Millwood Board of Fire Commissioners
Meeting Minutes November 20th, 2017

On November 20th, 2017, The Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 pm at Station 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Alan Schapiro, Jason Lichtenthal, Dan Puszka, Anthony Olenik and Michael Wolfensohn, Secretary Joseph McConnell, Treasurer Rose Cohen, Chief Jorge Rodrigues, 1st Assistant Chief Jan Schwark, 2nd Assistant Chief Frank Nestro and Chief's Aid Greg Santone.

Chairman Schapiro called the meeting to order.

Public Comment

There was no public present

Chief's Report by Chief Jorge Rodrigues, attached.

Treasurer's Report by Treasurer Rose Cohen, attached.

Work Session

Commissioner Olenik made a motion to adopt the minutes of the October 17th, 2017 Budget Meeting, the October 23rd, 2017 Regular Meeting and the November 2nd Special Meeting. Seconded by Commissioner Schapiro. All in favor with Commissioner Wolfensohn abstaining.

Commissioner Olenik made a motion to make the following changes to the 2017 Budget.

Transfer To			Transfer From		
Line	Title	Add Amt.	Line	Title	Delete Amt.
A34.480	Consultants	$2,500.00	A341	Legal	$2,500.00
A34.484	Audit	$2,000.00	A341	Legal	$2,000.00
A407.6	Maintenance G&B	$15,000.00	A341	Legal	$13,000.00
			A407.8	Water	$2,000.00
A408.01	Maintenance V&E	$2,000.00	A409	Siren	$1,000.00
			A410.4	Comp S	$1,000.00
A408.2	Vehicle Fuel & Oil	$3,000.00	A410.3	Comp H	$3,000.00

The motion was seconded by Commissioner Puszka. All in favor.

Commissioner Puszka made a motion to spend no more than $20,000 from the Equipment Reserve Fund to create specifications for a new pumper, Seconded by Commissioner Wolfensohn, All in Favor (Commissioners Schapiro, Puszka, Wolfensohn, Lichtenthal & Olenik). This resolution is passed pursuant to Section 6-g (8.b.) of the General Municipal Law and is subject to a permissive referendum.

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The Board agreed to hold it's 2018 Organizational Meeting on Wednesday January 10th at 7:30 PM in Station 1, 100 Millwood Road, Millwood, NY.

The Board agreed on the wording of the proposed letter to the Town of New Castle regarding hydrants service and maintenance.

Chairman Schapiro made a motion to enter into executive session regarding personnel matters, seconded by Commissioner Puszka. All in favor. The time is 7:34 PM.

Chairman Schapiro made a motion to exit the executive session, seconded by Commissioner Olenik. All in favor. The time is 7:45 PM.

Chiefs' Aid Santone reported to the Board on the following:

- A representative from Johns Manville the Station 1 roofing material supplier inspected the pitched roof section and found no water leak issues. The roof installer Rising Sun has been asked to inspect the Station 1 flat roof to determine the cause of the water leaks.
- The Station 1 bay floor resurfacing project has been put on hold until the Spring due to the need for warm weather to resurface the floor.
- D.P. Wolf has service both the Station 1 & 2 oil burners.
- The elevator inspection and service contract has been forwarded to Otis Elevator.
- Both the Station 1 & 2 generators have been serviced and tested.
- The Station 1 temporary CO has been issued.
- Station 1 kitchen fire suppression system has been tested.
- Station 1 windows are will be cleaned December 4.
- The Interstate Fire Prevention annual service contract ($455.00) starts January, 2018.

Commissioner Wolfensohn expressed concern regarding parking at Station 1 for special events guests. CA Santone will forward Commissioner Wolfensohn concern to the Company President.

Correspondence

There was no correspondence

Commissioner Puszka made a motion to adjourn. Seconded by Commissioner Wolfensohn. All in favor. The time 8:55 PM.

Joseph P. McConnell
District Secretary

MILLWOOD FIRE DISTRICT
Balance Sheet
As of October 31, 2017

		Oct 31, 17
ASSETS		
Current Assets		
Checking/Savings		
A200 · Cash - Budget Operating Fund		
A200.1 · BOF Checking 4111028710		959,819.49
Total A200 · Cash - Budget Operating Fund		959,819.49
A230 · Cash - Cap RF		
A230.1 · CRF Checking 816868657		259,455.53
Total A230 · Cash - Cap RF		259,455.53
A231 · Cash - ERF		
A231.2 · ERF Checking 937110245		343,928.03
Total A231 · Cash - ERF		343,928.03
H200 · Cash - Fire House Project Fund		
H200.1 · FHP Checking Acct 455267851		174,528.14
Total H200 · Cash - Fire House Project Fund		174,528.14
Total Checking/Savings		1,737,731.19
Total Current Assets		1,737,731.19
Fixed Assets		
K101 · Land		-11,305.00
K101.1 · Land-New Fire House		2,367,220.59
K102 · Buildings & improvements		
K102.2 · Station 2		
K112.2 · Acc. Depr - Station 2	-411,784.00	
K102.2 · Station 2 - Other	780,613.00	
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 · Construction in Progress		
K105.1 · Site Work Contr. (Montesano)		3,536,679.97
K105.10 · General Contractor (Caladri)		4,333,805.36
K105.11 · Electrical Contract (Atlantic)		1,207,481.71
K105.12 · Plumbing Contractor (S&L)		571,966.81
K105.13 · Fire Suppression (S&S)		119,440.75
K105.14 · HVAC Contractor (J&M)		858,902.67
K105.15 · Telecom (Annese)		40,114.20
K105.16 · Telecom Consultant (IBS)		10,100.00
K105.17 · Security (IDESCO) Cabling in EC		36,365.85
K105.2 · Cap exp Calgi		1,145,072.75
K105.21 · Accounting Finance (JDA)		36,800.75
K105.3 · Cap exp legal		30,131.95
K105.32 · Covenant		220,000.00
K105.4 · Cap exp Melick-Tully		37,779.68

MILLWOOD FIRE DISTRICT
Balance Sheet
As of October 31, 2017

		Oct 31, 17
K105.5 · Cap exp Misc		17,302.83
K105.51 · Cap Proj - Utilities		27,508.56
K105.52 · Con Edison Easement		50,000.00
K105.53 · DOT Easement		3,152.19
K105.54 · Town Fee		70,038.28
K105.55 · Town - Trees		10,000.00
K105.56 · Town - Wetlands		5,000.00
K105.57 · Testing & Inspections (STL,ATC)		53,279.82
K105.6 · Architect (ODA)		845,668.04
K105.7 · Cap exp Property acquisition		30,546.18
K105.8 · Cap exp Survey fees		45,090.50
K105.9 · Engineer - AKRF		469,445.81
K105.92 · SWPPP Inspections (AKRF)		42,069.00
K105.94 · Traffic signal (JMC)		20,495.49
Total K105 · Construction in Progress		13,874,239.15
K106 · Other fixed assets		
K106.1 · Vehicles		
K116.1 · Acc. Depr - Vehicles	-1,390,353.00	
K106.1 · Vehicles - Other	2,246,523.36	
Total K106.1 · Vehicles		856,170.36
K106.2 · Equipment		
K116.2 · Acc. Depreciation - Equipment	-276,844.00	
K106.2 · Equipment - Other	409,941.00	
Total K106.2 · Equipment		133,097.00
K2665 · Gain (loss) asset disposal		12,144.00
Total K106 · Other fixed assets		1,001,411.36
K108 · Const. in Progress - Extras		
K108.1 · Cortez Property Work		32,779.48
K108.2 · Member Room Floor		30,000.00
Total K108 · Const. in Progress - Extras		62,779.48
Total Fixed Assets		17,806,116.58
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		**20,790,518.91**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
A600 · *Accounts Payable		1,824.90
Total Accounts Payable		1,824.90
Other Current Liabilities		
24000 · Payroll Liabilities		121.18
Total Other Current Liabilities		121.18
Total Current Liabilities		1,946.08

MILLWOOD FIRE DISTRICT
Balance Sheet
As of October 31, 2017

	Oct 31, 17
Long Term Liabilities	
W628 · Bonds Payable	8,945,000.00
Total Long Term Liabilities	8,945,000.00
Total Liabilities	8,946,946.08
Equity	
A878.9 · Fund balance - BOF	543,019.22
A878.RA · Fund balance - Cap RF	209,272.55
A878.RB · Fund balance - ERF	994,436.81
H909 · Fund Balance - Cap Bldg. Fund	187,078.67
K878.9 · Fund balance - Prop & Equip	17,744,015.22
TA881.5 · Fund Balance Pension Trust Fund	1,238,177.93
W125 · Amt needed for bond refunds	-8,945,000.00
Net Income	-127,427.57
Total Equity	11,843,572.83
TOTAL LIABILITIES & EQUITY	**20,790,518.91**

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail
November 1 through December 1, 2017

	Type	Date	Account	Amount	Balance
AAA Emergency Supply Co., Inc.					
	Bill	11/13/2017	A3410 · Equipment purchases	1,139.60	1,139.60
	Bill	11/13/2017	A408.45 · SCBA	469.03	1,608.63
	Bill	11/13/2017	A408.40 · testing	1,911.00	3,519.63
Total AAA Emergency Supply Co., Inc.				3,519.63	3,519.63
Allclean Building Maintenance					
	Bill	11/04/2017	A34.456 · Custodial Svc New Fire House	773.00	773.00
	Bill	11/04/2017	A34.442 · Custodial Svc Sta 2	188.00	961.00
Total Allclean Building Maintenance				961.00	961.00
Chase Card Services					
	Bill	11/02/2017	A410.4 · Computer Software	4.00	4.00
	Bill	11/02/2017	A34.471 · Office supplies & sundry	56.29	60.29
	Bill	11/02/2017	A19.412 · Miscellaneous	18.93	79.22
Total Chase Card Services				79.22	79.22
Cristina Plank					
	Bill	11/13/2017	A406.6 · Open House	300.00	300.00
Total Cristina Plank				300.00	300.00
D'Arcangelo & Co LLP					
	Bill	11/16/2017	A34.484 · Audit	10,500.00	10,500.00
Total D'Arcangelo & Co LLP				10,500.00	10,500.00
D.P. Wolff Inc.					
	Bill	11/07/2017	A407.80 · Inside Maint. New Fire House	2,225.00	2,225.00
	Bill	11/16/2017	A407.80 · Inside Maint. New Fire House	1,050.00	3,275.00
Total D.P. Wolff Inc.				3,275.00	3,275.00
Farrell Fritz, P.C.					
	Bill	11/04/2017	A34.486 · Legal, New Fire House Project	463.00	463.00
Total Farrell Fritz, P.C.				463.00	463.00
Fire Engineering					
	Bill	11/16/2017	A19.412 · Miscellaneous	39.00	39.00
Total Fire Engineering				39.00	39.00
Genserve, Inc.					
	Bill	11/13/2017	A407.79 · house generators	1,415.00	1,415.00
Total Genserve, Inc.				1,415.00	1,415.00

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail
November 1 through December 1, 2017

	Type	Date	Account	Amount	Balance
Interstate Fire & Safety Equipment Co, In					
	Bill	11/16/2017	A407.80 · Inside Maint. New Fire House	1,763.68	1,763.68
Total Interstate Fire & Safety Equipment Co, In				1,763.68	1,763.68
Journal News					
	Bill	11/07/2017	A406 · Legal Notices	52.00	52.00
Total Journal News				52.00	52.00
JP McHale Account					
	Bill	11/04/2017	A407.80 · Inside Maint. New Fire House	65.00	65.00
	Bill	11/04/2017	A34.419 · Inside Maintenance Sta 2	58.00	123.00
Total JP McHale Account				123.00	123.00
Marinello, Paul Michael					
	Bill	11/20/2017	A34.480 · Consultants	396.00	396.00
Total Marinello, Paul Michael				396.00	396.00
Matra Motors Inc					
	Bill	11/07/2017	A408.52 · Chief 2252	37.00	37.00
Total Matra Motors Inc				37.00	37.00
McCarthy, Robert C.					
	Bill	11/20/2017	A3410.1 · Turnout gear	309.21	309.21
Total McCarthy, Robert C.				309.21	309.21
McConnell, Joseph P					
	Bill	11/16/2017	A34.471 · Office supplies & sundry	6.10	6.10
Total McConnell, Joseph P				6.10	6.10
Montrose Beer & Soda					
	Bill	11/07/2017	A19.412 · Miscellaneous	62.00	62.00
Total Montrose Beer & Soda				62.00	62.00
Municipal Emergency Services (M.E.S.)					
	Bill	11/13/2017	A3410.1 · Turnout gear	1,830.00	1,830.00
Total Municipal Emergency Services (M.E.S.)				1,830.00	1,830.00
Nextel Communications Acct 769285023					
	Bill	11/02/2017	A34.438 · Cellular Service	375.29	375.29
Total Nextel Communications Acct 769285023				375.29	375.29
NYS Dep. of Environmental Cons.					

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail
November 1 through December 1, 2017

	Type	Date	Account	Amount	Balance
	Bill	11/20/2017	A19.412 · Miscellaneous	110.00	110.00
Total NYS Dep. of Environmental Cons.				110.00	110.00
Rescuestuff Inc					
	Bill	11/07/2017	A34.429 · Dress Uniforms	1,136.97	1,136.97
Total Rescuestuff Inc				1,136.97	1,136.97
Ruscon Truck Service					
	Bill	11/13/2017	A408.50 · L52	1,102.75	1,102.75
	Bill	11/13/2017	A408.15 · T15	6,073.64	7,176.39
Total Ruscon Truck Service				7,176.39	7,176.39
Suburban Carting Co.					
	Bill	11/13/2017	A407.82 · Sanitation Svc New Fire House	126.00	126.00
	Bill	11/13/2017	A34.417 · Sanitation Svc Sta 2	60.00	186.00
Total Suburban Carting Co.				186.00	186.00
TEC Land Surveying					
	Bill	11/13/2017	H105.23 · Survey of Property, Planning	162.50	162.50
Total TEC Land Surveying				162.50	162.50
The Depository Trust Company					
	Bill	12/01/2017	A97.000 · Long Term Bond Interest	116,156.25	116,156.25
Total The Depository Trust Company				116,156.25	116,156.25
Verizon					
	Bill	11/04/2017	A34.439 · Phone Service	154.27	154.27
Total Verizon				154.27	154.27
Vista Construction & Landscape					
	Bill	11/16/2017	A34.415 · Outside Maintenance Sta 2	0.00	0.00
	Bill	11/16/2017	A407.83 · Outside Maint. New Fire House	1,156.00	1,156.00
	Bill	11/16/2017	A34.415 · Outside Maintenance Sta 2	465.00	1,621.00
	Bill	11/16/2017	A407.83 · Outside Maint. New Fire House	0.00	1,621.00
Total Vista Construction & Landscape				1,621.00	1,621.00
WEX Bank					
	Bill	11/04/2017	A19.412 · Miscellaneous	178.09	178.09
	Bill	11/04/2017	A408.11 · diesel	633.76	811.85
	Bill	11/04/2017	A408.22 · gasoline	846.45	1,658.30
Total WEX Bank				1,658.30	1,658.30

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail
November 1 through December 1, 2017

	Type	Date	Account	Amount	Balance
SUBTOTAL				**153,867.81**	**153,867.81**
Rose Cohen			Payroll	1,420.37	1,420.37
Joseph P. McConnell			Payroll	1,573.10	1,573.10
Greg Santone			Payroll	369.40	369.40
TOTAL				**157,230.68**	**157,230.68**

Budget Appropriations Proposed Changes
Nov-17

Lines Needing Cash

Line	Title	$ Over Budget	Add	From	Add Amount
A34.480	Consultants	1,958.00	2,500.00	A341-Legal	2,500.00
A34.484	Audit	2,000.00	2,000.00	A341-Legal	2,000.00
A407.6	Maintenance-G&B	11,124.14	15,000.00	A341-Legal	13,000.00
				A407.8-Water	2,000.00
A408.01	Maintenance-V&E	1,681.86	2,000.00	A409-Siren	1,000.00
				A410.4 CompS	1,000.00
A408.2	Vehicle Fuel & Oil	1,220.30	3,000.00	A410.3 CompH	3,000.00

Lines Supplying Cash

Line	Title	$ Under Budget	Subtract	New $ Under Budget
A341	Legal	32,563.58	17,500.00	15,083.58
A407.8	Water Usage	3,304.52	2,000.00	1,304.52
A409	Siren Maint	1,000.00	1,000.00	0.00
A410.3	Comp Hard	3,635.00	3,000.00	635.00
A410.4	Comp Soft	2,850.33	1,000.00	1,850.33

MILLWOOD FIRE DISTRICT MEETING November 20th 2017

The annual Fire Company Physicals and SCBA Fit Tests are scheduled for tomorrow evening at Station 1.

Annual OSHA refresher training will take place on Tuesday December 5th and Tuesday December 12th at Station 1.

The Annual Chiefs' Cocktail party will take place on Saturday January 13th at Station 1 and the Chiefs staff would like to extend an invitation to the Board of Fire Commissioners.

The Chiefs would like the Board to approve the proposal submitted by Tom Shand for Consulting on the new Engine to replace E-247.

Please have a great Holiday with your families.

Stay safe.

Respectfully,

Jorge Rodrigues
Fire Chief