

July 25, 2016

On July 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, Alan Schapiro, Anthony Olenik, Dan Puszka, Jason Lichtenthal, Secretary Paul Michael Marinello, Treasurer Rose Cohen, Chief Greg Santone, 2<sup>nd</sup> Assistant Chief Jan Schwark, and Captain Frank Nestro.

Chairman Indusi called the meeting to order.

There was no public, and no public comment.

### **Work Session:**

**Chief's Report** by Chief Greg Santone, attached.

There was a discussion regarding a proposal submitted by the Chief for apparatus weight testing which is recommended by NFPA to be done one time per year. There was a discussion regarding budget allocations and the Commissioners decided not to put a motion on the floor.

Commissioner Puszka made a motion to purchase 3 sets of turnout gear from ME at a total cost of \$8,913 based on NYS bid pricing, Seconded by Chairman Indusi, All in Favor. PO#157.

Chief Santone spoke about the Fire Company's request to reinstall a siren in the greater Millwood area. The discussion was tabled: we are going to piggy back on cell tower when installed.

Chief Santone requested that a doorbell be installed at the new firehouse. Commissioner Olenik will check on purchasing a wireless doorbell system.

Commissioner Olenik also asked the District's alarm monitoring service, Arcuri Alarms, to provide a proposal for installing the necessary hardware to monitor the overall security, fire and generator systems for the new firehouse.

Open House has been scheduled for October 1, 2016 at Station No. 1. The Commissioners will decide what type of District function they want to have, whether to include local dignitaries and if any type of formal event should take place.

Chairman Indusi and Chief Greg Santone talked about the current Company volunteer level and has asked for continued ways to drive up new member entry. Chief Santone mentioned

that the joint Company/District Facebook page is doing a good job with neighbor outreach and talked about possibly using it as a mechanism for to entice new volunteers.

There was a brief discussion regarding the old railroad bridge that spans Route 100 (County Bike Path) coming into Millwood. The Chief/Fire Company have asked if it was possible to paint the bridge, or add a "Welcome to Millwood" on the southbound lane. Secretary Marinello will follow up with Jill Shapiro regarding same.

Treasurer Rose Cohen will do a projections spreadsheet in time for the August 22 regular board meeting as the District prepares to start the 2017 budget process.

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

Commissioner Olenik made a motion to accept the following budget line item transfers, Seconded by Commissioner Puszka, All in Favor.

- 1) \$25,000 from unallocated (unassigned) operating to A341 Legal
- 2) \$500 from A19.412 Miscellaneous to A34.443 Maintenance Supplies
- 3) \$5,000 from A408.2 Vehicle Fuel and Oil to A408.01 Maintenance & Repair
- 4) Also, \$8,000 due to an encumbrance from 2015 for an approved purchase order from 2015 that was not billed until April 2016. Added to A408.01 Maintenance & Repair. This will decrease unallocated operating (unassigned) cash.

**Work Session Items:**

Secretary Marinello reiterated to the Board members and Chiefs the overall purchasing policy for the District which can be found in the District's Policy and Procedures.

Commissioner Olenik made a motion to accept a change order from Borba Landscaping's contract in the amount of \$1,450 to replace broken sprinkler heads on the new firehouse property that were damaged during construction. The motion was Seconded by Commissioner Puszka and approved All in Favor.

Secretary Marinello showed the Board the artwork for approval on the new building plaque, two small changes will be made.

There was a brief discussion regarding an email received from Alliant on behalf of ME Engineers who are looking to save on income taxes due to their energy efficiency conservation designs incorporated into the new firehouse project. The Board has decided not to pursue this.

Commissioner Olenik made a motion to spend no more than \$22,000 from the Equipment Reserve Fund to replace the air conditioning units at Station No. 2 located at 366 Croton

Dam Road, Seconded by Chairman Indusi, All in Favor. This resolution is passed pursuant to Section 6-g (8.b.) of the General Municipal Law and is subject to a permissive referendum.

Commissioner Olenik made a motion to accept a proposal from DP Wolf, the lowest bidder, for the replacement of six room air conditioners that no longer work at Station No. 2 in the amount of a \$17,490, Seconded by Commissioner Puszka, All in Favor.

Bids for this service:

DP Wolf: \$17,490

J & M Heating & Air Conditioning: \$21,000

Carey & Walsh: \$24,091

The Board discussed the transfer of annuities from RBC Wealth Management to Glen Falls National Bank, and the attached resolution to allow Glen Falls to act as Investment Manager. (will attached signed resolution)

The Board discussed the financial investment plan for our LOSAP annuity and has decided to choose the Income with Growth plan.

Commissioner Olenik made a motion to adopt the following regular meeting minutes, Seconded by Commissioner Schapiro, All in Favor.

May 23, 2016

June 20, 2016

Commissioner Indusi asked the Treasurer to inquire whether the GOGAS credit cards which are being used by the Chiefs/Officers be more itemized to ensure accuracy and usage.



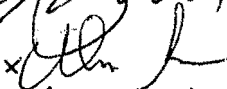
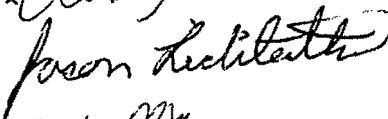

Meeting adjourned at 9:45pm.

Paul Michael Marinello  
Secretary

**WRITTEN ACTION  
of  
MILLWOOD FIRE DISTRICT**


The Board of Fire Commissioners, by unanimous written action, adopt the following resolution:

RESOLVED, that with respect to the Millwood Fire District Length of Service Award Program to which Glens Falls National Bank and Trust Company is acting as Investment Manager of said plan, the following Board of Fire Commissioners shall serve as the Administrative Delegates of said plan and trust.

Dan Puszka   
Angelo Indusi   
Alan Schapiro   
Jason Lichtenthal   
Anthony Olenik 

Each Administrative Delegate, individually, may act and Glens Falls National Bank and Trust Company may rely on the direction of either one of the above listed Administrative Delegates.

DATED AND AGREED to this 25<sup>th</sup> day of JULY, 2016.

  
Board Secretary

MILLWOOD FIRE DISTRICT  
Balance Sheet  
As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	1,225,472.49
Total A200 · Cash - Budget Operating Fund	1,225,472.49
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	226,706.39
Total A230 · Cash - Cap RF	226,706.39
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	1,008,276.76
Total A231 · Cash - ERF	1,008,276.76
H200 · Cash - Fire House Project Fund	
H200.1 · FHP Checking Acct 455267851	840,620.49
Total H200 · Cash - Fire House Project Fund	840,620.49
Total Checking/Savings	3,301,076.13
Total Current Assets	3,301,076.13
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	-389,956.00
K102.2 · Station 2 - Other	771,123.00
Total K102.2 · Station 2	381,167.00
Total K102 · Buildings & improvements	381,167.00
K104 · Furnishings & Equipment	
K104.1 · New Fire House	
K114.1 · Acc. Depr. - New Fire House	-42,254.00
K104.1 · New Fire House - Other	51,472.00
Total K104.1 · New Fire House	9,218.00
K104.2 · Station 2	
K114.2 · Acc. Depr.- Station 2	-51,515.00
K104.2 · Station 2 - Other	200,510.00
Total K104.2 · Station 2	148,995.00
Total K104 · Furnishings & Equipment	158,213.00
K105 · Cap exp - new house	
K105.1 · AKRF	287,559.77
K105.2 · Calgi	1,134,547.29
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
K105.4 · Melick-Tully - Other	16,756.18
Total K105.4 · Melick-Tully	29,149.32
K105.5 · Misc	153,673.46
K105.6 · ODA	
K105.61 · reimbursements	66,524.74

**MILLWOOD FIRE DISTRICT**  
**Balance Sheet**  
**As of June 30, 2016**

	Jun 30, 16
K105.6 · ODA - Other	10,888,723.21
Total K105.6 · ODA	10,955,247.95
K105.7 · Property acquisition	15,293.09
K105.8 · Survey fees	42,643.00
K105 · Cap exp - new house - Other	491,294.43
Total K105 · Cap exp - new house	13,415,156.87
K106 · Other fixed assets	
K106.1 · Vehicles	
K116.1 · Acc. Depr - Vehicles	-1,316,337.00
K106.1 · Vehicles - Other	2,173,362.00
Total K106.1 · Vehicles	857,025.00
K106.2 · Equipment	
K116.2 · Acc. Depreciation - Equipment	-256,423.00
K106.2 · Equipment - Other	409,941.00
Total K106.2 · Equipment	153,518.00
Total K106 · Other fixed assets	1,010,543.00
Total Fixed Assets	16,969,384.87
Other Assets	
K480 · Prepaid Insurance	8,493.00
TA · LOSAP	
TA385 · Prepaid benefit payments	5,720.00
TA461.2 · American Equity Annuity	34,644.49
TA461.5 · Genworth Financial Annuity	79,643.88
TA461.6 · Royal Bank of Canada	28,542.01
TA461.7 · RBC Investments at MV	1,030,492.83
Total TA · LOSAP	1,179,043.21
Total Other Assets	1,187,536.21
<b>TOTAL ASSETS</b>	<b>21,457,997.21</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	-339.08
Total Accounts Payable	-339.08
Other Current Liabilities	
24000 · Payroll Liabilities	422.92
A600.1 · Accounts payable	25,065.72
H600 · Accounts payable - Capital Proj	61,132.05
Total Other Current Liabilities	86,620.69
Total Current Liabilities	86,281.61
Total Liabilities	86,281.61
Equity	
32000 · Retained Earnings	-1,966,146.89
A878.9 · Fund balance - BOF	399,821.84
A878.RA · Fund balance - Cap RF	128,368.00
A878.RB · Fund balance - ERF	776,137.00
H909 · Fund Balance - Cap Bldg. Fund	3,366,653.16
K878.9 · Fund balance - Prop & Equip	16,969,384.87
TA881.5 · Fund Balance Pension Trust Fund	1,209,640.00
Net Income	487,857.62

MILLWOOD FIRE DISTRICT  
Balance Sheet  
As of June 30, 2016

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	Jun 30, 16
Total Equity	21,371,715.60
TOTAL LIABILITIES & EQUITY	<u>21,457,997.21</u>

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	Date	July 2016 Account	Amount	Balance
<b>AAA Emergency Supply Co., Inc.</b>				
	07/12/2016	A408.45 · SCBA	35.00	35.00
Total AAA Emergency Supply Co., Inc.			35.00	35.00
<b>Allclean Building Maintenance</b>				
	07/12/2016	A34.456 · Custodial Svc New Fire House	925.00	925.00
	07/12/2016	A34.442 · Custodial Svc Sta 2	180.00	1,105.00
Total Allclean Building Maintenance			1,105.00	1,105.00
<b>Assoc of Fire Dist of Westchester County</b>				
	07/12/2016	A34.477 · Association Dues	400.00	400.00
Total Assoc of Fire Dist of Westchester County			400.00	400.00
<b>Borba Landscaping Corp</b>				
	07/18/2016	A34.415 · Outside Maintenance Sta 2	3,930.00	3,930.00
	07/18/2016	A407.83 · Outside Maint. New Fire House	3,372.00	7,302.00
Total Borba Landscaping Corp			7,302.00	7,302.00
<b>Calgi Construction Co Inc</b>				
	07/18/2016	H105.26 · Construction Manager	8,369.00	8,369.00
Total Calgi Construction Co Inc			8,369.00	8,369.00
<b>Carquest Auto Parts</b>				
	07/25/2016	A34.443 · Maintenance Supplies	69.62	69.62
Total Carquest Auto Parts			69.62	69.62
<b>Chase Card Services</b>				
	07/11/2016	A19.412 · Miscellaneous	34.46	34.46
	07/11/2016	A34.471 · Office supplies & sundry	1.15	35.61
	07/11/2016	A410.4 · Computer Software	2.00	37.61
Total Chase Card Services			37.61	37.61
<b>Crown Trophy</b>				
	07/20/2016	A34.427 · Inspections	539.35	539.35
Total Crown Trophy			539.35	539.35
<b>Farrell Fritz, P.C.</b>				
	07/12/2016	A34.486 · Legal, New Fire House Project	9,909.61	9,909.61
Total Farrell Fritz, P.C.			9,909.61	9,909.61
<b>Fred's Auto Repair of Briarcliff</b>				
	07/12/2016	A408.44 · U44	645.74	645.74



# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	Date	Account	Amount	Balance
Total Fred's Auto Repair of Briarcliff			645.74	645.74
<b>Grainger</b>				
	07/20/2016	A34.419 · Inside Maintenance Sta 2	214.80	214.80
	07/20/2016	A407.80 · Inside Maint. New Fire House	127.50	342.30
Total Grainger			342.30	342.30
<b>Hudson Sign Co</b>				
	07/18/2016	A3420 · Fire Equip Purchased From ERF	1,970.00	1,970.00
Total Hudson Sign Co			1,970.00	1,970.00
<b>Hudson Valley Door &amp; Hardware</b>				
	07/12/2016	A34.419 · Inside Maintenance Sta 2	573.34	573.34
Total Hudson Valley Door & Hardware			573.34	573.34
<b>JP McHale Account</b>				
	07/12/2016	A34.419 · Inside Maintenance Sta 2	58.00	58.00
Total JP McHale Account			58.00	58.00
<b>Lichtenthal, Jason</b>				
	07/18/2016	A410.4 · Computer Software	965.15	965.15
Total Lichtenthal, Jason			965.15	965.15
<b>Matra Motors Inc</b>				
	07/18/2016	A408.52 · Chief 2252	364.14	364.14
Total Matra Motors Inc			364.14	364.14
<b>Metrocom Wireless</b>				
	07/25/2016	A408.4 · Equipment	146.00	146.00
Total Metrocom Wireless			146.00	146.00
<b>Millwood Hardware</b>				
	07/12/2016	A34.443 · Maintenance Supplies	63.94	63.94
Total Millwood Hardware			63.94	63.94
<b>Montrose Beer &amp; Soda</b>				
	07/18/2016	A19.412 · Miscellaneous	97.50	97.50
Total Montrose Beer & Soda			97.50	97.50
<b>Municipal Emergency Services (M.E.S.)</b>				
	07/12/2016	A3410 · Equipment purchases	1,058.00	1,058.00
Total Municipal Emergency Services (M.E.S.)			1,058.00	1,058.00
<b>New Castle-Stanwood Water District</b>				

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

		July 2016		Amount	Balance
Date	Account				
07/12/2016	A34.454 · Water Usage New House		28.80	28.80	
07/12/2016	A34.453 · Water usage Sta 2		28.80	57.60	
07/12/2016	A34.454 · Water Usage New House		28.80	86.40	
Total New Castle-Stanwood Water District			86.40	86.40	
<b>New York Power Authority Acct 2363579</b>					
07/11/2016	A34.450 · Electricity New Fire House		1,149.33	1,149.33	
07/11/2016	A34.449 · Electricity Station 2		334.14	1,483.47	
Total New York Power Authority Acct 2363579			1,483.47	1,483.47	
<b>Rescuestuff Inc</b>					
07/25/2016	A34.429 · Dress Uniforms		155.89	155.89	
Total Rescuestuff Inc			155.89	155.89	
<b>Ruscon Truck Service</b>					
07/25/2016	A408.47 · E247		484.97	484.97	
Total Ruscon Truck Service			484.97	484.97	
<b>State Line Fire &amp; Safety, Inc.</b>					
07/18/2016	A408.43 · Lukas Tool et al		675.55	675.55	
Total State Line Fire & Safety, Inc.			675.55	675.55	
<b>Suburban Carting Co.</b>					
07/12/2016	A407.82 · Sanitation Svc New Fire House		63.00	63.00	
Total Suburban Carting Co.			63.00	63.00	
<b>U.S. Postal Service</b>					
07/12/2016	A34.471 · Office supplies & sundry		70.00	70.00	
07/12/2016	A34.471 · Office supplies & sundry		102.00	172.00	
Total U.S. Postal Service			172.00	172.00	
<b>Van Bortel Chevrolet</b>					
07/12/2016	A3410 · Equipment purchases		31,125.00	31,125.00	
07/12/2016	A3420 · Fire Equip Purchased From ERF		7,690.00	38,815.00	
Total Van Bortel Chevrolet			38,815.00	38,815.00	
<b>Verizon</b>					
07/11/2016	A34.439 · Phone Service		139.60	139.60	
Total Verizon			139.60	139.60	
<b>WEX Bank</b>					
07/11/2016	A19.412 · Miscellaneous		3.00	3.00	

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

July 2016

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
	07/11/2016	A408.22 · gasoline	587.57	590.57
	07/11/2016	A408.11 · diesel	322.88	913.45
Total WEX Bank			913.45	913.45
<b>SUBTOTAL</b>			<b>77,040.63</b>	<b>77,040.63</b>
Rose Cohen		Payroll	2473.4	2473.4
Paul Michael Marinello		Payroll	1814.66	1814.66
941 Payroll Tax Deposit		Payroll	1211.84	1211.84
<b>TOTAL</b>			<b>82,540.53</b>	<b>82,540.53</b>

**Millwood Fire District BoFC Meeting July 25th , 2016**

The annual pump and ladder testing is scheduled for this Friday 7/29 and Saturday 7/30.

NFPA requires Apparatus weight testing annually. We had it done in 2014 but not in 2015. Would you like the us to schedule it for 2016. The cost would be \$1100.00. PO # \_\_\_\_\_

We need to replace 3 sets of Turn Out gear at NYS Contract prices of \$2,971.22 each = \$8913.66 From MES PO# \_\_\_\_\_

At the last Fire Company meeting the membership asked about the timeline for replacing the siren alert system that was mounted on the 60 Millwood Road Fire Station. There were many active members in attendance that felt the redundancy and community notification benefits of such a system were very important.

Respectfully submitted,  
For the Chief's staff.

*Greg Santone* - Chief

