

Millwood Board of Fire Commissioners Meeting Minutes October 23, 2017

On October 23rd, 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

Candidate for Town of New Castle Supervisor Jill Bronde thanked the Millwood Fire Department for doing a great job serving the community.

Chief's Report by Chief Jorge Rodrigues, attached.

Treasurer's Report by Treasurer Rose Cohen, attached.

The Treasurer presented the Board with responses to the District's request for proposal for a financial auditing firm. The proposals were: RBT LLP, CPA's, Newburgh NY -\$8,000 (69 hours); Sean Hucko CPA LLC, Rochester NY -\$9,375 (71.25 hours); Bryans & Gramuglia CPA's LLC, Albany NY - \$8,000 (81 hours/Min. 5 yr. contract).

Work Session

Commissioner Lichtenthal made a motion to adopt the minutes of the September 25th Regular Meeting, Seconded by Commissioner Olenik. All in favor.

Commissioner Schapiro made a motion to purchase four helmets at \$309.21 each (\$1,236.84) on NYS contract from MFS. Seconded by Commissioner Lichtenthal. All in favor. PO # 218

Commissioner Wolfensohn made a motion to purchase two pairs of boots at \$346.30 each (\$692.60) on NYS contract from MFS. Seconded by Commissioner Lichtenthal. All in favor. PO # 219

Commissioner Olenik made a motion to purchase one Jet Siphon at a cost not to exceed \$200.00 from Fire End. Seconded by Commissioner Puszka. All in favor. PO # 220

Commissioner Wolfensohn made a motion to select RBT LLP, CPA's, Newburgh NY for the 2017 financial audit at a cost of \$8,000 (69 hours). Seconded by Commissioner Schapiro. All in favor. Commissioners Schapiro, Lichtenthal, Puszka, Olenik and Wolfensohn.

Commissioner Olenik made a motion to award the 2017/2018 heating service contract to D P Wolff for Station 1 and Station 2 at a cost of \$1050.00 and \$885.00 respectively. Seconded by Commissioner Puszka. All in favor.

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Commissioner Wolfensohn made a motion to hire Sleepy Hollow Window Cleaning to clean Station One windows inside and out at a cost of \$1,950.00. Seconded by Commissioner Olenik. All in favor.

Commissioner Lichtenthal presented the propose absentee ballot process for the December Commissioner elections. The District Secretary was instructed to forward the details of the absentee ballot process to the District Legal Counsel for review.

Commissioner Wolfensohn agreed to review the Town of New Castle hydrant maintenance and testing records then report the findings to the Board at its November Regular meeting.

Chief Aid Greg Santone was instructed to apply for an extension to the Station 1 temporary Certificate of Occupancy.

The Board discussed options for resurfacing the Station 1 apparatus bay floor. The Secretary and Chief's Aid were instructed to issue a request for proposal to epoxy the floor.

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 September 30, 2017

Sep 30, 17

ASSETS

Current Assets

Checking/Savings

A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	975,382.42
Total A200 · Cash - Budget Operating Fund	975,382.42
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	259,422.56
Total A230 · Cash - Cap RF	259,422.56
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	347,770.07
Total A231 · Cash - ERF	347,770.07
H200 · Cash - Fire House Project Fund	
H200.1 · FHP Checking Acct 455267851	177,090.72
Total H200 · Cash - Fire House Project Fund	177,090.72
Total Checking/Savings	1,759,665.77

Other Current Assets

Exchange	-650.00
A041 · Equipment for Rescue Truck	62,101.36
A390 · Due from Equip Res to Oper	3,886.00
A392 · Due to Oper Fund from ER	-3,886.00
Total Other Current Assets	61,451.36

Total Current Assets 1,821,117.13

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

MILLWOOD FIRE DISTRICT

Balance Sheet

As of September 30, 2017
Sep 30, 17

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
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	2,184,422.00
Total K106.1 · Vehicles	794,069.00
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	939,310.00
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	17,744,015.22
Other Assets	
K480 · Prepaid Insurance	8,493.00

MILLWOOD FIRE DISTRICT
Balance Sheet
As of September 30, 2017
Sep 30, 17

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	20,811,803.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	-930.55
Total Accounts Payable	-930.55
Other Current Liabilities	
24000 · Payroll Liabilities	401.42
Total Other Current Liabilities	401.42
Total Current Liabilities	-529.13
Long Term Liabilities	
W628 · Bonds Payable	8,945,000.00
Total Long Term Liabilities	8,945,000.00
Total Liabilities	8,944,470.87
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	-103,667.78
Total Equity	11,867,332.62
TOTAL LIABILITIES & EQUITY	20,811,803.49

MILLWOOD FIRE DISTRICT

Expenses by Vendor Detail

October 2017				
Type	Date	Account	Amount	Balance
AAA Emergency Supply Co., Inc.				
Bill	10/16/2017	A408.45 · SCBA	80.00	80.00
Bill	10/16/2017	A408.4 · Equipment	96.50	176.50
Total AAA Emergency Supply Co., Inc.			176.50	176.50
Allclean Building Maintenance				
Bill	10/03/2017	A34.456 · Custodial Svc New Fire House	758.00	758.00
Bill	10/03/2017	A34.442 · Custodial Svc Sta 2	173.00	931.00
Total Allclean Building Maintenance			931.00	931.00
American Recycling Technologies, Inc				
Deposit	10/19/2017	A2410 · Rentals	-200.00	-200.00
Total American Recycling Technologies, Inc			-200.00	-200.00
Arcuri Alarm Systems, Inc.				
Bill	10/16/2017	A34.455 · Security	480.00	480.00
Total Arcuri Alarm Systems, Inc.			480.00	480.00
Capital Markets Advisors, LLC				
Bill	10/16/2017	A406 · Legal Notices	750.00	750.00
Total Capital Markets Advisors, LLC			750.00	750.00
Chase Card Services				
Bill	10/02/2017	A34.419 · Inside Maintenance Sta 2	193.24	193.24
Bill	10/02/2017	A410.4 · Computer Software	4.00	197.24
Bill	10/02/2017	A34.471 · Office supplies & sundry	55.44	252.68
Bill	10/02/2017	A19.412 · Miscellaneous	18.93	271.61
Total Chase Card Services			271.61	271.61
Farrell Fritz, P.C.				
Bill	10/03/2017	A34.486 · Legal, New Fire House Project	390.00	390.00
Total Farrell Fritz, P.C.			390.00	390.00
Fred A Cook, Jr. Inc				
Bill	10/16/2017	A407.83 · Outside Maint. New Fire House	250.00	250.00
Total Fred A Cook, Jr. Inc			250.00	250.00
IQ Landscape Architects, PC				
Bill	10/23/2017	H105.1 Pre-construction-Architect	1,935.00	1,935.00
Total IQ Landscape Architects, PC			1,935.00	1,935.00
JP McHale Account				

MILLWOOD FIRE DISTRICT

Expenses by Vendor Detail

October 2017				
Type	Date	Account	Amount	Balance
Bill	10/16/2017	A34.419 · Inside Maintenance Sta 2	58.00	58.00
Bill	10/16/2017	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account			123.00	123.00
Marinello, Paul Michael				
Bill	10/23/2017	A34.480 · Consultants	396.00	396.00
Total Marinello, Paul Michael			396.00	396.00
McConnell, Joseph P				
Check	10/23/2017	A34.471 · Office supplies & sundry	6.10	6.10
Total McConnell, Joseph P			6.10	6.10
Metrocom Wireless				
Bill	10/16/2017	A408.3 · Radio Maintenance	125.00	125.00
Total Metrocom Wireless			125.00	125.00
MetTel Acct 0100413954				
Bill	10/23/2017	A34.439 · Phone Service	50.89	50.89
Total MetTel Acct 0100413954			50.89	50.89
Millwood Hardware				
Bill	10/16/2017	A34.443 · Maintenance Supplies	35.96	35.96
Total Millwood Hardware			35.96	35.96
Montrose Beer & Soda				
Bill	10/16/2017	A19.412 · Miscellaneous	37.20	37.20
Total Montrose Beer & Soda			37.20	37.20
New Castle-Stanwood Water District				
Bill	10/03/2017	A34.453 · Water usage Sta 2	52.00	52.00
Bill	10/03/2017	A34.454 · Water Usage New House	104.00	156.00
Bill	10/03/2017	A34.454 · Water Usage New House	31.20	187.20
Total New Castle-Stanwood Water District			187.20	187.20
New York Power Authority Acct 2363579				
Bill	10/16/2017	A34.450 · Electricity New Fire House	1,652.95	1,652.95
Bill	10/16/2017	A34.449 · Electricity Station 2	670.58	2,323.53
Total New York Power Authority Acct 2363579			2,323.53	2,323.53
New York State Dep of Transportation				
Bill	10/16/2017	H105.9 · Miscellaneous fees	650.00	650.00
Total New York State Dep of Transportation			650.00	650.00

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10/23/17
Accrual Basis

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail

October 2017				
Type	Date	Account	Amount	Balance
Nextel Communications Acct 769285023				
Bill	10/02/2017	A34.438 · Cellular Service	359.19	359.19
Total Nextel Communications Acct 769285023			359.19	359.19
Optimum				
Bill	10/02/2017	A34.437 · Cable On-Line Services	105.63	105.63
Bill	10/02/2017	A34.437 · Cable On-Line Services	191.36	296.99
Bill	10/02/2017	A407.54 · Cable TV	172.91	469.90
Bill	10/02/2017	A34.439 · Phone Service	203.51	673.41
Total Optimum			673.41	673.41
Paraco Gas Corporation				
Bill	10/16/2017	A407.23 · Propane	73.30	73.30
Total Paraco Gas Corporation			73.30	73.30
Ruscon Truck Service				
Bill	10/16/2017	A408.10 · MA10	448.29	448.29
Total Ruscon Truck Service			448.29	448.29
Safeguard Business Systems				
Bill	10/23/2017	A34.471 · Office supplies & sundry	136.52	136.52
Total Safeguard Business Systems			136.52	136.52
SmartSign				
Bill	10/16/2017	A19.412 · Miscellaneous	109.16	109.16
Total SmartSign			109.16	109.16
Suburban Carting Co.				
Bill	10/16/2017	A407.82 · Sanitation Svc New Fire House	126.00	126.00
Bill	10/16/2017	A34.417 · Sanitation Svc Sta 2	60.00	186.00
Total Suburban Carting Co.			186.00	186.00
Technical Fire Services				
Bill	10/16/2017	A408.40 · testing	2,385.00	2,385.00
Bill	10/16/2017	A3410 · Equipment purchases	136.50	2,521.50
Total Technical Fire Services			2,521.50	2,521.50
Verizon				
Bill	10/16/2017	A34.439 · Phone Service	161.09	161.09
Total Verizon			161.09	161.09
Vista Construction & Landscape				

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

October 2017				
Type	Date	Account	Amount	Balance
Bill	10/23/2017	A34.415 · Outside Maintenance Sta 2	315.00	315.00
Bill	10/23/2017	A407.83 · Outside Maint. New Fire House	0.00	315.00
Bill	10/23/2017	A34.415 · Outside Maintenance Sta 2	0.00	315.00
Bill	10/23/2017	A407.83 · Outside Maint. New Fire House	462.00	777.00
Total Vista Construction & Landscape			777.00	777.00
WEX Bank				
Bill	10/16/2017	A408.11 · diesel	458.83	458.83
Bill	10/16/2017	A408.22 · gasoline	708.37	1,167.20
Total WEX Bank			1,167.20	1,167.20
SUBTOTAL			15,531.65	15,531.65
Rose A Cohen		Payroll	2,040.16	2,040.16
Joseph P. McConnell		Payroll	1,034.48	1,034.48
Greg Santone		Payroll	369.40	369.40
941 Tax Deposit		Payroll	1,015.76	1,015.76
TOTAL			19,991.45	19,991.45

MILLWOOD FIRE DISTRICT MEETING October 23rd , 2017

I was approached by a local Girl Scout troop and asked if we could help with a small bonfire ceremony at Station 2 on Monday November 6th . The event would be small, closely supervised by troop leaders and parents and we would provide additional supervision and fire protection.

Lieutenant McCarthy would like to purchase a leather helmet. He is asking if the District would reimburse him for the amount of a regular helmet.

The Chiefs need to purchase 4 helmets @ \$309.21 each
On NYS Contract = \$1236.84 from MES PO# _____

The Chiefs need to purchase 2 pairs of boots @ \$346.30 each
On NYS Contract = \$ 692.60 from MES PO # _____

Respectfully,

Jorge Rodrigues
Fire Chief

