

# EASTAMPTON BOARD OF FIRE COMMISSIONERS

## AGENDA

March 23, 2023  
Regular Meeting

1. Meeting Called to Order:

2. Open Public Meeting Statement: The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Board of Fire Commissioners of Fire District No. 1 has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Burlington County Times (Published)  
Courier Post (Informational Purposes)  
Eastampton Fire Rescue Department  
Municipal Building

3. Pledge of Allegiance followed by announcement of the emergency exits.

4. **Roll call:**

Ch. Comm'r Paolini	Comm'r Adams	Comm'r Osworth	Comm'r Hicks	Comm'r McGlynn

5. **Approval of Minutes:** February 23, 2023

6. **Correspondence:**

7. **Fire Official's Report:**

8. **Fire Chief's Report:**

9. **Payment of Bills:**

10. **Fire Commission Committees:**

- Personnel: Comm'r. Adams & Comm'r. Hicks -
- Budget and Finance: Comm'r. Osworth & Comm'r. McGlynn -
- Insurance: Comm'r Paolini & Comm'r. Osworth -
- Policy and Procedures: Comm'r. Hicks, Comm'r. McGlynn (advisor) Chief Elischer & Polios -
- Future Planning: Comm'r. Adams, Comm'r Paolini, Steve Packer (advisor) Chief Elischer, Past Chief Polios & Steve Packer -

11. **Old Business:**

- Status of past Administrator completing tasks for 2022
- 2022 payroll taxes and W2s
- Status of collecting invoices/check stubs/documents belonging to Eastampton Fire Board Commissioner/Fire house
- Status of budget submitted to DCA
- Purchase of new laptop

# *EASTAMPTON BOARD OF FIRE COMMISSIONERS*

- Advance Payroll to process employee's checks for \$50.00 a month that includes electronic deposit, quarterly processing to State and Federal (941s) and year end W2s
- Status update Convert online QuickBooks to software – approved motion on 2/23/23 up to \$1,200.00
- Status update Microsoft Quotes – no longer to request quotes since we have access to it
- Status of Email addresses and website

## **12. New Business:**

- Account signatures and changing bank accounts
- Verizon account not active but receiving bills
- ATT has old contacts and no pin number to gain access to our account
- State Payroll identification and password from past administrator
- Safe Deposit Box at TD Bank
- Purchase order processes
- Voice mail 609-267-5224 complaint received at Eastampton Twp
- Renewal of GenServ maintenance on generator \$535.00

## **13. Open to Public:**

## **14. Comments from the Commissioners:**

## **15. Adjournment:**