

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

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

**Upon the motion made by 1<sup>st</sup> B. Wright, 2<sup>nd</sup> P. Connelly**

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
<b>Bal. bt fwd.</b>	<b>\$ 19,992.13</b>		<b>\$309,454.74</b>
<b>Deposits</b>	<b>\$ 6,828.77</b>		<b>\$ 88.14</b>
<b>Vouchers Paid</b>	<b>\$(7,056.17)</b>	<b>Withdrawals</b>	<b>\$ 6,828.77</b>
<b>Totals</b>	<b>\$ 19,764.73</b>		<b>\$302,824.11</b>
<b>Grand Total cash on hand</b>			<b>\$322,588.84</b>

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

**REQUISITIONS:**

Quality Electric	Air Compressor	\$650.00
United Refrigeration	Ice Machine	\$2485.00
Blue Streak	Class B's	\$1295.20
Blue Streak	Boots	\$1794.00
Tec Fire Systems	Pump Test	\$675.00

**Quotes for siding on hillside ave only.**

Select	\$6076.00
Distinctive Design	\$8867.00
Stern Brothers	\$6200.00

The Boar awarded the contract to Select.

Motion made to approve Requisitions 1<sup>st</sup> N. Linke, 2<sup>nd</sup> P. Connelly.

**CORRESPONDENCE:**

Rec'd copy of letter to Gerald Stankiewicz from Joseph Youssouf , concerning legal affairs for audit. (see attached)

**ATTORNEY'S REPORT:**

**PRESIDENT LAMANTIA'S REPORT:**

Suggested that the next President do the next side of the firehouse with siding. The Board agreed.

Also the firehouse needs another ac unit one just doesn't do it.

**CHIEF STONAKER'S REPORT:**

10 Fires for the month of June.

P. Connelly- Does the Department still cover the turnpike?

B. Stonaker- No just the way it was dispatched.

Applegarth Fire Dept is giving us a mini pumper. Just needs Boards approval to accept a 1969 4x4 dual wheel mini pumper.

P. Connelly Lettering and Radio costs?

B. Stonaker Min Lettering like stickers.

**1<sup>st</sup> B. Wright, 2<sup>nd</sup> J. Howard.**

**NEW BUSINESS:**

**Audit report- came back clean**

**BRC's a must.**

**Motion to approve Requisitions (which we do)**

**Requisitions pre-date invoices.**

**B. Wright and the Chief met with Don Ruprecht of JIF OSHA is in the area he gave us a list of things we need. (policies)**

**Don Ruprecht**

**Montgomery-Risk Control**

**231 Main St. P.O. Box 2017**

**Toms River**

**OLD BUSINESS:**

**Truck:**

**P. Connelly suggested we strip down our Specs.**

**J. Youssouf – Yes but that will be hard.**

**J. Youssouf- So does the Board agree to publish the Bid?**

**P. Connelly – We approved that last month.**

**J. Youssouf- Ok I will have it published next week. We need the date to receive the bids.**

**Our meeting is Sept 22, 2011.**

**Motion was made to Auth publishing the bid 1<sup>st</sup> B. Wright, 2<sup>nd</sup> D.**

**Walker 5 yes.**

**We will receive the bids on Sept 22, 2011 at the Firehouse at 7:30pm.**

**LOSAP:**

**D. Walker we lost out Rep. and D. Walker is working with a temporary Rep. Nick.**

**N. Linke- Maybe we need to get another Company.**

**P. Connelly Yes but we have to get the money into the guys accounts first. We haven't given a check to them yet.**

**B. Stonaker advised that we aren't the only company having trouble.**

**D. Fitzpatrick Can we use our LOSAP money?**  
**J. Youssouf- You always could.**

**OPEN TO THE PUBLIC: 1<sup>st</sup> N. Linke, 2<sup>nd</sup> D. Walker**  
**D. Fitzpatrick advised he was at a chiefs meeting and that JR membership has change.**  
**J.Youssouf will look into the new rules.**

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

**ADJOURN MEETING : 1<sup>ST</sup> B. Wright, 2<sup>nd</sup> J. Howard**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 7/21/11

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$19,992.13
Deposits made since the last meeting:	\$6,828.77
Vouchers/Fees paid/Transfers since last meeting (see Note 1):	(\$7,056.17)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	<b>\$19,764.73</b>
Reconciled PNC Savings Balance brought forward from last meeting:	\$309,564.74
Withdrawals:	(\$6,828.77)
Deposits/Interest to Savings Account (see Note 4):	\$88.14
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$302,824.11</b>
 GRAND TOTAL CASH ON HAND:	 <b>\$322,588.84</b>
 Total Dollar Amount of Current Month Voucher List to be Paid:	 <b>\$38,227.21</b>

Notes - 7/21/11 Report:

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$18,462.48) therefore a transfer FROM PNC Sav of **\$38,462.48** needs to be made in order to maintain the control balance of **\$20,000.00**. See Bank Reconciliation for details on Vouchers/Fees Paid.
- 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 \$88.14 on 6/30/11.

07/21/11

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

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
7/19/2011	2011-03-063	7600-00 · Utilities	210.51
Total AT&T			210.51
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
7/19/2011	2011-01-020	7710-04 · Truck Service	145.99
Total AUTO KING PARTS & SUPPLIES			145.99
<b>CAMPBELL SUPPLY CO. INC.</b>			
7/19/2011	2011-01-021	7710-04 · Truck Service	13.64
Total CAMPBELL SUPPLY CO. INC.			13.64
<b>CLEAN AIR COMPANY INC.</b>			
7/19/2011	2011-01-022	7730-00 · Bldg Maintenance	516.00
Total CLEAN AIR COMPANY INC.			516.00
<b>COMCAST</b>			
7/19/2011	2011-03-064	7600-00 · Utilities	53.04
Total COMCAST			53.04
<b>DEBORAH A. FITZGERALD</b>			
7/19/2011	2011-03-065	6400-02 · Accounting/Auditing Fees	200.00
Total DEBORAH A. FITZGERALD			200.00
<b>DEER PARK</b>			
7/19/2011	2011-02-018	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
<b>DRIVE TO SURVIVE</b>			
7/19/2011	2011-01-023	7500-03 · Training & Education	30.00
Total DRIVE TO SURVIVE			30.00
<b>GANNETT NJ NEWSPAPERS</b>			
7/19/2011	2011-03-066	7500-01 · Advertising	47.96
Total GANNETT NJ NEWSPAPERS			47.96
<b>JAMESBURG VOL FIRE DEPT</b>			
7/19/2011	2011-02-019	7750-00 · Fire Comp. Contract	8,125.00
7/19/2011	2011-02-020	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			16,250.00
<b>JCP&amp;L</b>			
7/19/2011	2011-03-067	7600-00 · Utilities	907.02
7/19/2011	2011-03-067	7600-00 · Utilities	991.30
Total JCP&L			1,898.32
<b>JOSEPH D YOUSOUF, ESQUIRE</b>			
7/19/2011	2011-03-068	6400-01 · Legal Fees	9,376.44
Total JOSEPH D YOUSOUF, ESQUIRE			9,376.44
<b>MIDCO WASTE SYSTEMS #689</b>			
7/19/2011	2011-02-021	7730-00 · Bldg Maintenance	266.63
7/19/2011	2011-02-021	7730-00 · Bldg Maintenance	264.69
Total MIDCO WASTE SYSTEMS #689			531.32
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
7/19/2011	2011-01-024	7720-00 · Air Pack & Bottle Repair	245.00
Total NEW JERSEY FIRE EQUIPMENT CO.			245.00
<b>NJ-AMERICAN WATER COMP.</b>			
7/19/2011	2011-03-069	7200-00 · Hydrant Rental Dom Water	10.00
7/19/2011	2011-03-069	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,542.85
<b>OCCUPATIONAL MEDICINE SERVICES</b>			
7/19/2011	2011-01-025	6400-04 · Medical Services	4,095.00
Total OCCUPATIONAL MEDICINE SERVICES			4,095.00

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>PSE&amp;G</b>			
7/19/2011	2011-03-070	7600-00 · Utilities	47.97
Total PSE&G			47.97
<b>W.B. MASON CO. INC.</b>			
7/19/2011	2011-03-071	6500-01 · Office Supplies	18.24
Total W.B. MASON CO. INC.			18.24
<b>TOTAL</b>			<b>38,227.21</b>





**Jamesburg Board of Fire Commissioners**

**Monthly Check Register**

June 1 - 16, 2011

07/19/11

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
6/16/2011	6499	AT&T	LOCAL & LONG DISTANCE 5/24/11	(204.95)
6/16/2011	6500	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 5/31/11	(213.67)
6/16/2011	6501	BETTER LIVING DEPT. STORE	A/C# JAFICO 5/25/11	(76.74)
6/16/2011	6502	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 9960-11 4/25/11 & 10009-11 5/10/11	(638.30)
6/16/2011	6503	COMCAST	INTERNET 5/31/11	(53.04)
6/16/2011	6504	DEBORAH A. FITZGERALD	INV# 2011005 5/31/11	(312.50)
6/16/2011	6505	DEER PARK	INV# 01E7801965661 6/2/11	(4.93)
6/16/2011	6506	MIDCO WASTE SYSTEMS #689	INV# 0689-000650943 5/12/11	(266.40)
6/16/2011	6507	NEW JERSEY PRESS MEDIA	INV# 0023629485 5/29/11	(113.20)
6/16/2011	6508	NEXTEL COMMUNICATIONS	INV# 325901826-079 5/27/11	(152.84)
6/16/2011	6509	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 6/10/11 & 18-0769723-8 6/1/11	(4,542.85)
6/16/2011	6510	PSE&G	GAS 5/25/11	(107.73)
6/16/2011	6511	VIKING TERMITE & PEST CONTROL, INC.	INV# A18364298 4/30/11	(133.75)
Total 1104-00 · Cash in Checking-PNC				(6,820.90)
<b>TOTAL</b>				<b>(6,820.90)</b>

07/19/11

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
March through June 2011

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	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