

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



Meeting Minutes

Date & Time:	Tuesday, April 9, 2019
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	Present
Commissioner Scott Miller	Present
Commissioner David Wood	Absent

MINUTES / NOTES

Meeting called to order at 19:32 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)

- Received 1972 Dodge Pick-up Registration; gave to Ken Skalla
- Received renewal for 2016 Ford Pick-up
- Main Street America Group – letter from Attorney Brad Sklar, was forwarded on to Linda at Design Collaborative regarding the Riva Ave Project.
- East Brunswick Twp Letter – dated 4/1/19 – Payment of \$180,417.00
- East Brunswick Twp Letter regarding Weis & Co LLP – balance owed for interlocal

INSURANCE (reported by Commissioner Duffy)

- Workmens' Comp – we will deal with after building issues are resolved.

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



- MacNeil & Co. – resigning for one more year until we have the time to review our current policies. Received confirmation letter for damage done to Engine #903.

LOSAP (reported by Commissioner Wood)

- Approved the 2018 Disbursement plan.
- Slight change in amount
- Commissioner Fenstermaker will give new payout schedule to Chris Gerbereux. New amount is \$37,067.00
- This changed because one person was missing.
- Some may come out of "W" account.

COMMITTEES

Riva Avenue Project (reported by Commissioner Duffy)

- PSE&G – form filled out to get gas main hook up to building. Cost will be \$6,970.21.
- J&M walked off job
- J&M is asking for another meeting, in person.
- Commissioner Bowne does not want to meet with them until everything is understood which includes:
 - What still needs to be done
 - What are the open issues
 - What money is still owed them
 - Linda from Design Collaborative is going back and forth to get clarification on things for the Commissioners.

PUBLIC PORTION

Chiefs Report – reported by Chief Umbach

- Chief Umbach was absent so there was nothing reported

Engineers Report - reported by Ken Skalla

- Ken Skalla reviewed his report. See attachment

TREASURY REPORT (reported by Commissioner Fenstermaker)

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

- Enter info here.

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



OLD BUSINESS:

- Nothing to report.

Meeting adjourned at ??: ??.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1					
2					

Items / Issues to discuss at a future meeting (Parking Lot):	
#	Description
1	
2	

Decisions / Agreements:	
#	Description
1	
2	

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



Brookview Volunteer Fire Company
Monthly Engineer Report
April 2019

General Items:

- 901 2009 Pierce Engine:
- 902 2003 Pierce Engine
Rear Perimeter light replaced.
- 903 1997 Pierce Engine
- 904 2016 Pierce Rescue Truck
SRS warning alarm reset. Light tower circuit board and controller repaired.
- 905 1994 Ford F 250 Water / Ice Rescue Truck
- 906 1994 Ford Bronco Utility Truck
- 907 1972 Dodge Brush Truck
Vehicle OOS
- 908 2016 Chevrolet Tahoe
- 909 2016 Ford F250
- 912 1994 Ford F250 Pick Up
Plow removed for summer season.

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



East Brunswick Fire District #3

4/9/2019 8:27 PM

Register: TD Bank

From 03/13/2019 through 04/09/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/13/2019	2098	J & M Quality Contr...	6640 Riva Ave Project	VOID: Applica...		X		517,446.31
03/15/2019			Interest Income	Interest		X	193.24	517,639.55
04/02/2019	2099	PSE&G	6640 Riva Ave Project	Riva Ave Proje...	6,970.20			510,669.35
04/03/2019			Tax Revenue	Deposit			180,417.39	691,086.74
04/09/2019	2100	NJ Casualty Insuranc...	6332 Insurance Worker...	Policy#M2655...	7,100.00			683,986.74
04/09/2019	2101	Solitario & Tierney P...	6246 Professional Serv...	INV#22949(62...	8,500.00			675,486.74
04/09/2019	2102	Verizon Wireless	6236 Office Expenses	INV#9826968...	80.02			675,406.72
04/09/2019	2103	New Jersey Fire Equi...	6320 Equipment M&R	INV#60129(63...	1,469.21			673,937.51
04/09/2019	2104	The Design Collabor...	6640 Riva Ave Project	INV#17881(66...	2,370.00			671,567.51
04/09/2019	2105	Safe ID Card System...	6236 Office Expenses	INV#3728(6236)	30.00			671,537.51
04/09/2019	2106	Safe ID Card System...	6236 Office Expenses	INV#3790(6236)	50.00			671,487.51
04/09/2019	2107	Richard M. Braslow	6640 Riva Ave Project	INV#20321(66...	306.00			671,181.51
04/09/2019	2108	Twp of East Brunswi...	6328 Fuel	Feb 2019 Fuel ...	514.64			670,666.87
04/09/2019	2109	Scott Miller	6640 Riva Ave Project	Reim wires(66...	27.36			670,639.51
04/09/2019	2110	Safe ID Card System...	6236 Office Expenses	VOID: INV#3...		X		670,639.51
04/09/2019	2111	Fire & Safety Service...	6346- Vehicle M&R	INV#SI19-079...	187.50			670,452.01
04/09/2019	2112	Fire & Safety Service...	6346- Vehicle M&R	INV#SI19-079...	250.00			670,202.01
04/09/2019	2113	Twp of East Brunswi...	6328 Fuel	Fuel March 20...	641.32			669,560.69
04/09/2019	2114	Witmer Public Safety...	6312 Equipment Purch...	INV#E183248...	1,472.56			668,088.13
04/09/2019	2115	Sclar & Sclar, LLC	6640 Riva Ave Project	INV#942(6640)	646.00			667,442.13
04/09/2019	2116	Mike Seidler	6346- Vehicle M&R	Reim oil Chang...	51.15			667,390.98
04/09/2019	2117	Linda Nicholas	6224 Election Expenses	Reim Lunch El...	32.52			667,358.46
04/09/2019	2118	Linda Nicholas	6250 Admin Service	INV#38(6250)	140.00			667,218.46
04/09/2019	2119	Christine Gerbereux	6250 Admin Service	INV#255(6250)	466.50			666,751.96
04/09/2019	2120	Lincoln National Lif...	6138 LOSAP	LOSAP 2018(6...	37,067.00			629,684.96

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



8:45 PM

04/09/19

Accrual Basis

**East Brunswick Fire District #3
Profit & Loss Budget vs. Actual
January 1 through April 9, 2019**

	Jan 1 - Apr 9, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Engine Financing	0.00	0.00	0.00	0.0%
Tax Revenue	180,417.39	0.00	180,417.39	100.0%
Fines Acct	0.00	0.00	0.00	0.0%
Income	0.00	0.00	0.00	0.0%
Interest Income	1,847.77	0.00	1,847.77	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	183,207.29	0.00	183,207.29	100.0%
Expense				
6100 Commissioner's Salaries	0.00	9,875.00	-9,875.00	0.0%
6136 FP Agreement	0.00	206,400.00	-206,400.00	0.0%
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	2,314.05	1,400.00	914.05	165.3%
6230 Legal & Display Advertisin	99.92	400.00	-300.08	25.0%
6236 Office Expenses	1,252.74	5,760.00	-4,507.26	21.7%
6246 Professional Services	8,695.50	11,123.00	-2,427.50	78.2%
6250 Admin Service	2,048.50	4,500.00	-2,451.50	45.5%
6310 Radio M&R	800.00	5,200.00	-4,400.00	15.4%
6312 Equipment Purchase	1,940.56	85,360.00	-83,419.44	2.3%
6314 SFSG Grant	0.00	1,889.00	-1,889.00	0.0%
6320 Equipment M&R	3,592.78	15,600.00	-12,007.22	23.0%
6324 Fire Prevention	0.00	1,000.00	-1,000.00	0.0%
6328 Fuel	1,443.50	10,000.00	-8,556.50	14.4%
6330 Insurance - Other	7,885.70	48,500.00	-40,614.30	16.3%
6332 Insurance Workers Comp	7,100.00	28,500.00	-21,400.00	24.9%
6340 Physical Exams	240.00	6,000.00	-5,760.00	4.0%
6344 Training	1,800.00	10,000.00	-8,200.00	18.0%
6346- Vehicle M&R	1,913.04	35,000.00	-33,086.96	5.5%
6360 Contingency	0.00	21,000.00	-21,000.00	0.0%
6610 - 904 Interlocal	0.00	134,985.00	-134,985.00	0.0%
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	235,690.36	327,018.82	-91,328.46	72.1%
6641 Riva Ave Interlocal	0.00	219,020.00	-219,020.00	0.0%
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	314,183.65	1,303,930.82	-989,747.17	24.1%
Net Ordinary Income	-130,976.36	-1,303,930.82	1,172,954.46	10.0%
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	-130,976.36	-1,303,930.82	1,172,954.46	10.0%