

August 8, 2019

The Chairman announced that as required by The Open Meetings Act, adequate notice of this meeting has been provided which notice specified time and place of meeting. The notice was posted on the bulletin board at the Municipal Building and mailed to the Daily Record and the Citizen, placed on file at the Township Clerk's Office, and on the public notice website for the Montville BOFC District 1.

Call to Order

Minutes of the meeting of the Board of Fire Commissioners of District # 1, Montville Township, held at the Firehouse 86 River Road, Montville, N.J. Meeting was called to order at 8:21 P.M. by Chairman Lewis, who presided. Chairman Lewis pointed out the Fire Exits.

Roll Call

Those present were: Commissioners Carl Lewis; Michael Caggiano; Robert Purnell; Robert Cook and Stephen Schmidt; Deputy Fire Chief Jim Longobardi; Fire Official Joseph Serrecchia and Denise Phostole, District Clerk. Mr. Tom Ferry from Ferraioli, Wielkotz, Cerullo & Cuva was also present.

Minutes

The minutes of the meeting of July were read and accepted as read. Motion to accept the minutes made by Commissioner Cook, seconded by Commissioner Caggiano and carried.

Public Comment

None

Financial Report

The Treasurer gave the financial report and presented the bills for payment; the vouchers were reviewed by the commissioners and paid as follows on a motion made by Commissioner Cook, seconded by Commissioner Purnell, and carried:

Disbursements August 2019

Administration	\$ 3,720.60
LOSAP	\$ 15,950.00
M&R	\$ 2,148.21
Supplies	\$ 646.29
Utilities	\$ 3,907.92
UFSA	\$ 3,299.53
Total Disbursements:	\$ 29,672.55

Commissioner Caggiano reported that he had received the reimbursement from the Travelers Workers Comp Audit in the amount of \$7,303.00. Motion to accept the financial report was made by Commissioner Purnell; seconded by Commissioner Schmidt, and carried.

Chief's Report

Deputy Chief Longobardi gave the Chief's report in his absence. The Deputy Chief does not have last month's report of calls at this time, and will report next meeting. Junior firefighter Alex Irvolino has graduated from the FF1 class. Two new members Leena Coleman and Joseph Nanartowicz have started the FF1 class. Truck 350 is back in service. Chief Baldwin is still out on medical leave. Motion to accept the Chief's report was made by Commissioner Purnell, seconded by Commissioner Schmidt, and carried.

Fire Official's Report

Fire Official Serrecchia reported that there was a total of 10 home inspections for the month of July. Fire Official reported that inspections are going well. The sprinkler problems at the high school and the middle school are being worked on. The new owner of the Montville Inn has registered with the state. Name of the restaurant will be changed. Motion to accept the Fire Officials report was made by Commissioner Purnell; seconded by Commissioner Schmidt, and carried.

Correspondence

- Received invoices from Pine Brook for joint services
- Received email regarding Montville Day
- Received request from Kearns, Duffy and Vaccaro for information on 1 High Mountain Drive

Old Business

The roofing material for station two has been delivered. Work on the roof will begin in the middle of the month. Air conditioner at station three has been repaired and the electrical work at station one has been completed. The trails are being worked on. Commissioners discussed the audit and upcoming budget with Mr. Ferry.

New Business

None.

Adjournment

Motion to adjourn the meeting was made by Commissioner Purnell and seconded by Commissioner Caggiano, and carried. Meeting was adjourned by Chairman Lewis at 9:00 PM.

Respectfully Submitted,



Denise Phostole
District 1 Clerk
Montville Township BOFC
District One

Montville Township Fire District No. 1
Montville, N.J.

RESOLUTION TO CONFIRM ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5A-15 requires the members of each local Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2018 has been completed and filed with the Board of Fire Commissioners of Montville Township Fire District No. 1 pursuant to N.J.S.A. 40A:5A-15, and

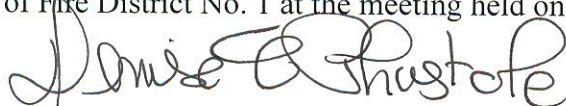
WHEREAS N.J.S.A. 40A:5A-17 requires the governing body of each Fire District to, within 45 days of receipt of the annual audit, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit entitled “General Comments” and “Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the Board of Fire Commissioners of Montville Township Fire District No. 1 have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board,

NOW, THEREFORE BE IT RESOLVED, that the members of the Board of Fire Commissioners of Montville Township Fire District No. 1 hereby certify to the Local Finance board of the State of New Jersey that each governing Body Member has personally reviewed the annual audit report for the fiscal year ended December 31, 2018 and specifically reviewed the sections of the audit report entitled “General Comments” and “Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a true copy of this resolution.

I, Denise T. Phostole, District Clerk to the Commissioners of Montville Fire District No. 1, hereby certify that this is a true copy of the Resolution adopted by the Commissioners of Fire District No. 1 at the meeting held on August 8, 2019.



Denise T. Phostole
District 1 Clerk
Montville Township BOFC District 1

**TOWNSHIP OF MONTVILLE
FIRE DISTRICT NUMBER 1**

**SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION
(CONCLUDED)**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2018
(WITH COMPARATIVE TOTALS FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2017)**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds 2018</u>	<u>Memo Only 2017</u>
REVENUES				
Local Sources:				
Local Tax Levy	\$ 522,373.00	\$ -	\$ 522,373.00	\$ 521,849.00
Interest Earned on Investments	151.61	8,444.48	8,596.09	6,979.85
Miscellaneous	2,000.11	-	2,000.11	2,416.62
Total - Local Sources	<u>524,524.72</u>	<u>8,444.48</u>	<u>532,969.20</u>	<u>531,245.47</u>
State Sources	45,823.00	-	45,823.00	44,522.65
Total Revenues	<u>570,347.72</u>	<u>8,444.48</u>	<u>578,792.20</u>	<u>575,768.12</u>
EXPENDITURES				
Current:				
Administration:				
Salaries	24,780.00		24,780.00	23,280.00
Fringe Benefits	2,119.00		2,119.00	2,030.92
Other Expenses	11,112.85		11,112.85	10,074.38
Cost of Providing Services:				
Fringe Benefits	54,509.00		54,509.00	45,537.22
Other Expenses	185,329.00		185,329.00	184,829.22
Uniform Fire Safety Act:				
Salaries	31,155.00		31,155.00	29,308.80
Clerk	4,400.00		4,400.00	5,200.00
Fringe Benefits	4,963.00		4,963.00	4,753.86
Other Expenses	5,305.00		5,305.00	5,259.99
Capital Outlay	89,125.00	642,049.00	731,174.00	42,862.55
Total Expenditures	<u>412,797.85</u>	<u>642,049.00</u>	<u>1,054,846.85</u>	<u>353,136.94</u>
Excess (Deficiency) of Revenues over Expenditures	<u>157,549.87</u>	<u>(633,604.52)</u>	<u>(476,054.65)</u>	<u>222,631.18</u>
OTHER FINANCING SOURCES AND (USES)				
Transfers In	-	105,000.00	105,000.00	100,000.00
Transfers (Out)	(105,000.00)	-	(105,000.00)	(100,000.00)
Total Other Financing Sources and (Uses)	<u>(105,000.00)</u>	<u>105,000.00</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	52,549.87	(528,604.52)	(476,054.65)	222,631.18
Fund Balance—January 1	890,757.84	1,923,973.57	2,814,731.41	-
Fund Balance—December 31	<u>\$ 943,307.71</u>	<u>\$ 1,395,369.05</u>	<u>\$ 2,338,676.76</u>	<u>\$ 222,631.18</u>

Recommendations:

1. That the Fire District maintain an adequate segregation of duties for the bookkeeping operation.
2. That the Fire District follow 40A:14-84 procedures which requires the purchase of capital improvements to be voted on at the annual meeting or at a special meeting and then included in the next succeeding annual budget under the section for Capital Appropriations.

The above summary or synopsis was prepared from the report of the Township of Montville Fire District Number 1 for the fiscal year ended December 31, 2018.

This report of audit, submitted by Thomas M. Ferry, CPA, Registered Municipal Accountant of Ferraioli, Wielkotz, Cerullo & Cuva, is on file with the District Clerk, and may be inspected by any interested person.