

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
September 20, 2012**

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,
B. Wright, D. Walker, N. Linke.
Absent: P. Connelly

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

Upon the motion made by J. Howard and 2nd by D. Walker.
Roll Call: 4 Yes

TREASURER'S REPORT:

PNC Bank

	Checking		Savings
Bal. bt fwd.	\$ 19,997.13		\$311,612.13
Deposits	\$ 25,982.05		\$ 60.79
Vouchers Paid	\$(26,578.92)	Withdrawals	\$ (25,982.05)
Totals	\$ 19,400.26		\$285,690.87
Grand Total cash on hand			\$305,091.13

Motion made to approve Treasurer's report 1st N. Linke 2nd by J. Howard.
Roll Call : 4 Yes

REQUISITIONS:

Emergency Equip. Sales	J3 mounting	\$1008.85
Tactical Public Safety	J3 install Radio	\$810.00
Clean Air	Maintance/J3	\$2100.00
Waterway	Hose testing	\$2600.00
Air & Gas	Cascade system repair	\$500.00

Motion made to approve Requisitions 1st. M. Linke 2nd J. Howard
Roll Call : 4Yes

CORRESPONDENCE: None

ATTORNEY'S REPORT:

Rec'd Resolution Prohibiting gambling at the fire house.
Passed 8-16-12. 1st D. Walker, 2nd J. Howard. Roll Call 5 Yes.

PRESIDENTSTONAKER'S REPORT:

Board advised that J10's door is fixed, But cables are too short, correct ones have been ordered.

CHIEF STONAKER'S REPORT:

11 Calls for the month of August 2012.
Exhaust hose doesn't fit J3 we have to go to 8 in parts been ordered.
New Firefighter Chris Reid was taken to the Hospital during a drill.

NEW BUSINESS:

N. Linke and D. Walker met with Gerry to go over the Audit.
2006 bond we still have \$3,920.00 left . will cancel bond and rollover into surplus.
Was advised that Oliver Soden's BRC is now on file.

OLD BUSINESS:

J. Howard will contact 2 parties to come in with proposals.

By: N. Linke, Clerk

OPEN TO THE PUBLIC: 1st J. Howard, 2nd D. Walker

CLOSE MEETING TO PUBLIC: 1st N. Linke, 2nd J. Howard

CLOSE/ ADJOURN MEETING : 1ST D. Walker, 2nd J. Howard.

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 9/20/12

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$19,997.13
Deposits made since the last meeting:	\$25,982.05
Vouchers/Fees paid/Transfers since last meeting:	(\$26,578.92)
Current Reconciled Balance Remaining in PNC Checking Account (1):	\$19,400.26
Reconciled PNC Savings Balance brought forward from last meeting:	\$311,612.13
Withdrawals:	(\$25,982.05)
Deposits/Interest to Savings Account (see Note 4):	\$60.79
Current Reconciled Balance Remaining in PNC Savings Account:	\$285,690.87
 GRAND TOTAL CASH ON HAND:	 \$305,091.13
 Total Dollar Amount of Current Month Voucher List to be Paid:	 15,625.02

Notes - 9/20/12 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$3,775.24 therefore a transfer FROM PNC Sav of **\$16,224.76** needs to be made in order to maintain the control balance of **\$20,000.00**. *Check #6790 payable to Pierce Manufacturing for **\$599.74** was cut after the meeting on 8/16/12.

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 \$60.79 on 8/31/12.

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2012

	Jan - Dec 12	Budget	% of Budget	
Ordinary Income/Expense				
Expense				
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%	
Total 6100-00 · Salary & Wages	10,053.00	16,500.00		60.9%
6400-00 · Professional Fees				
6400-01 · Legal Fees	8,640.27	14,000.00	61.7%	
6400-02 · Accounting/Auditing Fees	3,519.70	12,000.00	29.3%	
6400-04 · Medical Services	4,995.00	5,000.00	99.9%	
Total 6400-00 · Professional Fees	17,154.97	31,000.00		55.3%
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%	
Total 6500-00 · Office \Postage Exp	361.13	6,200.00		5.8%
Total Expense	28,527.23	56,700.00		50.3%
Net Ordinary Income	(28,527.23)	(56,700.00)		50.3%
Other Income/Expense				
Other Expense				
7100-00 · Reimb for Exp & Losses				
7140-00 · Truck Equipment				
7140-01 · Fire Equipment	8,033.13	13,000.00	61.8%	
Total 7140-00 · Truck Equipment	8,033.13	13,000.00		61.8%
7195-00 · Uniform & Equip(Firefighters)	0.00	10,000.00	0.0%	
Total 7100-00 · Reimb for Exp & Losses	8,033.13	23,000.00		34.9%
7200-00 · Hydrant Rental Dom Water	36,654.61	56,000.00		65.5%
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%	
Total 7500-00 · Professional Services	4,176.39	6,750.00		61.9%
7600-00 · Utilities	13,486.16	30,000.00		45.0%
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	1,256.13	13,500.00	9.3%	
7710-05 · Equipment Testing	490.50	4,950.00	9.9%	
Total 7710-00 · Truck Service	2,510.50	27,950.00		9.0%
7720-00 · Air Pack & Bottle Repair	1,541.20	1,800.00	85.6%	
7730-00 · Bldg Maintenance	5,688.32	25,000.00	22.8%	
7740-00 · Bldg Supplies	1,741.67	2,000.00	87.1%	
7750-00 · Fire Comp. Contract	24,375.00	32,500.00	75.0%	
Total 7700-00 · Maint/Repairs	35,856.69	89,250.00		40.2%
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%	
Total 7850-00 · LOSAP Program	19,887.33	21,000.00		94.7%
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%	
Total 8000-00 · Debt Service	0.00	78,801.00		0.0%
9000-00 · Special Projects				
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%	
Total 9000-00 · Special Projects	0.00	35,000.00		0.0%
Total Other Expense	157,747.59	389,301.00		40.5%
Net Other Income	(157,747.59)	(389,301.00)		40.5%
Net Income	(186,274.82)	(446,001.00)		41.8%

09/18/12

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of September 30, 2012

Date	Num	Account	Open Balance
AT&T			
9/18/2012	2012-03-078	7600-00 · Utilities	221.30
Total AT&T			221.30
COMCAST			
9/18/2012	2012-03-079	7600-00 · Utilities	66.44
Total COMCAST			66.44
CONTINENTAL FIRE & SAFETY, INC			
9/18/2012	2012-01-044	7140-01 · Fire Equipment	567.80
Total CONTINENTAL FIRE & SAFETY, INC			567.80
DEBORAH A. FITZGERALD			
9/18/2012	2012-03-080	6400-02 · Accounting/Auditing Fees	337.50
Total DEBORAH A. FITZGERALD			337.50
DEER PARK DIRECT			
9/18/2012	2012-02-034	7730-00 · Bldg Maintenance	11.20
Total DEER PARK DIRECT			11.20
JAMESBURG VOL FIRE DEPT			
9/18/2012	2012-02-036	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
JCP&L			
9/18/2012	2012-03-081	7600-00 · Utilities	1,327.63
Total JCP&L			1,327.63
MIDCO WASTE SYSTEMS #689			
9/18/2012	2012-02-035	7730-00 · Bldg Maintenance	290.17
Total MIDCO WASTE SYSTEMS #689			290.17
NJ-AMERICAN WATER COMP.			
9/18/2012	2012-03-082	7200-00 · Hydrant Rental Dom Water	23.28
9/18/2012	2012-03-082	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,601.28
PSE&G			
9/18/2012	2012-03-083	7600-00 · Utilities	76.70
Total PSE&G			76.70
TOTAL			15,625.02

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: August-12

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Jul-12	\$19,997.13	BAL. PER BANK STATEMENT	\$19,708.98
			AS OF: 31-Aug-12	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 8/17/12		\$25,982.05		
TOTAL DEBITS:		\$25,982.05		
TOTAL		\$45,979.18		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 8/31		\$26,578.92		
ACCOUNT ANALYSIS		\$0.00		
TOTAL CREDITS:		\$26,578.92		
TOTAL		\$19,400.26	TOTAL:	\$308.72
BANK BALANCE-Per General Ledger:		\$19,400.26	BANK BALANCE-Per Reconciliation:	
				\$19,708.98
				\$0.00
				\$19,400.26

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6750	55.00	Petty Cash - William Stonaker	6/21/12	
6788	253.72	Unlimited Concepts	8/16/12	
TOTAL	\$	308.72		

Jamesburg Board of Fire Commissioners
Monthly Check Register
 August 2012

09/18/12

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
8/16/2012	6761	APPROVED FIRE PROTECTION CO.	INV# I11224274 7/26/12	(52.00)
8/16/2012	6762	AT&T	LOCAL & LONG DISTANCE 7/24/12	(221.30)
8/16/2012	6763	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 7/31/12 INV# 314829	(21.99)
8/16/2012	6764	BETTER LIVING DEPT. STORE	A/C# JAFICO STMT 7/25/12	(16.49)
8/16/2012	6765	BOROUGH OF JAMESBURG SEWER UTILITY	3RD QTR 2012 SEWER TAX	(228.25)
8/16/2012	6766	BRIAN H. WRIGHT	3RD QTR 2012 COMMISSIONERS FEES	(715.00)
8/16/2012	6767	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 10967-12 4/24/12	(354.00)
8/16/2012	6768	COMCAST	INTERNET 7/31/12	(66.44)
8/16/2012	6769	COMMUNICATIONS SPECIALISTS, INC.	INV# 30833 7/17/12	(251.00)
8/16/2012	6770	CUSTOM BANDAG	INV# 80062339 7/11/12	(454.20)
8/16/2012	6771	DEBORAH A. FITZGERALD	INV# 2012007 7/31/12	(150.00)
8/16/2012	6772	DEER PARK DIRECT	INV# 12G7801965661 8/2/12	(12.54)
8/16/2012	6773	DINA WALKER	3RDQ TR 2012 COMMISSIONERS FEES	(653.00)
8/16/2012	6774	FIREFIGHTER ONE, LLC	INV# 2017680 6/27/12	(1,120.00)
8/16/2012	6775	FIRST RESPONDER JOINT INSURANCE FUND	FINAL INSTALLMENT - W/COMP, PKG, MGMT LIAB, ENVL, E...	(11,232.00)
8/16/2012	6776	GREAT AMERICAN FLAG COMPANY, LLC	INV# 9109-2 7/15/12	(175.00)
8/16/2012	6777	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 7/25/12	(160.05)
8/16/2012	6778	JAMMER DOORS	INV# 35766 7/31/12	(392.00)
8/16/2012	6779	JCP&L	ELECTRIC 7/16/12	(983.15)
8/16/2012	6780	JOSEPH HOWARD	3RD QTR 2012 COMMISSIONERS FEES	(520.00)
8/16/2012	6781	MIDCO WASTE SYSTEMS #689	INV# 0689-001021676 7/12/12	(290.80)
8/16/2012	6782	NANCY LINKE	3RD QTR 2012 COMMISSIONERS FEES	(943.00)
8/16/2012	6783	NEW JERSEY FIRE EQUIPMENT CO.	INV# 40322 7/24/12	(1,159.20)
8/16/2012	6784	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 8/10/12 & 18-0769723-8 8/1/12	(4,601.28)
8/16/2012	6785	PATRICK CONNELLY	3RD QTR 2012 COMMISSIONERS FEES	(520.00)
8/16/2012	6786	PSE&G	GAS 7/24/12	(71.18)
8/16/2012	6787	SHED HEDZ GARAGE DOORS	REPAIR BAY DOOR 7/25/12	(285.00)
8/16/2012	6788	UNLIMITED CONCEPTS	INV# 1033 8/13/12	(253.72)
8/16/2012	6789	WILLIAM P. STONAKER	PERSONAL REIMBURSEMENT - FOOD DURING TRUCK INS...	(76.59)
8/16/2012	6790	PIERCE MANUFACTURING INC.	INV# M042085 8/1/12	(599.74)
Total 1104-00 - Cash in Checking-PNC				(26,578.92)
TOTAL				(26,578.92)

09/18/12

Jamesburg Board of Fire Commissioners
Outstanding Checks
June through August 2012

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
Bill Pmt -Check	8/16/2012	6788	UNLIMITED CONCEPTS	1104-00 · Cash in Checking-PNC	
Bill	8/14/2012	2012-01-037		6500-01 · Office Supplies	-253.72
TOTAL					-253.72