

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



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**Meeting Minutes**

<b>Date &amp; Time:</b>	Tuesday, December 10, 2019
<b>Location:</b>	Colonial Oaks Firehouse
<b>Facilitator:</b>	Commissioner Bowne
<b>Scribe:</b>	Linda Nicholas
<b>Meeting Objective:</b>	Monthly Meeting

<b>Attendees:</b>	<b>Status (Present / Absent)</b>
Commissioner Edward Bowne	Present
Commissioner Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Absent
Commissioner Scott Miller	Present
Commissioner David Wood	Present

**MINUTES / NOTES**

Meeting called to order at **????** 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 12, 2019, 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 Miller)**

- **????**

**INSURANCE (reported by Commissioner Duffy)**

- **????**

**COMMITTEES**

**Riva Avenue Project (reported by Commissioner Duffy)**

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- ????

**PROFESSIONAL REPORTS – reported by Kevin Umbach**

**Chiefs Report**

- For the month of November there were ?? fires.
- ????

A motion was made by Commissioner ??? to move \$1,500 to radios that was not used on the gas meter calibration. Commissioner Miller seconded that motion. It was so moved.

**Engineers Report - reported by Ken Skalla**

- (Refer to the attached Engineer's report for the remaining items.)

**PUBLIC PORTION**

- Nothing to report this month.

**TREASURY REPORT (reported by Commissioner Wood)**

Beginning balance in account as of 11/??/19 is \$????. After tonight's disbursements, balance as of today, 11/12/19 is \$????.

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

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

**NEW BUSINESS**

- Nothing to report.

**OLD BUSINESS:**

- Nothing to report.

Meeting adjourned at ????.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1					
2					
3					

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4					
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**Items / Issues to discuss at a future meeting (Parking Lot):**

#	Description
1	
2	

**Decisions / Agreements:**

#	Description
1	
2	

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East Brunswick Fire District #3

12/10/2019 9:30 PM

Register: TD Bank

From 11/13/2019 through 12/10/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/15/2019			Interest Income	Interest		X	88.50	388,680.99
11/18/2019	2250	Broehl's Lawn Maint...	6640 Riva Ave Project	INV# (66...	4,420.00			384,260.99
11/30/2019	2251	Twp of East Brunswick	6640 Riva Ave Project	Escrow for Asb...	1,500.00			382,760.99
12/02/2019			Tax Revenue	Deposit			265,319.69	648,080.68
12/10/2019	2252	Tasc Fire Apparatus I...	6320 Equipment M&R	VOID: INV##...		X		648,080.68
12/10/2019	2253	Richard M. Braslow	6246 Professional Serv...	INV#20846(62...	92.50			647,988.18
12/10/2019	2254	Verizon Wireless	6236 Office Expenses	INV#9842976...	80.02			647,908.16
12/10/2019	2255	Emergency Reporting	6236 Office Expenses	INV#2019_92...	1,420.00			646,488.16
12/10/2019	2256	Motorola	6312 Equipment Purch...	Trans#4127744...	7,027.50			639,460.66
12/10/2019	2257	Witmer Public Safety...	6314 SFSG Grant	INV#E189771...	366.11			639,094.55
12/10/2019	2258	Witmer Public Safety...	6314 SFSG Grant	INV#E189771...	49.26			639,045.29
12/10/2019	2259	East Brunswick Reve...	6328 Fuel	Fuel Oct 2019(...	570.28			638,475.01
12/10/2019	2260	Middlesex County Fi...	6344 Training	INV#02-1421-...	210.00			638,265.01
12/10/2019	2261	Fire & Safety Service...	6346- Vehicle M&R	INV#SI19-261...	837.45			637,427.56
12/10/2019	2262	Fire & Safety Service...	6346- Vehicle M&R	INV#SI19-258...	3,068.66			634,358.90
12/10/2019	2263	Fire & Safety Service...	6346- Vehicle M&R	INV#SI19-257...	2,461.97			631,896.93
12/10/2019	2264	NJ Casualty Insuranc...	6332 Insurance Worker...	Policy#M2655...	2,662.48			629,234.45
12/10/2019	2265	The Design Collabor...	6640 Riva Ave Project	INV#18176(66...	425.00			628,809.45
12/10/2019	2266	Continental Fire & S...	6312 Equipment Purch...	INV#J5333(63...	510.00			628,299.45
12/10/2019	2267	Sonny's J&S Service ...	6346- Vehicle M&R	INV#32618(63...	51.71			628,247.74
12/10/2019	2268	Brookview Vol. Fire ...	6344 Training	Reim books tra...	385.03			627,862.71
12/10/2019	2269	Brookview Vol. Fire ...	6346- Vehicle M&R	Reim for repair...	207.73			627,654.98
12/10/2019	2270	Edward Bowne	6100 Commissioner's S...	Salary 2019(61...	1,975.00			625,679.98
12/10/2019	2271	Ryan Fenstermaker	6100 Commissioner's S...	Salary 2019	1,975.00			623,704.98
12/10/2019	2272	Tom Duffy	6100 Commissioner's S...	Salary 2019(61...	1,975.00			621,729.98
12/10/2019	2273	Dave Wood	6100 Commissioner's S...	Salary 2019(61...	1,975.00			619,754.98
12/10/2019	2274	Scott Miller	6100 Commissioner's S...	Salary 2019(61...	1,975.00			617,779.98
12/10/2019	2275	Witmer Public Safety...	6312 Equipment Purch...	VOID: INV#1...		X		617,779.98
12/10/2019	2276	Brookview Vol. Fire ...	6346- Vehicle M&R	Reim Ejector f...	41.15			617,738.83
12/10/2019	2277	Brookview Vol. Fire ...	6136 FP Agreement	4th Q Payment(...	64,500.00			553,238.83
12/10/2019	2278	Linda Nicholas	6250 Admin Service	INV#42(6250)	160.00			553,078.83
12/10/2019	2279	Christine Gerbereux	6250 Admin Service	INV#263(6250)	426.00			552,652.83
12/10/2019	2280	Motorola	6312 Equipment Purch...	INV#1607965...	2,598.40			550,054.43

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9:31 PM

12/10/19

Accrual Basis

East Brunswick Fire District #3  
Profit & Loss Budget vs. Actual  
January 1 through December 10, 2019

	Jan 1 - Dec 10, 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Engine Financing	0.00	0.00	0.00	0.0%
Tax Revenue	849,023.01	0.00	849,023.01	100.0%
Fines Acct	0.00	0.00	0.00	0.0%
Income	0.00	0.00	0.00	0.0%
Interest Income	2,457.13	0.00	2,457.13	100.0%
Misc. Income	942.13	0.00	942.13	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	852,422.27	0.00	852,422.27	100.0%
Expense				
6100 Commissioner's Salaries	9,875.00	9,875.00	0.00	100.0%
6136 FP Agreement	206,400.00	206,400.00	0.00	100.0%
6138 LOSAP	37,067.00	40,000.00	-2,933.00	92.7%
6222 Dues & Subscriptions	300.00	400.00	-100.00	75.0%
6224 Election Expenses	2,742.38	1,400.00	1,342.38	195.9%
6230 Legal & Display Advertisin	286.52	400.00	-113.48	71.6%
6236 Office Expenses	4,365.10	5,760.00	-1,394.90	75.8%
6246 Professional Services	8,788.00	11,123.00	-2,335.00	79.0%
6250 Admin Service	4,851.00	4,500.00	351.00	107.8%
6310 Radio M&R	11,625.00	5,200.00	6,425.00	223.6%
6312 Equipment Purchase	22,142.71	85,360.00	-63,217.29	25.9%
6314 SFSG Grant	415.37	1,889.00	-1,473.63	22.0%
6320 Equipment M&R	15,268.02	15,600.00	-331.98	97.9%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	5,998.30	10,000.00	-4,001.70	60.0%
6330 Insurance - Other	42,181.39	48,500.00	-6,318.61	87.0%
6332 Insurance Workers Comp	25,436.99	28,500.00	-3,063.01	89.3%
6340 Physical Exams	240.00	6,000.00	-5,760.00	4.0%
6344 Training	3,559.93	10,000.00	-6,440.07	35.6%
6346- Vehicle M&R	27,882.67	35,000.00	-7,117.33	79.7%
6360 Contingency	0.00	21,000.00	-21,000.00	0.0%
6610 - 904 Interlocal	134,985.50	134,985.00	0.50	100.0%
6620 CAP X	0.00	75,000.00	-75,000.00	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	258,686.11	327,018.82	-68,332.71	79.1%
6641 Riva Ave Interlocal	219,020.00	219,020.00	0.00	100.0%
6642 Riva Ave ILS2	0.00	0.00	0.00	0.0%
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	1,042,116.99	1,303,930.82	-261,813.83	79.9%
Net Ordinary Income	-189,694.72	-1,303,930.82	1,114,236.10	14.5%
<b>Other Income/Expense</b>				
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	<b>-189,694.72</b>	<b>-1,303,930.82</b>	<b>1,114,236.10</b>	<b>14.5%</b>