



Forest Grove Board of Fire Commissioners August 27, 2019 - Meeting Minutes

1. Call to Order: 19:00

1. Members Present

- X - Andrew Bellone Jr. - Chairman
- _ - Samuel Scapellato - Vice Chairman
- X - Mykola "Nick" Myronowskyj - Secretary
- X - Joseph Scapellato - Treasurer
- _ - Thomas Bellone Sr. - Commissioner

Public Present & Others:

Tamara Ardito – DTA Solutions
Ed Paul – Ball, Buckley & Seher

2. Reading of the minutes of the previous meeting

A motion to accept minutes as read was made by Andrew Bellone Jr. and seconded by Joseph Scapellato. No changes to be made.

3. Communications

The 2018 Audit and associated documents were received.

4. Treasurers Report & Bills against the Commission

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

The certification of accounts for the 2018 audit was to Newfield National Bank.

Cynthia from MES e-mailed the Board in reference to 2 invoices they were waiting payment for. We verified that their invoice (1332919 & 1337889) in the amount of \$363.50 was paid at the last meeting (PO's 5720 & 5733) with check number 12056. These payments had not yet cleared the bank. We verified that the payments are being sent to the correct address. Check number 12056 will have a stop payment order submitted. A new check (#12113) was issued in the amount of \$363.50 and will be sent to satisfy the account. Mykola Myronowskyj will follow up with MES to ensure that the payment was received and credited.

Joe Scapellato reported that Nat Alexander submitted a duplicate invoice. Joe contacted Nat Alexander and rectified the error.

The Board is low on PO's, Mykola Myronowskyj will reach out to Paladino Printers and place an order.

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



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5. Old Business

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

The new Commissioners office is completed. The petty cash fund in the amount of \$300.00 will be created. Mykola Myronowskyj will create the form and will purchase a petty cash lock box for the Board. Mykola Myronowskyj was able to obtain a free desk, matching filing cabinet, office chair and floor mat for the Commissioners office. This furniture was donated to us and is currently in the office.

Mykola Myronowskyj is checking into the laws governing the retention of documents. This way we can purge unneeded files from the new filing system.

Thomas Bellone asked if the insurance coverage extended to nonmembers riding in fire company apparatus. This includes ride along guests and kids in trucks. Mykola Myronowskyj will e-mail Brian to obtain the answer.

6. New Business

The annual renewal of the Atlantic Switch and Generator maintenance contract was received. The pricing and terms remain the same as last year. The Board agreed, and the Chairman signed the renewal contract.

Kelly from Borelli / Glenn Insurance provided us a copy of the insurance certificate for the rescue truck. She also sent a copy to VFIS.

Kelly from Borelli / Glenn Insurance notified the Board via e-mail that the 2018 audit of the workman's comp insurance was in dispute. There are 2 other fire companies that share our policy and one of them raised concerns. The audit revealed that the Board was set to receive a refund in the amount of \$. which was intended to be used as a credit to the billing, however until the dispute is resolved, full payment of the installment will be required. Kelly stated that as soon as the dispute is resolved, she will notify us.

OHD, the company that recertifies our fit testing machine requested information on our tax exemption status. Mykola Myronowskyj will send them a copy of the ST-5 tax exemption form.

Ed Paul of Ball Buckley & Seher was present to go over the 2018 Audit with the Board. The annual audit did not reveal any issues, and the Board accepted the Audit as written.



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7. Public Comments

Chief of the Fire Department: Not Present

President of the Fire Department: Not Present

Others: Not Present

8. Adjournment

A motion to adjourn the meeting was made by Joseph Scapellato and seconded by Mykola Myronowskyj.

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*



Forest Grove Board of Fire Commissioners August 27, 2019 - Meeting Minutes

7:05 PM
08/27/19
Accrual Basis

Franklin Township Fire District No 4 Balance Sheet As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Newfield Na Bk 0505	-19,236.88
Newfield Savings 9924	376,669.27
Total Checking/Savings	357,432.39
Total Current Assets	357,432.39
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	902,188.00
Total Fixed Assets	990,142.00
TOTAL ASSETS	1,347,574.39
LIABILITIES & EQUITY	
Liabilities	444,258.62
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	149,146.72
Net Income	-242,488.58
Total Equity	903,315.77
TOTAL LIABILITIES & EQUITY	1,347,574.39



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7:24 PM
08/27/19
Accrual Basis

Franklin Township Fire District No 4 Transactions This Month As of August 31, 2019

Type	Date	Num	Name	Amount
Newfield Na Bk 0505				
Bill Pmt -Check	08/27/2019	12113	Mes PA	-363.50
Bill Pmt -Check	08/27/2019	12114	Ball Buckley & Seher, LLP	-5,821.39
Bill Pmt -Check	08/27/2019	12115	Comcast (Xfinity)	-16.97
Bill Pmt -Check	08/27/2019	12116	Comcast 569	-216.58
Bill Pmt -Check	08/27/2019	12117	D&H Auto Supplies	-185.95
Bill Pmt -Check	08/27/2019	12118	Dennis Allonnardo	-115.27
Bill Pmt -Check	08/27/2019	12119	Douglas Perry	-479.62
Bill Pmt -Check	08/27/2019	12120	DTA Solutions LLC	-165.00
Bill Pmt -Check	08/27/2019	12121	Elmer Door Co. Inc.	-945.00
Bill Pmt -Check	08/27/2019	12122	Fire One	-1,380.00
Bill Pmt -Check	08/27/2019	12123	First Priority Emergency Vehicles	-220.00
Bill Pmt -Check	08/27/2019	12124	Foremost Promotions	-388.38
Bill Pmt -Check	08/27/2019	12125	Forest Grove Fire Co	-2,873.63
Bill Pmt -Check	08/27/2019	12126	Glenn Insurance, Inc.	-5,058.00
Bill Pmt -Check	08/27/2019	12127	Hamilton Fire and Safty Equip.	-538.00
Bill Pmt -Check	08/27/2019	12128	Inspira Health Network Urgent ...	-97.00
Bill Pmt -Check	08/27/2019	12129	M.A.S.E. Concepts	-647.00
Bill Pmt -Check	08/27/2019	12130	Major Petroleum Ind.	-1,123.45
Bill Pmt -Check	08/27/2019	12131	MRA Mobile Truck & Trailer Re...	-502.53
Bill Pmt -Check	08/27/2019	12132	New Jersey State Fire Chiefs A...	-40.00
Bill Pmt -Check	08/27/2019	12133	Staples	-521.29
Bill Pmt -Check	08/27/2019	12134	TransUnion	-50.00
Bill Pmt -Check	08/27/2019	12135	Verizon Wireless 197	-60.32
Bill Pmt -Check	08/27/2019	12136	Vineland Ace Hardware	-527.59
Bill Pmt -Check	08/27/2019	12137	Vineland Auto Electric	-1,178.70
Bill Pmt -Check	08/27/2019	12138	Witmer Public Safety Group Inc	-47.80
Bill Pmt -Check	08/27/2019	12139	Atlantic Switch and Generator	-805.00
Total Newfield Na Bk 0505				-24,367.97
Newfield Savings 9924				
Total Newfield Savings 9924				
TOTAL				-24,367.97