

TOWNSHIP OF LOWER FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
P.O. BOX 1
VILLAS, New Jersey 08251

FIRE DISTRICT #1 MEETING: DATE: January 27, 2022
Meetings are the 4th Thursday of the Month. Public Time: @ 8:00 pm

AGENDA

1. CALL TO ORDER: FIRE DISTRICT 1 of Lower Township

2. FLAG SALUTE:

A: United States Flag should be posted to the right of the Board of
Fire Commissioners as they face the Public.

B: Pledge of Allegiance to the Flag.

C: Observe moment of silence.

3. SUNSHINE LAW ANNOUNCEMENT:

In accordance with the provision of the New Jersey Open Public
Meetings law. Notice of this meeting has been mailed to the following
Newspaper:

A: "The Cape May County Herald"

As well as having been posted in the Lower Township Building at least 48 hours
in advance of this meeting, for Fire District #1.

4. ROLL CALL OF FIRE COMMISSIONER:

PRESENT

TREASURER:	BRANNON	X
SECRETARY:	MORNICK	X
CHAIRMAN:	HOWARD	X
VICE CHAIRMAN:	WAREHAM	X
COMMISSIONER:	GENTER	X

Attendance at the Meeting: FIREFIGHTERS: 5 PUBLIC: 0

5. READING OF THE LAST MONTHLY MEETING MINUTES:

A. Approval of the meeting minutes/make available.

**Motion to accept made by: Commissioner Linda Brannon
Seconded by: Commissioner Mornick**

6. TREASURER REPORT

• Report follows minutes.

TOTAL BILLS: \$16,483.76

Transferred: \$16,483.62 and \$1,067.03 for P-Card account

A. Approval of Treasurer's Report:

**Motion to accept made by: Commissioner Mornick
Seconded by: Commissioner Wareham
Motion to transfer funds and pay the bills made by:
Commissioner Mornick
Seconded motion made by: Commissioner Wareham**

7. COMMUNICATIONS

INCOMING MAIL/EMAIL: Received correspondence from Attorney Braslow. E-Z Pass monthly statement. Another Safety Recall from RAM on vehicle. Several correspondences from election board, State concerning budget. Accountant concerning budget. Special meeting for Budget adoption. Contract from website administrator. Received LOSAP information from fire company for submission. Audit information received and handled. Camera quotes. Contract from Modern Group for generator service renewal.

OUTGOING MAIL/EMAIL: Mail to accountant concerning budget. Braslow letter for budget information. Budget adoption. Election petition in and election to Leader Printers.

8. REPORTS OF EXECUTIVE BOARD

Chairman Reports-Inventory questions on equipment. Radios and Pagers questions.

Committee Reports

Fire Bureau- End of year discussion.

Fire Apparatus-Windshield replaced on truck. All issues with squad were taken care of.

ISO-Nothing.

HYDRANTS-Nothing

LOSAP-Losap yearly contribution being worked on. Slight COLA is enforced.

INSURANCE-Claim for windshield damage.

9. FIRE CHIEFS REPORT

- Report follows minutes. Will be submitted next meeting.

10. OLD BUSINESS-Camera's issue. Camera issue has been tabled for one month as

quote needs to be revised. Motion by Wareham, 2nd by Brannon. Tags for new truck. Progress on Assets and the tags.

11. NEW BUSINESS-Approve checks for election for workers Motion by Mornick, 2nd by Brannon. Modern Group renewal motion by Mornick, 2nd by Brannon. Site matter for

web site. Agreed on 2 years, however, monitoring the site. Motion by Mornick, 2nd by Brannon.

12. RESOLUTIONS-None

13. OPEN COMMENTS FROM THE PUBLIC-Nothing

14. ANNOUNCEMENT OF NEXT MEETING

DATE: February 24, 2022
TIME: 8 PM

15. ADJOURNMENT:

Motion made by: Commissioner Mornick
Seconded by: Commissioner Wareham

NOTE: This meeting will be run under Roberts Rules of Order and a copy is available if needed.

B.O.F.C. Fire District #1 Lower Township
Checks, Electronic Payments, and Bank Balances
December 17, 2021 through January 27, 2022

Sturdy - Checking

Beg Checking Bank Balance	\$	10,000.00
Transfers In:		
	\$	-
	\$	-
Other Adjustments:		
Interest Income	\$	0.14
Balance before the following list of vendor payments	\$	<u>10,000.14</u>

Vendor Payments

Amount

5828	Ford, Scott & Associates, LLC	-7,000.00
5829	William A. Belles	-360.00
5830	Villas Fire Company	-424.48
5831	United Uniforms	-758.95
5832	Richard M. Braslow	-495.00
5833	Lower Township MUA	-720.00
5834	Justin Jordan	-1,380.00
5835	Joni Roth	-1,299.00
5836	Enrico Mascio	-840.00
5837	Chuck Jordan	-1,320.00
5838	CAPE MAY COUNTY HEARLD	-16.09
5839	Cape May County Fleet Maintenance	-579.70
5840	Brittney M. Delano	-840.00
5841	Atlantic City Electric	-210.54
5842	Andrew R. Hilvert Jr	-240.00

Total Check Payments
Adjustments:

\$	(16,483.76)
\$	-
\$	(6,483.62)
\$	<u>16,483.62</u>

Sturdy Bank - Checking Bank Balance after requested transfer

\$ 10,000.00

Bank of America - Purchasing Card

Beg Balance - P-Card Balance Due - Prior Month
Payments
Bills paid with P-Card
Subtotal
Adjustments - Returns and Credits

\$ 1,235.34
\$ 1,235.34
\$ 971.25
\$ 971.25

P-Card a/c Balance due as of 1/15/22

\$ 971.25

Sturdy - Reserve Account for P-Card Payments

Beginning Balance
Interest Income
Additions(Deductions):
Other:
Other:

\$ 4,900.00
\$ 4.22
\$ -

Funds Allocated for P-Card balance due
Request to transfer from Savings to P-Card Reserve
Balance after Transfer

\$ (971.25)
\$ 1,067.03
\$ 5,000.00

Sturdy - Savings Account

Beginning Balance
Additions(Deductions):
Township of Lower
Township of Lower
Insurance Claim Refunds
Witmer OP refund
P-Card rebate income
Wire Fees
Interest Income
Transfers Out: Reverse prior month transfer
Transfer from Savings to Checking
Request to transfer from Savings to Reserve - for P-card payment
Balance after Transfers

\$ 482,267.87
\$ -
\$ 186,129.06
\$ -
\$ 1,530.10
\$ 27.00
\$ -
\$ 4.64
\$ -
\$ (16,483.62)
\$ (1,067.03)
\$ 652,408.02

Summary of Bank Account Totals after Requested Transfers

Sturdy - Checking
Sturdy - Reserve Account (For P-Card Payments)
Sturdy - Savings
Total Bank Accounts Balance

\$ 10,000.00
\$ 5,000.00
\$ 652,408.02
\$ 667,408.02