

Millwood Board of Fire Commissioners  
Meeting Minutes December 1<sup>st</sup>, 2025

On December 1, 2025, the Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 PM at Millwood Station 1. Attending were Commissioners: Alan Schapiro, Anthony Olenik, Dan Puszka, and Jordan Schiffman; Treasurer Vicki Gillespie; Secretary Joseph P. McConnell; Chiefs Jorge Rodrigues and Greg Santone, Lieutenant Tom Harris.

Chairperson Schapiro called the meeting to order.

**Public Comment - None**

**Correspondence – None**

**Chief's Report (attached)**

**Treasurer's Report (attached)**

**Work Session**

A motion made by Commissioner Olenik, seconded by Commissioner Schapiro to approve October 22, 2025, Regular Meeting Minutes. All in favor.

A motion made by Commissioner Olenik, seconded by Commissioner Schiffman to approve the appointment of Diane McCarthy to the District Election Committee. All in favor

A motion was made by Commissioner Puszka, seconded by Commissioner Olenik to purchase and install a "Informer" Station Alert System (\$1,371.00) in addition to three Motorola Minitor 1 UHF pagers (\$1,248.90) with engraving under NYS contract at a total cost of \$2,619.90 from Metro-Com. All in favor. P.O. 413

A motion was made by Commissioner Schapiro, seconded by Commissioner Schiffman to purchase one HP Jet Pro MFP 4301fdw from Amazon at a cost of \$499.99. All in favor. P.O. 414

A motion was made by Commissioner Olenik, seconded by Commissioner Schapiro to approve an EV/Hybrid Emergency Response class with Signal 73 Training for Tuesday January 6, 2026, at a cost of \$1,200.00. All in favor.

The Board requested the Treasurer and Lt. Harris to investigate the current phone system and lines for alternatives then make recommendations to simplify the current set up and streamline costs.

A motion was made by Commissioner Schiffman, seconded by Commissioner Olenik to enter into executive session to discuss personnel issues at 8:03 PM. All in favor.

A motion was made by Commissioner Schapiro, seconded by Commissioner Schiffman to exit into executive at 8:20 PM. All in favor.

A motion made by Commissioner Puszka, seconded by Commissioner Olenik to adjourn at 8:25 P.M. All in favor

Respectively submitted,

Joseph P. McConnell  
Fire District Secretary

**MILLWOOD FIRE DISTRICT BoFC MEETING Chiefs Report December 1, 2025**

The annual OSHA refresher training will take place on the next two Tuesday nights with some possible make up sessions, and the Company meeting will be held on Tuesday December 16<sup>th</sup>. The Members will then be given the two following Tuesdays off for the Holidays.

The Chiefs need to purchase three Motorola Minitor 7 UHF pagers and a new informer alert system for Station 1 as the County has now fully transitioned away from low band 46:26 paging. The pagers are on state contract pricing @ \$416.30 each, and the informer Station Alert @ \$1371.00 which includes programming, installation, and engraving for a total of \$2,619.90 from Metro-Com PO # \_\_\_\_\_

The HP Printer/Copier/Scanner/Fax machine in the Chiefs Office is no longer serviceable. After spending much time on the phone with customer support, the parts to repair the unit are no longer available and the unit itself has been discontinued. We would like to replace it with its current equivalent: an HP Jet Pro MFP 4301fdw from Amazon at a special Cyber Monday reduced price of \$499.99 PO # \_\_\_\_\_ ( It usually runs around \$800.00 + / - )

With the District's approval we have scheduled an EV / Hybrid Emergency response class with Signal 73 Training for Tuesday January 6<sup>th</sup>. This will be a three hour course. The cost will be \$1,000.00 plus \$200.00 for the Instructors travel for a total of \$1200.00.

For the Chiefs Staff  
Respectfully,

*Greg Santone*  
Assistant Chief

Millwood Fire District  
November 25, 2025 Meeting

**Operating Cash Transfer from NYClass 2034-0001 to Chase Bank 8710**

<b>Chase Bank 8710 Balance as of 11/21/2025</b>	<b>\$ 194,630.64</b>
<b>Less:</b>	
Uncleared Check # 17783 Penflex Actuarial Services	\$ (1,000.00)
11/25/2025 Claims for Approval	\$ (64,684.63)
<b>Subtotal</b>	<b>\$ 128,946.01</b>
<b>Plus:</b>	
November BPays paid on 11/03/2025	\$ 3,490.12
<b>Net Cash Available for Use</b>	<b><u>\$ 132,436.13</u></b>
<b>Transfer from NYClass to Chase on 10/23/2025</b>	<b>\$ 18,000.00</b>
<b>Chase Bank 8710 Balance after Transfer</b>	<b>\$ 150,436.13</b>
<b>Target: Minimum Balance</b>	<b>\$ 150,000.00</b>

**Balance Sheet**  
**MILLWOOD FIRE DISTRICT**  
**As of October 31, 2025**

	<b>Total</b>
<b>Assets</b>	
<b>Current Assets</b>	
Bank Accounts	
A200 Cash - Budget Operating Fund	\$ -
A200.1 BOF Checking 4111028710	\$ 150,629.61
A200.2 Chase Card	\$ -
A200.5 BOF NYCLASS Acct NY-01-2034-0001	<u>\$ 1,274,854.49</u>
<b>Total for A200 Cash - Budget Operating Fund</b>	<b>\$ 1,425,484.10</b>
A230 Cash - Cap RF	\$ -
A230.1 CRF Checking 816868657	\$ -
A230.5 CRF NYCLASS Acct NY-01-2034-0002	\$ 574,758.23
CRF Operating Acct 411437395	<u>\$ -</u>
<b>Total for A230 Cash - Cap RF</b>	<b>\$ 574,758.23</b>
A231 Cash - ERF	
A231.2 ERF Checking 937110245	\$ -
A231.5 ERF NYCLASS Acct NY-01-2034-0003	<u>\$ 2,015,235.62</u>
<b>Total for A231 Cash - ERF</b>	<b>\$ 2,015,235.62</b>
<b>Total for Bank Accounts</b>	<b>\$ 4,015,477.95</b>
Other Current Assets	
A041 Equipment for Rescue Truck	\$ -
A200.4 Petty Cash	\$ 158.57
A390 Due from Equip Res to Oper	\$ -
A392 Due to Oper Fund from ER	\$ -
A480 Prepaid Expense Insurance	\$ -
Exchange	<u>\$ -</u>
<b>Total for Other Current Assets</b>	<b>\$ 158.57</b>
<b>Total for Current Assets</b>	<b>\$ 4,015,636.52</b>
Fixed Assets	
Capital Current yr expenses	
Current yr- CRF	\$ -

**Balance Sheet**  
**MILLWOOD FIRE DISTRICT**  
**As of October 31, 2025**

	<b>Total</b>
<b>Total for Capital Current yr expenses</b>	\$ -
K101.1 Land-New Fire House	\$ 2,317,440.59
K101 Land	\$ 45,000.00
K102 Buildings & improvements	
K102.1 New Fire House	\$ 14,238,018.42
K102.2 Station 2	\$ 801,469.00
<b>Total for K102 Buildings &amp; improvements</b>	<b>\$ 15,039,487.42</b>
K104 Furnishings & Equipment	
K104.1 New Fire House	\$ 289,309.50
K104.2 Station 2	\$ 66,734.00
<b>Total for K104 Furnishings &amp; Equipment</b>	<b>\$ 356,043.50</b>
K105 Construction in Progress	
K105.3 Cap exp legal	\$ -
K105.7 Cap exp Property acquisition	\$ -
K105.8 Cap exp Survey fees	\$ -
<b>Total for K105 Construction in Progress</b>	<b>\$ -</b>
K106 Other fixed assets	
K106.1 Vehicles	\$ 3,257,943.49
K106.12 Deposit on Vehicle	\$ -
<b>Total for K106.1 Vehicles</b>	<b>\$ 3,257,943.49</b>
K106.2 Equipment	\$ 469,925.31
K2665 Gain (loss) asset disposal	\$ -
<b>Total for K106 Other fixed assets</b>	<b>\$ 3,727,868.80</b>
K109.1 Construction in Progress-Trucks	\$ -
<b>Total for Fixed Assets</b>	<b>\$ 21,485,840.31</b>
<b>Other Assets</b>	
A461 Service Award Program Assets	
A461.2 American Equity Annuity	\$ 45,203.87
A461.8 Glens Falls National Bank	\$ 2,070,202.56
<b>Total for A461 Service Award Program Assets</b>	<b>\$ 2,115,406.43</b>

**Balance Sheet**  
**MILLWOOD FIRE DISTRICT**  
**As of October 31, 2025**

	<b>Total</b>
K480 Prepaid Insurance	\$ -
<b>Total for Other Assets</b>	<b>\$ 2,115,406.43</b>
<b>Total for Assets</b>	<b>\$ 27,616,883.26</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
A600 *Accounts Payable	\$ -
<b>Total for Accounts Payable</b>	<b>\$ -</b>
Other Current Liabilities	
24000 Payroll Liabilities	\$ -
CT Income Tax	\$ -
Federal Taxes (941/943/944)	\$ -
NYS Income Tax	\$ 98.97
<b>Total for 24000 Payroll Liabilities</b>	<b>\$ 98.97</b>
600 LOSAP Accounts Payable	\$ -
A101 Employee Tax Withholdings	\$ -
A600.1 Accounts payable	\$ -
A630 Due to Other Funds	\$ -
A700 Accrued Liabilities	\$ -
Direct Deposit Payable	\$ -
H630 Due to General Fund	\$ -
<b>Total for Other Current Liabilities</b>	<b>\$ 98.97</b>
<b>Total for Current Liabilities</b>	<b>\$ 98.97</b>
Long-term Liabilities	
W628 Bonds Payable	\$ 5,295,000.00
<b>Total for Long-term Liabilities</b>	<b>\$ 5,295,000.00</b>
<b>Total for Liabilities</b>	<b>\$ 5,295,098.97</b>
<b>Equity</b>	
A806 Fund Balance-Not Spendable	\$ 22,794.00

**Balance Sheet**  
**MILLWOOD FIRE DISTRICT**  
**As of October 31, 2025**

	<b>Total</b>
A878.8 Gen Retained Earnings	\$ 285,407.00
A878.9 Fund balance - BOF	\$ 259,648.22
A878.RA Fund balance - Cap RF	\$ 720,114.55
A878.RB Fund balance - ERF	\$ 1,658,294.32
A895 Restricted for LOSAP Program	\$ 2,115,406.53
A914 Assigned Fund Balance	\$ -
A917 Unassigned Fund Balance--LOSAP	\$ (938,510.93)
K878.9 Fund balance - Prop & Equip	\$ 21,485,840.95
W125 Amt needed for bond refunds	\$ (5,295,000.00)
32000 Retained Earnings	\$ 1,344,608.22
Net Income	<u>\$ 663,181.43</u>
<b>Total for Equity</b>	<b><u>\$ 22,321,784.29</u></b>
<b>Total for Liabilities and Equity</b>	<b>\$ 27,616,883.26</b>

Accrual Basis Friday, November 07, 2025 10:31 PM GMTZ

**MILLWOOD FIRE DISTRICT**  
**Claims by Vendor Summary**

**November 2025**

<b>Vendor</b>	<b>Total</b>
AAA Emergency Supply Co., Inc.	\$ 13,997.95
Advance Auto Parts	\$ 181.99
Allclean Building Maintenance	\$ 3,100.00
Almeida Oil Co.	\$ 2,699.00
Bernardo Trucido	\$ 75.00
Canon Solutions America	\$ 43.34
Chase Card Services	\$ 159.01
Corsi tire	\$ 770.92
Emergency Services Marketing Corp., Inc.	\$ 809.10
Gannett Media Corp	\$ 182.10
Hubbinette-Cowell Associates Inc.	\$ 6,119.00 Prepaid
John P. Brown Ladder Company	\$ 5,085.00 Covered by Insurance
JP McHale Pest Mgmt Inc.	\$ 219.86
Maduras, Devin	\$ 100.00
McCarthy, Diane	\$ 100.00
McCarthy, John	\$ 100.00
Mead, Kathi	\$ 100.00
MES	\$ 7,804.16
Metrocom Wireless, Inc.	\$ 545.00
MetTel Acct 0100413954	\$ 135.55
Millwood Hardware	\$ 75.96
New York Power Authority Acct 2363579	\$ 2,507.90
Optimum	\$ 670.81
Otis Elevator Company	\$ 3,844.44
Quality Elevator Inspection	\$ 300.00
Regina Landscaping Corp.	\$ 1,404.00
Rocky's Millwood Deli	\$ 1,799.29
Santone, Sherri	\$ 100.00
Signal 5 Fire Apparatus	\$ 1,475.00
Suburban Carting Co.	\$ 182.10

**MILLWOOD FIRE DISTRICT**  
**Claims by Vendor Summary**

**November 2025**

<b>Vendor</b>	<b>Total</b>
Technical Fire Services	\$ 2,100.00
T-Mobile	\$ 414.21
Verizon	\$ 455.55
WEX Bank	\$ 1,611.65
<b>Subtotal Vendor Claims - Operating Fund</b>	<b>\$ 59,267.89</b>

**Payroll**

Vicki Gillespie	\$ 1,913.08
Joseph McConnell	\$ 1,939.98
Greg Santone	\$ 669.53
IRS Nov Payroll	\$ 894.15
<b>Total Payroll</b>	<b>\$ 5,416.74</b>

**Total Claims Operating Fund** **\$ 64,684.63**

**Total Claims for Approval 25 November 2025** **\$ 64,684.63**

Accrual Basis Monday, November 24, 2025 11:07 PM GMTZ