

## Millwood Board of Fire Commissioners Meeting Minutes August 20, 2018

On August 20<sup>th</sup>, 2018 the Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 pm at Station 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Chairman Alan Schapiro, Commissioners: Anthony Olenik, Dan Puszka and Michael Wolfensohn; Secretary Joseph McConnell, Treasurer Rose Cohen; Chief Jorge Rodrigues, 1st Assistant Chief Jan Schwark 2nd Assistant Chief Frank Nestro, Captain Chris Raguso and Chief's Aid Greg Santone.

Chairman Schapiro called the meeting to order.

### **Public Comment**

Cynthia Manchurian, 100 Glendale Road, Ossining, NY inquired if the Town of New Castle had given an update to the Millwood Board of Fire Commissioners regarding the Sunshine Home project. The Board indicated they had not heard from the Town.

Karen Wells, 28 Apple Bee Farm Road, Croton on Hudson, 10520 representing The Greater Teatown Alliance shared the status of the Sunshine Home project, the construction of a cellular tower and the groups concerns regarding several potential fire risks within the association's boundaries.

Ms. Wells asked for a Commissioner to be appointed as the liaison between The Alliance and the Fire District. The Board agreed to take it up under consideration and advise The Greater Teatown Alliance.

**Chief's Report** (Chief Jorge Rodrigues, attached)

**Treasurer's Report** (Treasurer Rose Cohen, attached)

### **Work Session**

Commissioner Wolfensohn made a motion to accept the July 23<sup>rd</sup>, 2018 Regular Meeting minutes, seconded by Chairman Schapiro. All in favor.

Chairman Schapiro made a motion to accept the August 4<sup>th</sup>, 2018 Special Meeting minutes, seconded by Commissioner Wolfensohn. In favor Chairman Schapiro, Commissioner Wolfensohn. Abstaining Commissioners Olenik and Puszka who did not attend the meeting.

Commissioners Olenik made a motion to raise the District Capitalization Policy to \$20,000.00 based on a recommendation from RBT the District auditor. The motion was seconded by Chairman Schapiro. All in favor.

The Board agreed to the following timeline for approving the 2019 Fire District Budget.

- September 13<sup>th</sup> Special Work Session for developing budget
- September 24 Regular Monthly meeting adopt proposed budget and filing it with the Town Clerk
- October 16<sup>th</sup> Public Hearing for proposed budget
- October 22<sup>nd</sup> Regular Monthly meeting approve formal budget

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Millwood Board of Fire Commissioners  
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Commissioners Olenik made a motion to award Vista Construction and Landscaping the contract to waterproof the Station 1 foundation at a cost not to exceed \$28,000.00. The motion was seconded by Commissioner Puzka. All in favor.

The Secretary advised the Board a bid request was posted for resurfacing the Station 1 apparatus floor. Bids will be opened at the September Regular meeting.

The Board instructed the Secretary to post bid requests for 2018/2019 Waste Removal and Fuel/Oil Heating for review at the September Regular Meeting.

Commissioner Puzka requested the Chief to provide a list of all fire equipment valued at \$2,500.00 or more. Additionally, the Chief was asked to provide the Board with a list of expiring equipment i.e. turn out gear, boots, air paks, air bottles, etc.

Commissioners Olenik made a motion to purchase twelve bollard covers for Station 1 at a cost of \$70.00 each totaling \$840.00 from Innoplast. Seconded by Commissioner Puzka. All in favor. PO # 229

Commissioners Olenik made a motion to purchase four (4) tires for Car 2253 under the NYS Contract from Corsi Tire at a cost of \$721.40. Seconded by Commissioner Wolfensohn. All in favor. PO # 230

The Board approved the Millwood Fire Company's request to professionally install an awning at Station 1. The Board will take under consideration partial reimbursement and advise the Company.

Commissioner Puzka made a motion to accept Jonathan Doyle request for regular membership from explorer. The motion was seconded by Commissioner Wolfensohn. All in favor.

Commissioner Puzka made a motion to accept Matthew Eiden request for regular membership from explorer. The motion was seconded by Commissioner Wolfensohn. All in favor.

Commissioner Wolfensohn made a motion to enter into executive session on matters relating to personnel at 9:05 PM.

The Board exited executive session at 9:10 PM.

Commissioner Puzka made a motion to adjourn. Seconded by Commissioner Wolfensohn. All in favor. The time 9:15 PM.

Joseph P. McConnell  
District Secretary

**MILLWOOD FIRE DISTRICT**  
**Balance Sheet**  
 As of July 31, 2018  
Jul 31, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	1,042,476.80
Total A200 · Cash - Budget Operating Fund	1,042,476.80
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	509,909.11
Total A230 · Cash - Cap RF	509,909.11
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	541,652.50
Total A231 · Cash - ERF	541,652.50
H200 · Cash - Fire House Project Fund	
H200.1 · FHP Checking Acct 455267851	87,482.81
Total H200 · Cash - Fire House Project Fund	87,482.81

Total Checking/Savings 2,181,521.22

Total Current Assets 2,181,521.22

**Fixed Assets**

K101 · Land	45,000.00
K101.1 · Land-New Fire House	2,310,915.59
K102 · Buildings & improvements	
K102.2 · Station 2	780,613.00
Total K102 · Buildings & improvements	780,613.00
K104 · Furnishings & Equipment	
K104.1 · New Fire House	275,094.00
K104.2 · Station 2	59,496.00
Total K104 · Furnishings & Equipment	334,590.00
K105 · Construction in Progress	
K105.1 · Site Work Contr. (Montesano)	3,536,679.97
K105.10 · General Contractor (Caladri)	4,333,805.36
K105.11 · Electrical Contract ( Atlantic)	1,207,481.71
K105.12 · Plumbing Contractor (S&L)	571,966.81
K105.13 · Fire Suppression (S&S)	119,440.75
K105.14 · HVAC Contractor (J&M)	858,902.67
K105.15 · Telecom (Annese)	40,114.20
K105.16 · Telecom Consultant (IBS)	10,100.00
K105.17 · Security (IDESCO) Cabling in EC	36,365.85
K105.2 · Cap exp Calgi	1,145,072.75
K105.21 · Accounting Finance (JDA)	36,800.75
K105.3 · Cap exp legal	30,131.95
K105.32 · Covenant	220,000.00
K105.4 · Cap exp Melick-Tully	37,779.68
K105.5 · Cap exp Misc	17,302.83
K105.51 · Cap Proj - Utilities	27,508.56
K105.52 · Con Edison Easement	50,000.00

**MILLWOOD FIRE DISTRICT**  
**Balance Sheet**  
 As of July 31, 2018

	<u>Jul 31, 18</u>
K105.53 · DOT Easement	3,152.19
K105.54 · Town Fee	70,038.28
K105.55 · Town - Trees	10,000.00
K105.56 · Town - Wetlands	5,000.00
K105.57 · Testing & Inspections (STL,ATC)	53,279.82
K105.6 · Architect (ODA)	845,668.04
K105.7 · Cap exp Property acquisition	30,546.18
K105.8 · Cap exp Survey fees	45,090.50
K105.9 · Engineer - AKRF	469,445.81
K105.92 · SWPPP Inspections (AKRF)	42,069.00
K105.94 · Traffic signal (JMC)	<u>20,495.49</u>
<b>Total K105 · Construction in Progress</b>	<b>13,874,239.15</b>
<b>K106 · Other fixed assets</b>	
K106.1 · Vehicles	2,673,608.36
K106.2 · Equipment	<u>409,941.00</u>
<b>Total K106 · Other fixed assets</b>	<b>3,083,549.36</b>
<b>K108 · Const. in Progress - Extras</b>	
K108.1 · Cortez Property Work	32,779.48
K108.2 · Member Room Floor	<u>30,000.00</u>
<b>Total K108 · Const. in Progress - Extras</b>	<b>62,779.48</b>
<b>Total Fixed Assets</b>	<b>20,491,686.58</b>
<b>Other Assets</b>	
<b>TA · LOSAP</b>	
TA461.2 · American Equity Annuity	36,754.83
TA461.8 · Glens Falls NB Cash	139,663.15
TA461.9 · Glens Falls NB Invest. at MV	<u>1,230,906.93</u>
<b>Total TA · LOSAP</b>	<b>1,407,324.91</b>
<b>Total Other Assets</b>	<b>1,407,324.91</b>
<b>TOTAL ASSETS</b>	<b><u>24,080,532.71</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	<u>34.52</u>
<b>Total Other Current Liabilities</b>	<b>34.52</b>
<b>Total Current Liabilities</b>	<b>34.52</b>
<b>Long Term Liabilities</b>	
W628 · Bonds Payable	<u>8,260,000.00</u>
<b>Total Long Term Liabilities</b>	<b>8,260,000.00</b>
<b>Total Liabilities</b>	<b>8,260,034.52</b>
<b>Equity</b>	
32000 · Retained Earnings	-530,523.49
A878.9 · Fund balance - BOF	534,522.22
A878.RA · Fund balance - Cap RF	209,272.55
A878.RB · Fund balance - ERF	932,332.81

**MILLWOOD FIRE DISTRICT**

**Balance Sheet**

As of July 31, 2018

	<u>Jul 31, 18</u>
H909 - Fund Balance - Cap Bldg. Fund	187,076.67
K878.9 - Fund balance - Prop & Equip	20,491,688.22
TA881.5 - Fund Balance Pension Trust Fund	1,407,324.70
W125 - Amt needed for bond refunds	-8,260,000.00
Net Income	<u>848,804.51</u>
Total Equity	15,820,498.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>24,080,532.71</u></u></b>

**MILLWOOD FIRE DISTRICT**  
**Expenses by Vendor Detail**  
 August 2018

	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
<b>AAA Emergency Supply Co., Inc.</b>					
	Bill	08/18/2018	A408.45 · SCBA	215.01	215.01
Total AAA Emergency Supply Co., Inc.				<u>215.01</u>	<u>215.01</u>
<b>Allclean Building Maintenance</b>					
	Bill	08/06/2018	A34.442 · Custodial Svc Sta 2	173.00	173.00
	Bill	08/06/2018	A34.456 · Custodial Svc New Fire House	758.00	931.00
Total Allclean Building Maintenance				<u>931.00</u>	<u>931.00</u>
<b>Assoc of Fire Dist of Westchester County</b>					
	Bill	08/10/2018	A34.477 · Association Dues	400.00	400.00
Total Assoc of Fire Dist of Westchester County				<u>400.00</u>	<u>400.00</u>
<b>Candix, Inc.</b>					
	Bill	08/06/2018	A34.443 · Maintenance Supplies	15.00	15.00
Total Candix, Inc.				<u>15.00</u>	<u>15.00</u>
<b>Chase Card Services</b>					
	Bill	08/05/2018	A410.4 · Computer Software	4.00	4.00
	Bill	08/05/2018	A34.471 · Office supplies & sundry	50.00	54.00
	Bill	08/05/2018	A19.412 · Miscellaneous	22.93	76.93
Total Chase Card Services				<u>76.93</u>	<u>76.93</u>
<b>Corsi tire</b>					
	Bill	08/18/2018	A408.51 · Chief 2251	34.95	34.95
Total Corsi tire				<u>34.95</u>	<u>34.95</u>
<b>Country Deli</b>					
	Bill	08/18/2018	A19.412 · Miscellaneous	869.77	869.77
Total Country Deli				<u>869.77</u>	<u>869.77</u>
<b>D.P. Wolff Inc.</b>					
	Bill	08/18/2018	A34.419 · Inside Maintenance Sta 2	28.44	28.44
Total D.P. Wolff Inc.				<u>28.44</u>	<u>28.44</u>
<b>Farrell Fritz, P.C.</b>					
	Bill	08/06/2018	A34.486 · Legal, New Fire House Project	989.00	989.00
Total Farrell Fritz, P.C.				<u>989.00</u>	<u>989.00</u>
<b>Fred A Cook, Jr. Inc</b>					
	Bill	08/10/2018	A407.83 · Outside Maint. New Fire House	250.00	250.00
Total Fred A Cook, Jr. Inc				<u>250.00</u>	<u>250.00</u>

**MILLWOOD FIRE DISTRICT**  
**Expenses by Vendor Detail**  
 August 2018

	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
<b>JP McHale Account</b>					
	Bill	08/06/2018	A34.419 · Inside Maintenance Sta 2	58.00	58.00
	Bill	08/06/2018	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account				123.00	123.00
<b>MetTel Acct 0100413954</b>					
	Bill	08/05/2018	A34.439 · Phone Service	59.48	59.48
Total MetTel Acct 0100413954				59.48	59.48
<b>Millwood Hardware</b>					
	Bill	08/10/2018	A3410 · Equipment purchases	29.98	29.98
Total Millwood Hardware				29.98	29.98
<b>Minerva Cleaners</b>					
	Bill	08/18/2018	A408.4 · Equipment	2,253.80	2,253.80
Total Minerva Cleaners				2,253.80	2,253.80
<b>Montrose Beer &amp; Soda</b>					
	Bill	08/06/2018	A19.412 · Miscellaneous	62.00	62.00
Total Montrose Beer & Soda				62.00	62.00
<b>Mt. Kisco Truck &amp; Auto Parts Acct 40902</b>					
	Bill	08/18/2018	A3410 · Equipment purchases	84.90	84.90
Total Mt. Kisco Truck & Auto Parts Acct 40902				84.90	84.90
<b>New York Power Authority Acct 2363579</b>					
	Bill	08/09/2018	A34.450 · Electricity New Fire House	1,979.03	1,979.03
	Bill	08/09/2018	A34.449 · Electricity Station 2	473.65	2,452.68
Total New York Power Authority Acct 2363579				2,452.68	2,452.68
<b>Optimum</b>					
	Bill	08/05/2018	A34.437 · Cable On-Line Services	105.63	105.63
	Bill	08/05/2018	A407.54 · Cable TV	179.25	284.88
	Bill	08/05/2018	A34.437 · Cable On-Line Services	221.36	506.24
	Bill	08/05/2018	A34.439 · Phone Service	237.72	743.96
Total Optimum				743.96	743.96
<b>Ossining lawn mower service inc</b>					
	Bill	08/18/2018	A408.4 · Equipment	140.00	140.00
Total Ossining lawn mower service inc				140.00	140.00
<b>Rescuestuff Inc</b>					

## MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

August 2018

Type	Date	Account	Amount	Balance
Bill	08/18/2018	A34.429 · Dress Uniforms	433.99	433.99
Total Rescuestuff Inc			433.99	433.99
<b>Ruscon Truck Service</b>				
Bill	08/10/2018	A408.47 · E247	1,674.46	1,674.46
Total Ruscon Truck Service			1,674.46	1,674.46
<b>Sprint</b>				
Bill	08/18/2018	A34.438 · Cellular Service	190.31	190.31
Total Sprint			190.31	190.31
<b>Staples Credit Plan</b>				
Bill	08/09/2018	A34.471 · Office supplies & sundry	426.97	426.97
Bill	08/20/2018	A34.471 · Office supplies & sundry	408.95	408.95
Total Staples Credit Plan			835.92	835.92
<b>Suburban Carting Co.</b>				
Bill	08/10/2018	A407.82 · Sanitation Svc New Fire House	128.21	128.21
Bill	08/10/2018	A34.417 · Sanitation Svc Sta 2	30.53	158.74
Total Suburban Carting Co.			158.74	158.74
<b>Verizon</b>				
Bill	08/05/2018	A34.439 · Phone Service	169.89	169.89
Total Verizon			169.89	169.89
<b>Vista Construction &amp; Landscape</b>				
Bill	08/18/2018	A34.415 · Outside Maintenance Sta 2	0.00	0.00
Bill	08/18/2018	A407.83 · Outside Maint. New Fire House	924.00	924.00
Bill	08/18/2018	A34.415 · Outside Maintenance Sta 2	420.00	1,344.00
Bill	08/18/2018	A407.83 · Outside Maint. New Fire House	0.00	1,344.00
Total Vista Construction & Landscape			1,344.00	1,344.00
<b>WEX Bank</b>				
Bill	08/09/2018	A408.11 · diesel	434.21	434.21
Bill	08/09/2018	A408.22 · gasoline	880.80	1,315.01
Total WEX Bank			1,315.01	1,315.01
<b>SUBTOTAL</b>			<b>15,882.22</b>	<b>15,882.22</b>
Rose A Cohen		Payroll	984.97	984.97
Joseph P. McConnell		Payroll	1048.02	1048.02
Greg Santone		Payroll	392.49	392.49



MILLWOOD FIRE DISTRICT  
Expenses by Vendor Detail  
August 2018

Type	Date	Account	Amount	Balance
EFTPS		Payroll	436.44	436.44
<b>TOTAL</b>			<b>18,744.14</b>	<b>18,744.14</b>