

April 25, 2016

On April 25, 2016, The Millwood Board of Fire Commissioners held their regular Monthly Meeting at 7:30pm at Station No. 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Angelo Indusi, Anthony Olenik, Dan Puszka, Jason Lichtenthal, Secretary Paul Michael Marinello, Treasurer Rose Cohen, Chief Greg Santone, 1<sup>st</sup> Assistant Jorge Rodrigues, 2<sup>nd</sup> Assistant Chief Jan Schwark, and Dominic Calgi from Calgi Construction. Absent was Commissioner Alan Schapiro.

Chairman Indusi called the meeting to order.

**Work Session:**

**Calgi Construction:**

Calgi Construction gave an update on the construction closeout of the new firehouse:

- Caladri has sent letter stating MFD in default
- Letter from attorney stated 5/6 to get all work completed
- Attorney has spoken to Bonding company
- TCO to be extended

**Chiefs Report** by Chief Greg Santone, attached.

Commissioner Puszka made a motion to purchase (4) outdoor tables from Home Depot at a total cost of UP TO \$3,913.36, Seconded by Commissioner Indusi, All in Favor. PO#148.

Commissioner Olenik made a motion to transfer \$4,000 from grounds & maintenance 407.6 to new firehouse purchase A34.311, Seconded by Chairman Indusi, All in Favor.

There was a discussion regarding getting EZ Pass for Chief's vehicles.

There was a discussion regarding a meeting that was held at Town Hall on April 14<sup>th</sup>, 2016. Present at the meeting were Jill Shapiro (Town Administrator), Commissioner Anthony Olenik, Chief Greg Santone, 2<sup>nd</sup> Assistant Chief Jan Schwark, Secretary Paul Michael Marinello, Commissioner Nancy Zezee (New Castle Board of Fire Commissioners), Josh Herman (Town Assessor) and the Town's general counsel.

The discussion stemmed from a letter which we and the Town received from a resident on Stony Hollow Road and opened the question as to which Fire District their Fire taxes should be paid since their property is intersected by both Millwood Fire District & New Castle Fire District.

Here are some important pieces of information from the meeting.

There are approximately 150 parcels which are intersected, either between Millwood and New Castle (Chappaqua FD) or Millwood and Mt Kisco.

The Town Assessor is currently going through each assessed value of the parcel to split up/allocate percentages to be paid to each District and this information will be forwarded back to the District.

The Town has suggested that we open a dialogue with New Castle (Chappaqua FD) Commissioners in an effort to redraw the District lines. This would have to be agreed upon by both Boards and a public hearing will have to take place before the District lines are redrawn and voted upon by the registered voters in each Fire District.

There will be a 1 year (2016) window for residents to seek refunds after reallocated percentages are applied to the parcels that are bisected by the two Districts.

Finally, the Town Administrator is in the process of negotiating a new contract for fire suppression in the Mount Kisco fire suppression district. They have asked if we would be interested in taking at least a portion (particularly the western portion).

Commissioner Puszka made a motion to allow Stillwater Association to use Station 2 on May 11<sup>th</sup> for their annual meeting, Seconded by Commissioner Lichtenthal, All in Favor.

Commissioner Indusi made a motion to renew the Districts contract with Fail Safe (who performs all hose testing and nozzle testing) which will honor/hold pricing for another three years, Seconded by Commissioner Puszka, All in Favor.

Commissioner Indusi made a motion to enter an executive session regarding personnel, Seconded by Commissioner Olenik, All in Favor. The time is 8:24pm.

Commissioner Indusi made a motion to exit the executive session, Seconded by Commissioner Olenik, All in Favor. The time is 8:30pm.

There was a discussion regarding bids for the Annual Inspection on Saturday May 14, 2016, at the new firehouse. Three bids were received by the District:

Tastefully Yours - \$65 - \$70 per person

Unique Catering - \$49.95 per person (not including table rental of \$1,200)

A combined bid of \$41.43 per person with the following bids:

Commissioner Puszka made a motion to accept a bid from DJ John to play at the Annual Inspection at a total cost of \$500, Seconded by Commissioner Olenik, All in Favor. PO# 149

Commissioner Puszka made a motion to accept a bid from Rich & Beth Waterbury for bartending services at a cost of \$30 per hour not to exceed \$540 Seconded by Commissioner Olenik, All in Favor. PO#150

Commissioner Puszka made a motion to accept a bid from Party Line Tent Rentals for tables, linens & chairs at a total cost of \$994.12, Seconded by Commissioner Olenik , All in Favor. PO#151

Commissioner Puszka made a motion to accept from bid Craft Cue for catering at the Annual Inspection at a cost of \$36 per person not to exceed \$9,000, Seconded by Commissioner Olenik, All in Favor. PO#152

**Treasurer's Report:** attached by Treasurer Rose Cohen.

Chairman Olenik made a motion to approve the following budget line item transfer, Seconded by Chairman Indusi, All in Favor.

\$6,174 from Unallocated to A34.31 New Fire House Purchases

Chairman Indusi mentioned that the District is now ready to process payment for the Lazy-Boy recliners.

There was a brief discussion regarding the upholstery on the member room banquet chairs. Secretary Marinello will contact the vendor to get a complete estimate and additional information regarding the fabric.

Commissioner Puszka made a motion to spend \$3,900 on parade expenses for 2016 for the following parades, Seconded by Commissioner Olenik, All in Favor.

Ossining 5/21  
Mt Kisco 7/10  
Pleasantville 5/29  
Yorktown 6/22

New Firehouse Change Orders:

Commissioner Indui made a motion to accept a proposal from Ohlhausen DuBois regarding extension of close out services at a cost of \$1,320, Seconded by Commissioner Lichtenthal, All in Favor.

Commissioner Indusi made a motion to accept a proposal from Calgi Construction regarding extension of close out services at a cost of \$8,345, Seconded by Commissioner Lichtenthal, All in Favor.

Treasurer Rose Cohen mentioned that recently purchased gym equipment has been added to the list of insured items.

Commissioner Puszka made a motion to accept the Chief's slate for the new term, Seconded by Commissioner Olenik, All in Favor.

Chief – Greg Santone

1<sup>st</sup> Assistant Chief – Jorge Rodrigues

2<sup>nd</sup> Assistant Chief – Jan Schwark

Commissioner Olenik and Secretary Marinello have worked extensively to put together a bid package for grounds and lawn maintenance. There were many questions regarding the grounds which were answered by our landscape architect, IQ. Final bid specifications went out to (6) interested parties and are due back on Friday April 29, 2016.

Regarding multiple FOIL requests the District has been sent, Secretary Marinello stated that the last 2 requests still have a few open items and that they will be fulfilled completely by early this week.

The District received a certified letter from ATNM, our waste removal vendor. ATNM has been purchased and will be replaced by Suburban Carting. They will take over on May 1, 2016.

The Board is looking to purchase a multiple mailbox unit for the front of the new building to ensure on site mail delivery. Secretary Marinello will send a few options to the Board in the coming week.

Commissioner Indusi made a motion to add an additional \$450 for a previous motion for TEC Land Surveying (bill came in at \$15,450 versus original motion in January of \$15,000), Seconded by Commissioner Olenik, All in Favor.

Commissioner Olenik made a motion to adopt the February 22, 2016 and March 25, 2016 meeting minutes, Seconded by Commissioner Lichtenthal, All in Favor.

Commissioner Indusi made a motion to enter an executive session regarding personnel, Seconded by Commissioner Olenik, All in Favor. The time is 9:20pm.

Commissioner Indusi made a motion to exit the executive session, Seconded by Commissioner Olenik, All in Favor. The time is 9:35pm.

Meeting adjourned at 9:40pm.

Paul Michael Marinello  
Secretary

6:16 PM

04/25/16

Accrual Basis

## MILLWOOD FIRE DISTRICT

## Balance Sheet

As of March 31, 2016

Mar 31, 16

## ASSETS

## Current Assets

## Checking/Savings

Cash - Budget Operating Fund

BOF Checking 4111028710

750,064.23

Total Cash - Budget Operating Fund

750,064.23

Cash - Cap RF

CRF Checking 816868657

176,681.87

Total Cash - Cap RF

176,681.87

Cash - ERF

ERF Checking 937110245

823,073.07

Total Cash - ERF

823,073.07

Cash - Fire House Project Fund

FHP Checking Acct 455267851

725,010.81

Total Cash - Fire House Project Fund

725,010.81

Total Checking/Savings

2,474,829.98

Total Current Assets

2,474,829.98

## Fixed Assets

## Buildings &amp; improvements

Station 2

Acc. Depr - Station 2

-352,454.00

Station 2 - Other

767,138.00

Total Station 2

414,684.00

Total Buildings &amp; improvements

414,684.00

## Cap exp - new house

AKRF

287,559.77

Calgi

900,655.29

legal

PZB fees

26,000.00

legal - Other

503,076.56

Total legal

529,076.56

Melick-Tully

reimbursements

12,393.14

Melick-Tully - Other

16,756.18

Total Melick-Tully

29,149.32

Misc

145,107.46

ODA

reimbursements

66,524.74

ODA - Other

8,116,488.21

Total ODA

8,183,012.95

Property acquisition

15,293.09

Survey fees

42,643.00

Cap exp - new house - Other

491,294.43

Total Cap exp - new house

10,623,791.87

## Furnishings &amp; Equipment

New Fire House

Acc. Depr. - New Fire House

-28,450.00

New Fire House - Other

40,872.00

Total New Fire House

12,422.00

6:16 PM

04/25/16

Accrual Basis

## MILLWOOD FIRE DISTRICT

## Balance Sheet

As of March 31, 2016

	Mar 31, 16
Station 2	
Acc. Depr.- Station 2	-44,963.00
Station 2 - Other	48,896.00
Total Station 2	3,933.00
Total Furnishings & Equipment	16,355.00
Land	45,000.00
Land-New Fire House	1,959,305.00
Other fixed assets	
Equipment	
Acc. Depreciation - Equipment	-216,160.00
Equipment - Other	414,241.00
Total Equipment	198,081.00
Vehicles	
Acc. Depr - Vehicles	-1,256,850.00
Vehicles - Other	2,201,046.00
Total Vehicles	944,196.00
Total Other fixed assets	1,142,277.00
Total Fixed Assets	14,201,412.87
Other Assets	
Prepaid Insurance	8,493.00
TA - LOSAP	
TA385 - Prepaid benefit payments	4,440.00
TA461.2 - American Equity Annuity	33,567.58
TA461.5 - Genworth Financial Annuity	77,929.68
TA461.6 - Royal Bank of Canada	197,683.96
TA461.7 - RBC Investments at MV	896,018.92
Total TA - LOSAP	1,209,640.14
Total Other Assets	1,218,133.14
<b>TOTAL ASSETS</b>	<b>17,894,375.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - *Accounts Payable	-556.95
Total Accounts Payable	-556.95
Other Current Liabilities	
24000 - Payroll Liabilities	432.12
Total Other Current Liabilities	432.12
Total Current Liabilities	-124.83
Total Liabilities	-124.83
Equity	
Fund balance - BOF	626,540.87
Fund balance - Cap RF	128,368.00
Fund balance - ERF	776,137.00
Fund balance - Prop & Equip	14,201,412.87
32000 - Retained Earnings	-1,849,352.19
H909 - Fund Balance - Cap Bldg. Fund	3,139,934.13
TA881.5 - Fund Balance Pension Trust Fund	1,209,640.00
Net Income	-338,179.86
Total Equity	17,894,500.82

6:16 PM

04/25/16

Accrual Basis

MILLWOOD FIRE DISTRICT

Balance Sheet

As of March 31, 2016

Mar 31, 16

TOTAL LIABILITIES & EQUITY

17,894,375.99



# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

April 2016

	Date	Account	Amount	Balance
<b>20th Century Senior Drum and Bugle Corps</b>				
	04/25/2016	A19.412 - Miscellaneous	1,600.00	1,600.00
Total 20th Century Senior Drum and Bugle Corps			1,600.00	1,600.00
<b>A.T.N.M. Corp.</b>				
	04/12/2016	A34.417 - Sanitation Svc Sta 2	60.00	60.00
	04/12/2016	A407.82 - Sanitation Svc New Fire House	63.00	123.00
Total A.T.N.M. Corp.			123.00	123.00
<b>Allclean Building Maintenance</b>				
	04/12/2016	A34.456 Custodial Svc New Fire House	1,160.00	1,160.00
	04/12/2016	A34.442 - Custodial Svc Sta 2	165.00	1,325.00
Total Allclean Building Maintenance			1,325.00	1,325.00
<b>Almeida Oil Co.</b>				
	04/13/2016	A34.451 - Heating Oil New Fire House	3,418.80	3,418.80
Total Almeida Oil Co.			3,418.80	3,418.80
<b>American Recycling Technologies, Inc</b>				
	04/22/2016	Rentals	-200.00	-200.00
Total American Recycling Technologies, Inc			-200.00	-200.00
<b>Appraisal Affiliates inc</b>				
	04/22/2016	A34.484 - Audit	1,200.00	1,200.00
Total Appraisal Affiliates inc			1,200.00	1,200.00
<b>Cablevision</b>				
	04/04/2016	A34.437 Cable On-Line Services	105.63	105.63
	04/04/2016	A407.54 Cable TV	150.40	256.03
	04/04/2016	A34.437 Cable On-Line Services	221.36	477.39
	04/04/2016	A34.439 Phone Service	179.70	657.09
Total Cablevision			657.09	657.09
<b>Caladri Development Corp</b>				
	04/18/2016	H305.5 Construction-General	-30,000.00	-30,000.00
	04/18/2016	A34.314 - Member's Room Floor	30,000.00	0.00
Total Caladri Development Corp			0.00	0.00
<b>Calgi Construction Co Inc</b>				
	04/22/2016	H105.26 Construction Manager	8,345.00	8,345.00
Total Calgi Construction Co Inc			8,345.00	8,345.00

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	April 2016			
	Date	Account	Amount	Balance
<b>Carquest Auto Parts</b>				
	04/12/2016	A408.48 - E248	43.46	43.46
Total Carquest Auto Parts			43.46	43.46
<b>Chase Card Services</b>				
	04/04/2016	A34.471 - Office supplies & sundry	50.42	50.42
	04/04/2016	A410.4 - Computer Software	2.00	52.42
	04/04/2016	A19.412 - Miscellaneous	34.46	86.88
	04/04/2016	A34.419 - Inside Maintenance Sta 2	52.08	138.96
Total Chase Card Services			138.96	138.96
<b>Corsi tire</b>				
	04/12/2016	A408.50 - L52	4,859.96	4,859.96
Total Corsi tire			4,859.96	4,859.96
<b>Crafty 'Cue BBQ LLC.</b>				
	04/12/2016	A34.427 - Inspections	3,000.00	3,000.00
Total Crafty 'Cue BBQ LLC.			3,000.00	3,000.00
<b>Engineered Solutions</b>				
	04/25/2016	H105.4 - Pre-construction-Engineering	1,500.00	1,500.00
Total Engineered Solutions			1,500.00	1,500.00
<b>Fail Safe Testing, Inc.</b>				
	04/13/2016	A408.40 - testing	4,716.65	4,716.65
Total Fail Safe Testing, Inc.			4,716.65	4,716.65
<b>Farrell Fritz, P.C.</b>				
	04/22/2016	A34.486 - Legal, New Fire House Project	6,073.60	6,073.60
Total Farrell Fritz, P.C.			6,073.60	6,073.60
<b>Fred A Cook, Jr. Inc</b>				
	04/12/2016	A407.80 - Inside Maint. New Fire House	250.00	250.00
Total Fred A Cook, Jr. Inc			250.00	250.00
<b>Grainger</b>				
	04/12/2016	A200 - Equipment purchases	72.36	72.36
Total Grainger			72.36	72.36
<b>iPROMOTEu</b>				
	04/25/2016	A406.6 - Open House	570.34	570.34
Total iPROMOTEu			570.34	570.34

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

April 2016

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
<b>JP McHale Account</b>				
	04/12/2016	A34.419 - Inside Maintenance Sta 2	58.00	58.00
Total JP McHale Account			58.00	58.00
<b>Law Office of June Connolly, P.C.</b>				
	04/22/2016	FOI Requests	-251.00	-251.00
Total Law Office of June Connolly, P.C.			-251.00	-251.00
<b>Lichtenthal, Jason</b>				
	04/13/2016	A410.3 - Computer Hardware	298.00	298.00
Total Lichtenthal, Jason			298.00	298.00
<b>MetTel Acct 0100413954</b>				
	04/04/2016	A34.439 - Phone Service	46.50	46.50
Total MetTel Acct 0100413954			46.50	46.50
<b>Millwood Fire Company</b>				
	04/18/2016	H2 - Contributions-Fire House Proj	30,000.00	30,000.00
	04/18/2016	Contributions	-30,000.00	0.00
Total Millwood Fire Company			0.00	0.00
<b>Millwood Hardware</b>				
	04/12/2016	A34.443 - Maintenance Supplies	76.41	76.41
Total Millwood Hardware			76.41	76.41
<b>Minerva Cleaners</b>				
	04/12/2016	A408.4 - Equipment	2,159.25	2,159.25
Total Minerva Cleaners			2,159.25	2,159.25
<b>Mt. Kisco Truck &amp; Auto Parts Acct 40902</b>				
	04/12/2016	A408.48 - E248	75.00	75.00
Total Mt. Kisco Truck & Auto Parts Acct 40902			75.00	75.00
<b>Municipal Emergency Services (M.E.S.)</b>				
	04/22/2016	A200 - Equipment purchases	33.70	33.70
	04/22/2016	A408.45 - SCBA	195.84	229.54
	04/25/2016	A200 - Equipment purchases	198.12	427.66
Total Municipal Emergency Services (M.E.S.)			427.66	427.66
<b>Nestro, Frank</b>				
	04/25/2016	A19.412 - Miscellaneous	24.75	24.75
Total Nestro, Frank			24.75	24.75

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	April 2016			
	Date	Account	Amount	Balance
<b>New Castle-Stanwood Water District</b>				
	04/12/2016	A34.453 · Water usage Sta 2	48.00	48.00
	04/12/2016	A34.454 · Water Usage New House	28.80	76.80
	04/12/2016	A34.454 · Water Usage New House	684.00	760.80
Total New Castle-Stanwood Water District			760.80	760.80
<b>New York Power Authority Acct 2363579</b>				
	04/12/2016	A34.450 · Electricity New Fire House	1,246.71	1,246.71
	04/12/2016	A34.449 · Electricity Station 2	394.41	1,641.12
Total New York Power Authority Acct 2363579			1,641.12	1,641.12
<b>Nextel Communications Acct 769285023</b>				
	04/04/2016	A34.438 · Cellular Service	375.75	375.75
Total Nextel Communications Acct 769285023			375.75	375.75
<b>Ohlhausen DuBois Architects</b>				
	04/22/2016	H105.1 · Pre-construction-Architect	1,320.00	1,320.00
Total Ohlhausen DuBois Architects			1,320.00	1,320.00
<b>Ossining lawn mower service inc</b>				
	04/12/2016	A408.22 · gasoline	100.00	100.00
Total Ossining lawn mower service inc			100.00	100.00
<b>Paraco Gas Corporation</b>				
	04/13/2016	A407.23 · Propane	210.20	210.20
Total Paraco Gas Corporation			210.20	210.20
<b>Rescuestuff Inc</b>				
	04/22/2016	A34.429 · Dress Uniforms	151.40	151.40
Total Rescuestuff Inc			151.40	151.40
<b>Rocky's Millwood Deli</b>				
	04/13/2016	A19.412 · Miscellaneous	989.58	989.58
Total Rocky's Millwood Deli			989.58	989.58
<b>Ruscon Truck Service</b>				
	04/13/2016	A408.36 · R36	1,166.21	1,166.21
	04/13/2016	A408.15 · T15	322.91	1,489.12
	04/13/2016	A408.48 · E248	1,006.11	2,495.23
	04/13/2016	A408.36 · R36	209.83	2,705.06
	04/13/2016	A408.47 · E247	463.31	3,168.37

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	April 2016			
	Date	Account	Amount	Balance
Total Ruscon Truck Service			3,168.37	3,168.37
Safety Battalion				
	04/12/2016	A402.2 - Training	1,320.00	1,320.00
Total Safety Battalion			1,320.00	1,320.00
Santone, Greg				
	04/13/2016	A19.412 - Miscellaneous	175.52	175.52
Total Santone, Greg			175.52	175.52
Staples Credit Plan				
	04/22/2016	A34.471 - Office supplies & sundry	198.77	198.77
Total Staples Credit Plan			198.77	198.77
TEC Land Surveying				
	04/22/2016	H105.23 - Survey of Property, Planning	15,450.00	15,450.00
Total TEC Land Surveying			15,450.00	15,450.00
Town of New Castle				
	04/12/2016	A34.454 - Water Usage New House	954.20	954.20
	04/12/2016	A34.453 - Water usage Sta 2	345.37	1,299.57
Total Town of New Castle			1,299.57	1,299.57
Verizon				
	04/04/2016	A34.439 - Phone Service	126.35	126.35
Total Verizon			126.35	126.35
Welby Brady & Greenblatt				
	04/12/2016	FOI Requests	-41.50	-41.50
Total Welby Brady & Greenblatt			-41.50	-41.50
WEX Bank				
	04/12/2016	A408.11 - diesel	279.07	279.07
	04/12/2016	A408.22 - gasoline	389.78	668.85
	04/12/2016	A19.412 - Miscellaneous	3.00	671.85
Total WEX Bank			671.85	671.85
Young, Fenton, Kelsey & Brown, P.C.				
	04/22/2016	A34.483 - Legal, District Matters	2,898.00	2,898.00
Total Young, Fenton, Kelsey & Brown, P.C.			2,898.00	2,898.00
<b>SUBTOTAL</b>			<b>71,424.57</b>	<b>71,424.57</b>
Paul Michael Marinello			1,903.65	1,903.65

MILLWOOD FIRE DISTRICT  
Expenses by Vendor Detail

April 2016

Date	Account	Amount	Balance
Rose Cohen		2,420.98	2,420.98
941 Tax Deposit		1,225.38	1,225.38
TOTAL		76,974.58	76,974.58

Millwood Fire District BoFC Meeting April 25th , 2016

The Chiefs would like to go over the program for the Annual Inspection with the BoFC.

The Chiefs would like the BoFC to purchase 4 outdoor tables in time for the Inspection for Station 1 from Home Depot at a total cost of :  
\$3913.36 PO # \_\_\_\_\_

The Chiefs would like to discuss the options for crossing the Tappan Zee Bridge as it is now a cashless EZ Pass system.

Respectfully submitted,  
For the Chief's staff.

*Greg Santone* - Chief