

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
August 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 July's Minutes.

Upon the motion made by M. Linke and 2<sup>nd</sup> by P. Connelly

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
Bal. bt fwd.	\$ 9,329.96		\$294,420.61
Deposits	\$37,079.66		\$ 113.63
Vouchers Paid	\$(26,409.62)	Withdrawals	\$(37,079.66)
Totals	\$ 20,000.00		\$257,454.58
<b>Grand Total cash on hand</b>			<b>\$277,454.58</b>

Motion made to approve Treasurer's report 1<sup>st</sup> M. Linke 2<sup>nd</sup> by B. Wright.

**REQUISITIONS:**

Waterway	hose testing	\$2600.00
Quality Comm	2 Pagers (ins claim)	\$1000.00
	Port radio(ins claim)	\$ 850.00
Take from line Item 7800		
Quality Comm	5 Pagers	\$2500.00

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

**CORRESPONDENCE: None**

**ATTORNEY'S REPORT:**

Discussion was held concerning the purchase of a new chiefs truck, a new pumper and upgrades to the building.

Chiefs truck Approx. \$70,000.00 not normally bondable but if we load it up we might be able to do it.

Pumper 750 gal Approx. \$325,000.00 to \$385,000.00

Building improvements A. Durando requested \$300,000.00. As per Attorney the only way to get an exact cost is to hire an engineer. The Board asked A. Durando numerous times if he could prioritize his list and do the upgrade in stages. Like maybe the AC and heat first.

A. Durando stated he isn't willing to do piece work. It's all or nothing.

Comment From Albert Linke This is like a circus. This guy (A. Durando) wants \$300,000.00 if he doesn't get it all he won't do anything to the building.

**Q: M. Linke – Did you have the sensors installed on the bay doors yet.?**

**A: A. Durando – No.**

The Board denied A. Durando's request for \$300,000.00 for building upgrades. 1<sup>st</sup> B. Wright, 2<sup>nd</sup> P. Connelly.

**PRESIDENT DURANDO'S REPORT:**

The department purchased a new double axel trailer an need to get insurance on it. B. Wright will contact Soden agency.

**Life insurance for members The board voted not to purchase life insurance. All 5 board members agreed.**

**Tower contract was given to attorney to review.**

**CHIEF STONAKER'S REPORT: None**

**25 calls for the month of july**

**Registration is due on J1- B. Wright will take care of this.**

**NEW BUSINESS:**

**OLD BUSINESS:**

**LOSAP-Valic**

**D. Walker sent email to Rob/Valic advising them that are looking into Lincoln. She requested a copy of our yearly report she did receive one but not sure if it's the correct one.**

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

**CLOSE MEETING TO PUBLIC: 1<sup>st</sup> M. Linke, 2<sup>nd</sup> P. Connelly**

**CLOSE/ ADJOURN MEETING : 1<sup>ST</sup> M. Linke, 2<sup>nd</sup> P. Connelly**

Presidents report 8/19/10:

Trailer

- New trailer in, going in FD name

Life Ins.

- Discussion with members

Generator

- Will be removed by 9/13/10

Snap Fitness

- Need to send role sheet over
- \$29.95 p / mo
- Must buy cards for \$20
- Spouse add on \$20

Tower contact:

- To be reviewed by attorney and dist.

Discuss Renovation:

- \$550K for truck
- \$300K for renovation
- Benefits:
  - Reduction in maintenance budget
  - Reduction in utilities

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 8/19/10

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$9,329.96
Deposits made since the last meeting:	\$37,079.66
Vouchers/Fees paid/Transfers since last meeting:	(\$26,409.62)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	<b>\$20,000.00</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$294,420.61
Withdrawals:	(\$37,079.66)
Deposits/Interest to Savings Account (see Note 4):	\$113.63
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$257,454.58</b>
 GRAND TOTAL CASH ON HAND:	 <b>\$277,454.58</b>
 Total Dollar Amount of Current Month Voucher List to be Paid :	 <b>\$14,179.85</b>

**Notes - 8/19/10 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$5,820.15 therefore a transfer FROM PNC Sav of **\$14,179.85** needs to be made in order to maintain the control balance of **\$20,000.00**.

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 \$113.63 on 7/30/10 - PNC Bank.

## Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual

January through December 2010

	Jan - Dec 10	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	4,385.00	14,000.00	31.3%
6400-02 · Accounting/Auditing Fees	3,478.52	12,000.00	29.0%
6400-04 · Medical Services	4,300.00	5,000.00	86.0%
<b>Total 6400-00 · Professional Fees</b>	<b>12,163.52</b>	<b>31,000.00</b>	<b>39.2%</b>
6400-05 · Election Expenses	1,156.42	1,500.00	77.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,682.58	3,000.00	89.4%
6500-02 · Misc Supplies(petty cash)	77.29	200.00	38.6%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,759.87</b>	<b>3,200.00</b>	<b>86.2%</b>
<b>Total Expense</b>	<b>26,132.81</b>	<b>52,200.00</b>	<b>50.1%</b>
<b>Net Ordinary Income</b>	<b>(26,132.81)</b>	<b>(52,200.00)</b>	<b>50.1%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	462.88	13,455.00	3.4%
<b>Total 7140-00 · Truck Equipment</b>	<b>462.88</b>	<b>13,455.00</b>	<b>3.4%</b>
7195-00 · Uniform & Equip(Firefighters)	1,834.93	10,325.00	17.8%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>2,297.81</b>	<b>23,780.00</b>	<b>9.7%</b>
7200-00 · Hydrant Rental Dom Water	30,427.58	56,000.00	54.3%
7400-00 · Insurance Premium	25,155.05	39,000.00	64.5%
7500-00 · Professional Services			
7500-01 · Advertising	146.97	750.00	19.6%
7500-03 · Training & Education	(77.31)	6,500.00	(1.2)%
<b>Total 7500-00 · Professional Services</b>	<b>69.66</b>	<b>7,250.00</b>	<b>1.0%</b>
7600-00 · Utilities	15,757.71	30,000.00	52.5%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	271.75	5,000.00	5.4%
7710-02 · Fuel	231.47	4,000.00	5.8%
7710-04 · Truck Service	3,007.67	13,500.00	22.3%
7710-05 · Equipment Testing	870.05	4,950.00	17.6%
<b>Total 7710-00 · Truck Service</b>	<b>4,380.94</b>	<b>27,450.00</b>	<b>16.0%</b>
7720-00 · Air Pack & Bottle Repair	181.96	1,800.00	10.1%
7730-00 · Bldg Maintenance	5,764.43	25,000.00	23.1%
7740-00 · Bldg Supplies	231.80	3,000.00	7.7%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>26,809.13</b>	<b>89,750.00</b>	<b>29.9%</b>
7800-00 · Contingency	8,067.59	10,000.00	80.7%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	18,330.20	21,000.00	87.3%
<b>Total 7850-00 · LOSAP Program</b>	<b>18,330.20</b>	<b>21,000.00</b>	<b>87.3%</b>
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	30,000.00	0.0%
8020-02 · General Obligation Bonds-Int.	2,317.50	3,476.00	66.7%
8020-10 · Capital Lease-Interest	0.00	13,695.00	0.0%
<b>Total 8000-00 · Debt Service</b>	<b>47,317.50</b>	<b>92,171.00</b>	<b>51.3%</b>
9600-00 · Commitments for Future Capital	0.00	25,835.00	0.0%
<b>Total Other Expense</b>	<b>174,232.23</b>	<b>394,786.00</b>	<b>44.1%</b>
<b>Net Other Income</b>	<b>(174,232.23)</b>	<b>(394,786.00)</b>	<b>44.1%</b>
<b>Net Income</b>	<b>(200,365.04)</b>	<b>(446,986.00)</b>	<b>44.8%</b>

08/18/10

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
 As of August 31, 2010

Date	Num	Account	Open Balance
<b>ABSOLUTE FIRE PROT. CO, INC.</b>			
8/18/2010	2010-01-002	7195-00 · Uniform & Equip(Firefighters)	720.00
Total ABSOLUTE FIRE PROT. CO, INC.			720.00
<b>AT&amp;T</b>			
8/18/2010	2010-03-009	7600-00 · Utilities	238.74
Total AT&T			238.74
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
8/18/2010	2010-01-012	7710-04 · Truck Service	72.91
Total AUTO KING PARTS & SUPPLIES			72.91
<b>BAILEY'S SQUARE JANITORIAL SERVICES, INC.</b>			
8/18/2010	2010-02-004	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
8/18/2010	2010-03-010	7600-00 · Utilities	219.50
Total BOROUGH OF JAMESBURG SEWER UTILITY			219.50
<b>BRIAN H. WRIGHT</b>			
8/18/2010	2010-03-011	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
8/18/2010	2010-02-005	7740-00 · Bldg Supplies	231.80
8/18/2010	2010-02-006	7730-00 · Bldg Maintenance	695.00
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			926.80
<b>COMCAST</b>			
8/18/2010	2010-03-012	7600-00 · Utilities	50.05
Total COMCAST			50.05
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
8/18/2010	2010-01-013	7710-01 · Radio Serv/Repair	105.25
Total COMMUNICATIONS SPECIALISTS, INC.			105.25
<b>DEBORAH A. FITZGERALD</b>			
8/18/2010	2010-03-013	6400-02 · Accounting/Auditing Fees	312.50
Total DEBORAH A. FITZGERALD			312.50
<b>DEER PARK</b>			
8/18/2010	2010-02-007	7730-00 · Bldg Maintenance	4.93
Total DEER PARK			4.93
<b>DINA WALKER</b>			
8/18/2010	2010-03-014	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
<b>JCP&amp;L</b>			
8/18/2010	2010-03-015	7600-00 · Utilities	1,166.22
8/18/2010	2010-03-015	7600-00 · Utilities	1,177.21
Total JCP&L			2,343.43
<b>MARGARET LINKE</b>			
8/18/2010	2010-03-017	6100-01 · Commissioners Pay	520.00
8/18/2010	2010-03-016	6500-01 · Office Supplies	16.00
Total MARGARET LINKE			536.00
<b>MIDCO WASTE SYSTEMS #689</b>			
8/18/2010	2010-02-008	7730-00 · Bldg Maintenance	236.39
Total MIDCO WASTE SYSTEMS #689			236.39
<b>NANCY LINKE</b>			
8/18/2010	2010-03-018	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00

08/18/10

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of August 31, 2010

Date	Num	Account	Open Balance
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
8/18/2010	2010-01-014	7800-00 · Contingency	348.94
Total NEW JERSEY FIRE EQUIPMENT CO.			348.94
<b>NEXTEL COMMUNICATIONS</b>			
8/18/2010	2010-03-020	7600-00 · Utilities	152.36
Total NEXTEL COMMUNICATIONS			152.36
<b>NJ-AMERICAN WATER COMP.</b>			
8/18/2010	2010-03-019	7200-00 · Hydrant Rental Dom Water	14.79
8/18/2010	2010-03-019	7200-00 · Hydrant Rental Dom Water	4,329.15
8/18/2010	2010-03-019	7200-00 · Hydrant Rental Dom Water	14.79
Total NJ-AMERICAN WATER COMP.			4,358.73
<b>OLD FORGE SERVICE CENTER</b>			
8/18/2010	2010-01-015	7710-04 · Truck Service	224.00
Total OLD FORGE SERVICE CENTER			224.00
<b>PATRICK CONNELLY</b>			
8/18/2010	2010-03-021	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
<b>PSE&amp;G</b>			
8/18/2010	2010-03-022	7600-00 · Utilities	107.93
Total PSE&G			107.93
<b>VIKING TERMITE &amp; PEST CONTROL, INC.</b>			
8/18/2010	2010-03-023	7730-00 · Bldg Maintenance	128.40
Total VIKING TERMITE & PEST CONTROL, INC.			128.40
<b>W.B. MASON CO. INC.</b>			
8/18/2010	2010-03-024	6500-01 · Office Supplies	79.99
Total W.B. MASON CO. INC.			79.99
<b>TOTAL</b>			<b>14,179.85</b>



### BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: July-10

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	30-Jun-10	\$9,329.96	BAL. PER BANK STATEMENT	\$22,649.08
			AS OF: <span style="border: 1px solid black; padding: 2px;">30-Jul-10</span>	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 7/26/10	\$37,079.66			
TOTAL DEBITS:	\$37,079.66			
	TOTAL	\$46,409.62		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 7/31	\$26,409.62			
ACCOUNT ANALYSIS - 7/31	\$0.00			
TOTAL CREDITS:	\$26,409.62			
BANK BALANCE-Per General Ledger:		\$20,000.00	BANK BALANCE-Per Reconciliation:	\$20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6278	231.89	AT&T	7/22/10	
6285	2.84	Deer Park	7/22/10	
6286	1,578.00	Firetracker Binary	7/22/10	
6288	75.00	Garden State Towing	7/22/10	
6290	473.46	Midco Waste	7/22/10	
6291	152.96	Nextel	7/22/10	
6295	134.93	William P. Stonaker	7/22/10	
TOTAL	\$ 2,649.08			

Jamesburg Board of Fire Commissioners

Monthly Check Register

July 2010

08/16/10

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
7/22/2010	6277	ACCESS HEALTH SYSTEMS	FIT TEST JENNIFER AWAD 6/17/10	(105.00)
7/22/2010	6278	AT&T	AT&T STMT 6/24/10	(231.89)
7/22/2010	6279	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT 5/25/10 INV# 226182	(211.41)
7/22/2010	6280	BAILEY'S SQUARE JANITORIAL SERVICES, I...	INV# 47324 6/15/10	(182.00)
7/22/2010	6281	BLUE STREAK UNIFORMS, LLC	INV# 651 7/8/10	(347.75)
7/22/2010	6282	CAMPBELL SUPPLY CO. INC.	INV# R012001082:01 6/10/10 & R012001129:01 7/8/10	(517.28)
7/22/2010	6283	COMCAST	INTERNET SVC 7/10-8/9/10	(50.03)
7/22/2010	6284	DEBORAH A. FITZGERALD	INV# 2010006 6/30/10	(250.00)
7/22/2010	6285	DEER PARK	INV# 00F7801965661 7/6/10	(2.84)
7/22/2010	6286	FIRETRACKER BINARY CONNECTIONS, INC.		(1,578.00)
7/22/2010	6287	GANNETT NJ NEWSPAPERS	INV# 0022408545 6/27/10	(40.13)
7/22/2010	6288	GARDEN STATE TOWING ASSOC., INC.	ITC SEMINAR	(75.00)
7/22/2010	6289	JCP&L	ELECTRIC STMT 6/15/10	(917.62)
7/22/2010	6290	MIDCO WASTE SYSTEMS #689	INV# 0689-000329578 5/18 & 0689-000356693 6/12/10	(473.46)
7/22/2010	6291	NEXTEL COMMUNICATIONS	INV# 325901826-068 6/27/10	(152.96)
7/22/2010	6292	NJ-AMERICAN WATER COMP.	A/C# 18-0769723-8 MAY & JUNE 2010	(8,658.30)
7/22/2010	6293	PSE&G	STMT JUNE 2010	(93.57)
7/22/2010	6294	RELIABLE FIRE PROTECTION	INV# 312657 5/28/10	(263.50)
7/22/2010	6295	WILLIAM P. STONAKER	PETTY CASH REIMBURSEMENT - PEPBOYS 7/1/10 & CVS 7/...	(134.93)
7/22/2010	6296	AMERICAN WATER CAPITAL CORP	INV# 10142213 5/6/10	(7,274.95)
7/22/2010	6297	FIRST RESPONDER JOINT INSURANCE FUND	FIRST INSTALLMENT - W/COMP 1/1/10	(4,849.00)
Total 1104-00 · Cash in Checking-PNC				(26,409.62)
<b>TOTAL</b>				<b>(26,409.62)</b>

08/16/10

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 July 2010

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	7/22/2010	6278	AT&T	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		7600-00 · Utilities	-231.89
TOTAL					-231.89
Bill Pmt -Check	7/22/2010	6285	DEER PARK	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		7730-00 · Bldg Maintenance	-2.84
TOTAL					-2.84
Bill Pmt -Check	7/22/2010	6286	FIRETRACKER BINARY CON...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		6500-01 · Office Supplies	-1,539.00
Bill	7/19/2010	2010-...		6500-01 · Office Supplies	-39.00
TOTAL					-1,578.00
Bill Pmt -Check	7/22/2010	6288	GARDEN STATE TOWING AS...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		7500-03 · Training & Education	-75.00
TOTAL					-75.00
Bill Pmt -Check	7/22/2010	6290	MIDCO WASTE SYSTEMS #6...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		7730-00 · Bldg Maintenance	-235.36
				7730-00 · Bldg Maintenance	-238.10
TOTAL					-473.46
Bill Pmt -Check	7/22/2010	6291	NEXTEL COMMUNICATIONS	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		7600-00 · Utilities	-152.96
TOTAL					-152.96
Bill Pmt -Check	7/22/2010	6295	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		7195-00 · Uniform & Equip(Firefighte...	-134.93
TOTAL					-134.93