



Forest Grove Board of Fire Commissioners January 26, 2021 - 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. Treasurers Report & Bills against the Commission

Joseph Scapellato reported that the end of year petty cash fund is \$166.30. Mykola Myronowskyj will check with the auditor to determine the end of year petty cash fund course of action.

Joseph Scapellato reported that the final tax payment was received in the amount of \$132,757.25.

The annual generator contract payment was made. The payment of \$835.00 was sent to GenServe to perform the annual maintenance on the standby generator.

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

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

4. Old Business

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

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



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4. Old Business continued

Mykola Myronowskyj filing of documents that he is able to locate from 2011 and prior. The files that are being archived are being organized, then scanned and then filed.

Mykola Myronowskyj is still currently working on the 2020 Forest Grove equipment audit.

The MUA's for the surrounding locals need to be updated. Mykola Myronowskyj is currently working on them and will submit them to the Board for review and approval once they have been finalized.

The bookkeeper is currently working to rectify the discrepancy that was found on the balance sheet regarding the total fixed assets. Apparently, a simple journal entry was made in the accounting software. This was the incorrect type of entry and we are working to have the figure corrected to reflect the proper total fixed assets as represented on the audits. It was determined that the simple correction could not be done due to the way that QuickBooks was improperly setup. At this time the incorrect fixed asset figure has simply been removed from the balance sheet. The bookkeeper is still working on how to make the correction.

The 2003 Ford Excursion is at its end of life. Mykola Myronowskyj The Board unanimously agreed that the vehicle is to be taken off of the road and if possible, sold. Mykola Myronowskyj called will look into selling the vehicle with Brindlee Mountain. If we cannot sell the vehicle, we will then use it as a training aid and practice vehicle extrication with it. Due to volume of work, and the approaching holidays, Mr. Myronowskyj was not able to contact Brindlee Mountain.

The Governor of NJ posted Executive order 211. This Executive order moved the Fire District elections to April 20, 2021.

5. New Business

2021 Budget was approved. The Board received the notification through the e-mail.

The Board passed resolution 2021-01 to reallocate the 2020 reserve fund balances.

The Board passed resolution 2021-02 to authorize a single routine vehicle maintenance vendor.

Andrew Bellone Jr. advised the Board that the 2024 Truck committee was formed. Andrew Bellone Jr. is on the committee.



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6. Public Comments

Chief of the Fire Department: Not Present

President of the Fire Department: Not Present

Others: Not Present

7. Adjournment

A motion to adjourn the meeting was made by Andrew Bellone Jr. and seconded by Thomas Bellone Sr.

Meeting was adjourned at 19:27 hours.

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



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3:43 PM
01/26/21
Accrual Basis

Franklin Township Fire District No 4 Balance Sheet As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-4,356.88
Newfield Savings 9924	755,051.41
Total Checking/Savings	750,694.53
Total Current Assets	750,694.53
Fixed Assets	
Fixed Assets	0.00
Total Fixed Assets	0.00
TOTAL ASSETS	750,694.53
LIABILITIES & EQUITY	
Liabilities	296,080.72
Equity	
Opening Bal Equity	44,604.16
Retained Earnings	285,557.20
Net Income	124,452.45
Total Equity	454,613.81
TOTAL LIABILITIES & EQUITY	750,694.53



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3:42 PM
01/26/21
Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of January 31, 2021

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	01/26/2021	12507	Camden County College	-500.00
Bill Pmt -Check	01/26/2021	12506	Comcast (Xfinity)	-17.47
Bill Pmt -Check	01/26/2021	12505	Comcast 569	-208.48
Bill Pmt -Check	01/26/2021	12504	Courier Post	-51.12
Bill Pmt -Check	01/26/2021	12503	Dennis Allonnardo	-171.16
Bill Pmt -Check	01/26/2021	12502	DTA Solutions LLC	-125.00
Bill Pmt -Check	01/26/2021	12501	Forest Grove Fire Co	-2,620.39
Bill Pmt -Check	01/26/2021	12500	GenServe	-835.00
Bill Pmt -Check	01/26/2021	12499	Major Petroleum Ind.	-358.74
Bill Pmt -Check	01/26/2021	12498	Mykola Myronowskyj	-81.82
Bill Pmt -Check	01/26/2021	12497	Staples	-3,225.30
Bill Pmt -Check	01/26/2021	12496	TransUnion	-50.00
Bill Pmt -Check	01/26/2021	12495	Verizon Wireless 197	-60.32
Total Newfield Na Bk 0505				-8,304.80
Newfield Savings 9924				
Deposit	01/04/2021			132,757.25
Total Newfield Savings 9924				132,757.25
TOTAL				124,452.45



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*Board of Fire Commissioners, District 4
Township of Franklin, Gloucester County NJ
1635 Forest Grove Road
Vineland, NJ 08360*

Resolution #2021-01

**Resolution for the reallocation of 2020 reserve fund balance
Fire District #4, Forest Grove, Township of Franklin, County
of Gloucester, State of New Jersey.**

WHEREAS, The Board of Fire Commissioners of Fire District # 4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey is responsible to properly maintain the budget line items.

WHEREAS, there exists a need to reallocate CY 2020 reserve fund balance to balance overspent budget line items the Fire District #4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey; and,

WHEREAS, there are sufficient funds in underspent budget line items to perform this action, The Fire District #4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey officially:

NOW THEREFORE BE IT RESOLVED, during the regular meeting of January 26, 2021, the Board of Fire Commissioners, Fire District #4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey hereby allocates reserve fund balance as follows:

The Insurance line item was underspent in the amount of \$42,378.48.
Transfer \$445.09 from Insurance to Promotions and Public Relations.
Transfer \$872.84 from Insurance to Building.
Transfer \$80.95 from Insurance to Operating Equipment.
Transfer \$3,135.06 from Insurance to Servicing of Equipment.
Transfer \$170.71 from Insurance to Truck Maintenance.
Leaving a balance reserve fund balance in Insurance of \$37,673.83.

Chairman of the Board, Andrew Bellone Jr. _____

Secretary of the Board, Mykola "Nick" Myronowskyj _____

Treasurer of the Board, Joseph Scapellato _____



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*Board of Fire Commissioners, District 4
Township of Franklin, Gloucester County NJ
1635 Forest Grove Road
Vineland, NJ 08360*

Resolution #2021-02

**Resolution for the authorization of a single routine vehicle
maintenance vendor
Fire District #4, Forest Grove, Township of Franklin, County
of Gloucester, State of New Jersey.**

WHEREAS, The Board of Fire Commissioners of Fire District # 4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey is responsible to properly maintain the apparatus and to keep it a proper working order; and

WHEREAS, there exists a need to authorize a single vendor to maintain the apparatus in order to maintain quality control and standard pricing for the Fire District #4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey; and,

WHEREAS, there exists a need to have standard and reliable pricing for routine maintenance; and

WHEREAS, the selected vendor is a local business and certified to perform the required routine maintenance, The Fire District #4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey officially:

NOW THEREFORE BE IT RESOLVED, during the regular meeting of January 26, 2021, the Board of Fire Commissioners, Fire District #4, Forest Grove, Township of Franklin, County of Gloucester, State of New Jersey hereby authorizes MRA Mobile Truck and trailer repair, Franklinville NJ to provide all routine maintenance services pursuant to the estimates provided.

Chairman of the Board, Andrew Bellone Jr.

Secretary of the Board, Mykola "Nick" Myronowskyj

Treasurer of the Board, Joseph Scapellato