



## Forest Grove Board of Fire Commissioners August 22<sup>nd</sup>, 2017 Meeting Minutes

### 1. Call to Order: 19:00 hours

#### 1. Members Present

- X Andrew Bellone Jr. - Chairman
- X Samuel Scapellato - Co Chairman
- X Mykola “Nick” Myronowskyj - Secretary
- X Thomas Bellone Sr. - Treasurer
- X Scott Graiff @ 19:35 Hours

#### Public Present & Others:

Tamara Ardito – DTA Solutions  
Edward Paul of Ball Buckley & Seher  
Mark Mastro – Fire Company President  
Terrence McCalmot – Fire Company Member (Finance Committee)  
Joseph Scapellato – Fire Company Member (Finance Committee)  
Richard Trasferini – Fire Company Member (Finance Committee)

### 2. Reading of the minutes of the previous meeting

A motion to accept the minutes as read was made by Thomas Bellone Sr. and 2<sup>nd</sup> by Samuel Scapellato.

Changes: None

### 3. Communications

Minutes from the State Association of Fire Districts, contains information regarding the State – Bill A1690 – that establishes the procedures for board of fire commissioners to move the annual fire district elections to November, eliminates certain fire district budget referenda and eliminates certain fire district capitol purchase referenda. This bill passed the full assembly on May 22<sup>nd</sup> and the next step is consideration by the full Senate. Edward Paul was aware of this bill and could further clarify its intent. At this time there no actions that are being taken, however further details will be brought up as they are revealed.

### 4. Bills against the Commission (refer to file for list of all bills paid)

A motion to pay all bills was made by Mykola Myronowskyj and 2<sup>nd</sup> by Samuel Scapellato.

Notes: None



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### **5. Treasurers Report**

Please refer to the attached report.

A motion to accept the Treasurers report as read was made by Andrew Bellone and 2<sup>nd</sup> by Mykola Myronowskyj.

Notes: None

### **6. Old Business**

The Board of Fire Commissioners, District 4 and the Fire Company completed researching a policy and program for medical physical program for all Fire Company members. The Fire Company Chief was sent a pricing schedule. We are waiting for the Chief to decide on how he wants to proceed.

The semiannual generator maintenance will take place next week on August 28<sup>th</sup>. Andrew Bellone Jr. will be at the Fire Department to allow the technician access.

The mutual aid agreement was signed and scanned. The original was sent to the Gloucester County OEM.

The 2017 KME Rescue truck is scheduled to be completed and delivered to us on this coming Thursday. As soon as the truck is completed, the Chief will go over it and create the “punch list” if needed. Once the Chief and the truck committee are satisfied that the truck is completed, the Board will sign the certificate of origin and complete the transfer of ownership paperwork.

Scott Graiff proposal to the Board that the “old rescue truck (old 43-58)” be repurposed as a new utility truck had been completed. It was renumbered as 43-57.

As part of the above motion, the old utility truck “old 43-57” was converted to the Chiefs command vehicle and renumbered as 43-50. The current Chiefs vehicle was repurposed as the Deputy Chiefs command vehicle. The current Deputy Chiefs command vehicle has been removed from service as it is not cost effective to repair. All vehicles have had their individual numbering and lettering changed to reflect their new operational roles.

Andrew Bellone Jr. will be contacting the JIF insurance people to get clarification of the proposed changes and conversion from our current insurance company to JIF. This will be discussed and the next meeting. Michael Thomas from Glenn Insurance has notified the Board that he would like to attend the next Board meeting to review the JIF coverages and policies.



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### **7. New Business**

Justin Garofalo – junior application for membership was received. No background check done as this is a junior member. The Chief has the signed permission from the parents of the applicant. The Board signed the application and it will be given to the Chief for further processing.

Edward Paul was present to review the Audit Report for 2016. There were questions that were asked regarding a few line items on the audit. Ed Paul was able to answer these questions and eliminate the confusion.

There is still a \$2,500.00 grant that was received that was not applied. The Board believes that the funds were for the replacement SCBA's, or for the purchase of the SCBA fit testing machine. The Board forwarded the funds in advance of the grant to pay for the SCBA's. The grant should have been applied to that expenditure. Thomas Bellone Sr. will go through the records to determine if this is correct.

There were 2 small amounts of money that will be moved to clear completed projects. One amount from the capital improvement project that was completed in the amount of \$16.05 and one amount in the amount of \$2.36 from debt service. These amounts will be transferred to the general fund balance. Since the projects are closed, there is no need to leave these funds on those line items.

A resolution will need to be made at the end of the year to transfer these 2 amounts.

The audit did not reveal any anomalies or errors.

The Audit report for 2016 was accepted and the resolution was read aloud. The Board signed the resolution and the 2016 audit is complete. The resolution will be scanned and a copy will be posted on the website for public review.

Edward Paul will forward an editable (MS Word or Excel) copy of the Audit Report so that it can be submitted to the Courier Post for public notice. Our current copy is in .pdf format.

### **8. Public Comments**

Chief of the Fire Department: Not Present



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### **8. Public Comments continued**

President of the Fire Department:

Mark Mastro and members of the Finance committee were present to discuss the renewal of the lease agreement. This proposal if approved would commence January 2018.

The Fire Company finance committee is requesting that the rent be increased from \$1,200.00 to \$3,875.00 per month, however their proposal does not break down the increase. The finance committee stated that parts of the increase would include that the Fire Department take over the paying of the gas, electric, cellular phone and other utility bills. The proposal also included that the Fire Department take over the building maintenance. A discussion was had regarding the proposal and it was agreed that certain aspects of their proposal were detrimental to the fire department should there be a catastrophic incident.

The finance committee did not have an actual lease agreement to present.

The Board reminded the finance committee that the building maintenance issue was discussed last year and that the financial breakdown was quite prohibitive for the fire company to be responsible for.

The finance committee will re-review the proposal and resubmit a new proposal with an actual lease agreement to the Board at our next meeting. The Board will review the lease proposal and will negotiate the actual rent increase when we determine the budget for 2018.

### **9. Adjournment**

A motion to adjourn was made by Mykola Myronowskyj and 2<sup>nd</sup> by Scott Graiff.

Meeting was adjourned at 20:20.

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



## Forest Grove Board of Fire Commissioners August 22<sup>nd</sup>, 2017 Meeting Minutes

6:40 PM  
08/22/17  
Accrual Basis

### Franklin Township Fire District No 4 Balance Sheet As of August 31, 2017

	Aug 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Newfield Na Bk 0505	-14,868.52
Newfield Savings 9924	325,140.85
<b>Total Checking/Savings</b>	310,272.33
<b>Total Current Assets</b>	310,272.33
<b>Fixed Assets</b>	
Amnt Provide Retire Gen LTD	35,000.00
Due From Capital Fund	14,500.00
Due From General Operating Fund	38,454.00
<b>Fixed Assets</b>	
Accumalated Deprec	-1,198,294.00
Assets Equipment	802,651.00
Vehicles	1,297,831.00
<b>Total Fixed Assets</b>	902,188.00
<b>Total Fixed Assets</b>	990,142.00
<b>TOTAL ASSETS</b>	<b>1,300,414.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	444,098.52
Equity	856,315.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,300,414.33</b>



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6:36 PM  
08/22/17  
Accrual Basis

### Franklin Township Fire District No 4 Transactions This Month As of August 31, 2017

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	08/22/2017	11527	Action Uniform Co	-79.00
Bill Pmt -Check	08/22/2017	11526	All Hands Fire Equipment	-629.98
Bill Pmt -Check	08/22/2017	11525	Atlantic County Firefighters' As...	-650.00
Bill Pmt -Check	08/22/2017	11524	Ball Buckley & Seher, LLP	-5,477.91
Bill Pmt -Check	08/22/2017	11523	Board of Fire Commissioners	0.00
Bill Pmt -Check	08/22/2017	11522	Chuck's Mobile Lighting & Instal...	-3,961.80
Bill Pmt -Check	08/22/2017	11521	Comcast (Xfinity)	-6.00
Bill Pmt -Check	08/22/2017	11520	Comcast 569	-194.13
Bill Pmt -Check	08/22/2017	11519	D&H Auto Supplies	-499.89
Bill Pmt -Check	08/22/2017	11518	Dennis Allonnardo	-861.70
Bill Pmt -Check	08/22/2017	11517	Diamond Tool	-726.52
Bill Pmt -Check	08/22/2017	11516	DTA Solutions Enterprises LLC	-110.00
Bill Pmt -Check	08/22/2017	11515	Eurofin's	-97.00
Bill Pmt -Check	08/22/2017	11514	Foremost Promotions	-1,219.00
Bill Pmt -Check	08/22/2017	11513	Forest Grove Fire Co	-857.26
Bill Pmt -Check	08/22/2017	11512	G & E Trailer Sales, LLC	-281.47
Bill Pmt -Check	08/22/2017	11511	Genna Electric	-118.00
Bill Pmt -Check	08/22/2017	11510	Glenn Insurance, Inc.	-3,647.00
Bill Pmt -Check	08/22/2017	11509	Howell Rescue Systems	-190.60
Bill Pmt -Check	08/22/2017	11508	Major Petroleum Ind.	-413.45
Bill Pmt -Check	08/22/2017	11507	Mes PA	-1,087.80
Bill Pmt -Check	08/22/2017	11506	Moore Auto Design	-2,175.00
Bill Pmt -Check	08/22/2017	11505	Moore Medical Corp	-172.86
Bill Pmt -Check	08/22/2017	11504	MRA Mobile Truck & Trailer Re...	-595.60
Bill Pmt -Check	08/22/2017	11503	My-Lor Inc	-14.67
Bill Pmt -Check	08/22/2017	11502	Nat Alexander Company, Inc.	-240.00
Bill Pmt -Check	08/22/2017	11501	Patrick Spring	-600.00
Bill Pmt -Check	08/22/2017	11500	Pizza Joe's	-848.71
Bill Pmt -Check	08/22/2017	11499	Signature Security LLC	-540.00
Bill Pmt -Check	08/22/2017	11498	South Jersey Gas	-25.13
Bill Pmt -Check	08/22/2017	11497	Staples	-931.93
Bill Pmt -Check	08/22/2017	11496	TransUnion	-25.00
Bill Pmt -Check	08/22/2017	11495	Vineland Ace Hardware	-1,104.93
Bill Pmt -Check	08/22/2017	11494	Vineland Auto Electric	-369.99
Bill Pmt -Check	08/22/2017	11493	Wireless Communications	-2,115.14
Bill Pmt -Check	08/22/2017	11528	Forest Grove Fire Co	-3,750.00
Total Newfield Na Bk 0505				-34,617.47
<b>Newfield Savings 9924</b>				
Total Newfield Savings 9924				
<b>TOTAL</b>				<b>-34,617.47</b>



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**FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4**  
**COUNTY OF GLOUCESTER**  
**SYNOPSIS REPORT**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**



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EXHIBIT B-1

**FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4  
Balance Sheet  
Governmental Funds  
For the Year Ended December 31, 2016**

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 579,562.34	\$ 9,520.00	\$ 16.05	\$ 25,258.53	\$ 614,356.92
Due from Township of Franklin - district taxes	1.28	0.00	0.00	0.00	1.28
Accounts receivable other	879.66	0.00	0.00	0.00	879.66
Due from debt service fund	0.00	0.00	25,256.17	0.00	25,256.17
Due from special revenue fund	0.00	0.00	3,473.00	0.00	3,473.00
Due from general fund	0.00	0.00	202,504.83	0.00	202,504.83
	<b>Total assets</b>	<b>\$ 580,443.28</b>	<b>\$ 9,520.05</b>	<b>\$ 25,258.53</b>	<b>\$ 846,471.86</b>
<b>LIABILITIES AND FUND BALANCES:</b>					
<b>Liabilities:</b>					
Accounts payable	\$ 49,299.88	\$ 0.00	\$ 0.00	\$ 0.00	\$ 49,299.88
Unearned revenue	0.00	2,500.00	0.00	0.00	2,500.00
Due to capital projects fund	202,504.83	3,473.00	0.00	25,256.17	231,234.00
	<b>Total liabilities</b>	<b>251,804.71</b>	<b>5,973.00</b>	<b>25,256.17</b>	<b>283,033.88</b>
<b>Fund balances:</b>					
<b>Reserved:</b>					
Capital projects	0.00	0.00	16.05	0.00	16.05
Future capital outlays	0.00	0.00	231,234.00	0.00	231,234.00
Overexpenditure of appropriations	(4,807.33)	0.00	0.00	0.00	(4,807.33)
<b>Unreserved:</b>					
Designated for					
Subsequent year's expenditures	27,172.00	0.00	0.00	0.00	27,172.00
Undesignated, reported in:					
General fund	306,273.90	3,547.00	0.00	2.36	309,823.26
	<b>Total fund balances</b>	<b>0.00</b>	<b>3,547.00</b>	<b>231,250.05</b>	<b>2.36</b>
	<b>Total liabilities and fund balances</b>	<b>\$ 251,804.71</b>	<b>\$ 9,520.00</b>	<b>\$ 25,258.53</b>	

Amounts reported for governmental activities in the statement of net positions (A-1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$4,331,014.64 and the accumulated depreciation is \$1,839,551.74

2,491,462.90

Long-term liabilities, including capital leases payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds

(1,083,226.59)

Interest on long-term debt in the statement of activities is accrued regardless of when due

(16,815.49)

\$ 1,954,858.80





## Forest Grove Board of Fire Commissioners August 22<sup>nd</sup>, 2017 Meeting Minutes

EXHIBIT B-2

**FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4**  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2016

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>REVENUES:</b>					
Operating grant revenue	\$ 0.00	\$ 1,136.48	\$ 0.00	\$ 0.00	\$ 1,136.48
Amount to be raised by taxation to support the district budget	376,063.00	0.00	0.00	124,338.00	500,401.00
Non-budgetary revenues	20,314.90	0.00	0.00	0.00	20,314.90
Total revenues	<u>396,377.90</u>	<u>1,136.48</u>	<u>0.00</u>	<u>124,338.00</u>	<u>521,852.38</u>
<b>EXPENDITURES:</b>					
Operating appropriations:					
Administration	72,159.15	0.00	0.00	0.00	72,159.15
Cost of operations and maintenance	169,565.20	1,136.48	0.00	0.00	170,701.68
Contribution to length of service awards program (L.O.S.A.P.)	40,696.29	0.00	0.00	0.00	40,696.29
Capital outlay	0.00	0.00	833,317.00	0.00	833,317.00
Debt service:					
Principal	0.00	0.00	0.00	110,634.35	110,634.35
Interest and other charges	0.00	0.00	0.00	13,703.84	13,703.84
Total expenditures	<u>282,420.64</u>	<u>1,136.48</u>	<u>833,317.00</u>	<u>124,338.19</u>	<u>1,241,212.31</u>
Excess (deficiency) of revenues over (under) expenditures	<u>113,957.26</u>	<u>0.00</u>	<u>(833,317.00)</u>	<u>(0.19)</u>	<u>(719,359.93)</u>
<b>OTHER FINANCING SOURCES (USES):</b>					
Operating transfers out:					
Reserve for future capital outlay	(58,000.00)	0.00	58,000.00	0.00	0.00
Proceeds of capital lease	0.00	0.00	833,317.00	0.00	833,317.00
Total other financing sources (uses)	<u>(58,000.00)</u>	<u>0.00</u>	<u>891,317.00</u>	<u>0.00</u>	<u>833,317.00</u>
Net change in fund balances	55,957.26	0.00	58,000.00	(0.19)	113,957.07
Fund balance - January 1	272,681.31	3,547.00	173,250.05	2.55	449,480.91
Fund balance - December 31	<u>\$ 328,638.57</u>	<u>\$ 3,547.00</u>	<u>\$ 231,250.05</u>	<u>\$ 2.36</u>	<u>\$ 563,437.98</u>



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### **Current Year Findings**

None.

### **Prior Year Findings**

None.

The above summary or synopsis was prepared from the Report of Audit of the Franklin Township Fire District No. 4, County of Gloucester, for the calendar year 2016. This Report of Audit, submitted by William H. Buckley, III, Registered Municipal Accountant, is on file at the Fire District's office and may be inspected by any interested person.

  
Secretary



**Forest Grove Board of Fire Commissioners  
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**RESOLUTION  
FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4  
ACCEPTING THE AUDITOR'S REPORT FOR THE  
YEAR ENDING DECEMBER 31, 2016**

**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, 2016 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."



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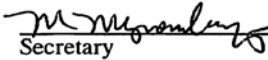
**NOW, THEREFORE BE IT RESOLVED**, by the members of the Franklin Township Fire District No. 4, in the County of Gloucester, State of New Jersey, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968, and does hereby submit 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 8-22, 2017.

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 8-22, 2017.

  
Secretary



Forest Grove Board of Fire Commissioners  
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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:

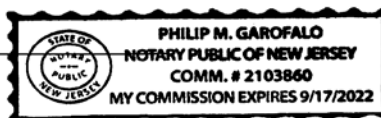
1. We are duly appointed members of the Franklin Township Fire District No. 4.
2. In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Audit filed with the Secretary pursuant to N.J.S.A. 40A:5-6 for the year ending December 31, 2016.
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

[Signature] ASST CHAIRMAN (L.S.)  
[Signature] Chairman (L.S.)  
[Signature] (L.S.)  
[Signature] Commissioner (L.S.)  
[Signature] Secretary (L.S.)

Sworn to and subscribed before me this  
22<sup>nd</sup> day of August, 2017.

[Signature]  
Notary Public of New Jersey



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