

March 20, 2017

On March 20, 2017, 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: Alan Schapiro, Dan Puszka, Anthony Olenik, Jason Lichtenthal, Michael Wolfensohn, Secretary Paul Michael Marinello, District consultant Joe McConnell, Treasurer Rose Cohen, Chief Greg Santone, 1<sup>st</sup>Assistant Chief Jorge Rodrigues, 1<sup>st</sup>, Captain Frank Nestro and Lt Chris Raguso.

Chairman Schapiro called the meeting to order.

### **Public Comment**

There was no public and no public comment.

Chairman Schapiro made a motion to enter an executive session regarding legal matters, Seconded by Commissioner Puszka, All in Favor. The time is 7:50 pm.

Chairman Schapiro made a motion to exit the executive session, Seconded by Commissioner Puszka, All in Favor. The time is 8:05 pm.

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

Commissioner Puszka made a motion to purchase additional gear racks for Station 1 to accommodate many new members and Explorers at a cost of \$2,297 from Municipal Emergency Services (MES). Seconded by Commissioner Lichtenthal. All in Favor. PO# 191 Additional bid considered from Red Rack @\$2,635.18

Commissioner Puszka made a motion to purchase 10 pants, 10 shirts and 10 duty boots for the new Explorers from Uniform Warehouse at a total cost of \$ 799.70. Seconded by Commissioner Wolfensohn. All in Favor. PO # 192, PO#193

Commissioner Puszka made a motion to replace the 30-year-old 3,000-gallon Portable Pond on Tanker 15 at a cost of \$1701.00 from Municipal Emergency Services (MES) Seconded by Commissioner Lichtenthal. All in Favor. PO # 194. Additional bid was considered from The Fire Store @\$2,288.39

Commissioner Puszka made a motion replace wooden cribbing and step chocks for R-36 from Municipal Emergency Services (MES) at a price of \$2,713.50. The expenditures to be charge against the \$775,000 permissive referendum. Seconded by Commissioner Wolfensohn. All in Favor. PO#195. Additional bid was considered from The Fire Store @\$3,237.16

Commissioner Puszka made a motion to purchase twenty-four 18 inch cones, six 36 inch cones and four connecting bars from Traffic Safety at a total cost of \$567.00. The expense to be deducted from the \$775,000 permissive referendum. Seconded by Commissioner Wolfensohn. All in Favor. PO#196

Commissioner Puszka made a motion for on-Spot –Scales to weigh the apparatus at a quoted price of \$1100.00. Seconded by Commissioner Wolfensohn. All in Favor.

Commissioner Puszka made a motion to approve Ryan Flanagan for active membership as a Class A Firefighter pending a physical and arson check, Seconded by Commissioner Lichtenthal. All in Favor.

Chairman Schapiro made a motion to hire Ms. Mary DeSantis to assist the Chiefs with organizing membership files, inventory, data entry, etc. at a cost, not to exceed \$300.00 per month. Ex-Chief Santone will continue to support Chief staff and assist in Ms. DeSantis orientation. Seconded by Commissioner Wolfensohn. All in Favor.

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

The Board reviewed the Homeland Towers proposal to erect a cellular tower at Station 1. It was decided to invite representatives from Homeland to the April meeting for a public discussion.

Commissioner Olenik made a motion to spend \$172.50 on a Tech Land change order for topical survey for NYS DOT, Seconded by Commissioner Lichtenthal, All in Favor.

Due to a scheduling conflict the Commissioners agreed to change the April Board of Fire Commissioner's meeting to Tuesday April 25<sup>th</sup> from Monday April 24<sup>th</sup>.

### **Work Session:**

Commissioner Olenik made a motion to adopt the amended minutes of the February 27<sup>th</sup> meeting, Seconded by Commissioner Wolfensohn, All in Favor

Commissioner Olenik made a motion to allow Craft Que to cater the Annual Inspection dinner at a cost of \$37 per person, plus servers @ \$175 per (approximate total \$7,925) Seconded by Chairman Schapiro, All in Favor.

Commissioner Olenik made a motion to order tables/chairs/linens from Party Line Rentals at a total cost of \$1,050.36, Seconded by Chairman Schapiro, All in Favor.

Commissioner Olenik made a motion to hire three servers from R & B Servers for the Annual Inspection at a total cost of \$480, Seconded by Chairman Olenik, All in Favor.

The Board reviewed the first draft of the District's policy for use of public space. Based on the Commissioners comments the Secretary will amend the document and redistribute to the Board for further review.

The Board of Fire Commissioners approved the Board of Elections request to use Station 2 as a polling location for the September 12<sup>th</sup> and November 7<sup>th</sup> elections.

Chairman Schapiro made a motion to enter an executive session to discuss legal matters, Seconded by Commissioner Olenik, All in Favor. The time is 9:25pm.

Chairman Schapiro made a motion to exit the executive session, Seconded by Commissioner Olenik, All in Favor. The time is 9:40pm.

Meeting adjourned.

Paul Michael Marinello  
Secretary, Millwood Fire District

## MILLWOOD FIRE DISTRICT

## Balance Sheet

As of February 28, 2017

Feb 28, 17

## ASSETS

## Current Assets

## Checking/Savings

A200 · Cash - Budget Operating Fund

A200.1 · BOF Checking 4111028710

473,166.47

Total A200 · Cash - Budget Operating Fund

473,166.47

A230 · Cash - Cap RF

A230.1 · CRF Checking 816868657

209,289.68

Total A230 · Cash - Cap RF

209,289.68

A231 · Cash - ERF

A231.2 · ERF Checking 937110245

901,021.64

Total A231 · Cash - ERF

901,021.64

H200 · Cash - Fire House Project Fund

H200.1 · FHP Checking Acct 455267851

526,241.44

Total H200 · Cash - Fire House Project Fund

526,241.44

Total Checking/Savings

2,109,719.23

Total Current Assets

2,109,719.23

## Fixed Assets

K101 · Land

45,000.00

K101.1 · Land-New Fire House

1,959,305.00

K102 · Buildings &amp; 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 &amp; improvements

381,167.00

K104 · Furnishings &amp; 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 &amp; 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 February 28, 2017

	Feb 28, 17
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
TOTAL ASSETS	20,266,640.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	16,902.45
Total Accounts Payable	16,902.45
Other Current Liabilities	
24000 · Payroll Liabilities	278.25
Total Other Current Liabilities	278.25
Total Current Liabilities	17,180.70
Long Term Liabilities	
W125 · Amt for bond refunds	340,000.00
W628 · Bonds Payable	8,945,000.00
Total Long Term Liabilities	9,285,000.00
Total Liabilities	9,302,180.70
Equity	
32000 · Retained Earnings	-246,340.15
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

2:18 PM

03/20/17

Accrual Basis

# MILLWOOD FIRE DISTRICT

## Balance Sheet

As of February 28, 2017

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	Feb 28, 17
K878.9 - Fund balance - Prop & Equip	16,969,384.87
TA881.5 - Fund Balance Pension Trust Fund	1,179,043.00
W00125 - Fund Balance - Bonds Payable	-9,285,000.00
Net Income	-388,058.22
Total Equity	10,964,459.61
TOTAL LIABILITIES & EQUITY	<u>20,266,640.31</u>

# MILLWOOD FIRE DISTRICT

## Expenses by Vendor Detail

	March 2017			
	Date	Account	Amount	Balance
<b>Appraisal Affiliates inc</b>				
	03/02/2017	A34.484 · Audit	1,200.00	1,200.00
Total Appraisal Affiliates inc			1,200.00	1,200.00
<b>Atlantic Electric Inc.</b>				
	03/17/2017	H305.6 · Construction-Electric	68,924.07	68,924.07
Total Atlantic Electric Inc.			68,924.07	68,924.07
<b>C&amp;P Green Yards Landscaping</b>				
	03/15/2017	A407.81 · Cortez property maintenance	0.00	0.00
	03/15/2017	A34.415 · Outside Maintenance Sta 2	1,960.00	1,960.00
Total C&P Green Yards Landscaping			1,960.00	1,960.00
<b>Chase Card Services</b>				
	03/06/2017	A410.4 · Computer Software	2.00	2.00
	03/06/2017	A19.412 · Miscellaneous	18.93	20.93
	03/06/2017	A34.419 · Inside Maintenance Sta 2	818.80	839.73
Total Chase Card Services			839.73	839.73
<b>Compliance, a System One Division</b>				
	03/06/2017	A34.486 · Legal, New Fire House Project	504.50	504.50
Total Compliance, a System One Division			504.50	504.50
<b>D.P. Wolff Inc.</b>				
	03/17/2017	A407.80 · Inside Maint. New Fire House	2,225.00	2,225.00
	03/20/2017	A407.80 · Inside Maint. New Fire House	172.40	2,397.40
Total D.P. Wolff Inc.			2,397.40	2,397.40
<b>Elizabeth Sanger</b>				
	03/02/2017	A402.2 · Training	1,198.50	1,198.50
Total Elizabeth Sanger			1,198.50	1,198.50
<b>Farrell Fritz, P.C.</b>				
	03/15/2017	A34.486 · Legal, New Fire House Project	7,997.35	7,997.35
Total Farrell Fritz, P.C.			7,997.35	7,997.35
<b>Hubbinette-Cowell Associates Inc.</b>				
	03/06/2017	A34.466 · General Liability	9,569.00	9,569.00
Total Hubbinette-Cowell Associates Inc.			9,569.00	9,569.00
<b>Hudson Sign Co</b>				
	03/17/2017	A3420 · Fire Equip Purchased From ERF	1,970.00	1,970.00

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	<u>Date</u>	<u>March 2017 Account</u>	<u>Amount</u>	<u>Balance</u>
Total Hudson Sign Co			1,970.00	1,970.00
<b>JP McHale Account</b>				
	03/06/2017	A34.419 · Inside Maintenance Sta 2	58.00	58.00
	03/06/2017	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account			123.00	123.00
<b>McConnell, Joseph P</b>				
	03/20/2017	A34.480 · Consultants	375.00	375.00
Total McConnell, Joseph P			375.00	375.00
<b>MetPhoto, Inc.</b>				
	03/20/2017	A34.427 · Inspections	190.90	190.90
Total MetPhoto, Inc.			190.90	190.90
<b>Metrocom Wireless</b>				
	03/02/2017	A408.4 · Equipment	565.00	565.00
	03/20/2017	A3410 · Equipment purchases	5,316.00	5,881.00
Total Metrocom Wireless			5,881.00	5,881.00
<b>MetTel Acct 0100413954</b>				
	03/10/2017	A34.439 · Phone Service	48.19	48.19
	03/10/2017	A19.412 · Miscellaneous	5.00	53.19
Total MetTel Acct 0100413954			53.19	53.19
<b>Millwood Hardware</b>				
	03/02/2017	A34.443 · Maintenance Supplies	39.04	39.04
Total Millwood Hardware			39.04	39.04
<b>Minerva Cleaners</b>				
	03/20/2017	A408.4 · Equipment	293.00	293.00
Total Minerva Cleaners			293.00	293.00
<b>Municipal Emergency Services (M.E.S.)</b>				
	03/02/2017	A3420 · Fire Equip Purchased From ERF	125.96	125.96
	03/02/2017	A3410 · Equipment purchases	1,217.42	1,343.38
	03/02/2017	A408.4 · Equipment	11.34	1,354.72
	03/02/2017	A3410.1 · Turnout gear	274.44	1,629.16
	03/20/2017	A408.45 · SCBA	52.50	1,681.66
Total Municipal Emergency Services (M.E.S.)			1,681.66	1,681.66
<b>New York Power Authority Acct 2363579</b>				



# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	<b>March 2017</b>			
	<b>Date</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
	03/10/2017	A34.450 · Electricity New Fire House	1,462.11	1,462.11
	03/10/2017	A34.449 · Electricity Station 2	368.32	1,830.43
Total New York Power Authority Acct 2363579			1,830.43	1,830.43
<b>Nextel Communications Acct 769285023</b>				
	03/06/2017	A34.438 · Cellular Service	206.46	206.46
Total Nextel Communications Acct 769285023			206.46	206.46
<b>Optimum</b>				
	03/06/2017	A34.439 · Phone Service	203.39	203.39
	03/06/2017	A34.437 · Cable On-Line Services	221.36	424.75
	03/06/2017	A407.54 · Cable TV	172.91	597.66
	03/06/2017	A34.437 · Cable On-Line Services	105.63	703.29
Total Optimum			703.29	703.29
<b>Original Energy</b>				
	03/02/2017	A34.451 · Heating Oil New Fire House	2,362.80	2,362.80
Total Original Energy			2,362.80	2,362.80
<b>Rocky's Millwood Deli</b>				
	03/06/2017	A19.412 · Miscellaneous	1,016.36	1,016.36
Total Rocky's Millwood Deli			1,016.36	1,016.36
<b>Santone, Greg</b>				
	03/02/2017	A19.412 · Miscellaneous	387.54	387.54
	03/02/2017	A408.4 · Equipment	341.00	728.54
Total Santone, Greg			728.54	728.54
<b>Suburban Carting Co.</b>				
	03/06/2017	A34.417 · Sanitation Svc Sta 2	30.00	30.00
	03/06/2017	A407.82 · Sanitation Svc New Fire House	63.00	93.00
Total Suburban Carting Co.			93.00	93.00
<b>TEC Land Surveying</b>				
	03/02/2017	H105.23 · Survey of Property, Planning	172.50	172.50
Total TEC Land Surveying			172.50	172.50
<b>Verizon</b>				
	03/10/2017	A34.439 · Phone Service	146.90	146.90
Total Verizon			146.90	146.90
<b>Vista Construction &amp; Landscape</b>				

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

		March 2017		Amount	Balance
Date	Account				
03/20/2017	A34.415 · Outside Maintenance Sta 2		0.00	0.00	
03/20/2017	A407.83 · Outside Maint. New Fire House		2,470.00	2,470.00	
Total Vista Construction & Landscape			2,470.00	2,470.00	
<b>WEX Bank</b>					
03/10/2017	A408.11 · diesel		588.01	588.01	
03/10/2017	A19.412 · Miscellaneous		3.00	591.01	
03/10/2017	A408.22 · gasoline		731.28	1,322.29	
Total WEX Bank			1,322.29	1,322.29	
<b>SUBTOTAL</b>			<b>116,249.91</b>	<b>116,249.91</b>	
Rose Cohen	Payroll		1,530.07	1,530.07	
Paul Michael Marinello	Payroll		1,241.20	1,241.20	
941 Tax Deposit	Payroll		610.38	610.38	
<b>TOTAL</b>			<b>119,631.56</b>	<b>119,631.56</b>	

## Chiefs Report - Commissioners Meeting - March 20, 2017

We need to purchase additional gear racks for Station 1 to accommodate many new members and Explorers. ( 18" Ready Rack – Two doubles and two Triples = 10 spots ) at a cost of \$2,297.00 from MES. ( There may be an associated shipping charge ) PO# \_\_\_\_\_

We would like to purchase 10 pants, 10 shirts and 10 duty boots for our new Explorers from Uniform Warehouse at a total cost of \$ 799.70 PO # \_\_\_\_\_

We need to replace the 30 year old 3,000 gallon Portable Pond on Tanker 15 at a cost of \$1701.00 from MES PO # \_\_\_\_\_

The annual hose and nozzle testing ( as per our contract pricing ) has been scheduled for Thursday March 30<sup>th</sup> at Station 2.

Last year we were asked to postpone the weighing of the Apparatus. "On – Spot – Scales" has agreed to hold the quoted price of \$1100.00 for this service. As we will need the new Rescue to be weighed in the very near future, we would like the BoFC to approve this service. PO# \_\_\_\_\_

We need the BoFC to approve Ryan Flannagan for active membership.

Chiefs Santone and Rodrigues met with Mary Desantis. She recently took another job but is still interested in helping the Fire District. The Chief's Staff would like to move forward with using her to assist with membership files, inventory, data entry, etc. at a cost not to exceed \$300.00 per month. Soon to be Ex-Chief Santone will continue to help the new Chiefs staff and work with Mary as well.

We need the BoFC to approve the following vendors for the 2017 Inspection on April 29th.  
Based On 200 people +/- Crafty Que \$37 per person plus 3 servers @\$175 each= \$7925.00  
Party Line rentals tables/chairs/etc. @ 1050.36 R&B Servers ( 3 Beverage servers ) @\$480.00

Respectfully submitted - for the Chief's Staff,

Greg Santone – Chief

As this is my last Commissioners meeting as Chief, I would like to take this opportunity to thank each and every Commissioner – past and present as well as Secretary Marinello and Treasurer Cohen for all their support over the last 9 years as Assistant Chief, Commissioner, and Chief of Department since 2013.

I would also like to thank the 2 best Assistant Chiefs and Captain a Chief of Department could ask for. I will remain as active as I can in support of the BoFC, the new Chief's staff, and the Fire Company as we all continue to improve, learn, grow in numbers, and serve.

Sincerely,

Greg