



Forest Grove Board of Fire Commissioners July 24, 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
- X Joseph Scapellato - Commissioner

Public Present & Others:

Tamara Ardito – DTA Solutions
Dennis Allonardo - Chief

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. Communications

Multiple received and will be discussed under old & new business.

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 Samuel Scapellato. Please refer to the attached report.

5. Treasurers Report

Thomas Bellone Sr. was notified by various payees that they had not received their checks from the month before. Mr. Bellone stated that the payments were completed and sent out in a timely manner. Believing that the check was lost, Thomas Bellone Sr. canceled a check that was sent out. It was discussed that in the future any Board member will not cancel any check until it is discussed at the next Board meeting, and at no time will a single Board member make a unilateral decision. If there is an emergency situation and cannot wait for the next Board scheduled Board meeting, at least 3 Board members must be notified and agree to any course of action. This action will then be brought up at the next Board meeting.

Thomas Bellone Sr. will check with the Post Office to see if there was a delay in the mail.



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5. Treasurers Report continued

Thomas reported that Ed Paul of Ball, Buckley & Seher regarding a \$6,000.00 discrepancy while performing the audit. There seemed to be reimbursement for a truck that cannot be accounted for. This reimbursement is for the KME rescue truck for the gold leaf work that was not done. Please refer to the December 26, 2017 minutes. Mr. Paul was advised, and this matter is closed.

Thomas Bellone Sr. is working with the Newfield bank to correct the error with our tax ID number. For some reason the old tax ID is still on file. Mr. Bellone will obtain all of the needed paperwork and bring it to the Commissioners office for the rest of the Commissioners to sign.

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

6. Old Business

The Board discussed purchasing a new bio-metric door lock to eliminate the need for keys. Mykola Myronowskyj will be looking into this, however this work is currently tabled as the Commissioners will be getting a new office space and Mr. Myronowskyj is working on the new command vehicle.

Joseph Scapellato reached out to vehicles for veterans to donate the old command car. As soon as the new command vehicle contracts are signed, the Board of Fire Commissioners will be donating this vehicle.

The Treasurer requested a "For Deposit Only" stamp be purchased. The stamp was purchased and is currently in use.

The Board received the fully signed and executed copy of the lease agreement from Leasing 2. This contract was given to the Chairman and was added to the file.

7. New Business

Allen Remley submitted an application to join the Fire Company. A background check was completed, and no criminal history was found. The Board approved the application and it was turned over to the Fire Chief for further processing.

A contract for the annual maintenance for the Fire Company generator was received from Atlantic Switch and Generator. The cost of \$805.00 remains the same as last year. PO 4901 was issued, and the contract was approved by the Board, signed and will be sent back.



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7. New Business continued

The Board received notification from Leasing 2, through Ed Paul (Ball, Buckley & Seher) that we were required to complete the 8038-GC form. This form is required by the government to report to report on small government leases and is for the purchase of the new command vehicle. The form was signed, it will be scanned and e-mailed to Leasing 2, and then Mykola Myronowskyj will mail the original.

Mykola Myronowskyj received a call from Ed Paul (Ball, Buckley & Seher). Mr. Paul was concerned that the spending limit for each purchase may be too high. Currently the limit is \$1,000.00. There have been times that the threshold limit for going out to bid verses the total of cumulative purchases has come very close. Ed Paul was asked to research the limits of other fire districts and advise the Board accordingly.

8. Public Comments

Chief of the Fire Department:

Dennis Allonardo and Andrew Bellone Jr. had conversations with other officers and came up with the conclusion that the use of the repurposed 43-58 (now 43-57 Utility) is not working out as well as expected. The Chief is requesting the vehicle be sold. The Chief was asked to provide a list of upgrades, repairs and items that will be part of the sale. When this is received the Board will reach out to a broker and look into a possible sale.

Dennis Allonardo stated that due to spending he is holding off on the purchase of the new battery-operated ram.

Dennis Allonardo stated that the Forest Grove Fire Company will now be part of the Hamilton Twp. dive team. Our Department will be dispatched as a mutual aid company. The primary function of 43-5 will be as shore support and provide a picket anchor system on shore and supply ropes to stabilize the boats on the water. The Chief will get more information on training dates and additional specifics as needed.

Mykola Myronowskyj explained that the check that was issued to him was a reimbursement for mileage, postage and added data charges. All receipts were attached to the PO.

The Board is looking into having a petty cash fund. Mykola Myronowskyj will ask Ed Paul if there are any restrictions or guidelines for having a petty cash account when using tax payer provided funds.



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8. Public Comments continued

President of the Fire Department: Not present.

Others: None

9. Adjournment

A motion to adjourn the meeting was made by Andrew Bellone Sr. and Joseph Scapellato and was seconded by Thomas Bellone Sr. The meeting was adjourned at 19:48.

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



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7:11 PM
07/24/18
Accrual Basis

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

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-8,205.50
Newfield Savings 9924	308,876.98
Total Checking/Savings	300,671.48
Total Current Assets	300,671.48
Fixed Assets	
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	
Accumalated Deprec	-1,198,294.00
Assets Equipment	802,651.00
Vehicles	1,297,831.00
Total Fixed Assets	902,188.00
Total Fixed Assets	990,142.00
TOTAL ASSETS	1,290,813.48
LIABILITIES & EQUITY	
Liabilities	444,098.52
Equity	
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	-122,081.92
Net Income	-27,860.75
Total Equity	846,714.96
TOTAL LIABILITIES & EQUITY	1,290,813.48



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7:07 PM

07/24/18

Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of July 31, 2018

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	07/24/2018	11796	Comcast (Xfinity)	-72.14
Bill Pmt -Check	07/24/2018	11797	Andrew Bellone Jr	-51.15
Bill Pmt -Check	07/24/2018	11798	Atlantic Switch and Generator	-805.00
Bill Pmt -Check	07/24/2018	11799	Coaching Systems, LLC	-311.33
Bill Pmt -Check	07/24/2018	11800	Comcast 569	-205.47
Bill Pmt -Check	07/24/2018	11801	Dennis Allonnardo	-1,028.22
Bill Pmt -Check	07/24/2018	11802	DTA Solutions LLC	-110.00
Bill Pmt -Check	07/24/2018	11803	Forest Grove Fire Co	-377.53
Bill Pmt -Check	07/24/2018	11804	Glenn Insurance, Inc.	-9,346.00
Bill Pmt -Check	07/24/2018	11805	Major Petroleum Ind.	-783.59
Bill Pmt -Check	07/24/2018	11806	Mes PA	-94.40
Bill Pmt -Check	07/24/2018	11807	My-Lor Inc	-37.50
Bill Pmt -Check	07/24/2018	11808	Mykola Myronowskyj	-119.97
Bill Pmt -Check	07/24/2018	11809	Nat Alexander Company, Inc.	-252.00
Bill Pmt -Check	07/24/2018	11810	Phoenix Buisness Forms Inc	-105.00
Bill Pmt -Check	07/24/2018	11811	Pizza Joe's	-47.20
Bill Pmt -Check	07/24/2018	11812	Public Saftey Outfitters	-3,132.39
Bill Pmt -Check	07/24/2018	11813	Staples	-244.40
Bill Pmt -Check	07/24/2018	11814	TransUnion	-25.00
Bill Pmt -Check	07/24/2018	11815	Vineland Ace Hardware	-441.06
Bill Pmt -Check	07/24/2018	11816	Vineland Auto Electric	-632.11
Bill Pmt -Check	07/24/2018	11817	Wallace Supply Company	-38.59
Bill Pmt -Check	07/24/2018	11818	Glenn Insurance, Inc.	-5,030.00
Total Newfield Na Bk 0505				-23,290.05
Newfield Savings 9924				
Total Newfield Savings 9924				
TOTAL				-23,290.05