



## Forest Grove Board of Fire Commissioners February 27, 2018 - Meeting Minutes

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

#### 1. Members Present

- X Andrew Bellone Jr. - Chairman
- X Samuel Scapellato - Co Chairman
- X Mykola “Nick” Myronowskyj - Secretary
- X Thomas Bellone Sr. - Treasurer
- \_\_ Vacant – To be filled ASAP

#### Public Present & Others:

Tamara Ardito – DTA Solutions  
John Borelli – Glenn / Borelli Insurance  
Dennis Allonardo – Chief of the Fire Department

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

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

### 3. Communications

None

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

A motion to pay all bills was made by Andrew Bellone Jr. and was seconded by Mykola Myronowskyj. Please refer to the attached report.

### 5. Treasurers Report

The next scheduled payment to Wells Fargo for the KME Rescue Truck will be sent. The Board agreed that this payment should be sent priority mail with a signature required. When this payment is received, the late fee that was mistakenly assessed to the account should automatically be removed.

Below please find the excerpt from the March 28, 2017 Commissioners meeting regarding this matter.

*The Board received another e-mail from Wells Fargo stating that the account payment was late. I e-mailed the account manager and she reconfirmed that they will have waived the late fee as soon as the next scheduled payment, due March 2018 is received. This e-mail was printed and given to the Treasurer to keep on file. The account manager will look into the system and see if*



## Forest Grove Board of Fire Commissioners

### February 27, 2018 - Meeting Minutes

*they can stop the late notices from being generated by their computer as we make a single annual payment and not a monthly payment.*

A motion to accept Treasurers report as read was made by Andrew Bellone Jr. and was seconded by Samuel Scapellato.

#### **6. Old Business**

There is still as \$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. went through the records to determine if this is correct. Thomas was unable to confirm if these funds were for the SCBA grant. Thomas Bellone Sr. will reach out to Ed Paul to find a resolution to this matter.

Scott Graiff has not yet completed his required financial disclosure forms for 2017. Scott was advised that he needs to respond to the e-mail that he was sent and change his password to access his account and complete the required forms.

The Board received a payment summary and the vehicle schedule for the vehicle insurance renewal. The vehicle breakdown that was on the renewal was incorrect. Mykola Myronowskyj reached out to the insurance policy and spoke to Kelly. Kelly was able to make the needed corrections and she sent out the revised policy.

The Commissioners received the different lease options from First Priority. The Board reviewed the options and have agreed that the best option came from Leasing 2 (Option 1). All this information will be sent to Ed Paul from Ball, Buckley & Seher, LLP along with the voter approval from the election to prepare the package for submission to the Local Finance Board.

#### **7. New Business**

The reorganization meeting of the Forest Grove Board of Fire Commissioners, Fire District # 4 Township of Franklin was held on February 27th, 2018

The reorganization of the board was as follows:

Chairman - Andrew Bellone Jr.

Co-Chairman – Samuel Scapellato

Secretary – Mykola “Nick” Myronowskyj

Treasurer – Thomas Bellone Sr.

Commissioner – Vacant



## Forest Grove Board of Fire Commissioners February 27, 2018 - Meeting Minutes

### **7. New Business continued**

The following appointments were made:

The official depository - Newfield National Bank

The official newspaper – The Courier Post

Lawyer: Hoffman & Dimuzio

Auditor - Ball, Buckley & Seher, LLP

Meeting dates for March 2018 thru March 2019

Meeting time is 7:00 PM at the Forest Grove Fire Hall

Tuesday March 27<sup>th</sup>

Tuesday April 24<sup>th</sup>

Tuesday May 22<sup>nd</sup>

Tuesday June 26<sup>th</sup>

Tuesday July 24<sup>th</sup>

Tuesday August 28<sup>th</sup>

Tuesday September 25<sup>th</sup>

Tuesday October 23<sup>rd</sup>

Tuesday November 27<sup>th</sup>

Wednesday December 26<sup>th</sup>

Tuesday January 22<sup>nd</sup>

Tuesday February 26<sup>th</sup>

Tuesday March 26<sup>th</sup>

The February 18, 2017 Fire District election results were as follows:

34 voters cast ballots at the polling location

30 voters cast mail in or absentee ballots

Budget Public question - 57 voted Yes and 7 voted No

Public question #1 – 56 votes Yes and 8 voted No

Andrew Bellone Jr. was elected for another 3-year term as Fire Commissioner.

The 2017 LOSAP report was given to the Board for review. 24 members achieved LOSAP. The CPI adjustment for LOSAP is 0.3%. A meeting with the LOSAP representative will be scheduled for a day in March.



## Forest Grove Board of Fire Commissioners February 27, 2018 - Meeting Minutes

### 8. Public Comments

**Chief of the Fire Department:** No Report.

**President of the Fire Department:** Not Present.

**Others:** Mr. John Borelli Jr. presented the Board with the 2018 Insurance Package for the Board of Fire Commissioners District 4 and the Forest Grove Volunteer Fire Company. There were a few additions that were needed. The new building and the new LED sign was not included in the original package. John will make these changes and resend the package. John will also confirm the procedure and the contacts for the workers compensation insurance so that we can pre-complete the forms on the trucks and add as much of this information as possible to make it easier at the time of an incident for the reporting officer.

### 9. Adjournment

A motion to adjourn the meeting was made by Samuel Scapellato and was seconded by Andrew Bellone Jr. The meeting was adjourned at 20:07.

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



## Forest Grove Board of Fire Commissioners February 27, 2018 - Meeting Minutes

7:05 PM

02/27/18

Accrual Basis

### Franklin Township Fire District No 4 Transactions This Month As of February 28, 2018

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	02/27/2018	11666	Action Uniform Co	-297.00
Bill Pmt -Check	02/27/2018	11667	Advance Treads, Inc.	-158.40
Bill Pmt -Check	02/27/2018	11668	Comcast (Xfinity)	-6.00
Bill Pmt -Check	02/27/2018	11669	Comcast 569	-205.47
Bill Pmt -Check	02/27/2018	11670	Dennis Allonnardo	-347.64
Bill Pmt -Check	02/27/2018	11671	Douglas Perry	-65.15
Bill Pmt -Check	02/27/2018	11672	DTA Solutions LLC	-110.00
Bill Pmt -Check	02/27/2018	11673	Fire Apparatus Repair Inc.	-3,254.94
Bill Pmt -Check	02/27/2018	11674	Forest Grove Fire Co	-2,801.89
Bill Pmt -Check	02/27/2018	11675	Glenn Insurance, Inc.	-9,639.00
Bill Pmt -Check	02/27/2018	11676	Gloucester County chief Assoc	-150.00
Bill Pmt -Check	02/27/2018	11677	Graphic Designers & Printers	-160.00
Bill Pmt -Check	02/27/2018	11678	Howell Rescue Systems	-36.00
Bill Pmt -Check	02/27/2018	11679	Jersey Fire & Safety Products L...	-199.08
Bill Pmt -Check	02/27/2018	11680	Mes PA	-248.00
Bill Pmt -Check	02/27/2018	11681	Pizza Joe's	-176.90
Bill Pmt -Check	02/27/2018	11682	Safety & Survial Training LLC	-1,250.00
Bill Pmt -Check	02/27/2018	11683	Staples	-902.75
Bill Pmt -Check	02/27/2018	11684	SUTPHEN TOWERS	-304.80
Bill Pmt -Check	02/27/2018	11685	Towne Gutters LLC	-800.00
Bill Pmt -Check	02/27/2018	11686	TransUnion	-25.00
Bill Pmt -Check	02/27/2018	11687	Verizon Wireless 197	-150.64
Bill Pmt -Check	02/27/2018	11688	Vineland Ace Hardware	-624.99
Bill Pmt -Check	02/27/2018	11689	Vineland Auto Electric	-728.19
Bill Pmt -Check	02/27/2018	11690	Wells Fargo Equipment Finance	-98,372.05
Bill Pmt -Check	02/27/2018	11691	Wireless Communications	-137.03
Total Newfield Na Bk 0505				-121,150.92
<b>Newfield Savings 9924</b>				
Deposit	02/15/2018			127,602.25
Total Newfield Savings 9924				127,602.25
<b>TOTAL</b>				<b>6,451.33</b>



## Forest Grove Board of Fire Commissioners February 27, 2018 - Meeting Minutes

7:07 PM  
02/27/18  
Accrual Basis

### Franklin Township Fire District No 4 Balance Sheet As of January 31, 2018

	Jan 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Newfield Na Bk 0505	5,521.48
Newfield Savings 9924	338,637.37
<b>Total Checking/Savings</b>	344,158.85
<b>Total Current Assets</b>	344,158.85
<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>1,334,300.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	444,098.52
<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	-85,798.96
Net Income	-20,656.34
<b>Total Equity</b>	890,202.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,334,300.85</b>