



Forest Grove Board of Fire Commissioners October 24th, 2023 - Meeting Minutes

This meeting of the Board of Fire Commissioners, District 4, Township of Franklin, Gloucester County NJ was called to order on October 24th, 2023 @ 19:00 and attended by the members noted below. This meeting was called pursuant to the provisions of the Open Public Meetings Law. This meeting was included in a list of meeting notices sent to the Courier Post newspaper, filed with the Municipal Clerk at the Township of Franklin, County of Gloucester and posted at the Forest Grove Volunteer Fire Company.

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**

Point of Order

There is a special meeting to obtain voter approval of the Seagrave material cost increase of \$104,499.00 occurring concurrently with the regularly scheduled Board meeting 18:00 to 21:00 in accordance with applicable laws. This meeting was published in 2 newspapers and posted in 5 public locations within the district at least 10 days prior to the special meeting.

Public Present & Others:

None

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 Joseph Scapellato. No changes to be made.

3. Treasurers Report & Bills against the Commission

Joseph Scapellato reported:

Petty cash balance in the amount of \$134.00.

Registration for the Deputy Chiefs vehicle was received. The renewal was completed and returned to NJMVC.

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



Forest Grove Board of Fire Commissioners October 24th, 2023 - Meeting Minutes

4. Old Business

Mykola Myronowskyj reported on the following:

Filing of documents that he can locate from 2011 and prior. The files that are being archived are being organized, then scanned and then filed.

Mykola Myronowskyj continues to work on the Forest Grove equipment audit. The new auditors will be reviewing the report and adjusting the report for proper depreciation as required.

The MUA's for the surrounding locals that have not been completed yet will begin as soon as possible.

Ball Buckley & Seher completed the annual financial audit for 2022. The audit was reviewed by Mykola Myronowskyj and a few minor changes were needed for the description of a piece of apparatus. The changes were to be made and the audit will be submitted to the Board for approval.

Due to Ball Buckley & Seher no longer performing fire district audits, Mykola Myronowskyj reached out to another auditor, Nightlinger, Volpe and Colavita of Williamstown. They work with Ball Buckley & Seher and they perform fire district audits and budget work. The Board unanimously agreed by vote that we should engage Nightlinger, Volpe and Colavita in these services. Mykola Myronowskyj met with the team at Nightlinger, Volpe and Colavita and they are preparing the 2024 budget.

5. New Business

Mykola Myronowskyj reported:

At the previous meeting Deputy Chief Perry asked if the Board would consider donating the unused Fire Police car to Vern's place for parts, a local junkyard for parts. The vehicle is unrepairable and is an eyesore in the rear of the Fire Company property. Resolution 2023-02 was passed authorizing the release of the vehicle. Mykola Myronowskyj will prepare a letter of indemnity for Vern's place for parts to sign and return, once received, the vehicle title will be signed and turned over to Vern's.

The special meeting being held tonight was published in 2 newspapers, Courier Post and South Jersey Times and posted in 5 public locations within the district at least 10 days prior to the special meeting. The 5 locations are Garoppo's, Crossroads Trailer Sales, the Newfield Post Office, Newfield Bank and the Forest Grove Volunteer Fire Company.



Forest Grove Board of Fire Commissioners October 24th, 2023 - Meeting Minutes

5. New Business continued

Mykola Myronowskyj advised that he received legal approval to have the PO and check issued in anticipation of voter approval of the MCI. This way we do not have to wait until the next meeting to do so, since the special meeting and voting will not end until 2100. If the voters do not approve the MCI, the PO and check will be canceled. PO 6844 and check # 13264 were issued in the amount of \$104,499.00 to Seagrave.

Chief Dennis Allonardo sent the Board an email regarding the purchase of SCBA 45 minute air bottles. Our current air bottles are going to be out of hydrostatic testing limits in 5 years. The current SCBA air bottles were all purchased at the same time via a grant. We have 50 SCBA air bottles in the inventory and the SCBA bottles are only certified for hydrostatic testing for 5 years. The bottles are \$1,100.00 each at this time. Mykola Myronowskyj commented that replacing all 50 bottles at once would be expensive and at the same time the problem would reoccur when the bottles are out of testing limits again. Andrew Bellone Jr. suggested that we put the entire purchase on the ballot as a capitol purchase. Mykola Myronowskyj suggested that we replace the bottles 10 per year, ergo meeting the NFPA standards that all bottles would be within hydrostatic testing and having a cycle of bottles to be replaced at the end of each cycle of 10 each for 5 years. The rest of the Board members agreed and authorized the Chief to replace 10 SCBA 45 minute bottles per year starting in 2024. The PPE budget would be raised to accommodate the annual purchase.

The Board received an OPRA request from the law offices of Hoffman Dimuzio regarding an incident that occurred on October 5th, 2023 in Franklinville. The Forest Grove Volunteer Fire Company was not dispatched to that incident and ergo we do not have any records to provide. An email was sent to the law office noting the same.

The 2024 proposed budget needs to be approved by the Board in anticipation of being sent to the new auditor. In order for the new auditor to create the new budget, the Board needs to have the report and synopsis from Ball Buckley & Seher from the 2022 audit. Once the Board received the 2022 audit we will be able to contact the new auditor.

A motion was made by Mykola Myronowskyj to approve the 2024 proposed budget. A vote was held and the 2024 proposed budget was approved unanimously.

Mykola Myronowskyj will schedule a meeting with Nightlinger, Volpa and Colavita to discuss the budget as soon as possible.

The CNC-3 form was received and is attached.



Forest Grove Board of Fire Commissioners October 24th, 2023 - Meeting Minutes

5. New Business continued

Joseph Scapellato made a motion to approve an increase of the bookkeepers pay from \$125.00 to \$150.00 per month. Samuel Scapellato seconded the motion. The vote was 4 ayes, and Mykola Myronowskyj abstained. The motion carried and the bookkeepers pay will increase to \$150.00 per month in 2024.

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 Joseph Scapellato.

Meeting was adjourned at 19:31 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 October 24th, 2023 - Meeting Minutes

5:59 PM
10/24/23
Accrual Basis

Franklin Township Fire District No 4 Balance Sheet As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-112,566.04
Newfield Savings 9924	837,741.51
Total Checking/Savings	725,175.47
Total Current Assets	725,175.47
TOTAL ASSETS	725,175.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Restricted Fund Future Cap	378,748.54
Total Other Current Liabilities	378,748.54
Total Current Liabilities	378,748.54
Long Term Liabilities	
Future Capital	12,000.00
Truck Loan	-95,223.90
Total Long Term Liabilities	-83,223.90
Total Liabilities	295,524.64
Equity	
Opening Bal Equity	44,604.16
Retained Earnings	565,377.79
Net Income	-180,331.12
Total Equity	429,650.83
TOTAL LIABILITIES & EQUITY	725,175.47



Forest Grove Board of Fire Commissioners October 24th, 2023 - Meeting Minutes

5:59 PM
10/24/23
Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of October 31, 2023

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	10/24/2023	13245	Air Gas USA LLC	0.00
Bill Pmt -Check	10/24/2023	13246	Blaze Emergency Equipment C...	-466.00
Bill Pmt -Check	10/24/2023	13247	Campbell Supply Company	-60.13
Bill Pmt -Check	10/24/2023	13248	Comcast (Xfinity)	-29.98
Bill Pmt -Check	10/24/2023	13249	Comcast 569	-221.84
Bill Pmt -Check	10/24/2023	13250	Dennis Allonnardo	-409.18
Bill Pmt -Check	10/24/2023	13251	Dival Safety Equipment, Inc.	-3,350.00
Bill Pmt -Check	10/24/2023	13252	DTA Solutions LLC	-125.00
Bill Pmt -Check	10/24/2023	13253	Fire Engineering	-19.00
Bill Pmt -Check	10/24/2023	13254	Forest Grove Fire Co	-3,748.71
Bill Pmt -Check	10/24/2023	13255	Genna Electric	-300.00
Bill Pmt -Check	10/24/2023	13256	Graphic Techniques	-95.00
Bill Pmt -Check	10/24/2023	13257	Inspira Health Network Urgent ...	-242.00
Bill Pmt -Check	10/24/2023	13258	Mes PA	-504.00
Bill Pmt -Check	10/24/2023	13259	My-Lor Inc	-31.05
Bill Pmt -Check	10/24/2023	13260	Mykola Myronowskyj	-135.00
Bill Pmt -Check	10/24/2023	13261	OHD, LLLP	-935.00
Bill Pmt -Check	10/24/2023	13262	Riggins	-195.38
Bill Pmt -Check	10/24/2023	13263	Rowan College at Gloucester C...	-175.00
Bill Pmt -Check	10/24/2023	13264	Seagrave Fire Apparatus	-104,499.00
Bill Pmt -Check	10/24/2023	13265	TransUnion	-75.00
Bill Pmt -Check	10/24/2023	13266	UAE Petroleum	-301.26
Bill Pmt -Check	10/24/2023	13267	Verizon Wireless 197	-284.16
Bill Pmt -Check	10/24/2023	13268	Vineland Ace Hardware	-1,601.65
Bill Pmt -Check	10/24/2023	13269	Vineland Auto Electric	-75.67
Bill Pmt -Check	10/24/2023	13270	Air Gas USA LLC	-150.67
Total Newfield Na Bk 0505				-118,029.68
Newfield Savings 9924				
Total Newfield Savings 9924				
TOTAL				-118,029.68



Forest Grove Board of Fire Commissioners October 24th, 2023 - Meeting Minutes

Form CNC-3 Fire District
(Rev. 8/2015)

CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/ PARTIAL ASSESSMENTS

(N.J.S.A. 40A:4-45.44 et seq.)

Municipality: FRANKLIN County: GLOUCESTER
Fire District Code: F04 Total Number of Fire Districts: 5

File Form CNC-3 by October 25 of the Current Tax Year for All Fire Districts in the Municipality

N.J.S.A. 40A:4-45.44 et seq. provides for a statutory exception to the budget cap imposed on fire districts. It uses, in part, the revenue generated by new construction and improvements in a fire district which were not reflected in the prior year's Tax List.

ASSESSOR: ENTER DATA ON LINES 1 THROUGH 2C, SIGN AND DATE THE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. SEE REVERSE SIDE.

1. For reference only: Provide the aggregate assessed value for the fire district as filed on the current Tax Year's January 10th Tax List. This is the fire district value as of October 1st of the pre-tax year before Added Assessments.

\$ 268,450,100 (1)

2. Provide the total valuation (not prorated) of new construction and improvements from the Added Assessment List filed on October 1st of the current tax year (Line 2a) minus the total valuation of any Added Assessment tax appeal reductions from the prior tax year (Line 2b) for the adjusted total valuation of new construction and improvements (Line 2c). Do not include Omitted Added Assessments, prior year Added Assessments, Omitted Assessments, or property transferred from the Exempt List to the Tax Assessment List, or any land, whether subdivided or not on Line 2a

\$ 1,572,700 (2a)

- \$ 0 (2b)

= \$ 1,572,700 (2c)

[Signature]
Assessor Signature

10/12/23
Date

TAX COLLECTOR

3. Provide the Fire District Tax Rate from the current tax year (expressed as a decimal, \$ per hundred).

0.206 (3)

4. Amount of permitted revenue increase =
Line 2c * Line 3
(N.J.S.A. 40A:4-45.45)

\$ 3,239.76 (4)

[Signature]
Tax Collector Signature

10/17/2023
Date

THE DIRECTOR OF THE DIVISION OF TAXATION HAS PROMULGATED FORM CNC-3. THIS FORM MAY BE REPRODUCED FOR DISTRIBUTION BUT CANNOT BE ALTERED OR AMENDED WITHOUT PRIOR APPROVAL.



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*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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5:59 PM
10/24/23
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Newfield Savings 9924				
Total Newfield Savings 9924				
TOTAL				-118,029.68



Forest Grove Board of Fire Commissioners
October 24th, 2023 - Meeting Minutes

Form CNC-3 Fire District
(Rev. 8/2015)

**CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/
PARTIAL ASSESSMENTS**

(N.J.S.A. 40A:4-45.44 et seq.)

Municipality: FRANKLIN County: GLOUCESTER
Fire District Code: F04 Total Number of Fire Districts: 5

File Form CNC-3 by October 25 of the Current Tax Year for All Fire Districts in the Municipality

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ASSESSOR: ENTER DATA ON LINES 1 THROUGH 2C, SIGN AND DATE THE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. SEE REVERSE SIDE.

1. For reference only: Provide the aggregate assessed value for the fire district as filed on the current Tax Year's January 10th Tax List. This is the fire district value as of October 1st of the pre-tax year before Added Assessments.

\$ 268,450,100 (1)

2. Provide the total valuation (not prorated) of new construction and improvements from the Added Assessment List filed on October 1st of the current tax year (Line 2a) minus the total valuation of any Added Assessment tax appeal reductions from the prior tax year (Line 2b) for the adjusted total valuation of new construction and improvements (Line 2c). Do not include Omitted Added Assessments, prior year Added Assessments, Omitted Assessments, or property transferred from the Exempt List to the Tax Assessment List, or any land, whether subdivided or not on Line 2a

\$ 1,572,700 (2a)

- \$ 0 (2b)

= \$ 1,572,700 (2c)

M. Atk
Assessor Signature

10/12/23
Date

TAX COLLECTOR

3. Provide the Fire District Tax Rate from the current tax year (expressed as a decimal, \$ per hundred).

0.206 (3)

4. Amount of permitted revenue increase =
Line 2c * Line 3
(N.J.S.A. 40A:4-45.45)

\$ 3,239.76 (4)

Lynn Haley
Tax Collector Signature

10/17/2023
Date

THE DIRECTOR OF THE DIVISION OF TAXATION HAS PROMULGATED FORM CNC-3. THIS FORM MAY BE REPRODUCED FOR DISTRIBUTION BUT CANNOT BE ALTERED OR AMENDED WITHOUT PRIOR APPROVAL.