



## Forest Grove Board of Fire Commissioners October 23, 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  
Mark Mastro – Fire Company President

### 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. Communications

The Board was sent a copy of Assembly Bill 429, The synopsis of this legislation is that it prohibits water companies from assessing more than one charge per fire hydrant to fire departments, fire districts, or volunteer fire companies for use of fire hydrants. A copy of the bill is posted in the Commissioners office for review.

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

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

### 5. Treasurers Report

Thomas Bellone Sr. received a call from Newfield National Bank due to a deposit / funds transfer error. It seems that the transfer of \$18,000.00 to pay all bills from last month was only \$1,800.00. This caused some checks that were issued to be returned to the vendors. Mr. Bellone Sr. was able to work with the bank and the vendors, Newfield National Bank will make all needed corrections and there will not be any fees or charges levied. All vendors were advised to re-send their checks to the bank to be honored.



## Forest Grove Board of Fire Commissioners October 23, 2018 - Meeting Minutes

### **5. Treasurers Report continued**

Thomas Bellone Sr. reported that the Board received a refund check from Glenn Insurance in the amount of \$4,985.00. This refund is due to an overpayment for the Workman's Compensation insurance.

Thomas Bellone Sr. commented that the Chief of the Department must submit all invoices for the current period by the Monday before the Board meeting. The Commissioners agreed that in the event that an invoice is received after the deadline, the invoice will be held until the next meeting cycle for payment.

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

### **6. Old Business**

Mykola Myronowskyj reached out to Brindlee Mountain and began the process to have the repurposed Pierce 43-57 Utility truck. The applications have been completed and the pictures of the vehicle have been submitted.

The audit synopsis for the Board of Fire Commissioners 2017 audit was sent to the Courier Post for public notice, and a copy was mailed to the Division of Govt Services in Trenton.

### **7. New Business**

A proposal was received from Atlantic Switch and Generator for needed repairs to our generator. The amount of the quote is \$1,434.00. This quote was generated after the minor preventative maintenance work discovered a number of repairs. The Board agreed to accept the quote and it was signed by the Chairman. Mykola Myronowskyj will scan the quote and e-mail it to Atlantic Switch & Generator and schedule the repair to be done as soon as possible.

The 2019 budget that was submitted was returned to the Board by Ed Paul from Ball, Buckley & Seher. Per the State of NJ rules, any change of more than 10%, negative or positive, must be justified in writing. The proposed budget for 2019 does have a number of line items that have changed. The questions were answered and forwarded to Mr. Ed Paul to process and have ready for our next meeting so that it can be accepted.

The Board of Fire Commissioners received a questionnaire from VFIS for the 2019 insurance package. The questionnaire will be completed and sent back to Glenn Insurance.



## Forest Grove Board of Fire Commissioners October 23, 2018 - Meeting Minutes

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

The City of Bridgeton submitted an initial draft of a Mutual Aid Agreement for the addition of for our Heavy Rescue truck be added to the “mayday box”. The initial draft was riddled with inaccuracies. Mykola Myronowskyj corrected the errors and submitted the revised draft to the Board members for review. All Board members agreed to the revised draft. This revised draft will be sent to the Chief of the City of Bridgeton for review and submission to their City Council. Final signatures and a fully executed agreement by the Board of Fire Commissioners will be completed after Bridgeton’s approvals.

### **8. Public Comments**

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

**President of the Fire Department:** - Was present, however he departed prior to this time of the meeting. During a review of the building maintenance account for the President it was discovered that due to a bookkeeping error the Chief was paid an extra \$209.99 in January 2018. Since the bookkeeper and the President have left, we will table this discussion to the November meeting. If this overpayment is confirmed, the amount will be used as a credit to be applied to the next reimbursements to the Chief.

**Others:** None

### **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 19:43.

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



## Forest Grove Board of Fire Commissioners October 23, 2018 - Meeting Minutes

3:57 PM  
10/23/18  
Accrual Basis

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

	Oct 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Newfield Na Bk 0505	-19,088.53
Newfield Savings 9924	504,836.86
<b>Total Checking/Savings</b>	485,748.33
<b>Total Current Assets</b>	485,748.33
<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>1,475,890.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	444,098.52
Equity	1,031,791.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,475,890.33</b>



## Forest Grove Board of Fire Commissioners October 23, 2018 - Meeting Minutes

6:53 PM  
10/23/18  
Accrual Basis

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

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Transfer	10/02/2018			16,200.00
Bill Pmt -Check	10/23/2018	11865	Ball Buckley & Seher, LLP	-3,200.00
Bill Pmt -Check	10/23/2018	11866	Birch's Communications, L.L.C.	-3,689.20
Bill Pmt -Check	10/23/2018	11867	Blaze Emergency Equipment C...	-2,233.28
Bill Pmt -Check	10/23/2018	11868	C&S Graphics Shop	-36.00
Bill Pmt -Check	10/23/2018	11869	Comcast (Xfinity)	-15.96
Bill Pmt -Check	10/23/2018	11870	Comcast 569	-205.14
Bill Pmt -Check	10/23/2018	11871	Continental Fire and Safety Inc.	-456.00
Bill Pmt -Check	10/23/2018	11872	Courier Post	-212.52
Bill Pmt -Check	10/23/2018	11873	D&H Auto Supplies	-403.88
Bill Pmt -Check	10/23/2018	11874	Dennis Allonnardo	-98.53
Bill Pmt -Check	10/23/2018	11875	DTA Solutions LLC	-110.00
Bill Pmt -Check	10/23/2018	11876	FD Testing Services LLC	-1,824.06
Bill Pmt -Check	10/23/2018	11877	Forest Grove Fire Co	-2,638.14
Bill Pmt -Check	10/23/2018	11878	Glenn Insurance, Inc.	-4,145.00
Bill Pmt -Check	10/23/2018	11879	Hamilton Fire and Safty Equip.	-75.00
Bill Pmt -Check	10/23/2018	11880	Jersey Fire & Safety Products L...	-294.00
Bill Pmt -Check	10/23/2018	11881	Major Petroleum Ind.	-644.88
Bill Pmt -Check	10/23/2018	11882	Mary Bridget Enterprises, Inc.	-234.34
Bill Pmt -Check	10/23/2018	11883	MRA Mobile Truck & Trailer Re...	-1,319.97
Bill Pmt -Check	10/23/2018	11884	Pizza Joe's	-112.70
Bill Pmt -Check	10/23/2018	11885	Staples	-159.87
Bill Pmt -Check	10/23/2018	11886	TransUnion	-25.00
Bill Pmt -Check	10/23/2018	11887	Verizon Wireless 197	-70.32
Bill Pmt -Check	10/23/2018	11888	Vineland Ace Hardware	-510.84
Bill Pmt -Check	10/23/2018	11889	Vineland Auto Electric	-777.08
Bill Pmt -Check	10/23/2018	11890	Weber's Power Equipment Inc.	-786.90
Total Newfield Na Bk 0505				-8,078.61
<b>Newfield Savings 9924</b>				
Transfer	10/02/2018			-16,200.00
Total Newfield Savings 9924				-16,200.00
<b>TOTAL</b>				<b>-24,278.61</b>