

**JAMESBURG BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
Aug. 18, 2011**

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 J. Howard,  
N. Linke, D. Walker, B. Wright.

Absent: P. Connelly

**MINUTES:** Commissioner P. Connelly requested a motion Augusts' Minutes.

Upon the motion made by 1<sup>st</sup> .J. Howard 2<sup>nd</sup> .D. Walker

**TREASURER'S REPORT:**

**PNC Bank**

	<b>Checking</b>		<b>Savings</b>
Bal. bt fwd.	\$19,764.73		\$302,824.11
Deposits	\$ 38,462.48		\$ 80.66
Vouchers Paid	\$( 38,620.95 )	Withdrawals	\$(38,462.48)
Totals	\$19,606.26		\$264,442.29
Grand Total cash on hand			\$284,048.55

Check # 6531 Payable to Custom Bandag for \$393.74 was issued on 08-13-2011 for emergency replacement of a flat tire on J3.

Board approved the purchase of an ice machine from united refrigeration. The Board was advised by chief Stonaker that since they were a whole sale company he had to purchase the unit under his company name. The Board advised him again that this is never to be done again.

Attorney Joe Youssouf advised that it's never a good idea to do business with a member of the Fire Dept. The best thing to do is to step down. Spreading costs over 2 invoices is borderline criminal .

Check in the amount of \$2,485.00 which also includes the water filter for ice maker.

Motion made to approve Treasurer's report 1<sup>st</sup> . J. Howard 2<sup>nd</sup> .B. Wright.

**REQUISITIONS:**

Foley	J10 Pump	not to exceed \$9,000.00	
Custom Bandag	J3 tire		\$393.71 Paid
Stonaker & Son	Water Filter		\$311.61 Paid

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

**CORRESPONDENCE:**

Rec'd letter from IRS advising us that our quarterly Employee taxes are past due. ( we don't pay employee taxes).

**ATTORNEY'S REPORT:**

Attorney gave out 9 Bid Specs. He also gave 2 copies to the Board. Bids will be opened on Sept 22, 2011 at 7:30pm

Jr Members see attached. T. Lamantia will look into changing the Dept's by-laws. B. Wright will look and see if we have a resolution concerning JR Members.

**Resolution to approve Emergency repairs on J10's pump not to exceed \$9000.00. 1<sup>st</sup> B. Wright, 2<sup>nd</sup> N. Linke**

**PRESIDENT LAMANTIA'S REPORT:**

**Siding is complete.**

**Looking into a ductless AC unit for Fire House.**

**CHIEF STONAKER'S REPORT:**

**15 Calls for the month of July**

**NEW BUSINESS:**

**Rec'd Resolution from R. Soden appointment of a Fund Commissioner to the First Responder Joint Insurance Fund. Fund Commissioner Brian Wright Alternate Joe Howard. 1<sup>st</sup> N. Linke, 2<sup>nd</sup> B. Wright .**

**OLD BUSINESS:**

**LOSAP money has been added to guys accounts.**

**Waiting for Title for Applegarths mini pumper.**

**OPEN TO THE PUBLIC: 1<sup>st</sup> . J.H      2<sup>nd</sup> . D.W**

**CLOSE MEETING TO PUBLIC: 1<sup>st</sup> . D.W      2<sup>nd</sup> . J.H**

**ADJOURN MEETING : 1<sup>st</sup>..J.H      2<sup>nd</sup> .D.W**

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 8/18/11

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$19,764.73
Deposits made since the last meeting:	\$38,462.48
Vouchers/Fees paid/Transfers since last meeting (see Note 1):	(\$38,620.95)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$19,606.26
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$302,824.11
Withdrawals:	(\$38,462.48)
Deposits/Interest to Savings Account (see Note 4):	\$80.66
Current Reconciled Balance Remaining in PNC Savings Account:	\$264,442.29
GRAND TOTAL CASH ON HAND:	\$284,048.55
Total Dollar Amount of Current Month Voucher List to be Paid:	\$36,613.89

**Notes - 8/18/11 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$17,007.63) therefore a transfer FROM PNC Sav of **\$37,007.63** needs to be made in order to maintain the control balance of **\$20,000.00**. Check# 6531 payable to Custom Bandag for \$393.74 was issued 8/13/11 for the emergency replacement of a flat tire on J-3 (add'l voucher included in amount).

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 \$80.66 on 7/29/11.

11:02 PM

08/16/11

Accrual Basis

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

January through December 2011

	Jan - Dec 11	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>	10,053.00	16,500.00	60.9%
6400-00 · Professional Fees			
6400-01 · Legal Fees	9,376.44	14,000.00	67.0%
6400-02 · Accounting/Auditing Fees	7,092.51	12,000.00	59.1%
6400-04 · Medical Services	4,095.00	5,000.00	81.9%
<b>Total 6400-00 · Professional Fees</b>	20,563.95	31,000.00	66.3%
6400-05 · Election Expenses	2,875.52	1,500.00	191.7%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,160.04	6,000.00	36.0%
6500-02 · Misc Supplies(petty cash)	44.00	200.00	22.0%
<b>Total 6500-00 · Office \Postage Exp</b>	2,204.04	6,200.00	35.5%
<b>Total Expense</b>	35,696.51	55,200.00	64.7%
<b>Net Ordinary Income</b>	(35,696.51)	(55,200.00)	64.7%
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	3,730.51	13,000.00	28.7%
<b>Total 7140-00 · Truck Equipment</b>	3,730.51	13,000.00	28.7%
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	3,730.51	23,000.00	16.2%
7200-00 · Hydrant Rental Dom Water	31,936.85	56,000.00	57.0%
7400-00 · Insurance Premium	38,092.00	39,000.00	97.7%
7500-00 · Professional Services			
7500-01 · Advertising	268.96	500.00	53.8%
7500-03 · Training & Education	30.00	5,000.00	0.6%
<b>Total 7500-00 · Professional Services</b>	298.96	5,500.00	5.4%
7600-00 · Utilities	16,171.16	30,000.00	53.9%
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	5,768.94	13,500.00	42.7%
7710-05 · Equipment Testing	1,054.75	4,950.00	21.3%
<b>Total 7710-00 · Truck Service</b>	10,419.19	27,450.00	38.0%
7720-00 · Air Pack & Bottle Repair	245.00	1,800.00	13.6%
7730-00 · Bldg Maintenance	9,242.07	25,000.00	37.0%
7740-00 · Bldg Supplies	1,067.99	2,000.00	53.4%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
<b>Total 7700-00 · Maint/Repairs</b>	37,224.25	88,750.00	41.9%
7800-00 · Contingency	180.11	10,000.00	1.8%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	20,171.08	20,000.00	100.9%
<b>Total 7850-00 · LOSAP Program</b>	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%
<b>Total 8000-00 · Debt Service</b>	46,158.75	93,507.00	49.4%
9600-00 · Commitments for Future Capital	0.00	26,000.00	0.0%
<b>Total Other Expense</b>	193,963.67	391,757.00	49.5%
<b>Net Other Income</b>	(193,963.67)	(391,757.00)	49.5%
<b>Net Income</b>	(229,660.18)	(446,957.00)	51.4%

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

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
8/16/2011	2011-03-072	7600-00 · Utilities	210.51
Total AT&T			210.51
<b>BETTER LIVING DEPT. STORE</b>			
8/16/2011	2011-02-024	7740-00 · Bldg Supplies	40.21
Total BETTER LIVING DEPT. STORE			40.21
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
8/16/2011	2011-03-073	7600-00 · Utilities	228.25
Total BOROUGH OF JAMESBURG SEWER UTILITY			228.25
<b>BRIAN H. WRIGHT</b>			
8/16/2011	2011-03-074	6100-01 · Commissioners Pay	520.00
Total BRIAN H. WRIGHT			520.00
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
8/16/2011	2011-02-025	7740-00 · Bldg Supplies	98.90
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			98.90
<b>DEBORAH A. FITZGERALD</b>			
8/16/2011	2011-03-075	6400-02 · Accounting/Auditing Fees	262.50
Total DEBORAH A. FITZGERALD			262.50
<b>DEER PARK</b>			
8/16/2011	2011-02-028	7730-00 · Bldg Maintenance	7.02
Total DEER PARK			7.02
<b>DINA WALKER</b>			
8/16/2011	2011-03-076	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
<b>FIRST RESPONDER JOINT INSURANCE FUND</b>			
8/16/2011	2011-03-077	7400-00 · Insurance Premium	11,088.00
Total FIRST RESPONDER JOINT INSURANCE FUND			11,088.00
<b>FOLEY, INCORPORATED</b>			
8/16/2011	2011-01-026	7710-04 · Truck Service	1,821.88
Total FOLEY, INCORPORATED			1,821.88
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
8/16/2011	2011-02-026	7740-00 · Bldg Supplies	12.27
Total JAMESBURG HARDWARE & APPLIANCE			12.27
<b>JCP&amp;L</b>			
8/16/2011	2011-03-078	7600-00 · Utilities	1,313.66
Total JCP&L			1,313.66
<b>JOSEPH HOWARD</b>			
8/16/2011	2011-03-079	6100-01 · Commissioners Pay	520.00
Total JOSEPH HOWARD			520.00
<b>MC MASTER-CARR SUPPLY CO.</b>			
8/16/2011	2011-01-033	7140-01 · Fire Equipment	104.90
Total MC MASTER-CARR SUPPLY CO.			104.90
<b>NANCY LINKE</b>			
8/16/2011	2011-03-080	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
<b>NJ-AMERICAN WATER COMP.</b>			
8/16/2011	2011-03-081	7200-00 · Hydrant Rental Dom Water	16.10
8/16/2011	2011-03-081	7200-00 · Hydrant Rental Dom Water	4,532.85
Total NJ-AMERICAN WATER COMP.			4,548.95

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

Date	Num	Account	Open Balance
<b>PATRICK CONNELLY</b>			
8/16/2011	2011-03-082	6100-01 · Commissioners Pay	715.00
Total PATRICK CONNELLY			715.00
<b>PSE&amp;G</b>			
8/16/2011	2011-03-083	7600-00 · Utilities	51.09
Total PSE&G			51.09
<b>QUALITY ELECTRIC MOTOR SERVICE, INC.</b>			
8/16/2011	2011-01-029	7140-01 · Fire Equipment	650.00
Total QUALITY ELECTRIC MOTOR SERVICE, INC.			650.00
<b>RELIABLE FIRE PROTECTION</b>			
8/16/2011	2011-01-034	7710-05 · Equipment Testing	280.00
Total RELIABLE FIRE PROTECTION			280.00
<b>SAMUEL KLEIN &amp; COMPANY</b>			
8/16/2011	2011-03-084	6400-02 · Accounting/Auditing Fees	3,850.00
Total SAMUEL KLEIN & COMPANY			3,850.00
<b>SELECT ROOFING &amp; SIDING, LLC</b>			
8/16/2011	2011-02-023	7730-00 · Bldg Maintenance	6,076.00
Total SELECT ROOFING & SIDING, LLC			6,076.00
<b>STONAKER &amp; SON</b>			
8/16/2011	2011-01-028	7140-01 · Fire Equipment	2,485.00
Total STONAKER & SON			2,485.00
<b>VIKING TERMITE &amp; PEST CONTROL, INC.</b>			
8/16/2011	2011-02-027	7730-00 · Bldg Maintenance	133.75
Total VIKING TERMITE & PEST CONTROL, INC.			133.75
<b>TOTAL</b>			<b><u>36,613.89</u></b>

**BANK RECONCILIATION**

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: July-11

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	30-Jun-11	\$19,764.73	BAL. PER BANK STATEMENT	\$78,524.53
			AS OF: 30-Jun-11	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 7/21/11	\$38,462.48			
TOTAL DEBITS:	\$38,462.48			
	TOTAL	\$58,227.21		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 7/31	\$38,227.21			
				\$78,524.53
ACCOUNT ANALYSIS				
TOTAL CREDITS:	\$38,227.21		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$58,524.53
BANK BALANCE-Per General Ledger:		\$20,000.00	BANK BALANCE-Per Reconciliation:	\$20,000.00

\$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	
6489	130.20	Jamesburg Hardware (need signature)	5/16/11	
6512	210.51	AT&T	7/21/11	
6515	516.00	Clean Air Company	7/21/11	
6517	200.00	Deborah A Fitzgerald	7/21/11	
6518	4.93	Deer Park	7/21/11	
6519	30.00	Drive to Survive	7/21/11	
6521	16,250.00	Jamesburg Vol Fire	7/21/11	
6523	9,376.44	Joseph D Youssef	7/21/11	
6524	531.32	Midco Waste	7/21/11	
6526	4,542.85	NJ American Water	7/21/11	
6527	4,095.00	Occupational Medicine	7/21/11	
6529	18.24	WB Mason	7/21/11	
6530	47.96	New Jersey Press Media	7/21/11	
TOTAL	\$ 58,524.53			



**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 July 2011

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Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
7/21/2011	6512	AT&T	LOCAL & LONG DISTANCE 6/24/11	(210.51)
7/21/2011	6513	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 6/28/11	(145.99)
7/21/2011	6514	CAMPBELL SUPPLY CO. INC.	INV#PS001009635:01 5/12/11	(13.64)
7/21/2011	6515	CLEAN AIR COMPANY INC.	INV#11-1594 6/24/11	(516.00)
7/21/2011	6516	COMCAST	INTERNET 6/30/11	(53.04)
7/21/2011	6517	DEBORAH A. FITZGERALD	INV#2011006 6/30/11	(200.00)
7/21/2011	6518	DEER PARK	INV#01F7801965661 7/6/11	(4.93)
7/21/2011	6519	DRIVE TO SURVIVE	LITTLE ROCKY HILL FIRE CO. 2/28/11 TRAINING	(30.00)
7/21/2011	6520	GANNETT NJ NEWSPAPERS	VOID: INV#0023741805 6/26/11	0.00
7/21/2011	6521	JAMESBURG VOL FIRE DEPT		(16,250.00)
7/21/2011	6522	JCP&L	ELECTRIC 5/12-7/12/11	(1,898.32)
7/21/2011	6523	JOSEPH D YOUSSEUF, ESQUIRE	INV#75 6/16/11	(9,376.44)
7/21/2011	6524	MIDCO WASTE SYSTEMS #689	INV#0689-000676302 6/12/11 & 0689-000702694 7/12/11	(531.32)
7/21/2011	6525	NEW JERSEY FIRE EQUIPMENT CO.	INV#37893 7/8/11	(245.00)
7/21/2011	6526	NJ-AMERICAN WATER COMP.	A/C#18-0767497-1 7/11/11 & 18-0769723-8 7/1/11	(4,542.85)
7/21/2011	6527	OCCUPATIONAL MEDICINE SERVICES	INV#3860, 3861, 3862 7/8/11	(4,095.00)
7/21/2011	6528	PSE&G	GAS 6/24/11	(47.97)
7/21/2011	6529	W.B. MASON CO. INC.	INV#101349148 6/21/11	(18.24)
7/21/2011	6530	NEW JERSEY PRESS MEDIA	INV#0023741805 6/26/11	(47.96)
Total 1104-00 - Cash in Checking-PNC				(38,227.21)
<b>TOTAL</b>				<b>(38,227.21)</b>

08/16/11

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 March through July 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	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	7/21/2011	6512	AT&T	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-03-063		7600-00 · Utilities	-210.51
TOTAL					-210.51
Bill Pmt -Check	7/21/2011	6515	CLEAN AIR COMPANY INC.	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-01-022		7730-00 · Bldg Maintenance	-516.00
TOTAL					-516.00
Bill Pmt -Check	7/21/2011	6517	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-03-065		6400-02 · Accounting/Auditing Fees	-200.00
TOTAL					-200.00
Bill Pmt -Check	7/21/2011	6518	DEER PARK	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-02-018		7730-00 · Bldg Maintenance	-4.93
TOTAL					-4.93
Bill Pmt -Check	7/21/2011	6519	DRIVE TO SURVIVE	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-01-023		7500-03 · Training & Education	-30.00
TOTAL					-30.00
Bill Pmt -Check	7/21/2011	6521	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-02-019		7750-00 · Fire Comp. Contract	-8,125.00
Bill	7/19/2011	2011-02-020		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-16,250.00
Bill Pmt -Check	7/21/2011	6523	JOSEPH D YOUSOUF, ES...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-03-068		6400-01 · Legal Fees	-9,376.44
TOTAL					-9,376.44

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

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	7/21/2011	6524	MIDCO WASTE SYSTEMS ...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-02-021		7730-00 · Bldg Maintenance 7730-00 · Bldg Maintenance	-266.63 -264.69
TOTAL					-531.32
Bill Pmt -Check	7/21/2011	6526	NJ-AMERICAN WATER CO...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-03-069		7200-00 · Hydrant Rental Dom Wa... 7200-00 · Hydrant Rental Dom Wa...	-10.00 -4,532.85
TOTAL					-4,542.85
Bill Pmt -Check	7/21/2011	6527	OCCUPATIONAL MEDICIN...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-01-025		6400-04 · Medical Services	-4,095.00
TOTAL					-4,095.00
Bill Pmt -Check	7/21/2011	6529	W.B. MASON CO. INC.	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-03-071		6500-01 · Office Supplies	-18.24
TOTAL					-18.24
Bill Pmt -Check	7/21/2011	6530	NEW JERSEY PRESS MEDIA	1104-00 · Cash in Checking-PNC	
Bill	7/19/2011	2011-03-066		7500-01 · Advertising	-47.96
TOTAL					-47.96