



Forest Grove Board of Fire Commissioners September 24, 2019 - Meeting Minutes

1. Call to Order: 19:00

1. Members Present

- X - Andrew Bellone Jr. - Chairman
- X - Samuel Scapellato - Vice Chairman
- X - Mykola "Nick" Myronowskyj - Secretary
- X - Joseph Scapellato - Treasurer
- X - Thomas Bellone Sr. - Commissioner

Public Present & Others:

None.

2. Reading of the minutes of the previous meeting

A motion to accept minutes as read was made by Samuel Scapellato and seconded by Thomas Bellone Sr. No changes to be made.

3. Communications

None

4. Treasurers Report & Bills against the Commission

The Board received the Governmental Unit Deposit Protection Act certificate from Newfield National Bank. The certificate will be posted in the Commissioners Office and filed.

Joseph Scapellato was able to successfully stop payment on the check that was sent to MES that was never submitted for payment. Check number 12056 in the amount of \$363.50. The bank did not charge the Board a fee for the stop payment. Mykola Myronowskyj followed up with MES and they confirmed that the payment was received and credited.

The Board received the 3rd quarter draw in the amount of \$130,679.25.

We received a notice from Glenn Insurance that the Workman's Comp Insurance audit dispute has been resolved. We should be receiving our refund check in the next few weeks.

Mykola Myronowskyj will reached out to Paladino Printers and placed an order for new PO's. The PO's were received, and the invoice will be paid at this meeting.

Refer to the attached files for list of all bills paid.

A motion to pay all bills and to accept the Treasurers report was made by Mykola Myronowskyj and was seconded by Andrew Bellone Jr.



Forest Grove Board of Fire Commissioners September 24, 2019 - Meeting Minutes

5. Old Business

The Commissioners were reminded to check and clear their mailboxes each month.

The new Commissioners office is completed. The petty cash fund in the amount of \$300.00 will be created at the beginning of the new year. The locking cash box was purchased and given to the Treasurer. Mykola Myronowskyj will create the expenditure tracking form.

Mykola Myronowskyj received the package regarding the laws governing the retention of documents. This way we can purge unneeded files from the new filing system. We will go through the document and determine what applies to our Board.

The Resolution accepting the 2018 audit was not signed and notarized at the last meeting. The Board members were given the form, each signed it and the form was notarized. It will be placed on the website as required by law.

6. New Business

The budget workshop for the 2020 budget was scheduled for 9-30-19.

On September 8, 2019 utility truck 43-57 was involved in a minor traffic incident in a parking lot. 3 Fire Company members were going to fire school when the incident occurred. The driver of the other vehicle refused to remain at the scene while we waited for the police. Mykola Myronowskyj advised the driver of 43-57 to wait for or to go to the police department to file an incident report to protect us. The member went to the police department, explained what had happened and filed a report. There was no damage to 43-57 and minor damage to the front of the other driver's vehicle. The damage to the other driver's vehicle was difficult to identify as there was previous damage to the same location on their vehicle.

The public notice for the 2018 audit was published in the Courier Post.

We received the Fire Company's requested rent adjustment for the 2020 budget. This request is in the lease and will be reviewed during the budget workshop.

OHD, the company that recertifies our fit testing machine requested information on our tax exemption status. Mykola Myronowskyj sent them a copy of the ST-5 tax exemption form.

A new ST-5 form will need to be signed by Joseph Scapellato as he is the new Treasurer. This form will be put into service used immediately.

Mykola Myronowskyj will look into the purchase of a stamp machine for the Board. Andrew Bellone Jr. made a motion to procure a stamp machine. Mykola Myronowskyj seconded the motion. All other Board members voted "aye", and the motion passed.



**Forest Grove Board of Fire Commissioners
September 24, 2019 - Meeting Minutes**

7. Public Comments

Chief of the Fire Department: Not Present

President of the Fire Department: Not Present

Others: Not Present

8. Adjournment

A motion to adjourn the meeting was made by Andrew Bellone Jr. and seconded by Joseph Scapellato.

Meeting was adjourned at 19:34 hours.

*Respectfully Submitted,
Mykola "Nick" Myronowskyj
Secretary of the Board
Board of Fire Commissioners, District 4
Township of Franklin, Gloucester County NJ*



Forest Grove Board of Fire Commissioners September 24, 2019 - Meeting Minutes

3:36 PM
09/24/19
Accrual Basis

Franklin Township Fire District No 4 Balance Sheet As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-27,558.29
Newfield Savings 9924	482,429.61
Total Checking/Savings	454,871.32
Total Current Assets	454,871.32
Fixed Assets	
Amnt Provide Retire Gen LTD	35,000.00
Due From Capital Fund	14,500.00
Due From General Operating Fund	38,454.00
Fixed Assets	902,188.00
Total Fixed Assets	990,142.00
TOTAL ASSETS	1,445,013.32
LIABILITIES & EQUITY	
Liabilities	444,258.62
Equity	
Cap Fund Bal Design For Debt Se	11,589.83
Central Fund Bal	37,433.04
Fixed Bal. -Undesignated	-68,761.61
Invest in Gen. Fund Assets	1,012,277.37
Oper Fund Bal Designated	4,119.00
Retained Earnings	149,146.72
Net Income	-145,049.65
Total Equity	1,000,754.70
TOTAL LIABILITIES & EQUITY	1,445,013.32



Forest Grove Board of Fire Commissioners September 24, 2019 - Meeting Minutes

3:35 PM
09/24/19
Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of September 30, 2019

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	09/24/2019	12140	Allonardo Communications, LLC	-1,249.00
Bill Pmt -Check	09/24/2019	12141	Charles V. Paladino	-348.00
Bill Pmt -Check	09/24/2019	12142	Comcast (Xfinity)	-16.97
Bill Pmt -Check	09/24/2019	12143	Comcast 569	-206.58
Bill Pmt -Check	09/24/2019	12144	Continental Fire and Safety Inc.	-71.13
Bill Pmt -Check	09/24/2019	12145	Courier Post	-320.40
Bill Pmt -Check	09/24/2019	12146	D&H Auto Supplies	-64.95
Bill Pmt -Check	09/24/2019	12147	Dennis Allonnardo	-185.29
Bill Pmt -Check	09/24/2019	12148	DTA Solutions LLC	-110.00
Bill Pmt -Check	09/24/2019	12149	Forest Grove Fire Co	-2,640.34
Bill Pmt -Check	09/24/2019	12150	G & E Trailer Sales, LLC	-350.00
Bill Pmt -Check	09/24/2019	12151	Gen-el Safety & Industrial Prod...	-224.20
Bill Pmt -Check	09/24/2019	12152	Inspira Health Network Urgent ...	-97.00
Bill Pmt -Check	09/24/2019	12153	M.A.S.E. Concepts	-220.00
Bill Pmt -Check	09/24/2019	12154	Major Petroleum Ind.	-708.02
Bill Pmt -Check	09/24/2019	12155	Mark A Cifaloglio	-80.00
Bill Pmt -Check	09/24/2019	12156	MRA Mobile Truck & Trailer Re...	-924.80
Bill Pmt -Check	09/24/2019	12157	Nat Alexander Company, Inc.	-20,609.36
Bill Pmt -Check	09/24/2019	12158	SPAN Publishing, Inc.	-149.00
Bill Pmt -Check	09/24/2019	12159	Staples	-1,902.13
Bill Pmt -Check	09/24/2019	12160	Tep's Power Equipment Co	-24.00
Bill Pmt -Check	09/24/2019	12161	TransUnion	-50.00
Bill Pmt -Check	09/24/2019	12162	Verizon Wireless 197	-60.32
Bill Pmt -Check	09/24/2019	12163	Vineland Ace Hardware	-645.66
Bill Pmt -Check	09/24/2019	12164	Vineland Auto Electric	-1,189.76
Bill Pmt -Check	09/24/2019	12165	Wheat Road Coldcuts	-69.50
Total Newfield Na Bk 0505				-32,516.41
Newfield Savings 9924				
Total Newfield Savings 9924				
TOTAL				-32,516.41



Forest Grove Board of Fire Commissioners
September 24, 2019 - Meeting Minutes



Phil Murphy
Governor

Sheila Oliver
Lt. Governor

State of New Jersey
Department of Banking and Insurance
Division of Banking - Depositories
PO Box 040
Trenton, NJ 08625-0040

Marlene Caride
Commissioner

Richard Mumford
Acting Director of Banking

GOVERNMENTAL UNIT DEPOSIT PROTECTION ACT
NOTIFICATION OF ELIGIBILITY

NEWFIELD NATIONAL BANK

The above noted public depository is eligible to act as a depository for public funds. This notification is based on information submitted in the certification statement filed in this Department for the period ending June 30, 2019.

As required in the Act and regulations, subsequent certification statements must be electronically filed in the Department as of March 31, June 30, September 30, and December 31 of each year and at such other times as the Commissioner may require.

This notification will be in effect until a new notification of eligibility is issued by the Commissioner or the Commissioner rescinds the notification of eligibility.

Marlene Caride
Commissioner

Dated: Tuesday, August 13, 2019



**Forest Grove Board of Fire Commissioners
September 24, 2019 - Meeting Minutes**

**RESOLUTION
FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4
ACCEPTING THE AUDITOR'S REPORT FOR THE
YEAR ENDING DECEMBER 31, 2018**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts, and financial transactions; and

WHEREAS, the Annual Report of Audit for the year ending December 31, 2018 has been filed by a Registered Municipal Accountant with the Secretary as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each fire district shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body has reviewed, as a minimum, the sections of the Annual Audit entitled:

**GENERAL COMMENTS
RECOMMENDATIONS**

and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

**GENERAL COMMENTS
RECOMMENDATIONS**

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after receipt of the Annual Audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."




**Forest Grove Board of Fire Commissioners
September 24, 2019 - Meeting Minutes**

NOW, THEREFORE BE IT RESOLVED, by the members of the Franklin Township Fire District No. 4, in the County of Gloucester, State of New Jersey, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

ADOPTED, at a regular meeting of the Franklin Township Fire District No. 4 on 8/27, 2019.

FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4

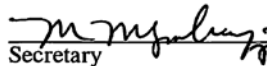

Chairman

ATTEST:


Secretary

CERTIFICATION

I, Secretary of the Franklin Township Fire District No. 4, do hereby certify that the foregoing resolution was presented and duly adopted by the fire district members at a meeting of the Board of Fire Commissioners of the Franklin Township Fire District No. 4 held on 9-24-19, 2019.


Secretary



Forest Grove Board of Fire Commissioners September 24, 2019 - Meeting Minutes

CERTIFICATION OF GOVERNING BODY

STATE OF NEW JERSEY)
)SS.
COUNTY OF GLOUCESTER)

We, members of the governing body of the Franklin Township Fire District No. 4, County of Gloucester, of full age, being duly sworn according to law, upon oath depose and say:

1. We are duly appointed members of the Franklin Township Fire District No. 4.
2. In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Audit filed with the Secretary pursuant to N.J.S.A. 40A:5-6 for the year ending December 31, 2018.
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS RECOMMENDATIONS

Andrew M. Bolly Chairman (L.S.)

Joseph D. Squillante Treasurer (L.S.)

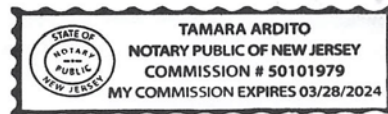
S. J. [Signature] Co. Chairman (L.S.)

Shawn P. Dell Commissioner (L.S.)

M. [Signature] Secretary (L.S.)

Sworn to and subscribed before me this
24 day of September 2019.

Tamara Ardito
Notary Public of New Jersey



The Secretary shall set forth the reason for the absence of signatures of any members of the governing body.