



**Forest Grove Board of Fire Commissioners  
May 26, 2020 - Meeting Minutes**

**1. Call to Order: 19:00**

**1. Members Present**

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

**Due to the COVID-19 pandemic and social distancing rules, we have 2 Commissioners that were not physically present at the meeting. They were however reachable via telephone should the need have arisen.**

**Public Present & Others:**

None

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

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

**3. Communications**

All communications will be discussed under old and new business.

**4. Treasurers Report & Bills against the Commission**

A check for taxes owed from the 2019 budget year was received in the amount of \$525.25 from the Township. Mykola Myronowskyj worked with Cindy and Joseph Scapellato to help resolve the issue. Please refer to the attached e-mail.

Joseph Scapellato reported that the final payment for the Tender (43-51) was being mailed out. The final payment amount is \$47,807.50.

A motion to pay all bills and to accept the Treasurers report was made by Mykola Myronowskyj and was seconded by Samuel Scapellato.

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



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### **5. Old Business**

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

Mykola Myronowskyj continues the purging and filing of documents that he is able to locate from 2011 and prior. The remaining files that were in storage have been gone through. As these files are reviewed, they are being archived or destroyed as required. The files that are being archived will be organized, scanned and then filed.

Mykola Myronowskyj continues to send files to Ed Paul for the 2019 financial audit. A copy of the LOSAP PO was sent.

A bank certification request was received from Ed Paul for the 2019 financial audit. The form was filled out and sent to the bank by Joseph Scapellato.

There was an issue with the taxes that we received for the 2019 budget year. Cindy from the Franklin Township office advised us that we were owed \$525.25 from the Township. There was also a question regarding the taxes that we are due for this year. Mykola Myronowskyj worked with Cindy and Joseph Scapellato to help resolve the issue. Please refer to the e-mail to the CFO at Franklin Township, attached to this document.

### **6. New Business**

At this time during the COVID-19 pandemic, the Chief, President and Vice-President were reminded to practice all safety and PPE protocols.

Mykola Myronowskyj wants to put it on the record that Mr. Joseph Jagers passed away on May 10, 2020. Joe was the Chief of the Department from 1963 to 1977, and was a Commissioner from 1997 to 2016. He will be missed.

Mykola Myronowskyj brought up the idea to have a plaque made of all of the Fire Commissioners for our district. Now that the files have been purged, and we have the information, we can create the plaque in remembrance of all Commissioners that have served. Samuel and Joseph Scapellato liked the idea.

Applications for Thomas Hurden and Mark Allonardo Jr. were received. Mykola will run the background checks and have the forms ready for the Monday Fire Department business meeting.



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**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 Joseph Scapellato and seconded by Mykola Myronowskyj.

Meeting was adjourned at 19:15 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 May 26, 2020 - Meeting Minutes

11:16 AM  
05/26/20  
Accrual Basis

### Franklin Township Fire District No 4 Balance Sheet As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Newfield Na Bk 0505	-66,005.14
Newfield Savings 9924	567,334.98
<b>Total Checking/Savings</b>	501,329.84
<b>Total Current Assets</b>	501,329.84
<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
Fixed Assets	902,188.00
<b>Total Fixed Assets</b>	990,142.00
<b>TOTAL ASSETS</b>	<b>1,491,471.84</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	444,258.62
<b>Equity</b>	
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	198,363.16
Net Income	-147,807.57
<b>Total Equity</b>	1,047,213.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,491,471.84</b>



## Forest Grove Board of Fire Commissioners May 26, 2020 - Meeting Minutes

11:14 AM  
05/26/20  
Accrual Basis

### Franklin Township Fire District No 4 Transactions This Month As of May 31, 2020

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	05/26/2020	12331	Blaze Emergency Equipment C...	-1,400.00
Bill Pmt -Check	05/26/2020	12330	Blue Tarp Credit Services	-988.02
Bill Pmt -Check	05/26/2020	12329	Comcast (Xfinity)	-16.96
Bill Pmt -Check	05/26/2020	12328	Comcast 569	-205.51
Bill Pmt -Check	05/26/2020	12327	Dennis Allonnardo	-84.63
Bill Pmt -Check	05/26/2020	12326	DTA Solutions LLC	-125.00
Bill Pmt -Check	05/26/2020	12325	Elmer Door Co. Inc.	-376.40
Bill Pmt -Check	05/26/2020	12324	Forest Grove Fire Co	-3,586.67
Bill Pmt -Check	05/26/2020	12323	G & E Trailer Sales, LLC	-10.95
Bill Pmt -Check	05/26/2020	12322	Genna Electric	-2,595.00
Bill Pmt -Check	05/26/2020	12321	Major Petroleum Ind.	-759.57
Bill Pmt -Check	05/26/2020	12320	Mes PA	-85.00
Bill Pmt -Check	05/26/2020	12319	Mistras Group, Inc.	-1,575.00
Bill Pmt -Check	05/26/2020	12318	MRA Mobile Truck & Trailer Re...	-1,113.94
Bill Pmt -Check	05/26/2020	12317	Mykola Myronowskyj	-110.00
Bill Pmt -Check	05/26/2020	12316	Nat Alexander Company, Inc.	-4,091.50
Bill Pmt -Check	05/26/2020	12315	Public Saftey Outfitters	-1,522.48
Bill Pmt -Check	05/26/2020	12314	Santander Leasing LLC	-47,807.50
Bill Pmt -Check	05/26/2020	12313	Staples	-498.66
Bill Pmt -Check	05/26/2020	12312	TransUnion	-50.00
Bill Pmt -Check	05/26/2020	12311	Verizon Wireless 197	-60.32
Bill Pmt -Check	05/26/2020	12310	Vineland Auto Electric	-3,072.60
Bill Pmt -Check	05/26/2020	12309	Weber's Power Equipment Inc.	-82.18
Bill Pmt -Check	05/26/2020	12308	Witmer Public Safety Group Inc	-214.00
Total Newfield Na Bk 0505				-70,431.89
<b>Newfield Savings 9924</b>				
Deposit	05/11/2020			525.25
Total Newfield Savings 9924				525.25
<b>TOTAL</b>				<b>-69,906.64</b>



## Forest Grove Board of Fire Commissioners May 26, 2020 - Meeting Minutes

5/26/2020

Gmail - 2019 & 2020 Tax Funds



Forest Grove Board of Fire Commissioners <bofcdistrict4@gmail.com>

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### 2019 & 2020 Tax Funds

1 message

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**Forest Grove Board of Fire Commissioners** <bofcdistrict4@gmail.com>  
To: CFO@franklintownship.com  
Cc: Edward Paul <e.paul@bbscpas.com>  
Bcc: Forest Grove Board of Fire Commissioners <bofcdistrict4@gmail.com>

Wed, Apr 29, 2020 at 3:53 PM

Cindy,

Pursuant to our conversation and work over the past few days, I am recapping what we found.

For the 2019 year, the Board of Fire Commissioners is still owed \$525.25 from the amount to be raised by taxation. You are working to correct this error. Thank you.

For the 2020 year, an error on the Election Certification resulted in the incorrect amount of \$538,995.00 being reported to the Township as the amount to be raised by taxation.

This error resulted in the first tax payment being sent to us in the amount of \$134,748.75.

The correct amount to be raised by taxation should have been \$531,029.00. This figure would have resulted in 4 equal tax payments to the Board in the amount of \$132,757.25.

Our first tax payment received for 2020, based on the incorrect certification report number was \$134,748.75, the correct amount should have been \$132,757.25, this resulted in a first quarter over-payment of \$1,991.50.

To correct this error, the over-payment amount of \$1,991.50 will be deducted from the next tax payment. The 2nd quarter tax payment will be in the amount of \$130,765.75.

The 3rd and final quarter payments will be \$132,757.25 each, which is the correct amount owed to the Board.

It was a pleasure working with you to resolve these issues, and if there is anything else that you need from us, please do not hesitate to reach out to me.

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



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