

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
August 16, 2012**

The Meeting was called to order by Attorney Joseph Yousouf. 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

7:07 pm Resolution to go into executive session. 1<sup>st</sup> B. Wright, 2<sup>nd</sup> D.Walker. Public removed for meeting room.

8:10 pm Board back into regular session, public allowed back into meeting room.

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

Upon the motion made by D.Walker. and 2<sup>nd</sup> by J. Howard a motion was made to accept the minutes with corrections made.

Roll Call: 5 Yes

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
Bal. bt fwd.	\$20,000.00		\$318,057.85
Deposits	\$ 6,509.36		\$ 63.64
Vouchers Paid	\$(6,512.23)	Withdrawals	\$ ( 6,509.36)
Totals	\$19,997.13		\$311,612.13
Grand Total cash on hand			\$331,609.26

Motion made to approve Treasurer's report 1<sup>st</sup> J. Howard 2<sup>nd</sup>. N. Linke.  
(P. Connelly not approving payment to Jammer doors since there was  
authorization to make repairs.)( Hold Shed Heads check until we  
received W9 and BRC.)

Reliable called and advised that there is an open invoice in the amount  
of \$319.00. D. Walker will check into it.

Dell left message that we have an open invoice due to them. Paid last  
month.

Received invoice from Pierce in the amount of \$599.74 will cut check  
tonight.

Roll Call : 5 Yes

**REQUISITIONS:**

Middlesex County Fire Academy	Training	\$780.00
Cont. Fire&Safety	nJ3 stream light	\$640.00
Fire&Safety	j4 lights	\$976.00
“ “	nj3 exhaust,hand lights	
	Marker poles	\$1395.00
Clean air	vehicle exhaust system	\$1050.40

Motion made to approve 1<sup>st</sup> D. Walker 2<sup>nd</sup> B. Wright  
Roll Call: 5 yes

**CORRESPONDENCE:**

NJ Assoc. of Fire Districts quarterly report ( which we don't belong to)  
Letter from IRS concerning our tax-exempt bond in the amount of  
\$273,341.00

(see Attached)

**ATTORNEY'S REPORT:**

**PRESIDENT STONAKER'S REPORT:**

The Department will be replacing the panel only on bay door, will still  
be siding rear of building.

**CHIEF STONAKER'S REPORT:**

**20 fires for the month of July.**

**B. Stonaker, J. Rampacek, D. Fitzpatrick went to Florida to inspect the new J3. It was a 1 day trip and it was too much to see and do in 1 day, will never do that again.**

**Received a report that the fire hydrant on Pergola and George st is being blocked by debris. NJAWC docket # 6383617.**

**Question by B. Wright, chief last month we paid a bill to grainger for brush fire equipment. The board advised you that we will not pay for equipment for the brush truck.**

**Answer: They are for the new J3**

**NEW BUSINESS:**

**Monroe District #3 commissioner would like to speak with Chief Stonaker.**

**New Member Chris Reid waiting on background check.**

**OLD BUSINESS:**

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

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

**CLOSE MEETING : 1<sup>ST</sup> D.Walker, 2<sup>nd</sup> N.Linke.**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 8/16/12

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$6,509.36
Vouchers/Fees paid/Transfers since last meeting:	(\$6,512.23)
Current Reconciled Balance Remaining in PNC Checking Account:	<b>\$19,997.13</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$318,057.85
Withdrawals:	(\$6,509.36)
Deposits/Interest to Savings Account (see Note 4):	\$63.64
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$311,612.13</b>
GRAND TOTAL CASH ON HAND:	<b>\$331,609.26</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>25,979.18</b>

**Notes - 8/16/12 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$5,982.05) therefore a transfer FROM PNC Sav of **\$25,982.05** needs to be made in order to maintain the control balance of **\$20,000.00**. Checks for Petty Cash and for VALIC were cut after the last meeting.

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 \$63.64 on 7/31/12.

## 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	10,053.00	15,000.00	67.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>10,053.00</b>	<b>16,500.00</b>	<b>60.9%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	8,640.27	14,000.00	61.7%
6400-02 · Accounting/Auditing Fees	3,182.20	12,000.00	26.5%
6400-04 · Medical Services	4,995.00	5,000.00	99.9%
<b>Total 6400-00 · Professional Fees</b>	<b>16,817.47</b>	<b>31,000.00</b>	<b>54.2%</b>
6400-05 · Election Expenses	958.13	3,000.00	31.9%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	317.13	6,000.00	5.3%
6500-02 · Misc Supplies(petty cash)	44.00	200.00	22.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>361.13</b>	<b>6,200.00</b>	<b>5.8%</b>
<b>Total Expense</b>	<b>28,189.73</b>	<b>56,700.00</b>	<b>49.7%</b>
<b>Net Ordinary Income</b>	<b>(28,189.73)</b>	<b>(56,700.00)</b>	<b>49.7%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	7,465.33	13,000.00	57.4%
<b>Total 7140-00 · Truck Equipment</b>	<b>7,465.33</b>	<b>13,000.00</b>	<b>57.4%</b>
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>7,465.33</b>	<b>23,000.00</b>	<b>32.5%</b>
7200-00 · Hydrant Rental Dom Water	32,053.33	56,000.00	57.2%
7400-00 · Insurance Premium	38,517.00	39,500.00	97.5%
7500-00 · Professional Services			
7500-01 · Advertising	112.39	750.00	15.0%
7500-03 · Training & Education	4,064.00	6,000.00	67.7%
<b>Total 7500-00 · Professional Services</b>	<b>4,176.39</b>	<b>6,750.00</b>	<b>61.9%</b>
7600-00 · Utilities	11,794.09	30,000.00	39.3%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	763.87	5,000.00	15.3%
7710-02 · Fuel	0.00	4,500.00	0.0%
7710-04 · Truck Service	656.39	13,500.00	4.9%
7710-05 · Equipment Testing	490.50	4,950.00	9.9%
<b>Total 7710-00 · Truck Service</b>	<b>1,910.76</b>	<b>27,950.00</b>	<b>6.8%</b>
7720-00 · Air Pack & Bottle Repair	1,541.20	1,800.00	85.6%
7730-00 · Bldg Maintenance	5,386.95	25,000.00	21.5%
7740-00 · Bldg Supplies	1,741.67	2,000.00	87.1%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>26,830.58</b>	<b>89,250.00</b>	<b>30.1%</b>
7800-00 · Contingency	1,136.28	10,000.00	11.4%
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	0.00	23,937.00	0.0%
8010-10 · Capital Lease-Principal	0.00	40,000.00	0.0%
8020-03 · Lease Purchase - Int.	0.00	4,088.00	0.0%
8020-10 · Capital Lease-Interest	0.00	10,776.00	0.0%
<b>Total 8000-00 · Debt Service</b>	<b>0.00</b>	<b>78,801.00</b>	<b>0.0%</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>141,860.33</b>	<b>389,301.00</b>	<b>33.4%</b>
<b>Net Other Income</b>	<b>(141,860.33)</b>	<b>(389,301.00)</b>	<b>35.4%</b>
<b>Net Income</b>	<b>(170,050.06)</b>	<b>(446,001.00)</b>	<b>33.1%</b>

08/15/12

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

Date	Num	Account	Open Balance
<b>APPROVED FIRE PROTECTION CO.</b>			
8/14/2012	2012-01-034	7710-05 · Equipment Testing	52.00
Total APPROVED FIRE PROTECTION CO.			52.00
<b>AT&amp;T</b>			
8/14/2012	2012-03-065	7600-00 · Utilities	221.30
Total AT&T			221.30
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
8/14/2012	2012-01-035	7710-04 · Truck Service	21.99
Total AUTO KING PARTS & SUPPLIES			21.99
<b>BETTER LIVING DEPT. STORE</b>			
8/14/2012	2012-02-026	7740-00 · Bldg Supplies	16.49
Total BETTER LIVING DEPT. STORE			16.49
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
8/14/2012	2012-03-066	7600-00 · Utilities	228.25
Total BOROUGH OF JAMESBURG SEWER UTILITY			228.25
<b>BRIAN H. WRIGHT</b>			
8/14/2012	2012-02-067	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
8/14/2012	2012-02-027	7740-00 · Bldg Supplies	354.00
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			354.00
<b>COMCAST</b>			
8/14/2012	2012-03-068	7600-00 · Utilities	66.44
Total COMCAST			66.44
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
8/14/2012	2012-01-036	7710-01 · Radio Serv/Repair	251.00
Total COMMUNICATIONS SPECIALISTS, INC.			251.00
<b>CUSTOM BANDAG</b>			
8/14/2012	2012-01-031	7140-01 · Fire Equipment	454.20
Total CUSTOM BANDAG			454.20
<b>DEBORAH A. FITZGERALD</b>			
8/14/2012	2012-03-069	6400-02 · Accounting/Auditing Fees	150.00
Total DEBORAH A. FITZGERALD			150.00
<b>DEER PARK</b>			
8/14/2012	2012-02-032	7730-00 · Bldg Maintenance	12.54
Total DEER PARK			12.54
<b>DINA WALKER</b>			
8/14/2012	2012-03-070	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
<b>FIREFIGHTER ONE, LLC</b>			
8/14/2012	2012-01-016	7500-03 · Training & Education	1,120.00
Total FIREFIGHTER ONE, LLC			1,120.00
<b>FIRST RESPONDER JOINT INSURANCE FUND</b>			
8/14/2012	2012-03-071	7400-00 · Insurance Premium	11,232.00
Total FIRST RESPONDER JOINT INSURANCE FUND			11,232.00
<b>GREAT AMERICAN FLAG COMPANY, LLC</b>			
8/14/2012	2012-02-028	7730-00 · Bldg Maintenance	175.00
Total GREAT AMERICAN FLAG COMPANY, LLC			175.00
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
8/14/2012	2012-02-029	7740-00 · Bldg Supplies	160.05
Total JAMESBURG HARDWARE & APPLIANCE			160.05

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

Date	Num	Account	Open Balance
<b>JAMMER DOORS</b>			
8/14/2012	2012-02-030	7730-00 · Bldg Maintenance	392.00
Total JAMMER DOORS			392.00
<b>JCP&amp;L</b>			
8/14/2012	2012-03-072	7600-00 · Utilities	983.15
Total JCP&L			983.15
<b>JOSEPH HOWARD</b>			
8/14/2012	2012-03-073	6100-01 · Commissioners Pay	520.00
Total JOSEPH HOWARD			520.00
<b>MIDCO WASTE SYSTEMS #689</b>			
8/14/2012	2012-02-033	7730-00 · Bldg Maintenance	290.80
Total MIDCO WASTE SYSTEMS #689			290.80
<b>NANCY LINKE</b>			
8/14/2012	2012-03-074	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
8/14/2012	2012-01-010	7720-00 · Air Pack & Bottle Repair	1,159.20
Total NEW JERSEY FIRE EQUIPMENT CO.			1,159.20
<b>NJ-AMERICAN WATER COMP.</b>			
8/14/2012	2012-03-075	7200-00 · Hydrant Rental Dom Water	23.28
8/14/2012	2012-03-075	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,601.28
<b>PATRICK CONNELLY</b>			
8/14/2012	2012-03-076	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
<b>PSE&amp;G</b>			
8/14/2012	2012-03-077	7600-00 · Utilities	71.18
Total PSE&G			71.18
<b>SHED HEDZ GARAGE DOORS</b>			
8/14/2012	2012-02-031	7730-00 · Bldg Maintenance	285.00
Total SHED HEDZ GARAGE DOORS			285.00
<b>UNLIMITED CONCEPTS</b>			
8/14/2012	2012-01-037	6500-01 · Office Supplies	253.72
Total UNLIMITED CONCEPTS			253.72
<b>WILLIAM P. STONAKER</b>			
8/14/2012	2012-01-038	7800-00 · Contingency	76.59
Total WILLIAM P. STONAKER			76.59
<b>TOTAL</b>			<b>25,979.18</b>

**BANK RECONCILIATION**

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: July-12

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	30-Jun-12	\$20,000.00	BAL. PER BANK STATEMENT	\$20,052.13
			AS OF:	31-Jul-12
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 7/20/12	\$6,509.36			
TOTAL DEBITS:	\$6,509.36			
	TOTAL	\$26,509.36		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 7/31	\$6,509.36			
				\$20,052.13
ACCOUNT ANALYSIS	\$2.87		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$55.00
TOTAL CREDITS:	\$6,512.23			
BANK BALANCE-Per General Ledger:		\$19,997.13	BANK BALANCE-Per Reconciliation:	\$19,997.13

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6750	55.00	Petty Cash	6/21/12	
TOTAL	\$ 55.00			

**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 July 2012

08/14/12

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
7/19/2012	6751	AIR & GAS TECHNOLOGIES, INC.	INV# 120733 7/13/12	(382.00)
7/19/2012	6752	AT&T	LOCAL & LONG DISTANCE 6/24/12	(228.16)
7/19/2012	6753	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 6/26/12	(16.99)
7/19/2012	6754	COMCAST	INTERNET 6/30/12	(54.74)
7/19/2012	6755	DEBORAH A. FITZGERALD	INV# 2012006 6/30/12	(187.50)
7/19/2012	6756	DEER PARK	INV# 12F7801965661 7/3/12	(7.02)
7/19/2012	6757	GRAINGER	INV# 9839872075, 9844524836, 9845626259, 9853900216	(717.00)
7/19/2012	6758	MERCER COUNTY FIRE ACADEMY	INV# FA2350 6/18/12	(225.00)
7/19/2012	6759	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 7/12/12 & #18-0769723-8 7/2/12	(4,607.63)
7/19/2012	6760	PSE&G	GAS 6/26/12	(83.32)
Total 1104-00 - Cash in Checking-PNC				(6,509.36)
<b>TOTAL</b>				<b>(6,509.36)</b>

Jamesburg Board of Fire Commissioners

Outstanding Checks

June through July 2012

08/14/12

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	6/21/2012	6750	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	6/20/2012	2012-01-027		7710-04 · Truck Service	-55.00
TOTAL					-55.00