	(543.50)
Total 1104-00 · Cash in Checking-PNC				(13,416.13)
TOTAL				(13,416.13)

Jamesburg Board of Fire Commissioners

Outstanding Checks

March through May 2011

06/14/11

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	3/17/2011	6458	VALIC	1104-00 · Cash in Checking-PNC	
Bill	3/17/2011	2011-03-032		7850-01 · LOSAP Program	-20,171.08
TOTAL					-20,171.08
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
Bill Pmt -Check	4/21/2011	6476	TACTICAL PUBLIC SAFET...	1104-00 · Cash in Checking-PNC	
Bill	4/18/2011	2011-01-007		7710-01 · Radio Serv/Repair	-7,191.00
TOTAL					-7,191.00
Bill Pmt -Check	5/19/2011	6482	BETTER LIVING DEPT. ST...	1104-00 · Cash in Checking-PNC	
Bill	5/16/2011	2011-02-010		7740-00 · Bldg Supplies	-5.32
TOTAL					-5.32
Bill Pmt -Check	5/19/2011	6489	JAMESBURG HARDWARE ...	1104-00 · Cash in Checking-PNC	
Bill	5/16/2011	2011-02-011		7740-00 · Bldg Supplies	-130.20
TOTAL					-130.20
Bill Pmt -Check	5/19/2011	6491	JOSEPH HOWARD	1104-00 · Cash in Checking-PNC	
Bill	5/16/2011	2011-03-048		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00