



## Forest Grove Board of Fire Commissioners December 26, 2017 - Meeting Minutes

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

#### 1. Members Present

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

#### Public Present & Others:

Mark Mastro – Fire Company President

Doug Perry – Fire Company Trustee

### 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 Andrew Bellone Jr. No changes to be made.

### 3. Communications

The Board received a copy of a notice that the JIF Insurance Fund had sent the Township of Franklin notifying that the Board would not be entering into the Joint Insurance Fund and that the members of the Forest Grove Volunteer Fire Company would cease to have workers compensation coverage effective January 1<sup>st</sup>, 2018 @ 12:01 am.

As a point of order – this notice was simply a matter of record. The Board of Fire Commissioners has privately procured workers compensation insurance for all members of the Forest Grove Volunteer Fire Company. Please refer below to New Business. If there are any questions, please contact the Board Secretary.

The Board received a copy of the completed Financial Disclosure Form for Samuel Scapellato.

Resignation letter from Scoff Graiff was received.

E-mail from Ed Paul delaying the adoption of the new budget was received.

### 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 was seconded by Andrew Bellone Jr.

Please refer to the attached report.



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### **5. Treasurers Report**

The Board received the refund check in the amount of \$6,000.00 from First Priority. This refund was due to certain gold-leaf work that was not completed per the contract. These funds will be immediately assigned for equipment purchases that may be needed for the new rescue truck.

The Board received a check in the amount of \$1,136.48 from the Township of Franklin. This check is for the supplemental fire services grant.

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

### **6. Old Business**

The refund due to the Board for gold-leaf work that was not done per the contract with First Priority. First Priority had challenged the Board regarding the overpayment and how the overpaid funds will be used. Mykola contacted First Priority and after a lengthy discussion with the Vice President, First Priority has agreed that the refund was due and will return the overpayment. The Board received the refund check in the amount of \$6,000.00 from First Priority. This refund was due to certain gold-leaf work that was not completed per the contract. These funds will be immediately assigned for equipment purchases that may be needed for the new rescue truck.

The final deliverable from First Priority is the breakdown of the funds that were used for the mounting of the tools and equipment. Mykola has been assured that this breakdown is being updated and will be sent to the Board as soon as it is completed. Once we have received this breakdown, all outstanding items will be delivered and the file for the KME Rescue truck can be considered closed.

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. 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. contacted Ed Paul (auditor) for direction on how to move forward. According to Thomas Bellone Sr. we are waiting to hear back from Ed Paul.



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

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.

The finance committee re-reviewed the lease proposal and re-submitted a new lease proposal with an actual lease agreement to the Board. The Board reviewed the lease proposal and found that there was specific language within the lease that we could not agree to.

The Board has decided that we will not be entering the JIF insurance program for workman's compensation insurance for the fire company. The Board felt that the information that we received was not sufficient to enter into the JIF insurance program. We have budgeted in 2018 to purchase our own workman's compensation insurance through our insurance company. The Board has agreed that we will revisit this issue next year, once we have better information and input from the fire companies that have entered into the JIF program.

### **7. New Business**

A resolution was made by the Board of Fire Commissioners to transfer the 2 small amounts totaling \$18.41 to the general fund balance. 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. Recorded voting of the resolution is as follows:

Andrew Bellone Jr. – Chairman - Aye  
Samuel Scapellato - Co Chairman – Not present  
Mykola “Nick” Myronowskyj – Secretary - Aye  
Thomas Bellone Sr. – Treasurer - Aye  
Scott Graiff – Not present

A resignation letter from Scott Graiff was received. This resignation letter is effective midnight on December 31<sup>st</sup>, 2017. The Board accepted his resignation letter and wishes him good luck with his new position as Deputy Chief of the Fire Company and in all future endeavors.

The Board was notified by Ed Paul of Ball, Buckley & Seher (Auditor) that the DCA would not approve the proposed 2018 budget since Samuel Scapellato and Scott Graiff had not completed their 2017 Financial Disclosure Statements.

After working with both Samuel and Scott, Samuel received a letter from the Local Finance Board notifying him that his account was set to inactive by the township clerk.



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### 7. New Business continued

Mykola forwarded the e-mail to Barbara Freijomil, Municipal Clerk, Township of Franklin and asked how and why the accounts were set to inactive, and why nobody was notified.

The Board received a response e-mail from the clerk notifying that she had changed the status back to active, but there was no explanation as to why or how it was changed.

Mykola Myronowskyj worked with both Commissioners and was successfully able to get Samuel Scapellato's form filed. Scott Graiff's form has not yet been filed as there is an account / password issue.

A new lease proposal has been provided by the Forest Grove Volunteer Fire Company. The Board reviewed the new proposal and found it to be fair and equitable.

The new lease agreement states that the Board of Fire Commissioners, District 4 shall pay to the Forest Grove Volunteer Fire Company "Landlord" during the lease a sum of \$27,600.00 per year, payable in installments of \$2,300.00 per month.

The Board members present signed the new lease. 2 original signed copies were made. One copy for the Board and 1 for the Fire Company. Fire Company Trustee Douglas Perry witnessed the Recorded voting of the budget is as follows:

Andrew Bellone Jr. – Chairman - Aye

Samuel Scapellato - Co Chairman – Not present

Mykola "Nick" Myronowskyj – Secretary - Aye

Thomas Bellone Sr. – Treasurer - Aye

Scott Graiff – Not present / absent

The fully signed lease agreement is on file in the Board of Fire Commissioners office.

The Board of Fire Commissioners received a quote and insurance breakdown for workers compensation insurance coverage for the members of the Forest Grove Volunteer Fire Company. The initial installment payment was sent to Glenn Insurance and the insurance coverage will be in effect immediately following the termination of the previous coverage. There will be no lapse in workers compensation coverage for our fire company members.

The Board received an e-mail from Ed Paul of Ball, Buckley and Seher (Auditors). This e-mail stated that Ed had received a call from the state questioning the appropriation for replacement command vehicle. Ed explained to the examiner and to the bureau head that the district was entering into a lease for this acquisition as we have done several times in the past. The state stated that "the past is the past" and that currently based on the rules the bureau is following, this action would require voter approval before it can be included in the budget.



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### 7. New Business continued

Ed recommended that we hold the public hearing on Tuesday and delay adoption until a special meeting in mid-January. This will allow us time to determine our strategy and to prepare and get approval for the necessary budget amendments.

Ed also advised that there are several other things that will need to be determined and possibly would need to occur:

1. The district would have to okay the placing of a question on the 2018 election ballot.
2. The Bureau also stated that this would require Local Finance Board approval of the actual lease. Which would involve more cost to the District for preparation of lease to local Finance Board and attendance at hearing.
3. It would delay actual ordering of the vehicle unless a payment in arrears lease could be arranged with first payment due in 2019 budget year.

The Board agreed that we will have a special meeting to amend the 2018 budget. This meeting will be held on January 16<sup>th</sup>, 2018 at 19:00. Mykola Myronowskyj will publish a public notice for this special meeting.

### 8. Public Comments

**Chief of the Fire Department:** Not Present

**President of the Fire Department:** Mark Mastro was present for the review, acceptance and the signing of the new lease agreement. The President did not have any other comments.

**Others:** None

### 9. Adjournment

A motion to adjourn the meeting was made by Mykola Myronowskyj and was seconded by Andrew Bellone Jr. The meeting was adjourned at 19:50.

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



## Forest Grove Board of Fire Commissioners December 26, 2017 - Meeting Minutes

6:19 PM  
12/26/17  
Accrual Basis

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

	Dec 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Newfield Na Bk 0505	-14,708.83
Newfield Savings 9924	372,294.14
<b>Total Checking/Savings</b>	<b>357,585.31</b>
<b>Total Current Assets</b>	<b>357,585.31</b>
<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>	<b>990,142.00</b>
<b>TOTAL ASSETS</b>	<b>1,347,727.31</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	-57,261.86
Net Income	-35,766.98
<b>Total Equity</b>	<b>903,628.79</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,347,727.31</b>



## Forest Grove Board of Fire Commissioners December 26, 2017 - Meeting Minutes

6:18 PM  
12/26/17  
Accrual Basis

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

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	12/26/2017	11616	Action Uniform Co	-156.00
Bill Pmt -Check	12/26/2017	11617	Associated Fire Protection	-165.00
Bill Pmt -Check	12/26/2017	11618	Comcast (Xfinity)	-6.00
Bill Pmt -Check	12/26/2017	11619	Comcast 569	-205.47
Bill Pmt -Check	12/26/2017	11620	Dennis Allonnardo	-77.68
Bill Pmt -Check	12/26/2017	11621	DTA Solutions LLC	-110.00
Bill Pmt -Check	12/26/2017	11622	Fire One	-1,280.00
Bill Pmt -Check	12/26/2017	11623	Forest Grove Fire Co	-2,200.24
Bill Pmt -Check	12/26/2017	11624	Gen-el Safetv & Industrial Prod...	-598.50
Bill Pmt -Check	12/26/2017	11625	Glenn Insurance, Inc.	-6,731.00
Bill Pmt -Check	12/26/2017	11626	Major Petroleum Ind.	-508.06
Bill Pmt -Check	12/26/2017	11627	Mes PA	-97.00
Bill Pmt -Check	12/26/2017	11628	MRA Mobile Truck & Trailer Re...	-977.05
Bill Pmt -Check	12/26/2017	11629	My-Lor Inc	-16.16
Bill Pmt -Check	12/26/2017	11630	Nat Alexander Company, Inc.	-1,244.80
Bill Pmt -Check	12/26/2017	11631	Nick Cresitelli	-13.49
Bill Pmt -Check	12/26/2017	11632	Occupational Health Dynamics	-790.00
Bill Pmt -Check	12/26/2017	11633	Pizza Joe's	-190.40
Bill Pmt -Check	12/26/2017	11634	Public Saftey Outfitters	-903.90
Bill Pmt -Check	12/26/2017	11635	Signature Security LLC	-85.00
Bill Pmt -Check	12/26/2017	11636	South Jersey Gas	-478.73
Bill Pmt -Check	12/26/2017	11637	Staples	-87.33
Bill Pmt -Check	12/26/2017	11638	SUTPHEN CORPORATION	-168.10
Bill Pmt -Check	12/26/2017	11639	TransUnion	-25.00
Bill Pmt -Check	12/26/2017	11640	Vineland Ace Hardware	-377.52
Bill Pmt -Check	12/26/2017	11641	Vineland Auto Electric	-563.00
Bill Pmt -Check	12/26/2017	11642	Wireless Communications	-450.00
Total Newfield Na Bk 0505				-18,505.43
<b>Newfield Savings 9924</b>				
Total Newfield Savings 9924				
<b>TOTAL</b>				<b>-18,505.43</b>



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December 6, 2017

Barbara Freijomil, Fund Commissioner  
Township of Franklin  
1571 Delsea Drive  
Franklinville, NJ 08322

**RE: Cancellation of Workers Compensation Coverage – Franklin Township Fire District #4 – Forest Grove Volunteer Fire Company #1- January 1, 2018**

Dear Ms. Freijomil

Attached, please find correspondence from Nick Myronowskyj, Secretary, Board of Fire Commissioners, Forest Grove Volunteer Fire Company, stating that the District has decided to reject the offer of coverage from the TRICO JIF effective January 1, 2018.

As a result, and in accordance with terms and conditions outlined in Resolution 2016-32 adopted by the TRICO JIF Executive Committee on December 19, 2016, workers compensation coverage for all members of the Forest Grove Volunteer Fire Company will cease effective 12:01 AM, January 1, 2018.

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any questions.

Very truly yours,  
**GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND**

Paul A. Forlenza  
Deputy Executive Director

Attachments

cc: Mike Thomas, Glenn Insurance, RMC, Township of Franklin  
Nick Myronowskyj, Secretary, Board of Fire Commissioners, Forest Grove Volunteer Fire Company  
Dennis Allonardo, Fire Chief, Forest Grove Volunteer Fire Company  
Executive Committee, TRICO JIF  
Risk Management Distribution (PM, JP, TF)

File: TRICO/APPS/Franklin Twp. Fire Dist. #4

Tab: Cancellation of Coverage

Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund  
P.O. Box 490, Marlton, New Jersey 08053 • 856-446-9100 • Fax: 856-446-9149





Forest Grove Board of Fire Commissioners  
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From: Scott Graiff

To: Board of Fire Commissioners, District 4, Township of Franklin, Forest Grove Fire Company Station 43-5

Re: Resignation of Commissioners Position

Date: December 26<sup>th</sup>, 2017

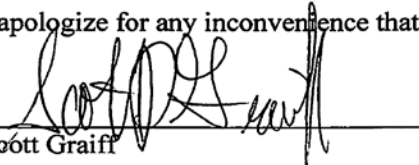
Mr. Chairman and Board Members,

I hereby resign my position as Commissioner. I must resign from the position due to my election as the Deputy Chief of the Forest Grove Volunteer Fire Company. I take Command as Deputy Chief on January 1<sup>st</sup>, 2018. I cannot fully and properly perform the duties required of me as a Commissioner as it is in direct violation of NJSA Title 40A:9-22.5 (d) & (e).

I make this resignation of my own free will, with no coercion, intimidation, harassment or duress.

This resignation is effective midnight of December 31<sup>st</sup>, 2017.

I apologize for any inconvenience that this may have caused.

  
\_\_\_\_\_  
Scott Graiff

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ROBIN M. HACKNEY  
Notary Public State of New Jersey  
My Commission Expires Nov 29, 2013