

THE BOARD OF COMMISSIONERS OF FIRE
DISTRICT NO. 3
TOWNSHIP OF EAST BRUNSWICK, NEW JERSEY
REGULAR MEETING



Meeting Minutes

Date & Time:	Tuesday, March 8, 2016
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Miller
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

Attendees:	Status (Present / Absent)
Commissioner Edward Bowne	Absent
Commissioner Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Present but late to meeting (arrived at 20:00)
Commissioner Scott Miller	Present
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 19:50 by Commissioner Duffy.

Pledge of Allegiance was recited by all.

Commissioner Duffy read the Open Public Meeting Act as follows:

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE REQUIREMENTS OF THE OPEN PUBLIC MEETING ACT (L.1975, C.231) AND PURSUANT THERETO, A SCHEDULE OF REGULAR MEETINGS WAS ADOPTED AT THE MEETING OF MARCH 10, 2015, WHICH SCHEDULE WAS FILED WITH THE MUNICIPAL CLERK, PROVIDED TO THE HOME NEWS AND THE SENTINEL, AS WELL AS POSTED IN THE MUNICIPAL BUILDING.

Commissioner Duffy indicated where the emergency exits are located.

Roll call was taken.

REORGANIZATION (read by Commissioner Duffy)

The Fire Commissioners nominated who would perform in what positions on the board for the year.

- Chairman – Commissioner Edward Bowne was nominated by Commissioner Duffy; it was seconded by Commissioner Wood
- Vice Chairman – Commissioner Ryan Fenstermaker was nominated by Commissioner Miller; it was seconded by Commissioner Duffy
- Vice Chairman – Commissioner Thomas Duffy was nominated by Commissioner Miller; it was seconded by Commissioner Wood
- Treasurer – Commissioner Dave Wood was nominated by Commissioner Miller; it was seconded by Commissioner Duffy
- Clerk – Commissioner Scott Miller was nominated by Commissioner Wood; it was seconded by Commissioner Duffy

THE BOARD OF COMMISSIONERS OF FIRE
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All were in favor of the nominations; they were so elected.

Commissioner Miller read aloud the Oath of Allegiance to all present. When finished he signed it. Commissioners Fenstermaker read aloud the Oath of Allegiance to all present. When finished he signed it. They were voted and won the election from this past February.

CORRESPONDENCE (reported by Commissioner Miller)

- Commissioner Miller read the letter from Attorney Braslow regarding all the resolutions that will be read this evening then went into reading each of the resolutions. Resolutions for the 2016 year were read by Commissioner Miller. All resolutions are attached to the end of these meeting minutes and can be read in their entirety.
- 2016 Budget was approved and a copy was received. Christine Gerbereux has put it on file.
- Registration renewal notice for the 1999 Crown Victoria r to Ken Skalla
- Copy of meeting minutes from NJ state of Fire Districts was received for the meeting held on December 5th, 2015.
- Commissioner Wood reported that there is a problem with the Crown Victoria VIN numbers. He can't find the title for it. The VIN number on the car doesn't match the paperwork they have on file for it.

INSURANCE (reported by Commissioner Duffy)

- Checks were received for the damage incurred by Engines #901, #902 & #904 along with the reimbursement check for the gear that had to be cleaned. They were deposited into our account.
- Resolution was read for the disposal of an aluminum door that was damaged and deemed \$0 value. Then this door would be turned in as scrap because it is unrepairable and the monies to be deposited in our account.

LOSAP (reported by Commissioner Fenstermaker)

- Waiting on final paperwork from Lincoln Financial.

RIVA AVENUE PROJECT (reported by Commissioners Duffy & Fenstermaker)

- Had meeting today and the bid package was reviewed by Commissioners Duffy and Fenstermaker along with Braslow and the architect. The resolution was read earlier.
- Anticipated project length is 270 calendar days.
- Bid pickups are scheduled for April 10th.
- Bid opening to be scheduled for May 10th (4 weeks) at which point the commissioners will go through the contractor vetting process.
- It needs to be advertised through the Home News only. Christine Gerbereux will receive the information for the ad from Attorney Braslow.

PROFESSIONALS REPORT

Chiefs Report – reported by Assistant Chief Kevin Umbach

- Total of 11 alarms for the month of February. This brings the total alarms for 2016 to be 24.
- See attached report regarding details for the month of February.
- Thermal Imaging Camera – the last two are on back order from Fleer. Hoping to have an update sometime tomorrow as to when we can expect them.

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- Renewal contract for Iron Responding. It's a 3 year contract – our last one is up. Need to decide if we want to decide to do another 3 years or go with the 5 year contract. The Assistant Chief feels it is a very good system – he is leaving it to the Commissioner to review the paperwork he left in their office as to how many years they would like to review the contract for.
- Would like to purchase 2 Draiger XAM2500 multi gas meters including H2N and purchase 2 vehicle charging units to power those. It would be a total of \$1693.84 to purchase these two. It was budgeted under fire equipment.
- Would also like to purchase two sets of the hydrant equipment so they can fully be addressed when needed. Cost will be no more than \$1,000. Monies were budgeted under fire equipment as well.

Commissioner Fenstermaker made a motion to pass the approval of the purchase of the gas meters, charging units and 3 2 1/2" connections for the hydrants as stated by. It was seconded by Commissioner Miller. All were in favor; it was so moved.

Commissioner Wood made a motion to purchase a 5 year renewal contract which costs \$3,250 from Iron Responding. It was seconded by Commissioner Duffy. All were in favor; it was so moved.

PUBLIC PORTION

New Chief's Vehicles (reported by Commissioner Wood)

There are 2 vehicles they would like to get ordered tonight. The first is on a New Jersey State Contract and the second is through the Cranford Cooperative. The first is a 2016 Ford F250 extended cab pick up to be purchased through Cherry Hill Ford. Total cost of vehicle is \$32,983.00. Second vehicle through Cranford Coop is a 2016 Chevrolet Tahoe SSV 4WD to be purchased through Mall Chevrolet. Total cost of vehicle is \$38,390.40. Discussed features in both vehicles; purchasing a cap for the F250 and the layout of command configurations for each vehicle. They would also like to order the Command slide out for the Pick up. There is a 7 week build on this vehicle. Graphics quote is ballparked. Detailed invoices are attached to meeting minutes. Commissioner Wood is awaiting formal invoices.

Commissioner Miller made a motion to purchase the two vehicles, along with the command center and cap for the pick up. Going to hold off on the graphics, lights and radio package, It was seconded by Commissioner Duffy. All were in favor; it was so moved.

New Chief's Vehicles - Commissioner Wood

- Met with Billy (re: lights, caps, etc) general about East Coast Emergency Lighting company.
- Assistant Chief went out to get price on cap for pick-up truck. (Includes full door on back)
- They want to present to board next month or at meeting with Attorney Braslow (whichever comes first) as long as it comes after the election.
- Trying to put entire package together so it is ready to present and can be ordered when given the OK.

Engineer's Report - Ken Skalla

- See attached report regarding the details.

Commissioner Miller made a motion to purchase tires for #902 and purchased the replacement louvered door. Commissioner Duffy seconded this. All were in favor. It was so moved.

Public Portion was closed at 20:45.

THE BOARD OF COMMISSIONERS OF FIRE
DISTRICT NO. 3
TOWNSHIP OF EAST BRUNSWICK, NEW JERSEY
REGULAR MEETING



TREASURY REPORT (reported by Commissioner Wood)

Commissioner Wood requested permission to open a checking account at Provident Bank. This is to put the fines that are collected by the Fire Marshall. Commissioner Wood thought the Fire Marshall kept those funds as payment for services. He would rather turn them over to the firehouse. He is requesting a checking account to put these funds into and has requested to be at this bank since that is where his Fire Marshall account is. Commissioner Fenstermaker asked what these funds can be used for. Commissioner Wood said they can be used for fire prevention classes, equipment, etc. It was agreed upon that this account will be opened.

Beginning balance as of February 16, 2016 was \$\$750,492.79.

After interest of \$109.68, and an insurance deposit of \$2,903.00. Ending balance after payments/disbursements tonight is \$644,518.73.

(See attached reports for the breakdown of payments/disbursements)

Commissioner Duffy made a motion to pay the bills. Commissioner Miller seconds the motion. All were in favor. It was so moved.

OLD BUSINESS:

- Nothing to report.

NEW BUSINESS:

- Nothing to report.

Meeting adjourned at 21:00.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Christine to receive information from attorney about bid package ad for News Tribune	Christine Gerbereux	March 30 th	High	
2	Bid packages to be available 4/10. Vetting begins 5/10	Commissioners Duffy & Fenstermaker	Beginning of April	High	
3	Order vehicles	Commissioner Wood	ASAP	High	

Items / Issues to Discuss at a Later Time (Parking Lot):

#	Description
1	Nothing at this time.

Decisions / Agreements:

#	Description
1	Resolutions read and approved
2	Purchase of new Chief Vehicles
3	Dispose of old aluminum drawer door.

MEMORANDUM

To: All Fire Districts
From: Richard M. Braslow
Date: February 25, 2016
Subject: Oath of Office & Reorganizational Resolutions

All Commissioners who were elected to the Board must execute an Oath of Office form. The form is enclosed and may be appropriately completed and executed.

Enclosed are various resolutions which need be addressed at the Board's reorganization meeting. I have enclosed 2 forms of resolution relative to the attorney, accountant and/or auditor. Resolution to be adopted depends on the projected compensation to be received by the professional. If the annual compensation exceeds \$17,500.00 the resolution entitled, "Awarding of a Non Fair and Open Contract" would be utilized. If the compensation is under \$17,500.00 the resolution "Authorizing Appointment" would be utilized.

If you have any questions please contact me.

Oath of Allegiance

I, Scott Miller do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people.

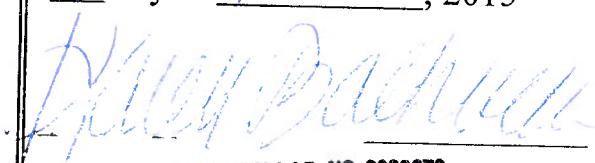
I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of Fire Commissioner according to the best of my ability.



Address 118 Church Lane

East Brunswick, NJ 08816

Sworn and subscribed before me this
8 day of March, 2015



KAREN BACHMANN, I.D. NO. 2030878
NOTARY PUBLIC OF STATE OF NEW JERSEY
MY COMMISSION EXPIRES JUNE 27, 2017

Oath of Allegiance

I, Karen Fenstermaker, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people.

I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of Fire Commissioner according to the best of my ability.


Address 5 Lakes Dr
East Brunswick, NJ 08816

Sworn and subscribed before me this
8 day of March, 2015



KAREN BACHMANN, I.D. NO. 2030678
NOTARY PUBLIC OF STATE OF NEW JERSEY
MY COMMISSION EXPIRES JUNE 27, 2017

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 01-16

**Approving and Authorizing Application to Local Finance Board by Township
and Execution of Agreement with Township Relative to Financing of Firetruck
Purchase**

WHEREAS, the Fire District has received approval from the legal voters to purchase and secure financing relative to the purchase of a firetruck; and,

WHEREAS, the Township and Fire District need enter into an agreement whereby the Township will undertake the necessary actions to secure the financing; and

WHEREAS, an application to the Local Finance Board will be necessary in this regard.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3, in the Township of East Brunswick, County of Middlesex as follows:

- (1) This resolution hereby approves and authorizes application to the Local Finance Board on behalf of the Fire District to secure the necessary financing to purchase a firetruck and further approves and authorizes execution of the agreement between the Township and Fire District relative to the Township providing the financing on behalf of the Fire District.

01-14

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 002-16

**Authorizing Appointment of Accountant
for the 2016-2017 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2016-2017 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) Bonamici,Colletti,Solitario&Tierney CPA's PC is hereby appointed to provide accounting services to the Commissioners. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 003-16

**Authorizing Appointment of Attorney
for the 2016-2017 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2016-2017; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes			X	X	X
No					
Absent	X	X			

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 04-16

**Authorizing Appointment of Auditor
for the 2016-2017 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2016-2017 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) Bonamici, Colletti, Solitario & Tierney CPA's PC is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2015 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 005-16

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be The State Cash Management Fund and/or TD Bank.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 006-16

**Authorizing Regular Meeting Schedule
for the 2016-2017 Year**

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

(1) All regular meetings of the Commissioners shall take place on the SECOND TUESDAY of every month at 7:30 PM, with caucus meetings to be held at 7:30PM p.m. at the Colonial Oaks Firehouse, 361 Dunhams Corner Road, East Brunswick, New Jersey, 08816.

(2) A summary of this resolution shall be mailed to the Home News Tribune and the Sentinel.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of East Brunswick, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

NOTICE OF REGULAR MEETING SCHEDULE

PLEASE TAKE NOTICE that the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, shall hold regular meetings at 7:30 P.M. on the second Tuesday of every month, unless otherwise noted below, at the Colonial Oaks Firehouse, 363 Dunhams Corner Road, East Brunswick, New Jersey:

Tuesday, April 12, 2016
Tuesday, May 10, 2016
Tuesday, June 14, 2016
Tuesday, July 12, 2016
Tuesday, August 9, 2016
Tuesday, September 13, 2016
Tuesday, October 11, 2016
Tuesday, November 8, 2016
Tuesday, November 15, 2016
Tuesday, December 13 2016
Tuesday, January 10, 2017
Tuesday, February 14, 2017
Tuesday, March 14, 2017 (Reorganization Meeting)

By: The Commissioners of Fire District No. 3
Township of East Brunswick, Middlesex County

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.

Scott Miller
Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 007-16

**Designation of Official Newspapers for
Publications for the 2016-2017 Year**

WHEREAS, the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2016-2017 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.3, in the Township of East Brunswick, County of Middlesex, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2016-2017 year pursuant to New Jersey statutes shall be Home News Tribune and/or Sentinel, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 008-16

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(c) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.3, in the Township of East Brunswick, County of Middlesex, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 009-16

Designating Surety Bonding for Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

- (1) All Commissioners shall be bonded in the amount as reflected in the insurance documents.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution # 010-16

Authorizing Bid Relative to Firehouse Project

WHEREAS, the Fire District need undertake construction of an addition and alterations to the firehouse; and,

WHEREAS, the Fire District need receive bids in order that the project be undertaken; and,

WHEREAS, bid documentation has been prepared by the architect relative to the project.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, as follows:

- (1) Advertisement for bids is hereby authorized pursuant to New Jersey statute based upon the bid documentation prepared by the architect.

RECORD OF VOTE OF THE COMMISSIONERS

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.



Commissioner Scott Miller

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF EAST BRUNSWICK, COUNTY OF MIDDLESEX**

Resolution #011-16

Authorizing Disposal of Personal Property

WHEREAS, the fire district is the owner of one damaged vehicle utility draw which is no longer needed for public use and is of minimal value; and

WHEREAS, the Fire District wishes to dispose of the damaged vehicle utility draw in accordance with New Jersey statute; and

WHEREAS, the fire district is desirous of scrapping the damaged vehicle utility draw, in an “as-is” condition.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 3, in the Township of East Brunswick, County of Middlesex as follows:

(1) This Resolution shall serve as the authority for the Fire District to dispose of one damaged vehicle utility draw.

RECORD OF VOTE OF THE COMMISSIONERS

Resolution # 011-16

Member	Bowne	Fenstermaker	Duffy	Miller	Wood
Yes		X	X	X	X
No					
Absent	X				

CERTIFICATION:

I, Scott Miller, Clerk of the Commissioners of Fire District No. 3 in the Township of East Brunswick, County of Middlesex, hereby certify that the foregoing resolution was passed at the regular meeting of the Commissioners held on March 8, 2016.

Scott Miller
Commissioner Scott Miller



New Jersey State Association of Fire Districts

December 5, 2015 Quarterly Meeting

The NJSAFD December 5, 2015, Quarterly Meeting was held at the Adelphia Fire Station located at 993 Route 33 in Freehold Township, NJ 07710.

Attendance:

See website for sign-in sheets

Time:

09:30 hours

President William Donahue called the meeting to order.

- Flag Salute

Roll call of Officers:

President – William Donahue
Vice President – Roger Potts
Secretary – Artie Hayducka
Treasurer – Dr. Harry Carter

The roll call of officers found all in attendance.

Administration Oath of Office by Vice President Roger Potts

President William Donahue & Treasurer Dr. Harry Carter.

NEW JERSEY STATE ASSICOATION OF FIRE DISTRICT

SECARTARY REPORT DEC 5TH 2015

WEBSITE UP DATE: \$150.00

225 COPIES OF THE MINUTES - \$126.90

Box of envelops \$32.99

US POSTAGE STAMPS- \$147.00

N/P TAX REPORT \$27.50

DOMAIN PRIVACY & REGISTRATION X 3 = 68.82

A-PLUS BUSINESS PLAN \$143.40

TOTAL OUT OF POCKET - \$696.61

ARTIE HAYDUCKA

S2824, Stack - Requires certain new residential buildings to have fire barriers in cocklofts, concrete or steel frames, and fire stops.

The bill was up for discussion only in the Senate Community Affairs Committee on June 8. No action since then.

S781, Weinberg/A2900, Johnson - Makes various changes to law addressing meetings of public bodies to provide public with greater access to meetings and information about meetings.

S782, Weinberg/A2763, Johnson - Makes certain access changes to open public records act; establishes State public finance website and creates program for development of local websites; makes appropriation.

No action will take place during the lame duck on these bills.

A4062, Singleton/S2851, Allen – Requires local units and agencies to extend family health coverage for six months to surviving spouse and dependents of public safety officers who had family medical coverage but did not die in the line of duty.

A4062 was heard released by the Assembly Labor Committee on March 19 and then by Assembly Appropriations on June 15. It is awaiting a vote by the full Assembly. No action yet in the Senate. The Pensions and Health Benefits Review Commission reviewed it later in March and recommended "not to enact."

A1250, Prieto - Provides certified municipal fire inspectors and fire officials having more than 4 consecutive years of service with tenure.

The bill was heard and released by Asm Homeland Security Committee on Feb 12 and passed the Assembly on Mar 9 (47-26-2). Referred to the Senate Community Affairs Committee which has not heard it. There is still no Senate sponsor.

Priority Bills

A2947, Dancer, Singleton/S3018, Beach – Establishes procedures for boards of fire commissioners to move annual fire district elections to November, eliminates vote on fire district budgets, except for proposals to raise revenue above the permissible levy cap.

A2947 has been referred to Assembly Judiciary Committee.

Old Business

None.

New Business

Mr. Sam Bendetto held a lengthy conversion on the use of the statewide P. Card system which they are using in South Jersey. He also asked if anyone was using the P card now or would like to have information on how to use the card they can contact him at Cape May Lower Township Fire District #1.

Trustees:

The trustees need to have a meeting and elect a new trustee to cover the opening which was caused by the passing of Carl Christensen. The current trustees are as follows:

South: Jon Newbon 2017

South: Jay Lenarski 2017

North: Robert Donahue 2017

South: Randolph Jager

North: Nick Lombardi

North: Richard Horton

At larger: Opening

Closing

The NJSAFD March 5, 2016, Quarterly Meeting will be held at the Monmouth Junction Fire Department located at 573 Ridge Road in South Brunswick, NJ 08852 at 9:30am.

A motion was made to Adjourn the December 5, 2015 NJSAFD quarterly meeting. It was moved, second and carried that that the motion be approved.

Meeting Adjourned.

Brookview Volunteer Fire Company

Chief's Report

February 2016

Alarms for the Month 11
 Total Alarms for the Year 24

Average Manpower for the Month 14.9
 Average Manpower for the Year 15.9

Type Of Alarm:

	<u>Month:</u>	<u>Year:</u>
Mutual Aid / Stand-By:	8	12
EB District 1	3	7
EB District 2	2	2
N. Brunswick	1	1
S. Brunswick	1	1
Hillsborough	1	1
Active Fire Alarm:	3	6
Appliance:		3
CO Alarm:		1
Gas Leak/Odor:		1
Weather Stand-By:		1

Alarms by Day of the Week:

	<u>Month:</u>	<u>Year:</u>
Sunday:	3	5
Monday:	1	2
Tuesday:		4
Wednesday:	1	2
Thursday:	2	3
Friday:	3	4
Saturday:	1	4

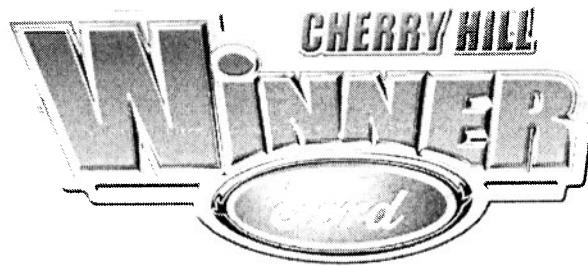
Alarms by Time of Day:

	<u>Month:</u>	<u>Year:</u>
23:00 - 07:00	1	3
07:00 - 15:00	5	11
15:00 - 23:00	5	10

Alarms by Month:

January:	13
February:	11
March:	
April:	
May:	
June:	
July:	
August:	
September:	
October:	
November:	
December:	

Tahoe		
Base:	\$37,090	
Lights/Radio:	\$14,138	
Graphics:	\$2,700	
Command Center:		
Subtotal:	\$53,928	
Pick Up		
Base:	\$32,983	
Lights/Radio:	\$10,278	
Graphics:	\$2,700	
Command Center:	\$6,600	
Subtotal:	\$52,561	
Total:	\$106,489	



LeiAnn Overton
(856) 427-2675 Phone
(856) 428-4718 Fax

2016 FORD F250 EXTENDED CAB PICKUP TRUCKS
STATE OF NEW JERSEY CONTRACT A88726, T2100

Standard equipment per specifications

6.2L V8 gas flex fuel engine 385 HP, 405 ft-lb torque with 6 speed automatic transmission Tilt and telescoping steering wheel, intelligent oil life monitor
 AM/FM stereo radio with 2 speakers and clock, dual air bags
 Airbags, frontal driver & passenger, side impact and side air curtains
 Safety canopy, trailer sway control, Advance Trac w/roll stability control
 4 wheel power ABS brakes, front and rear disc, power steering
 Mono-beam front axle with coil springs, 35 gallon fuel tank (8 foot bed)
 Manual floor mounted transfer case with manual locking hubs (4x4)
 155-amp IID alternator (gas), 650 CCA battery (gas)
 LT245/75Rx17E BSW all season tires, includes spare
 17" argent painted steel wheels with center hub, tire pressure monitor system
 Painted front and rear bumpers, rear bumper is step type (pickup bed application only)
 Black painted grille, solar tinted glass, air conditioning
 Manual telescoping trailer tow mirrors with manual glass
 Halogen headlamps, 2 front frame mounted tow hooks
 Full width vinyl 40/20/40 bench seat with manual recline adjustment
 Door trim-armrest/grab handle & reflector, black vinyl floor covering
 11.5" day/night rearview mirror, SecuriLock anti-theft ignition
 Tachometer, speedometer, oil pressure, transmission temp, engine temp, and fuel gauge
 Black cluster w/black gauges w/white graphics and one button message center with odometer, trip odometer, distance to empty, average fuel economy and engine hour meter
 Interval windshield wipers, power point, standard XL trim
 Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
 3 year or 36,000 mile basic, 5 yr or 60,000 mile Powertrain Warranty

Extended cab	\$21,967.00
6' 9" bed	
4X4 additional	3,949.00
Crew Cab additional	3,842.00

exterior color : Race Red **PQ**

Interior : Steel Gray Cloth

Cloth High Back Bucket w/console	515.00
90L Power Equip Group on XL	895.00
91M SYNC req 62D	570.00
62D Steering Audio Wheel Controls	70.00
53C 12.5K Trailer hitch	295.00
76S Remote Vehicle Start	195.00
213 Electric Shift-on-the-Fly 4x4	185.00
Reverse Camera	500.00

Total Price \$32,983.00

Kevin Umbach

Brookview Vol. Fire Co

732-921-7002

MALL CHEVROLET

75 Haddonfield Road, Cherry Hill, NJ 08002

Direct: 856-449-9254 / Fax: 856-504-0108

fleetman13@gmail.com

Rick Di Renzo, Fleet Manager

REQ		
Date:		9/21/2015

END USER	ADDRESS - CITY, STATE, ZIP:					
VEHICLE TYPE Method of Shipment Ship to Attention of:	2016 CHEVROLET TAHOE SSV 4wd DELIVER/UPFIT RICK DI RENZO					
Comments:	CRANFORD CO-OP # 47CPCPS					
Item	Quantity	Part No.	Description	UM	Price	Total
	1	CK10706	2016 CHEVROLET TAHOE SSV 4WD			\$ 37,090.40
			5.3L V8 FLEX FUEL-6 SPEED AUTOMATIC			
		5W4	NON PURSUIT RATED			
		GU4	3.08 AXLE			
			CLOTH FRONT BUCKET SEATS W/CONSOLE DELETE			
			HEAVY DUTY DUAL BATTERIES			
			P265/60R17 POLICE TIRES			
			170 AMP ALTERNATOR			
			DEEP TINTED GLASS			
			RADIO SUPPRESSION PACKAGE			
			DRIVER SIDE SEAT ADJUSTER			
			PASSENGER SEAT ADJUSTER			
			THIRD ROW SEAT DELETE			
			REAR CAMERA SYSTEM			
			TRAILER TOW PACKAGE-7 PIN CONNECTOR			
			HEAVY DUTY SUSPENSION			
			SOLID COLOR CREDIT			
		5T5	VICTORY RED			\$ 850.00
		TNT	TINT FRONT WINDOWS			\$ 100.00
			REMOTE START			\$ 190.00
			BLUETOOTH			\$ 160.00
						\$ 38,390.40

BROOKVIEW VOLUNTEER FIRE COMPANY

363 DUNHAM'S CORNER ROAD, EAST BRUNSWICK, NJ 08816 (732) 238-1966

Engineer's Report

Ken Skalla

Date: March 2016

RED numbered vehicles are BVFC owned

*Hydrant wrench assist pipes made and one placed in each bag on engines.

901 - 2009 Pierce Arrow XT 2000 GPM Pumper - (Commissioner owned).

902 - 2003 Pierce Dash 1500 GPM Pumper - (Commissioner owned).

*F & S replaced the LDH discharge gauge. Front end examined and found to be free of problems.

*Vehicle lost power, was checked and a loose electrical plug was repaired and issue was resolved.

*Front tires need to be replaced.

903 - 1997 Pierce Saber 1500 GPM Pumper - (Commissioner owned).

*Air storage system leaking again, F & S will examine it.

904 - 1991 GMC Medium Rescue / Light Truck - (Commissioner owned).

905 - 1994 Ford F350 Utility Truck – (Fire Company owned).

906 - 1995 Ford Bronco - (Commissioner owned).

907 - 1972 Dodge Power Wagon Brush Truck - (Fire Company owned).

*Internal battery charger is not fully charging vehicle. Will test and install new onboard system if needed.

908 - 2006 Dodge Durango Chief's Car - (Commissioner owned).

909 - 2004 Dodge Durango Assistant Chief's Car - (Commissioner owned).

*Vehicle serviced at J & S.

910 - 1994 Ford F250 4X4 Pickup Truck - (Fire Company owned).

915 - 1999 Crown Victoria (Commissioner owned).

*Power steering pump failed, vehicle sent to Select Auto, new pump and pump hose replaced.

Marine 9, Rescue Boat - (Fire Company owned).

East Brunswick Fire District #3

3/8/2016 9:53 PM

Register: TD Bank

From 02/10/2016 through 03/08/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/16/2016			Interest Income	Interest		X	109.68	750,492.79
03/08/2016			-split-	Deposit			2,903.00	753,395.79
03/08/2016	1201	Select Automotive	6346- Vehicle M&R	INV#3430(6346)	36.47	*		753,359.32
03/08/2016	1202	Select Automotive	6346- Vehicle M&R	INV#3431(6346)	46.62	+		753,312.70
03/08/2016	1203	EmergencyServices ...	6236 Office Expenses	INV#P2016-84...	24.58	+		753,288.12
03/08/2016	1204	Home News Tribune	6224 Election Expenses	Order#105209...	85.16	+		753,202.96
03/08/2016	1205	Home News Tribune	6230 Legal & Display ...	Order#106053...	44.68	+		753,158.28
03/08/2016	1206	Witmer Public Safety...	6312 Equipment Purch...	VOID: INV#E...		X		753,158.28
03/08/2016	1207	Witmer Public Safety...	6312 Equipment Purch...	VOID: INV#E...		X		753,158.28
03/08/2016	1208	Insurance Restoratio...	6320 Equipment M&R	INV#9820(6320)	289.00	+		752,869.28
03/08/2016	1209	Insurance Restoratio...	6320 Equipment M&R	INV#9755(6320)	207.25	+		752,662.03
03/08/2016	1210	Twp of East Brunswick	6641 Cap X II Riva Ave	Bond Order 12...	102,200.00	+		650,462.03
03/08/2016	1211	Verizon Wireless	6236 Office Expenses	INV#9761148...	80.02	+		650,382.01
03/08/2016	1212	Middlesex County Fi...	6344 Training	INV#02-1001-...	236.00	+		650,146.01
03/08/2016	1213	Sonny's J&S Service ...	6346- Vehicle M&R	INV#25287(63...	45.16	+		650,100.85
03/08/2016	1214	Communications Spe...	6310 Radio M&R	INV#35494(63...	138.00	+		649,962.85
03/08/2016	1215	Stewart & Stevenson ...	6346- Vehicle M&R	INV#2408436(...	536.00	+		649,426.85
03/08/2016	1216	Twp of East Brunswi...	6328 Fuel	Fuel Jan 2016(...	533.94	+		648,892.91
03/08/2016	1217	Ken Skalla	6346- Vehicle M&R	Reim - parts(63...	12.36	+		648,880.55
03/08/2016	1218	Brookview Vol. Fire ...	6320 Equipment M&R	Reim parts(6346)	146.42	+		648,734.13
03/08/2016	1219	Christine Gerbereux	6224 Election Expenses	Reim Election(...	23.40	+		648,710.73
03/08/2016	1220	Christine Gerbereux	6224 Election Expenses	Election(6224)	200.00	+		648,510.73
03/08/2016	1221	Linda Nicholas	6224 Election Expenses	Election(6224)	200.00	+		648,310.73
03/08/2016	1222	Linda Nicholas	6250 Admin Service	INV#18(6250)	125.00	+		648,185.73
03/08/2016	1223	Christine Gerbereux	6250 Admin Service	INV#220(6250)	384.00	+		647,801.73
03/08/2016	1224	Richard M. Braslow	6246 Professional Serv...	INV#17818(62...	33.00	+		647,768.73
03/08/2016	1225	EmergencyServices ...	6236 Office Expenses	Renewal(6236)	3,250.00	+		644,518.73

East Brunswick Fire District #3
Profit & Loss Budget vs. Actual
January 1 through March 8, 2016

	Jan 1 - Mar 8, 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Engine Financing	0.00	0.00	0.00	0.0%
Income	0.00	0.00	0.00	0.0%
Interest Income	219.55	0.00	219.55	100.0%
Misc. Income	0.00	0.00	0.00	0.0%
reimbursement for inv	0.00	0.00	0.00	0.0%
tax revenue	0.00	0.00	0.00	0.0%
Total Income	219.55	0.00	219.55	100.0%
Expense				
6100 Commissioner's Salaries	0.00	9,875.00	-9,875.00	0.0%
6136 FP Agreement	0.00	194,400.00	-194,400.00	0.0%
6138 LOSAP	0.00	35,000.00	-35,000.00	0.0%
6140 Actuak Expense & Loss	0.00	0.00	0.00	0.0%
6222 Dues & Subscriptions	0.00	400.00	-400.00	0.0%
6224 Election Expenses	1,163.11	1,400.00	-236.89	83.1%
6230 Legal & Display Advertisin	135.36	400.00	-264.64	33.8%
6236 Office Expenses	4,199.70	5,760.00	-1,560.30	72.9%
6246 Professional Services	33.00	10,123.00	-10,090.00	0.3%
6250 Admin Service	1,217.00	4,000.00	-2,783.00	30.4%
6310 Radio M&R	138.00	5,200.00	-5,062.00	2.7%
6312 Equipment Purchase	0.00	83,150.00	-83,150.00	0.0%
6314 SFSG Grant	0.00	1,889.00	-1,889.00	0.0%
6320 Equipment M&R	1,806.51	20,600.00	-18,793.49	8.8%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	533.94	14,000.00	-13,466.06	3.8%
6330 Insurance - Other	6,665.32	41,000.00	-34,334.68	16.3%
6332 Insurance Workers Comp	0.00	26,000.00	-26,000.00	0.0%
6340 Physical Exams	0.00	8,000.00	-8,000.00	0.0%
6344 Training	738.00	10,000.00	-9,262.00	7.4%
6346- Vehicle M&R	4,005.62	32,991.00	-28,985.38	12.1%
6360 Contingency	0.00	21,000.00	-21,000.00	0.0%
6610 Purchase	0.00	115,000.00	-115,000.00	0.0%
6620 CAP X	0.00	0.00	0.00	0.0%
6621 Future Cap Outlay	0.00	10,000.00	-10,000.00	0.0%
6630 Capital Approp Radios	0.00	0.00	0.00	0.0%
6640 Riva Ave Project	610.50	0.00	610.50	100.0%
6641 Cap X II Riva Ave	102,200.00	102,200.00	0.00	100.0%
6900 New Command Vehicle	292,422.00	625,000.00	-332,578.00	46.8%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reinbursement Expense	0.00	0.00	0.00	0.0%
VOID	0.00	0.00	0.00	0.0%
Total Expense	415,868.06	1,378,388.00	-962,519.94	30.2%
Net Ordinary Income	-415,648.51	-1,378,388.00	962,739.49	30.2%
Other Income/Expense				
Other Income				
Credit due from EB Twp	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-415,648.51	-1,378,388.00	962,739.49	30.2%