

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



Meeting Minutes

Date & Time:	Tuesday, June 12, 2018
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

Attendees:	Status (Present / Absent)
Commissioner Edward Bowne	Present
Commissioner Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Arrived around 8pm
Commissioner Scott Miller	Absent
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 19:40 by Commissioner Bowne.

Pledge of Allegiance was recited by all.

Commissioner Bowne 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, S.3-D) AND PURSUANT THERETO, A SCHEDULE OF REGULAR MEETINGS WAS ADOPTED AT THE MEETING OF MARCH 13, 2018, WHICH SCHEDULE WAS FILED WITH THE MUNICIPAL CLERK, PROVIDED TO THE HOME NEWS TRIBUNE AND THE SENTINEL, AS WELL AS POSTED IN THE MUNICIPAL BUILDING.

Commissioner Bowne indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Wood)

- There is an Audit Resolution to sign off on.

LOSAP

- Nothing to report this month

INSURANCE (reported by Commissioner Duffy)

- Pierce truck #903 had a minor accident. Engineer reached out to Pierce to get a quote to fix the door that had to be fixed. Commissioner Duffy has accident report and a claim number regarding this incident.

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- Insurance Rep is coming in to do a spot check and see if the fire house is neat, clean and safe. Commissioner Duffy is also taking him up to the Riva Ave Project, so he can be prepared for an update in their insurance policy when the building is done. They should get a discount for sprinkler heads that were installed in the building.
- Commissioner Duffy handed over Insurance certificates he received to FF M Duffy who was in attendance.
- Commissioner Duffy also received a letter from NJ Manufacturers regarding the annual audit. He gave this to C Gerbereux and she will take care of their request.
- #901 – got stuck on Riva Ave in mud. A claim was submitted for the cost of the tow which cost \$940.00. This was reimbursed by the insurance company.

COMMITTEES

Riva Avenue Project (reported by Commissioner Duffy)

- Progress is continuing. Last week's meeting went well.

PROFESSIONAL REPORTS

Chiefs Report

- The chief was not present, and nothing was presented on his behalf.

Engineers Report

- Ken Skalla, engineer, was not in attendance. No report was given.

PUBLIC PORTION

Commissioner Bowne opened the meeting up to the public. There was no one that stepped forward to speak.

TREASURY REPORT (reported by Commissioner Wood)

This portion began with the Resolution being read by Commissioner Duffy #18-011, Accepting the Annual Audit. Commissioner Miller needs to sign it. There were no general comments or recommendations made in this report. All Commissioners in attendance signed off on the resolution; those that were absent will need to sign off on this Resolution. A roll call vote was taken. All in attendance approved.

Commissioner Bowne mentioned that the Financial Disclosure Form needs to be completed by all Commissioners as soon as possible.

Beginning balance in account as of 5/31/18 after interest of \$755.79 and a deposit of \$2,800.00 is \$1,313,043.50. After disbursements tonight, balance is \$856,315.95.

Checks #1859 – 1863 need to be voided. They were in the printer by accident as reported by C Gerbereux.

Notable invoices being paid this month:

- Interlocal is being paid this month for July 2018. Agree #6610.
- Application #14 for payment to J&M \$243,088.00 for the Riva Ave Project.

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

Commissioner Duffy made a motion to pay the bills. Commissioner Fenstermaker seconded the motion. All were in favor; it was so moved.

OLD BUSINESS:

- Received check from GovDeals.com for Crown Victoria for \$1,860.00 (net of sale). This check was deposited in to account.

NEW BUSINESS

- Nothing to report.

Commissioner Duffy made a motion to end the meeting. Commissioner Wood seconded the motion. All were in favor.

Meeting adjourned at 20:45.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Comm. Duffy to bring Audit report to Comm. Miller for signature	Comm. Duffy	Tonight	High	
2					
3					

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

#	Description
1	-0-
2	

Decisions / Agreements:

#	Description
1	Treasury Report
2	

East Brunswick Fire District #3
Profit & Loss Budget vs. Actual
January 1 through June 12, 2018

	<u>Jan 1 - Jun 12, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Engine Financing	0.00	0.00	0.00	0.0%
Tax Revenue	169,927.33	0.00	169,927.33	100.0%
Fines Act	0.00	0.00	0.00	0.0%
Income	0.00	0.00	0.00	0.0%
Interest Income	2,671.92	0.00	2,671.92	100.0%
Misc. Income	1,860.00	0.00	1,860.00	100.0%
Proceeds from I/L/S/A	0.00	0.00	0.00	0.0%
SFSG Funds(Income)	0.00	0.00	0.00	0.0%
Total Income	174,459.25	0.00	174,459.25	100.0%
Expense				
6100 Commissioner's Salaries	0.00	9,875.00	-9,875.00	0.0%
6136 FP Agreement	42,988.75	202,300.00	-159,311.25	21.3%
6138 LOSAP	38,227.00	40,000.00	-1,773.00	95.6%
6222 Dues & Subscriptions	300.00	400.00	-100.00	75.0%
6224 Election Expenses	764.06	1,400.00	-635.94	54.6%
6230 Legal & Display Advertisin	163.08	400.00	-236.92	40.8%
6236 Office Expenses	2,066.12	5,760.00	-3,693.88	35.9%
6246 Professional Services	282.50	11,123.00	-10,840.50	2.5%
6250 Admin Service	2,357.40	4,500.00	-2,142.60	52.4%
6310 Radio M&R	0.00	5,200.00	-5,200.00	0.0%
6312 Equipment Purchase	4,475.97	82,131.00	-77,655.03	5.4%
6314 SFSG Grant	0.00	1,889.00	-1,889.00	0.0%
6320 Equipment M&R	2,343.42	15,600.00	-13,256.58	15.0%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	2,177.48	10,000.00	-7,822.52	21.8%
6330 Insurance - Other	21,634.84	43,500.00	-21,865.16	49.7%
6332 Insurance Workers Comp	20,338.16	28,500.00	-8,161.84	71.4%
6340 Physical Exams	0.00	8,000.00	-8,000.00	0.0%
6344 Training	2,594.00	10,000.00	-7,406.00	25.9%
6346- Vehicle M&R	9,398.83	35,000.00	-25,601.17	26.9%
6360 Contingency	0.00	21,000.00	-21,000.00	0.0%
6610 - 904 Interlocal	132,320.00	132,320.00	0.00	100.0%
6620 CAP X	0.00	0.00	0.00	0.0%
6621 Future Cap Outlay	0.00	0.00	0.00	0.0%
6630 Capital Approp Radios	0.00	0.00	0.00	0.0%
6640 Riva Ave Project	823,556.56	1,410,000.00	-586,443.44	58.4%
6641 Riva Ave Interlocal	102,580.00	102,580.00	0.00	100.0%
6642 Riva Ave ILS2	168,719.00	168,719.00	0.00	100.0%
6900 New Command Vehicle	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reimbursement Expense	0.00	0.00	0.00	0.0%
VOID	0.00	0.00	0.00	0.0%
Total Expense	1,377,287.17	2,351,197.00	-973,909.83	58.6%
Net Ordinary Income	-1,202,827.92	-2,351,197.00	1,148,369.08	51.2%
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	-1,202,827.92	-2,351,197.00	1,148,369.08	51.2%

East Brunswick Fire District #3

6/12/2018 7:53 PM

Register: TD Bank

From 05/09/2018 through 06/12/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/16/2018			Interest Income	Interest		X	755.79	1,310,243.50
05/31/2018			-split-	Deposit		X	2,800.00	1,313,043.50
06/12/2018	1845	Verizon Wireless	6236 Office Expenses	INV#9807961...	80.02	*		1,312,963.48
06/12/2018	1846	Tactical Public Safet...	accts payable - 05-WA...	INV#18-059(...	10,716.64	*	<i>encumbered acct</i>	1,302,246.84
06/12/2018	1847	Twp of East Brunswick	6610 - 904 Interlocal	Bond Ordinance...	132,320.00	*		1,169,926.84
06/12/2018	1848	Middlesex County Fi...	6344 Training	INV#18-0521(...	414.00	*		1,169,512.84
06/12/2018	1849	Middlesex County Fi...	6344 Training	INV#01-1321-...	236.00	*		1,169,276.84
06/12/2018	1850	NJ Casualty Insurance	6332 Insurance Worker...	INV#1142028...	2,793.77	*		1,166,483.07
06/12/2018	1851	Twp of East Brunswi...	6328 Fuel	Fuel April 201...	397.87	*		1,166,085.20
06/12/2018	1852	Twp of East Brunswi...	6328 Fuel	Fuel May 2018...	608.56	*		1,165,476.64
06/12/2018	1853	McNeil & Co., Inc.	6330 Insurance - Other	INV#1974612...	6,689.00	*		1,158,787.64
06/12/2018	1854	McNeil & Co., Inc.	6330 Insurance - Other	INV#2060512...	4,930.44	*		1,153,857.20
06/12/2018	1855	McNeil & Co., Inc.	6330 Insurance - Other	INV#2061012...	2,225.68	*		1,151,631.52
06/12/2018	1856	McNeil & Co., Inc.	6330 Insurance - Other	INV#2061612...	1,060.22	*		1,150,571.30
06/12/2018	1857	The Design Collabor...	6640 Riva Ave Project	INV#17426(66...	3,650.00	*	<i>Ph. 2 owner rep.</i>	1,146,921.30
06/12/2018	1858	Sonny's J&S Service ...	6346- Vehicle M&R	INV#29723(63...	63.52	*		1,146,857.78
06/12/2018	1864	Brookview Vol. Fire ...	6136 FP Agreement	I Q FP(6136)	42,988.75	*		1,103,869.03
06/12/2018	1865	Stewart & Stevenson ...	6346- Vehicle M&R	INV#2522461(...	1,118.52	*		1,102,750.51
06/12/2018	1866	Kurt Ludwig, AIA	6640 Riva Ave Project	INV#11-2966(...	2,910.00	*		1,099,840.51
06/12/2018	1867	J & M Quality Contr...	6640 Riva Ave Project	Application#14...	243,088.33	*		856,752.18
06/12/2018	1868	Eighteen Lumber, Inc	6640 Riva Ave Project	INV#648225(6...	53.23	*		856,698.95
06/12/2018	1869	Linda Nicholas	6250 Admin Service	INV#34(6250)	110.00	*		856,588.95
06/12/2018	1870	Christine Gerbereux	6250 Admin Service	INV#246(6250)	273.00	*		856,315.95