

August 21st, 2017

On August 21, The Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 pm at Station No. 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Alan Schapiro, Anthony Olenik, Jason Lichtenthal, Michael Wolfensohn, Daniel Puszka, Secretary Joe McConnell, Treasurer Rose Cohen, 1st Assistant Chief 2nd Jan Schwark, 2nd Assistant Chief Frank Nestro and Chiefs' Aid Greg Santone.

Chairman Schapiro called the meeting to order.

Public Comment

There was no public and no public comment.

Chief's Report by Chief Rodrigues attached.

Commissioner Puszka made a motion to purchase up to \$1,000.00 in supplies from Millwood Lumber to repair the Training House broken windows. Seconded by Commissioner Lichtenthal. All in Favor. PO# 214

Commissioner Olenik made a motion to purchase for the Explorers helmet fronts and turnout gear name panels not to exceed \$300.00. Seconded by Commissioner Puszka. All in Favor. PO # 215

Commissioner Wolfensohn made a motion to form a committee to investigate replacing Engine 247. Seconded by Commissioner Schapiro. All in Favor.

Chief Rodrigues advised the Board he is in the process of scheduling body repair to Engine 247.

Treasurer's Report: attached by Treasurer Rose Cohen.

Michael Milhaly and Beth Hajeck of the Glens Falls National Bank and Trust Company presented the year to date investment performance for the District's LOSAP account. The Board Instructed the Glens Falls National Wealth Management team to liquidate 5% of the Total Portfolio and move the funds into a cash account.

Work Session:

Commissioner Olenik made a motion to adopt the minutes of the July 9th Special Meeting, Seconded by Commissioner Wolfensohn. All in Favor.

Commissioner Olenik made a motion to adopt the minutes of the July 17th Regular Meeting, Seconded by Commissioner Schapiro. All in Favor.

The Board agreed to hold a Special Meeting Thursday September 14th, 2017 for 2018 budget planning.

Commissioner Wolfensohn informed the Board that Homeland Towers is investigating alternate sites besides Station 1 for its cellular tower. Commissioner Schapiro will investigate mounting a MFD antenna at the Campfire Road Water Plant tower.

Commissioner Wolfensohn will speak to the New Castle Water District regarding maintenance of the Millwood hydrants.

Commissioner Schapiro advised the Board the latest Station 1 "landscape as built's" have been submitted to AKRF Engineering for review. He said some plantings were either dead or missing from the original plan. It was felt the site contractor Montesano Bros., Inc was responsible for resolving the situation.

Commissioner Wolfensohn made a motion to sign an elevator inspection and maintenance contract with Otis Elevator Co. at a cost of \$2,700.00 annually. Seconded by Commissioner Puszka. In Favor - Commissioners Olenik, Lichtenthal, Wolfensohn and Puszka. Opposed - Commissioner Schapiro

Commissioner Olenik made a motion to engage Michael Garcia to build a water drainage culvert at the Station 1 front retention wall for \$500.00. Seconded by Commissioner Wolfensohn. All in Favor

Commissioner Shapiro made a motion to spend up to \$200.00 in maintenance and lighting improvements at Station 2. Seconded by Commissioner Lichtenthal. All in Favor

The Board tabled discussion for adding a Station 1 phone door bell and additional Station 1 & 2 card readers pending cost estimates from vendor Idesco.

The Board tabled discussion on an AED for Station 1 public area pending discussion with the District legal counsel.

The Board discussed the Use of Space \$50.00 table fee and instructed the Secretary to remove the charge from the fee schedule.

Chiefs' Aid Santone advised the Board the following:

- The Station 1 Architect reviewed the proposed bay floor epoxy specifications with no significant comments. The Board instructed Chiefs Assistant Santone to create a vendor bid package for review at the September regular meeting.
- NYS DOT Station 1 intersection proposal is to move the westbound stop line back, convert the driveway arrow to a two-way turn and add additional signage.
- Currently investigating annual generator maintenance contracts which will be presented at the September regular meeting.
- The Station 1 Dedication plaque has been mounted at the building entrance with the help of Claudio Balloffet.
- Signage for the underground heating and generator oil tanks will be ordered based on recommendations from Northeast Environmental and Robinson Oil

Chairman Schapiro made a motion to enter into executive session regarding personnel matters, Seconded by Commissioner Puzska. All in Favor. The time is 10:00 PM.

Chairman Schapiro made a motion to exit the executive session, Seconded by Commissioner Olenik, All in Favor. The time is 10:15 PM.

Meeting adjourned at 10:20 PM.

Correspondence

Town of New Castle - 9-11 Memorial Ceremony

Joseph P. McConnell
Secretary, Millwood Fire District

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

August 1 - 21, 2017

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Total Grainger			140.72	140.72
Hubbinette-Cowell Associates Inc.				
	08/12/2017	A2701 · Refund	<u>-360.00</u>	<u>-360.00</u>
Total Hubbinette-Cowell Associates Inc.			-360.00	-360.00
JP McHale Account				
	08/12/2017	A407.80 · Inside Maint. New Fire House	65.00	65.00
	08/12/2017	A34.419 · Inside Maintenance Sta 2	<u>58.00</u>	<u>123.00</u>
Total JP McHale Account			123.00	123.00
Marinello, Paul Michael				
	08/21/2017	A34.480 · Consultants	<u>429.00</u>	<u>429.00</u>
Total Marinello, Paul Michael			429.00	429.00
Millwood Hardware				
	08/15/2017	A408.36 · R36	5.90	5.90
	08/15/2017	A407.83 · Outside Maint. New Fire House	36.79	42.69
	08/15/2017	A34.419 · Inside Maintenance Sta 2	<u>143.97</u>	<u>186.66</u>
Total Millwood Hardware			186.66	186.66
Minerva Cleaners				
	08/21/2017	A408.4 · Equipment	<u>1,239.00</u>	<u>1,239.00</u>
Total Minerva Cleaners			1,239.00	1,239.00
Municipal Emergency Services (M.E.S.)				
	08/15/2017	A3410.1 · Turnout gear	<u>10,137.40</u>	<u>10,137.40</u>
Total Municipal Emergency Services (M.E.S.)			10,137.40	10,137.40
New York Power Authority Acct 2363579				
	08/10/2017	A34.450 · Electricity New Fire House	1,878.59	1,878.59
	08/10/2017	A34.449 · Electricity Station 2	<u>354.87</u>	<u>2,233.46</u>
Total New York Power Authority Acct 2363579			2,233.46	2,233.46
Nextel Communications Acct 769285023				
	08/10/2017	A34.438 · Cellular Service	<u>357.11</u>	<u>357.11</u>
Total Nextel Communications Acct 769285023			357.11	357.11
Northern Westchester Internal Medicine				
	08/12/2017	A34.428 · Physicals	<u>4,605.00</u>	<u>4,605.00</u>
Total Northern Westchester Internal Medicine			4,605.00	4,605.00
Open Systems Metro				

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

August 1 - 21, 2017

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
	08/15/2017	A407.80 · Inside Maint. New Fire House	3,010.00	3,010.00
Total Open Systems Metro			3,010.00	3,010.00
Paraco Gas Corporation				
	08/21/2017	A407.23 · Propane	57.86	57.86
Total Paraco Gas Corporation			57.86	57.86
Rescuestuff Inc				
	08/17/2017	A34.429 · Dress Uniforms	1,469.97	1,469.97
Total Rescuestuff Inc			1,469.97	1,469.97
Ruscon Truck Service				
	08/17/2017	A408.48 · E248	346.94	346.94
Total Ruscon Truck Service			346.94	346.94
Staples Credit Plan				
	08/21/2017	A34.471 · Office supplies & sundry	139.23	139.23
Total Staples Credit Plan			139.23	139.23
State Line Fire & Safety, Inc.				
	08/15/2017	A408.43 · Lukas Tool et al	213.75	213.75
Total State Line Fire & Safety, Inc.			213.75	213.75
Suburban Carting Co.				
	08/12/2017	A407.82 · Sanitation Svc New Fire House	148.35	148.35
	08/12/2017	A34.417 · Sanitation Svc Sta 2	30.00	178.35
Total Suburban Carting Co.			178.35	178.35
Verizon				
	08/10/2017	A34.439 · Phone Service	141.40	141.40
Total Verizon			141.40	141.40
Vista Construction & Landscape				
	08/17/2017	A34.415 · Outside Maintenance Sta 2	315.00	315.00
	08/17/2017	A407.83 · Outside Maint. New Fire House	0.00	315.00
	08/17/2017	A34.415 · Outside Maintenance Sta 2	0.00	315.00
	08/17/2017	A407.83 · Outside Maint. New Fire House	1,155.00	1,470.00
Total Vista Construction & Landscape			1,470.00	1,470.00
WEX Bank				
	08/10/2017	A408.11 · diesel	273.89	273.89
	08/10/2017	A408.22 · gasoline	826.55	1,100.44

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail
August 1 - 21, 2017

	Date	Account	Amount	Balance
Total WEX Bank			1,100.44	1,100.44
SUBTOTAL			39,413.42	39,413.42
Greg Santone		Payroll	369.40	369.40
Rose A Cohen		Payroll	1,665.30	1,665.30
Joseph P. McConnell		Payroll	1,573.10	1,573.10
941 Tax Deposit		Payroll	897.08	897.08
TOTAL			43,918.30	43,918.30

Balance Sheet

As of July 31, 2017
 Jul31,17

ASSETS

Current Assets

Checking/Savings

A200 · Cash · Budget Operating Fund

A200.1 · BOF Checking 4111028710 1,062,026.07

Total A200 · Cash · Budget Operating Fund 1,062,026.07

A230 · Cash · Cap RF

A230.1 · CRF Checking 816868657 259,357.69

Total A230 · Cash · Cap RF 259,357.69

A231 · Cash · ERF

A231.2 · ERF Checking 937110245 347,683.11

Total A231 · Cash · ERF 347,683.11

H200 · Cash · Fire House Project Fund

H200.1 · FHP Checking Acct 455267851 181,350.39

Total H200 · Cash · Fire House Project Fund 181,350.39

Total Checking/Savings 1,850,417.26

Total Current Assets 1,850,417.26

Fixed Assets

K101 · Land 45,000.00

K101.1 · Land-New Fire House 1,959,305.00

K102 · Buildings & improvements

K102.2 · Station 2

K112.2 · Acc. Depr · Station 2 -419,784.00

K102.2 · Station 2 · Other 788,613.00

Total K102.2 · Station 2 368,829.00

Total K102 · Buildings & improvements 368,829.00

K104 · Furnishings & Equipment

K104.1 · New Fire House

K114.1 · Acc. Depr. · New Fire House -42,254.00

K104.1 · New Fire House · Other 192,486.00

Total K104.1 · New Fire House 150,232.00

K104.2 · Station 2

K114.2 · Acc. Depr.- Station 2 -66,786.00

K104.2 · Station 2 · Other 59,496.00

Total K104.2 · Station 2 -7,290.00

Total K104 · Furnishings & Equipment 142,942.00

K105 · Cap exp-new house

K105.1 · AKRF 287,559.77

K105.2 · Calgi 1,179,046.29

K105.3 · legal

K105.31 · PZB fees 26,000.00

K105.3 · legal · Other 279,748.56

Total K105.3 · legal 305,748.56

K105.4 · Melick-Tully

K105.41 · reimbursements 12,393.14

Balance Sheet

As of July 31, 2017

Jul 31, 17

K105.4 · Melick-Tully - Other	16,756.18
Total K105.4 · Melick-Tully	29,149.32
K105.5 · Misc	328,398.46
K105.6 · ODA	
K105.61 · reimbursements	66,524.74
K105.6 · ODA - Other	10,951,189.21
Total K105.6 · ODA	11,017,713.95
K105.7 · Property acquisition	15,293.09
K105.8 · Survey fees	58,093.00
K105 · Cap exp - new house - Other	491,294.43
Total K105 · Cap exp- new house	13,712,296.87
K106 · Other fixed assets	
K106.1 · Vehicles	
K116.1 · Acc. Depr - Vehicles	-1,405,964.00
K106.1 · Vehicles - Other	2,173,362.00
Total K106.1 · Vehicles	767,398.00
K106.2 · Equipment	
K116.2 · Acc. Depreciation - Equipment	-268,844.00
K106.2 · Equipment - Other	440,756.00
Total K106.2 · Equipment	171,912.00
Total K106 · Other fixed assets	939,310.00
Total Fixed Assets	17,167,682.87
Other Assets	
K480 · Prepaid Insurance	8,493.00
TA · LOSAP	
TA461.2 · American Equity Annuity	35,684.29
TA461.5 · Genworth Financial Annuity	80,441.20
TA461.8 · Glens Falls NB Cash	27,255.39
TA461.9 · Glens Falls NB Invest. at MV	1,094,797.26
Total TA · LOSAP	1,238,178.14
Total Other Assets	1,246,671.14
TOTAL ASSETS	20,264,771.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	-930.55
Total Accounts Payable	-930.55
Other Current Liabilities	
24000 · Payroll Liabilities	91.85
Total Other Current Liabilities	91.85
Total Current Liabilities	-838.70
Long Term Liabilities	
W125 · Amt needed for bond refunds	-8,945,000.00
W628 · Bonds Payable	8,945,000.00

Balance Sheet

As of July 31, 2017

Jul31,17

Total Long Term Liabilities	0.00
Total Liabilities	-838.70
Equity	
32000 · Retained Earnings	-187,205.22
A878.9 · Fund balance - BOF	619,325.51
A878.RA · Fund balance - Cap RF	176,661.00
A878.RB · Fund balance - ERF	822,978.00
H909 · Fund Balance - Cap Bldg. Fund	1,116,465.60
K878.9 · Fund balance - Prop & Equip	17,167,682.87
TA881.5 · Fund Balance Pension Trust Fund	1,179,043.00
Net Income	-629,340.79
Total Equity	20,265,609.97
TOTAL LIABILITIES & EQUITY	20,264,771.27

Commissioners Meeting August 21st, 2017

The Chiefs would like to spend no more than \$1000.00 primarily at Millwood Lumber to replace the remainder of the broken windows in the Training House at Station 2 with removable plywood panels for training. The labor will be donated by Firefighters. PO # _____

The Chiefs would like to recommend that the BoFC purchase and install a Public Access AED in the upstairs lobby of Station 1 at a cost of \$1435.00 from Heartsmart.Com PO # _____

The Chiefs would like to purchase some additional helmet fronts and turnout gear name panels for the Explorers at a cost not to exceed \$ 300.00 PO # _____

The Chiefs would like to form a committee for the replacement of Engine 247. Engine 247 is a 1997 but has significantly more wear and tear, has underlying operational issues associated with its partial submersion during Hurricane Floyd and thus is in worse overall condition with higher mileage than Tanker 15 which is a 1994.

We have an estimate from Brian Simpson of Idesco for the installation of a Phone based Door Bell system at Station 1 \$ _____

The Chiefs have an estimate from Brian Simpson of Idesco for the equipping of 6 doors at Station 1 with card readers and electric strikes. \$ _____

The Chiefs have an estimate from Brian Simpson of Idesco for the equipping of 5 doors at Station 2 with card readers and electric strikes \$ _____

Respectfully,

Jorge Rodrigues
Chief

