

March 23, 2009

On March 23<sup>rd</sup>, 2009, the Monthly Meeting of the Board of Fire Commissioners of the Millwood Fire District was held at 7:00pm at Fire Station No. 2, located at 366 Croton Dam Road in the Town of New Castle. Present were: Chairman Hala Makowska, Commissioners: Angelo Indusi, Anthony Olenik, Fred Scheier, Alan Schapiro, Secretary Paul Michael Marinello, Treasurer Rich Lawson, Kurt and Dianne Klienmann, Gene Nadel, Bond Davis from Grigs & Davis, Chief Joe Rod, Greg Santone, Chief Jan Schwark, and various New Castle Taxpayers.

Chairman Makowska called the meeting to order.

Bond Davis, Structural Engineer for Station 1 repairs publicly opened bids for repairs to said station.

Town Common Building & Development Inc. - \$73,844  
Jay Salvatore & Sons Inc. - \$99,000  
Wilken Construction Group - \$38,617  
D & R Shapac - \$43,500  
TDT Incorporated - \$107,100  
NAC Industries - \$150,000

The Board asked Bond Davis to review said bids and report back to the Commissioners by Thursday March 26<sup>th</sup>.

Bids were then opened for the 2008 Audit. They were publicly opened by Treasurer Rich Lawson:

DecarAngelo - \$9,070  
BST - \$8,500 (plus \$600-1000 for LOSAP)

The Board agreed a technical review will be held and a decision will be made at that point.

Bids were then opened for Waste Removal for 2009. Secretary Marinello opened the only bid:

Bids were then opened for grounds and maintenance for 2009. Secretary Marinello opened three bids:

Borba Landscaping Corp –  
C & P Green Yards Landscaping -  
Kendall -

Because specific services were itemized, the Board agreed to take it up the issue after tabulating monetary amounts.

Bids were then opened for Waste Removal for 2009. Secretary Marinello opened the only bid:

ATNM – Station 1 \$120 per month, \$30 per pick up at Station 2 (no fuel surcharges)

### **UPDATE TO THE PUBLIC:**

Chairman Makowska made a motion to approve the January 26<sup>th</sup> and February 23<sup>rd</sup> meetings, Seconded by Commissioner Scheier, All in Favor. Commissioner Olenik made a comment as to add a brief description of monthly correspondence to the meeting minutes moving forward.

Chairman Makowska spoke about Station 1 repairs and that they would begin after the Inspection Dinner, scheduled May 9<sup>th</sup>. She also mentioned the possibility of getting a trailer for use as a Chiefs' office as the construction will be tearing apart the space that is currently being used.

With regard to replacing Station 1, Chairman Makowska spoke about bidding out architectural services, and receiving 5 responses from 6 different firms. She credited resident experts Tom Curley and Phil Rice for the bulk of the work on an excellent RFP.

Commissioner Olenik mentioned the passing of ex-Chief John Deems and that a service will be held on April 11<sup>th</sup>. He also mentioned that the cleaning bid was awarded to Kendall Services.

### **PUBLIC COMMENT**

Chief Jan Schwark thanked the Board for continued work on the new firehouse and commented about backing accidents. He urged the Board to consider drive thru bays.

1<sup>st</sup> Assistant Chief Joe Rod spoke with regard to outgoing Chief Schwark. He said that Jan's statistics say it all: 1242 alarms, 218 fire drills, 270 hours cleanup for inspection and said it was a pleasure to serve under him.

### **BOARD ROOM**

Chiefs Report by Chief Schwark: (report attached)

- Discussed prior month's calls:
  - 5 Automatic alarms, 54 members attending
  - 4 Car accidents, 52 members attending
  - 3 Car fire, 14 members attending
  - 1 Public assistance, 11 members

Commissioner Scheier made a motion to accept the bid to use Traveler's Rest as the official location to hold the Inspection Dinner at a cost of \$56 per person, Seconded by Chairman Makowska, All in Favor.

Commissioner Indusi made a motion to allow the Chiefs' to use apparatus for the the five parades to be held during the year, Seconded by Chairman Makowska, All in Favor.

Commissioner Olenik made a motion to allow use of the apparatus for a memorial service for Mr. John Deems, Seconded by Commissioner Scheier, All in Favor.

Commissioner Indusi made a motion to have a special meeting on Friday April 10<sup>th</sup> at 7:30am to review and approve election results for the Chiefs' as well hand over the Chief's trucks, Seconded by Commissioner Scheier, All in Favor.

Incoming Joe Rod agreed to make a schedule for maintenance and testing of the apparatus for the upcoming year.

A conversation as held with regard to a trailer to house the Chiefs' office while structural repairs are being done at Station 1. Bids were received for purchasing, varying in price used and new from \$5000-6900. Rental rates below.

Williams and Scottsman \$245/month (24x8)  
Kussone \$125/month

Chairman Makowska made a motion to postpone structural repairs to Station 1 until after the Inspection scheduled May 9<sup>th</sup>, Seconded by Commissioner Scheier, All in Favor.

The Secretary's Report was given by Secretary Marinello. Among the items discussed were: Chappaqua Inspection Invite, Cleaning checklists to be completed by Kendall Services at both houses, April 15<sup>th</sup> meeting with Bob Barber (McNeil & Company), April 15<sup>th</sup> meeting with Fred Stahl (Hometown Insurance), NYS Digital Imaging training, Fire Commissioner training, letterhead and envelopes,

Chairman Makowska made a motion to value the assets of the fire district, Seconded by Commissioner Schapiro, All in Favor.

Chairman Indusi made a motion to renew the NFPA Membership for three years at \$390, Seconded by Chairman Makowska, All in Favor.

Commissioner Olenik made a motion to accept the low bidder for grounds and maintenance services (Kendall), Seconded by Commissioner Scheier, All in Favor.

Commissioner Olenik made a motion to renew the BJ's membership, Seconded by Commissioner Scheier, All in Favor.

The Treasurer's Report was given by Treasurer Lawson.

Chairman Makowska spoke with regard to a Commissioner verifying checks that have been cut are cleared and watching the balances.

Treasurer Lawson spoke with regard to having one signatory for certain expenses (oil, electric, etc.) Chairman Makowska stated that the Board would check with the attorney and check the legalities of having just the Treasurer sign for certain expenses.

Chairman Makowska made a motion to get checks made for the Equipment Reserve and Capital Reserve, Seconded by Commission Olenik, All in Favor.

A discussion was held with regard to having the financial items; list of expenses paid and remaining balances can be discussed during the public segment of the meeting.

Treasurer Lawson thanked Rose Cohen for her hard work for the district.

Chairman Makowska stated that there is no official job description for Treasurer and Deputy Treasurer and that she will be completing them before the next meeting.

A discussion was held with regard to compensating Rose Cohen for additional work on a project basis.

With regard to Records Retention, Secretary Marinello stated that the sorting through personnel files with regard to some basic items sent by Attorney Bill Young will be started during the month.

A discussion was held with regard to a mid month meeting; the Commissioners agreed to have a meeting on April 8<sup>th</sup> at 7:30pm as work session.

Chairman Makowska thanked resident experts Phil Rice and Tom Curley for their excellent work creating an RFP for architectural services.

The Board held a brief conference call with Nanette Bourne from AKRF:

- 1) With regard to scoping: The Board is reaffirming that it will be lead agency;

Chairman Makowska made a motion to let Nanette Bourne AKRF handle the filing of forms getting the Board reaffirming its role as lead agency for SEQR, Seconded by Commissioner Olenik, All in Favor.

- 2) With regard to the scoping outline: With regard to the scoping outline: the original was inadequate and needs to be revised to reflect the new proposed project. Once this revised draft Scoping Outline is reviewed by the BoFC, it will then be provided to the Town Planner and Town Engineer as a means of accelerated the Town's understanding of the project.

Chairman Makowska made a motion to authorize AKRF to create a revised scoping outline for the Town of New Castle and the Board, Seconded by Commissioner Olenik, All in Favor.

- 3) Traffic Study: original was done in 2 pieces and discussed 5 intersections but needs to be updated and two additional intersections added: include Route 100 & Route 120, Route 120 and Granite Road.

The Board agreed to get back to Nanette within a few days. Nanette also mentioned that the Town Planner and Town Engineer recommended the BoFC meet with the Town Planning Board in a work session to present the new proposed firehouse plan. This meeting is tentatively scheduled for May 21st (assuming there is consensus by the Commissioners on a revised site plan).

A discussion was held with regard to the audits for 2006 and 2007 and that perhaps the Board would use the same auditor that will be awarded the 2008 audit.

A discussion was held with regard to the Truck Committee; the mission is to strategically evaluate the current apparatus and report to the BoFC on which trucks need in need of replacement or refurbishment and when and the financial impact. The discussion included the effect on the ISO ratings, and the impact on the taxpayers.

#### **NOTED CORRESPONDENCE**

March 4<sup>th</sup>; The BOFC sent letters to Nita Lowey, Suzi Oppenheimer, Adam Bradley, Michael Kaplowitz, Charles Schumer and Kristin Gillebrand with regard to stimulus money.

March 6<sup>th</sup>; the BOFC received all bank statements from JPMorgan Chase.

March 10<sup>th</sup>; via email the BOFC received an update from Nanette Bourne with regard to her meeting with the Town Planner.

March 12<sup>th</sup>; the BOFC received a letter from Joseph Buderwitz ESQ with regard to communications with clients.

March 18<sup>th</sup>; the BOFC received a letter from Bernard Lanza with regard to basic fees and services.

March 18<sup>th</sup>; the BOFC received a refund check from McNeil & Company in the amount of \$1065.63.

March 20<sup>th</sup>; the BOFC received proposals for architectural services from Peter Gisolfi, Olhausen DuBois, Liscum McCormack, Robert Mitchell and Roger Palleton Associates.

Meeting adjourned 11:30pm.

Paul Michael Marinello  
Secretary

