



## Forest Grove Board of Fire Commissioners January 28, 2020 - Meeting Minutes

### 1. Call to Order: 19:00

#### 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

#### Public Present & Others:

Kelly Smuzinsky from Glenn Insurance

### 2. Reading of the minutes of the previous meeting

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

### 3. Communications

All communications will be discussed under old and new business.

### 4. Treasurers Report & Bills against the Commission

Joseph Scapellato reported that the previous bank statement showed that there were 2 deposits made for the 4<sup>th</sup> quarter tax payment. The amount of each was \$130,679.25. Joseph Scapellato investigated and discovered that this was due to an error when the 3<sup>rd</sup> quarter taxes were not deposited on time. The payment was correct, and the matter is closed.

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

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

### 5. Old Business

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

Mykola Myronowskyj has moved and filed all Board of Fire Commissioners files from the storage boxes to the new filing cabinets in the office. Records from 2012 to present are currently in the cabinets. Mykola will now concentrate on the purging and filing of documents that he is able to locate from 2011 and prior. As these files are reviewed, they will be archived or destroyed as required.



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### **5. Old Business continued**

Mykola Myronowskyj reached out to the Courier Post regarding the erroneous billing. It was discovered that there were 2 issues. First the Courier Post changed our account number without notification, and there was a computer error on their end that erroneously sent invoices out to vendors. Mykola spoke to Jennifer Garrett and she will correct the problem on their end. We were advised that as of the conversation, the Board had a zero balance, and an e-mail to the Board was sent and filed.

Rick Bleda and Nick Crescitelli both received their renewed blue light permits. Copies were made and given to the Chief for the members files.

A check for the petty cash fund in the amount of \$300.00 will be made to Joseph Scapellato to cash and bring the funds to the Board office. Mykola Myronowskyj created the transaction record form. All petty cash transactions shall be issued by Treasurer Joseph Scapellato. All petty cash transactions shall be accompanied by a receipt, to be attached to the petty cash transaction report. When the fund is depleted, a motion to issue additional funds shall be required.

### **6. New Business**

Kelly Smuzinsky from Glenn Insurance came to the meeting to discuss the new insurance policies. The entire policy record including vehicles and apparatus, the building and workman's compensation insurance coverages were discussed. There were a few questions that the Board had and a few revisions that were required.

- 1 – Delete Loss Payee, KS State Bank regarding the 2010 Sutphen
- 2 – Add Leasing 2, Inc. AOIA, 1720 W. Cass Street, Tampa, FL 33606 as an Additional Insured and Loss Payee regarding the 2018 Chevrolet Tahoe.
- 3 – Confirm the value of the solar panels that are on the fire station roof and the name and address of the company that owns them. The fire station building is insured for \$1,505,860.
- 4 – 2019-20 Audit Information for the carrier
- 5 – Currently the 2020 -21 Workers Compensation renewal policy includes 50 volunteers. The question of reducing this number to 30 was asked, and if the Board was to do so, what would the process be.
- 6- Would it be possible to remit the renewal deposit check after your February meeting.
- 7- The Board advised Kelly that we had received a letter from ARI notifying us that they will be performing the annual audit for the Workman's Compensation insurance. To date we have not been contacted by the company. Kelly would look into the matter.



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### **6. New Business continued**

During the renewal process for the Workman's Compensation insurance a question was raised to the insurance company regarding when a "worker" was covered. The insurance company advised that the "worker" would be covered from the time that the pager tones / the emergency is dispatched, providing that the "worker" takes the most direct route from their departure point to the Firehouse. If the "worker" deviates from the most direct route or makes a stop on the way, i.e. stops at the Wawa to pick up a drink, the worker will not be covered until they arrive at the Firehouse. If a Workman's Compensation claim is made by a member, during their travel to the Firehouse, the insurance company stated that it would be the responsibility of the claims adjuster to make any needed determinations regarding the claim.

Ballots for the 2020 Fire District Elections were received from the printer. A ballot was submitted to the Board for review.

Mykola Myronowskyj went to the Gloucester County Board of Elections and dropped off ballot numbers 500 to 800 to be used for the mail in voting process.

Andrew Bellone reported that he had a conversation regarding the Board using electronic voting machines and discontinuing the use of paper ballots. The Board agreed that we would rather continue with the paper ballots and not use electronic voting methods.

The Board also agreed that the annual ballots will continue to be hand delivered by a Board member to the Gloucester County Board of Elections, this will ensure that the ballots are received by the Election Board on time for mail in ballots.

Mykola Myronowskyj reported that per Local Finance Notice 2019-03, January 29, the LOSAP CPI for the 2019 year was set to 0.49%.

Mykola Myronowskyj reported that 24 personnel achieved LOSAP for CY 2019.

Mykola Myronowskyj will obtain the LOSAP Fund Activity and Plan Fund Summary reports from AIG to provide to the auditor for the 2019 financial audit files.

The Board approved a resolution to reallocate reserve fund balances to budget line items that were overspent. Samuel Scapellato made a motion to approve the resolution, Andrew Bellone seconded the motion, all members voted "Aye", and the motion passed. The overspending was mostly due to approved emergency truck repairs of the generator on 43-52 in November. This information will be provided to the auditor for the 2019 financial audit. Thomas Bellone Sr. made a motion to approve the transfers, Joseph Scapellato seconded the motion. All other members voted "Aye" and the motion was passed.



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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 Andrew Bellone and seconded by Thomas Bellone Sr.

Meeting was adjourned at 19:45 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 January 28, 2020 - Meeting Minutes

3:46 PM  
11/28/20  
Accrual Basis

### Franklin Township Fire District No 4 Balance Sheet As of January 31, 2020

	Jan 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Newfield Na Bk 0505	-5,579.77
Newfield Savings 9924	637,448.75
<b>Total Checking/Savings</b>	631,868.98
<b>Total Current Assets</b>	631,868.98
<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>1,622,010.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	432,258.62
<b>Long Term Liabilities</b>	
Future Capital	12,000.00
<b>Total Long Term Liabilities</b>	12,000.00
<b>Total Liabilities</b>	444,258.62
<b>Equity</b>	1,177,752.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,622,010.98</b>



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5:44 PM  
01/28/20  
Accrual Basis

### Franklin Township Fire District No 4 Transactions This Month As of January 31, 2020

Type	Date	Num	Name	Amount
<b>Newfield Na Bk 0505</b>				
Bill Pmt -Check	01/28/2020	12229	Comcast (Xfinity)	-16.97
Bill Pmt -Check	01/28/2020	12230	Comcast 569	-206.67
Bill Pmt -Check	01/28/2020	12231	Dennis Allonnardo	-85.29
Bill Pmt -Check	01/28/2020	12232	DTA Solutions LLC	-125.00
Bill Pmt -Check	01/28/2020	12233	Forest Grove Fire Co	-2,457.19
Bill Pmt -Check	01/28/2020	12234	Inspira Health Network Urgent ...	-97.00
Bill Pmt -Check	01/28/2020	12235	Joseph Scapellato	-355.00
Bill Pmt -Check	01/28/2020	12236	MRA Mobile Truck & Trailer Re...	-791.34
Bill Pmt -Check	01/28/2020	12237	Mykola Myronowskyj	-58.67
Bill Pmt -Check	01/28/2020	12238	Santander Leasing LLC	-12,221.97
Bill Pmt -Check	01/28/2020	12239	TransUnion	-50.00
Bill Pmt -Check	01/28/2020	12240	Verizon Wireless 197	-60.32
Bill Pmt -Check	01/28/2020	12241	Vineland Ace Hardware	-53.52
Bill Pmt -Check	01/28/2020	12242	Charles V. Paladino	-180.00
Bill Pmt -Check	01/28/2020	12243	Major Petroleum Ind.	-509.49
Total Newfield Na Bk 0505				-17,268.43
<b>Newfield Savings 9924</b>				
Total Newfield Savings 9924				-
<b>TOTAL</b>				<b>-17,268.43</b>