



## Forest Grove Board of Fire Commissioners September 25, 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 – Fire Company Chief  
Mark Mastro – Fire Company President

### 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

None

### 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 Andrew Bellone Jr. Please refer to the attached report.

### 5. Treasurers Report

The invoice to Inspira was returned to the Board due to an incorrect address. The new address was confirmed, and the payment will be sent out immediately.

Thomas Bellone Sr. asked Chief Allonardo to address all billing questions and invoices that are to be submitted to him only.

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



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### **6. Old Business**

The new bio-metric door lock to eliminate the need for keys has been purchased and installed. The new lock has been programmed with each Commissioners index finger and thumbprint as well as a numerical pin code.

The old Deputy Chiefs car will not be donated as originally discussed. IT was determined that the vehicle would be better used for training purposes and once the vehicle has exhausted its training use, it will then be sent to a vehicle salvage yard. Andrew Bellone Jr asked for a motion to use the vehicle for training. Samuel Scapellato made the motion, Joseph Scapellato seconded, all Commissioners voted “aye”.

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. Pictures of the truck will be taken and Mykola Myronowskyj will reach out to Brindlee Mountain vehicle sales.

### **7. New Business**

The Board received the 2017 Financial audit from Ball, Buckley & Seher. Each Commissioner was provided with a copy of the Audit for review. A copy of the audit is also in the Commissioners table for public review. The audit synopsis was sent to the Courier Post for public notice, and a copy was mailed to the Division of Govt Services in Trenton.

A date for a budget workshop was set for October 2<sup>nd</sup>, 2018 @ 19:00. All 5 Commissioners confirmed availability. Thomas Bellone Sr. will be reaching out to Borelli Insurance to obtain the insurance cost and obtain a preliminary insurance estimate for the new command vehicle. Mykola Myronowskyj will prepare the needed spreadsheets in preparation for the meeting.

### **8. Public Comments**

#### **Chief of the Fire Department:**

The Chief is working to secure a grant for 2019 for Fire Gear (PPE) replacement. Teddy Peters is working on the grant paperwork. It seems that the application will need to be resubmitted.

The Chief advised that he was contacted by the City of Bridgeton for our Heavy Rescue truck to be added to the “mayday box”. The Chief will be getting the MOU’s and additional information and submit it to the Board.

The Chief submitted a request to have a PO approved to purchase 6 VHF radios. The cost for the radios is \$3,689.20. The radios are for multi-agency / multi-response use. The Board approved the request and PO #5386 was approved.



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### **8. Public Comments continued**

#### **President of the Fire Department:**

Mark Mastro submitted a rent increase request and cost breakdown to the Board. Mark was advised that the Board will review the request and decide during the budget workshop on October 2<sup>nd</sup>. Per the lease agreement, at the expiration of the initial first year and commencing January 1, 2019, and on the first day of each year thereafter, the rental payment may include a negotiable annual adjustment increase equivalent of no more than two percent (2%). This increase will be negotiated during a regular meeting of the Board of Fire Commissioners at which the annual setting of the Fire District budget is done. The increase will be based on the next year's budget and will go into effect in March of the following year or after the annual Fire District elections.

**Others:** None

### **9. Adjournment**

A motion to adjourn the meeting was made by Samuel Scapellato and was seconded by Joseph Scapellato. The meeting was adjourned at 19:57.

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



## Forest Grove Board of Fire Commissioners September 25, 2018 - Meeting Minutes

7:09 PM  
09/25/18  
Accrual Basis

### Franklin Township Fire District No 4 Balance Sheet As of September 30, 2018

|                                       | Sep 30, 18          |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| Current Assets                        |                     |
| Checking/Savings                      |                     |
| Newfield Na Bk 0505                   | -12,389.83          |
| Newfield Savings 9924                 | 410,792.47          |
| <b>Total Checking/Savings</b>         | <b>398,402.64</b>   |
| <b>Total Current Assets</b>           | <b>398,402.64</b>   |
| 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        |
| <b>Total Fixed Assets</b>             | <b>902,188.00</b>   |
| <b>Total Fixed Assets</b>             | <b>990,142.00</b>   |
| <b>TOTAL ASSETS</b>                   | <b>1,388,544.64</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| Liabilities                           | 444,098.52          |
| Equity                                | 944,446.12          |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,388,544.64</b> |



## Forest Grove Board of Fire Commissioners September 25, 2018 - Meeting Minutes

7:07 PM  
09/25/18  
Accrual Basis

### Franklin Township Fire District No 4 Transactions This Month As of September 30, 2018

| Type                         | Date       | Num   | Name                                | Amount            |
|------------------------------|------------|-------|-------------------------------------|-------------------|
| <b>Newfield Na Bk 0505</b>   |            |       |                                     |                   |
| Bill Pmt -Check              | 09/25/2018 | 11844 | Ball Buckley & Seher, LLP           | -5,700.44         |
| Bill Pmt -Check              | 09/25/2018 | 11845 | Chuck's Mobile Lighting & Instal... | -980.00           |
| Bill Pmt -Check              | 09/25/2018 | 11846 | Comcast (Xfinity)                   | -15.96            |
| Bill Pmt -Check              | 09/25/2018 | 11847 | Comcast 569                         | -205.14           |
| Bill Pmt -Check              | 09/25/2018 | 11848 | D&H Auto Supplies                   | -322.57           |
| Bill Pmt -Check              | 09/25/2018 | 11849 | Dennis Allonnardo                   | -134.63           |
| Bill Pmt -Check              | 09/25/2018 | 11850 | DTA Solutions LLC                   | -110.00           |
| Bill Pmt -Check              | 09/25/2018 | 11851 | Forest Grove Fire Co                | -3,012.93         |
| Bill Pmt -Check              | 09/25/2018 | 11852 | G & E Trailer Sales, LLC            | -565.86           |
| Bill Pmt -Check              | 09/25/2018 | 11853 | Hamilton Fire and Safty Equip.      | -1,225.00         |
| Bill Pmt -Check              | 09/25/2018 | 11854 | Major Petroleum Ind.                | -791.33           |
| Bill Pmt -Check              | 09/25/2018 | 11855 | Mes PA                              | -194.00           |
| Bill Pmt -Check              | 09/25/2018 | 11856 | Motorola Solutions, Inc.            | -400.00           |
| Bill Pmt -Check              | 09/25/2018 | 11857 | MRA Mobile Truck & Trailer Re...    | -677.11           |
| Bill Pmt -Check              | 09/25/2018 | 11858 | Mykola Myronowskyj                  | -223.63           |
| Bill Pmt -Check              | 09/25/2018 | 11859 | Pizza Joe's                         | -283.25           |
| Bill Pmt -Check              | 09/25/2018 | 11860 | Staples                             | -619.32           |
| Bill Pmt -Check              | 09/25/2018 | 11861 | TransUnion                          | -25.00            |
| Bill Pmt -Check              | 09/25/2018 | 11862 | Vineland Ace Hardware               | -1,358.02         |
| Bill Pmt -Check              | 09/25/2018 | 11863 | Vineland Auto Electric              | -2,091.74         |
| Bill Pmt -Check              | 09/25/2018 | 11864 | Weber's Power Equipment Inc.        | -38.25            |
| Total Newfield Na Bk 0505    |            |       |                                     | -18,974.18        |
| <b>Newfield Savings 9924</b> |            |       |                                     |                   |
| Total Newfield Savings 9924  |            |       |                                     |                   |
| <b>TOTAL</b>                 |            |       |                                     | <b>-18,974.18</b> |



**Forest Grove Board of Fire Commissioners  
September 25, 2018 - Meeting Minutes**

**FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4  
COUNTY OF GLOUCESTER  
SYNOPSIS REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2017**



## Forest Grove Board of Fire Commissioners September 25, 2018 - Meeting Minutes

EXHIBIT B-1

**FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4**  
Balance Sheet  
Governmental Funds  
For the Year Ended December 31, 2017

|   | General<br>Fund      | Special<br>Revenue<br>Fund | Capital<br>Projects<br>Fund | Debt<br>Service<br>Fund | Total<br>Governmental<br>Funds |
|---|----------------------|----------------------------|-----------------------------|-------------------------|--------------------------------|
| <b>ASSETS:</b>  |                      |                            |                             |                         |                                |
| Cash and cash equivalents   | \$ 454,086.39        | \$ 7,020.00                | \$ 6,016.05                 | \$ 25,259.34            | \$ 492,381.78                  |
| Due from Township of Franklin - district taxes  | 1.28                 | 0.00                       | 0.00                        | 0.00                    | 1.28                           |
| Due from debt service fund  | 0.00                 | 0.00                       | 25,256.17                   | 0.00                    | 25,256.17                      |
| Due from special revenue fund   | 0.00                 | 0.00                       | 3,473.00                    | 0.00                    | 3,473.00                       |
| Due from general fund   | 0.00                 | 0.00                       | 52,504.83                   | 0.00                    | 52,504.83                      |
| <b>Total assets</b>   | <b>\$ 454,087.67</b> | <b>\$ 7,020.00</b>         | <b>\$ 87,250.05</b>         | <b>\$ 25,259.34</b>     | <b>\$ 573,617.06</b>           |
| <b>LIABILITIES AND FUND BALANCES:</b>   |                      |                            |                             |                         |                                |
| <b>Liabilities:</b>   |                      |                            |                             |                         |                                |
| Accounts payable  | \$ 40,129.15         | \$ 0.00                    | \$ 0.00                     | \$ 0.00                 | \$ 40,129.15                   |
| Due to capital projects fund  | 52,504.83            | 3,473.00                   | 0.00                        | 25,256.17               | 81,234.00                      |
| <b>Total liabilities</b>  | <b>92,633.98</b>     | <b>3,473.00</b>            | <b>0.00</b>                 | <b>25,256.17</b>        | <b>121,363.15</b>              |
| <b>Fund balances:</b>   |                      |                            |                             |                         |                                |
| <b>Reserved:</b>  |                      |                            |                             |                         |                                |
| Capital projects  | 0.00                 | 0.00                       | 6,016.05                    | 0.00                    | 6,016.05                       |
| Future capital outlays  | 0.00                 | 0.00                       | 81,234.00                   | 0.00                    | 81,234.00                      |
| Overexpenditure of appropriations   | (4,807.33)           | 0.00                       | 0.00                        | 0.00                    | (4,807.33)                     |
| Subsequent year's expenditures  | 16,974.00            | 0.00                       | 0.00                        | 0.00                    | 16,974.00                      |
| <b>Unreserved:</b>  |                      |                            |                             |                         |                                |
| <b>Undesignated, reported in:</b>   |                      |                            |                             |                         |                                |
| General fund  | 349,287.02           | 3,547.00                   | 0.00                        | 3.17                    | 352,837.19                     |
| <b>Total fund balances</b>  | <b>361,453.69</b>    | <b>3,547.00</b>            | <b>87,250.05</b>            | <b>3.17</b>             | <b>452,253.91</b>              |
| <b>Total liabilities and fund balances</b>  | <b>\$ 454,087.67</b> | <b>\$ 7,020.00</b>         | <b>\$ 87,250.05</b>         | <b>\$ 25,259.34</b>     |                                |
| Amounts reported for governmental activities in the statement of net positions (A-1) are different because:   |                      |                            |                             |                         |                                |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$4,370,709.89 and the accumulated depreciation is \$2,054,454.39 |                      |                            |                             |                         | 2,316,255.50                   |
| Long-term liabilities, including capital leases payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds   |                      |                            |                             |                         | (760,322.08)                   |
| Interest on long-term debt in the statement of activities is accrued regardless of when due   |                      |                            |                             |                         | (18,990.67)                    |
|   |                      |                            |                             |                         | <b>\$ 1,989,196.66</b>         |



## Forest Grove Board of Fire Commissioners September 25, 2018 - Meeting Minutes

EXHIBIT B-2

**FRANKLIN TOWNSHIP FIRE DISTRICT NO. 4**  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2017

|  | General<br>Fund      | Special<br>Revenue<br>Fund | Capital<br>Projects<br>Fund | Debt<br>Service<br>Fund | Total<br>Governmental<br>Funds |
|--|----------------------|----------------------------|-----------------------------|-------------------------|--------------------------------|
| <b>REVENUES:</b>   |                      |                            |                             |                         |                                |
| Operating grant revenue  | \$ 0.00              | \$ 1,136.48                | \$ 0.00                     | \$ 0.00                 | \$ 1,136.48                    |
| Amount to be raised by taxation to support the district budget | 386,070.00           | 0.00                       | 0.00                        | 124,339.00              | 510,409.00                     |
| Non-budgetary revenues   | 953.26               | 0.00                       | 0.00                        | 0.00                    | 953.26                         |
| Total revenues   | <u>387,023.26</u>    | <u>1,136.48</u>            | <u>0.00</u>                 | <u>124,339.00</u>       | <u>512,498.74</u>              |
| <b>EXPENDITURES:</b>   |                      |                            |                             |                         |                                |
| Operating appropriations:                                      |                      |                            |                             |                         |                                |
| Administration   | 76,294.95            | 0.00                       | 0.00                        | 0.00                    | 76,294.95                      |
| Cost of operations and maintenance                             | 173,250.57           | 1,136.48                   | 0.00                        | 0.00                    | 174,387.05                     |
| Contribution to length of service awards program (L.O.S.A.P.)  | 36,282.96            | 0.00                       | 0.00                        | 0.00                    | 36,282.96                      |
| Debt service:  |                      |                            |                             |                         |                                |
| Principal  | 0.00                 | 0.00                       | 0.00                        | 322,904.51              | 322,904.51                     |
| Interest and other charges                                     | 0.00                 | 0.00                       | 0.00                        | 21,433.68               | 21,433.68                      |
| Total expenditures   | <u>285,828.48</u>    | <u>1,136.48</u>            | <u>0.00</u>                 | <u>344,338.19</u>       | <u>631,303.15</u>              |
| Excess (deficiency) of revenues over (under) expenditures      | <u>101,194.78</u>    | <u>0.00</u>                | <u>0.00</u>                 | <u>(219,999.19)</u>     | <u>(118,804.41)</u>            |
| <b>OTHER FINANCING SOURCES (USES):</b>                         |                      |                            |                             |                         |                                |
| Operating transfers in (out):                                  |                      |                            |                             |                         |                                |
| Reserve for future capital outlay                              | (70,000.00)          | 0.00                       | 70,000.00                   | 0.00                    | 0.00                           |
| Reserve for future capital outlay anticipated for debt service | 0.00                 | 0.00                       | (220,000.00)                | 220,000.00              | 0.00                           |
| Prior year improvement authorization refund                    | 0.00                 | 0.00                       | 6,000.00                    | 0.00                    | 6,000.00                       |
| Prior year adjustments:  |                      |                            |                             |                         |                                |
| Accounts receivable canceled                                   | (879.66)             | 0.00                       | 0.00                        | 0.00                    | (879.66)                       |
| Grant fund expenditures  | 2,500.00             | 0.00                       | 0.00                        | 0.00                    | 2,500.00                       |
| Total other financing sources (uses)                           | <u>(68,379.66)</u>   | <u>0.00</u>                | <u>(144,000.00)</u>         | <u>220,000.00</u>       | <u>7,620.34</u>                |
| Net change in fund balances                                    | 32,815.12            | 0.00                       | (144,000.00)                | 0.81                    | (111,184.07)                   |
| Fund balance - January 1                                       | <u>328,638.57</u>    | <u>3,547.00</u>            | <u>231,250.05</u>           | <u>2.36</u>             | <u>563,437.98</u>              |
| Fund balance - December 31                                     | <u>\$ 361,453.69</u> | <u>\$ 3,547.00</u>         | <u>\$ 87,250.05</u>         | <u>\$ 3.17</u>          | <u>\$ 452,253.91</u>           |





## Forest Grove Board of Fire Commissioners September 25, 2018 - Meeting Minutes

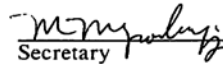
### **Current Year Findings**

None.

### **Prior Year Findings**

None.

The above summary or synopsis was prepared from the Report of Audit of the Franklin Township Fire District No. 4, County of Gloucester, for the calendar year 2017. This Report of Audit, submitted by William H. Buckley, III, Registered Municipal Accountant, is on file at the Fire District's office and may be inspected by any interested person.

  
Secretary