

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



Meeting Minutes

| | |
|---------------------------|-------------------------|
| Date & Time: | Tuesday, August 8, 2017 |
| Location: | Colonial Oaks Firehouse |
| Facilitator: | Commissioner Bowne |
| Scribe: | Linda Nicholas |
| Meeting Objective: | Monthly Meeting |

| Attendees: | Status (Present / Absent) |
|--------------------------------|----------------------------------|
| Commissioner Edward Bowne | Absent |
| Commissioner Thomas Duffy | Present |
| Commissioner Ryan Fenstermaker | Absent |
| Commissioner Scott Miller | Present |
| Commissioner David Wood | Present |

MINUTES / NOTES

Meeting called to order at 19:30 by Commissioner Duffy.

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 21, 2017, 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 Duffy indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Miller)

- Nothing to report this month.

INSURANCE (reported by Commissioner Duffy)

- Nothing to report this month.

LOSAP (reported by Commissioner Duffy)

- Check was mailed this past month.

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COMMITTEES

Riva Avenue Project (reported by Commissioner Duffy)

- Everything has been addressed up to this point. Just waiting on a start date.
- New payment request has come in from J&M today.
- Commissioner Miller sent an email out to John (from the construction company) to see where they are at with starting up the building again. He requested a new timeline from them. His response was that it could not begin until the gas line was addressed. They requested an updated field sketch from Kurt's office along with needing to address the crack in the building. Also awaiting on an updated erosion plan from Freehold Soil. All of this should come from Kurt who did not address any of the issues as of this morning.
- Commissioner Duffy said that Freehold Soil was all squared away and they should have received notification about that already from Kurt. The issue was minor and it was addressed. He feels that the construction team does not need a shop drawing on the gas line – they only need to know it was shut off and where it was capped off.
- Commissioner Miller, Duffy and Wood are very frustrated that no one can seem to talk to one another and get this project moving forward. All the issues that are coming up should be handled by the advocate which is Kurt but it's not getting done.
- Commissioner Wood requested a closed special meeting with Attorney Braslow for next Monday to discuss this situation. The other commissioners agree. Commissioner Wood would like to bring in a person that will be able to ask questions from both sides so this project can move forward because these two sides are not speaking.
- Commissioner Miller would like to hold their checks again this month because of nothing moving forward.
- During Commissioner Miller's last conversation with attorney Braslow, he recommended a new advocate. Commissioner Miller sent on to him a copy of the revised plans, contracts from both sides, all change order requests, requests for information and all the submittals up to this point. He has not heard back from him yet but hopes to soon.

PUBLIC PORTION

Chief's Report

- Nothing to report this month.

Engineers Report

- Nothing to report this month.

TREASURY REPORT (reported by Commissioner Wood)

Commissioner Wood received a request from DCA – they need an electronically scanned copy of the budget. They are trying a new system next year so they need this as a baseline. Chris Gerbereux will reach out to Cathy for a copy and in turn will send it over to them. Chris also stated that she received a refund from the annual audit. The Commissioners were happy to hear this.

Received \$1,968.00 from the NJ Casualty Insurance Company regarding the audit that was conducted on Workman's comp. Chris will deposit this check this week.

Beginning balance in account as of 7/12/17 is \$562,484.17 including an interest income of \$122.42. After disbursements tonight, balance is \$462,353.15.

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All monies were received by the township. There is also \$1.5mil available to the firehouse. Commissioner Wood has to go talk to Neely about it. It was also stated that there was a purchase of an additional recorder for interim meetings. That is the reason for the reimbursement that was made to Commissioner Wood.

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

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

OLD BUSINESS:

- Nothing new to report.

NEW BUSINESS

- Nothing new to report.

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

Meeting adjourned at 19:55.

| # | Action Item | Lead Resource | Target Date | Priority | Comments |
|---|--|---------------------|-------------|----------|----------|
| 1 | Set up meeting for next Monday with Attorney Braslow to discuss deadlock in Riva Ave Project | Commissioner Miller | 8/14/17 | HIGH | |
| 2 | | | | | |
| 3 | | | | | |

Items / Issues to discuss at a future meeting (Parking Lot):

| # | Description |
|---|----------------------------------|
| 1 | Next steps with Riva Ave Project |
| 2 | |

Decisions / Agreements:

| # | Description |
|---|-------------|
| 1 | |
| 2 | |

7:32 PM

08/08/17

Accrual Basis

East Brunswick Fire District #3
Profit & Loss Budget vs. Actual
January 1 through August 8, 2017

| | Jan 1 - Aug 8, 17 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------------|----------------------|--------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Engine Financing | 0.00 | 0.00 | 0.00 | 0.0% |
| Fines Acct | 0.00 | 0.00 | 0.00 | 0.0% |
| Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Interest Income | 580.23 | 0.00 | 580.23 | 100.0% |
| Misc. Income | 17,792.07 | 0.00 | 17,792.07 | 100.0% |
| reimbursement for inv | 0.00 | 0.00 | 0.00 | 0.0% |
| tax revenue | 318,872.75 | 0.00 | 318,872.75 | 100.0% |
| Total Income | 337,245.05 | 0.00 | 337,245.05 | 100.0% |
| Expense | | | | |
| 6100 Commissioner's Salaries | 0.00 | 9,875.00 | -9,875.00 | 0.0% |
| 6136 FP Agreement | 86,756.25 | 198,300.00 | -111,543.75 | 43.8% |
| 6138 LOSAP | 39,856.00 | 40,000.00 | -144.00 | 99.6% |
| 6140 Actuaak Expense & Loss | 0.00 | 0.00 | 0.00 | 0.0% |
| 6222 Dues & Subscriptions | 300.00 | 400.00 | -100.00 | 75.0% |
| 6224 Election Expenses | 578.49 | 1,400.00 | -821.51 | 41.3% |
| 6230 Legal & Display Advertisin | 307.88 | 400.00 | -92.12 | 77.0% |
| 6236 Office Expenses | 2,107.24 | 5,760.00 | -3,652.76 | 36.6% |
| 6246 Professional Services | 11,068.00 | 11,123.00 | -55.00 | 99.5% |
| 6250 Admin Service | 3,273.50 | 4,500.00 | -1,226.50 | 72.7% |
| 6310 Radio M&R | 0.00 | 5,200.00 | -5,200.00 | 0.0% |
| 6312 Equipment Purchase | 36,488.75 | 85,440.00 | -48,951.25 | 42.7% |
| 6314 SFSG Grant | 0.00 | 1,889.00 | -1,889.00 | 0.0% |
| 6320 Equipment M&R | 7,429.59 | 20,600.00 | -13,170.41 | 36.1% |
| 6324 Fire Prevention | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 6328 Fuel | 2,524.65 | 14,000.00 | -11,475.35 | 18.0% |
| 6330 Insurance - Other | 28,795.66 | 43,500.00 | -14,704.34 | 66.2% |
| 6332 Insurance Workers Comp | 14,974.97 | 28,500.00 | -13,525.03 | 52.5% |
| 6340 Physical Exams | 120.00 | 8,000.00 | -7,880.00 | 1.5% |
| 6344 Training | 4,005.00 | 10,000.00 | -5,995.00 | 40.1% |
| 6346- Vehicle M&R | 15,076.35 | 32,991.00 | -17,914.65 | 45.7% |
| 6360 Contingency | 0.00 | 21,000.00 | -21,000.00 | 0.0% |
| 6610 Purchase | 130,312.50 | 130,313.00 | -0.50 | 100.0% |
| 6620 CAP X | 0.00 | 50,000.00 | -50,000.00 | 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 | 383,147.76 | 395,000.00 | -11,852.24 | 97.0% |
| 6641 Cap X II Riva Ave | 102,300.00 | 102,300.00 | 0.00 | 100.0% |
| 6900 New Command Vehicle | 31,377.67 | 0.00 | 31,377.67 | 100.0% |
| 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 | 900,800.26 | 1,221,491.00 | -320,690.74 | 73.7% |
| Net Ordinary Income | -563,555.21 | -1,221,491.00 | 657,935.79 | 46.1% |
| 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 | -563,555.21 | -1,221,491.00 | 657,935.79 | 46.1% |

East Brunswick Fire District #3

10/10/2017 9:35 PM

Register: TD Bank

From 07/12/2017 through 08/08/2017

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------------|--------------------------|-------------------|-----------|---|---------|------------|
| 07/17/2017 | | | Interest Income | Interest | | X | 122.42 | 562,484.17 |
| 07/22/2017 | 1648 | Lincoln National Lif... | -split- | 2016 LOSAP ... | 42,276.00 | X | | 520,208.17 |
| 08/08/2017 | | VOID | 6344 Training | | | | | 520,208.17 |
| 08/08/2017 | | VOID | 6344 Training | | | | | 520,208.17 |
| 08/08/2017 | 1649 | Richard M. Braslow | 6640 Riva Ave Project | INV#18989(66... | 665.00 | X | | 519,543.17 |
| 08/08/2017 | 1650 | NJ Casualty Insuranc... | 6332 Insurance Worker... | Policy M26559... | 2,644.41 | X | | 516,898.76 |
| 08/08/2017 | 1651 | McNeil & Co., Inc. | 6330 Insurance - Other | INV#4333812... | 974.28 | X | | 515,924.48 |
| 08/08/2017 | 1652 | McNeil & Co., Inc. | 6330 Insurance - Other | INV#3738612... | 3,839.75 | X | | 512,084.73 |
| 08/08/2017 | 1653 | McNeil & Co., Inc. | 6330 Insurance - Other | INV#3739112... | 1,889.75 | X | | 510,194.98 |
| 08/08/2017 | 1654 | McNeil & Co., Inc. | 6330 Insurance - Other | INV#3739612... | 1,000.00 | X | | 509,194.98 |
| 08/08/2017 | 1655 | Verizon Wireless | 6236 Office Expenses | INV#9789951-... | 80.02 | X | | 509,114.96 |
| 08/08/2017 | 1656 | Johnny On The Spot ... | 6640 Riva Ave Project | INV#335589(6... | 312.50 | X | | 508,802.46 |
| 08/08/2017 | 1657 | Tasc Fire Apparatus I... | 6320 Equipment M&R | INV#10762(63... | 262.35 | X | | 508,540.11 |
| 08/08/2017 | 1658 | Twp of East Brunswi... | 6328 Fuel | Fuel June 2017... | 506.71 | X | | 508,033.40 |
| 08/08/2017 | 1659 | east Brunswick Fire ... | 6236 Office Expenses | 1/3 payment e... | 486.00 | X | | 507,547.40 |
| 08/08/2017 | 1660 | OutKast Customs LLC | 6320 Equipment M&R | INV#140(6320) | 250.00 | X | | 507,297.40 |
| 08/08/2017 | 1661 | Dave Wood | 6236 Office Expenses | Reim voice rec... | 89.75 | X | | 507,207.65 |
| 08/08/2017 | 1662 | Brookview Vol. Fire ... | 6136 FP Agreement | 2Q FP(6136) | 44,617.50 | X | | 462,590.15 |
| 08/08/2017 | 1663 | Christine Gerbereux | 6250 Admin Service | INV#236(6250) | 237.00 | X | | 462,353.15 |
| 08/08/2017 | 1664 | VOID | 6344 Training | VOID: | | X | | 462,353.15 |
| 08/08/2017 | 1665 | VOID | 6344 Training | VOID: | | X | | 462,353.15 |
| 08/08/2017 | 1666 | VOID | 6344 Training | VOID: | | X | | 462,353.15 |