

Millwood Board of Fire Commissioners  
Meeting Minutes September 19<sup>th</sup>, 2019

On September 19<sup>th</sup>, 2019 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, Anthony Olenik, Jason Lichtenthal and Dan Puszka; Secretary Joseph McConnell, Treasurer Rose Cohen, Chief Jan Schwark, 1st Assistant Chief Frank Nestro, 2nd Assistant Chief Chris Raguso and Chief's Aid Greg Santone.

Chairman Schapiro called the meeting to order.

**Public Comment**

No public comments.

**Chief's Report** (attached)

**Treasurer's Report** (attached)

**Work Session**

A motion was made by Commissioner Olenik to accept the August 12<sup>th</sup>, 2019 Special Meeting Minutes, the motion was seconded by Commissioner Puszka. All in favor.

A motion was made by Chairman Schapiro to accept the August 26<sup>th</sup>, 2019 Regular Monthly Meeting Minutes, the motion was seconded by Commissioner Puszka. With the exception of Commissioner Olenik who abstain, All in favor.

A motion was made by Commissioner Olenik to adopt the Proposed 2020 Fire District Budget, the motion was seconded by Commissioner Puszka. All in favor.

A motion was made by Commissioner Lichtenthal to accept the Unassigned Fund Balance Policy and Procedure, seconded by Commissioner Olenik. All in favor.

The Board instructed the Treasurer to solicit proposals for member life insurance and have policy payments to be scheduled at the annual commencement of said policy.

Mr. Ken Andrews of Hubbinette-Cowell Associates, Inc. advise the Board he will be retiring from the firm and introduced the Districts new insurance representatives Messrs. Ron Hendrix and Keith Metz.

Chief's Aid Santone advised the Board that FF Marc Kavy will no longer be managing the scheduling of room rentals. Going forward the Chief's Aid will handle room requests.

Chairman Schapiro made a motion to adjourn. Seconded by Commissioner Puszka. All in favor. The time 9:00 PM.

Joseph P. McConnell  
District Secretary

**MILLWOOD FIRE DISTRICT**  
**Balance Sheet**  
 As of August 31, 2019  
Aug 31, 19

**ASSETS**

Current Assets

Checking/Savings

A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	975,977.94
Total A200 · Cash - Budget Operating Fund	975,977.94
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	558,780.93
Total A230 · Cash - Cap RF	558,780.93
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	816,124.54
Total A231 · Cash - ERF	816,124.54
Total Checking/Savings	2,350,883.41
Total Current Assets	2,350,883.41

Fixed Assets

K101 · Land	45,000.00
K101.1 · Land-New Fire House	2,317,440.59
K102 · Buildings & improvements	
K102.1 · New Fire House	13,978,016.17
K102.2 · Station 2	780,613.00
Total K102 · Buildings & improvements	14,758,629.17
K104 · Furnishings & Equipment	
K104.1 · New Fire House	282,370.00
K104.2 · Station 2	59,496.00
Total K104 · Furnishings & Equipment	341,866.00
K106 · Other fixed assets	
K106.1 · Vehicles	2,673,608.36
K106.2 · Equipment	409,941.00
Total K106 · Other fixed assets	3,083,549.36
K109.1 · Construction in Progress-Trucks	8,500.00
Total Fixed Assets	20,554,985.12

Other Assets

TA · LOSAP	
TA461.2 · American Equity Annuity	37,854.51
TA461.8 · Glens Falls NB Cash	244,022.22
TA461.9 · Glens Falls NB Invest. at MV	1,085,313.59
Total TA · LOSAP	1,367,190.32
Total Other Assets	1,367,190.32

**TOTAL ASSETS** 24,273,058.85

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities	95.42
A700 · Accrued Liabilities	994.00

**MILLWOOD FIRE DISTRICT**  
**Balance Sheet**  
As of August 31, 2019  
Aug 31, 19

Total Other Current Liabilities	1,089.42
Total Current Liabilities	1,089.42
Long Term Liabilities	
W628 · Bonds Payable	7,910,000.00
Total Long Term Liabilities	7,910,000.00
Total Liabilities	7,911,089.42
Equity	
32000 · Retained Earnings	316,542.75
A878.9 · Fund balance - BOF	624,380.22
A878.RA · Fund balance - Cap RF	259,520.55
A878.RB · Fund balance - ERF	344,012.32
H909 · Fund Balance - Cap Bldg. Fund	104,767.67
K878.9 · Fund balance - Prop & Equip	20,554,986.76
TA881.5 · Fund Balance Pension Trust Fund	1,367,190.11
W125 · Amt needed for bond refunds	-7,910,000.00
Net Income	700,569.05
Total Equity	16,361,969.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>24,273,058.85</b>

**MILLWOOD FIRE DISTRICT**  
**Expenses by Vendor Detail**

August 28 through September 19, 2019

	Type	Date	Account	Amount	Balance
<b>A&amp;P Towing &amp; Transport, Inc.</b>					
	Bill	09/12/2019	A408.10 · MA10	700.00	700.00
Total A&P Towing & Transport, Inc.				700.00	700.00
<b>AAA Emergency Supply Co., Inc.</b>					
	Bill	09/17/2019	A408.45 · SCBA	330.00	330.00
	Bill	09/17/2019	A408.4 · Equipment	543.75	873.75
Total AAA Emergency Supply Co., Inc.				873.75	873.75
<b>Chase Card Services</b>					
	Bill	09/05/2019	A410.4 · Computer Software	4.00	4.00
	Bill	09/05/2019	A19.412 · Miscellaneous	26.94	30.94
Total Chase Card Services				30.94	30.94
<b>Emergency Services Marketing Corp., Inc.</b>					
	Bill	09/03/2019	A410.4 · Computer Software	650.00	650.00
Total Emergency Services Marketing Corp., Inc.				650.00	650.00
<b>Healey Ford Lincoln, LLC</b>					
	Bill	09/19/2019	A408.10 · MA10	20,900.50	20,900.50
Total Healey Ford Lincoln, LLC				20,900.50	20,900.50
<b>Hubbinette-Cowell Associates Inc.</b>					
	Bill	09/03/2019	A34.466 · General Liability	11,014.00	11,014.00
Total Hubbinette-Cowell Associates Inc.				11,014.00	11,014.00
<b>Journal News</b>					
	Bill	09/14/2019	A406 · Legal Notices	52.00	52.00
Total Journal News				52.00	52.00
<b>JP McHale Account</b>					
	Bill	09/10/2019	A34.419 · Inside Maintenance Sta 2	58.00	58.00
	Bill	09/10/2019	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account				123.00	123.00
<b>McCarthy, Robert C.</b>					
	Check	09/10/2019	A402.2 · Training	425.00	425.00
Total McCarthy, Robert C.				425.00	425.00
<b>McConnell, Joseph P</b>					
	Check	09/14/2019	A34.471 · Office supplies & sundry	71.30	71.30
Total McConnell, Joseph P				71.30	71.30

**MILLWOOD FIRE DISTRICT**  
**Expenses by Vendor Detail**  
 August 28 through September 19, 2019

	Type	Date	Account	Amount	Balance
<b>MetTel Acct 0100413954</b>					
	Bill	08/28/2019	A34.439 · Phone Service	68.16	68.16
Total MetTel Acct 0100413954				<u>68.16</u>	<u>68.16</u>
<b>Millwood Hardware</b>					
	Bill	09/10/2019	A407.80 · Inside Maint. New Fire House	25.97	25.97
Total Millwood Hardware				<u>25.97</u>	<u>25.97</u>
<b>Minerva Cleaners</b>					
	Bill	09/12/2019	A408.4 · Equipment	921.15	921.15
Total Minerva Cleaners				<u>921.15</u>	<u>921.15</u>
<b>Municipal Emergency Services (M.E.S.)</b>					
	Bill	09/17/2019	A408.41 · Air Compressors	400.00	400.00
Total Municipal Emergency Services (M.E.S.)				<u>400.00</u>	<u>400.00</u>
<b>Nassau BOCES</b>					
	Bill	09/06/2019	A19.412 · Miscellaneous	450.00	450.00
Total Nassau BOCES				<u>450.00</u>	<u>450.00</u>
<b>New York Power Authority Acct 2363579</b>					
	Bill	09/10/2019	A34.450 · Electricity New Fire House	1,846.54	1,846.54
	Bill	09/10/2019	A34.449 · Electricity Station 2	336.52	2,183.06
Total New York Power Authority Acct 2363579				<u>2,183.06</u>	<u>2,183.06</u>
<b>Optimum</b>					
	Bill	08/28/2019	A34.439 · Phone Service	251.15	251.15
	Bill	08/28/2019	A407.54 · Cable TV	176.86	428.01
	Bill	08/28/2019	A34.437 · Cable On-Line Services	219.88	647.89
	Bill	08/28/2019	A34.437 · Cable On-Line Services	105.63	753.52
Total Optimum				<u>753.52</u>	<u>753.52</u>
<b>Paraco Gas Corporation</b>					
	Bill	09/10/2019	A407.23 · Propane	54.78	54.78
Total Paraco Gas Corporation				<u>54.78</u>	<u>54.78</u>
<b>Rocky's Millwood Deli</b>					
	Bill	09/03/2019	A19.412 · Miscellaneous	1,281.20	1,281.20
Total Rocky's Millwood Deli				<u>1,281.20</u>	<u>1,281.20</u>
<b>Sperano, Richard</b>					
	Bill	09/19/2019	A407.83 · Outside Maint. New Fire House	975.00	975.00

**MILLWOOD FIRE DISTRICT**  
**Expenses by Vendor Detail**  
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	Type	Date	Account	Amount	Balance
Total Sperano, Richard				975.00	975.00
<b>Sprint</b>					
	Bill	08/28/2019	A34.438 · Cellular Service	397.55	397.55
Total Sprint				397.55	397.55
<b>Staples Credit Plan</b>					
	Bill	09/19/2019	A34.471 · Office supplies & sundry	225.44	225.44
Total Staples Credit Plan				225.44	225.44
<b>Suburban Carting Co.</b>					
	Bill	09/10/2019	A407.82 · Sanitation Svc New Fire House	128.21	128.21
	Bill	09/10/2019	A34.417 · Sanitation Svc Sta 2	91.59	219.80
Total Suburban Carting Co.				219.80	219.80
<b>The Standard Life Insurance Co.</b>					
	Bill	09/19/2019	A34.426 · Service award program	27,837.50	27,837.50
Total The Standard Life Insurance Co.				27,837.50	27,837.50
<b>Verizon</b>					
	Bill	09/05/2019	A34.439 · Phone Service	82.37	82.37
Total Verizon				82.37	82.37
<b>Vista Construction &amp; Landscape</b>					
	Bill	09/19/2019	A407.83 · Outside Maint. New Fire House	231.00	231.00
	Bill	09/19/2019	A34.415 · Outside Maintenance Sta 2	110.00	341.00
	Bill	09/19/2019	A34.415 · Outside Maintenance Sta 2	220.00	561.00
	Bill	09/19/2019	A407.83 · Outside Maint. New Fire House	462.00	1,023.00
Total Vista Construction & Landscape				1,023.00	1,023.00
<b>Westchester County Board of Elections</b>					
	Deposit	08/28/2019	A2410 · Rentals	-500.00	-500.00
Total Westchester County Board of Elections				-500.00	-500.00
<b>WEX Bank</b>					
	Bill	09/03/2019	A408.11 · diesel	683.93	683.93
	Bill	09/03/2019	A408.22 · gasoline	729.83	1,413.76
Total WEX Bank				1,413.76	1,413.76
<b>Young, Fenton, Kelsey &amp; Brown, P.C.</b>					
	Bill	09/10/2019	A34.483 · Legal, District Matters	199.50	199.50
Total Young, Fenton, Kelsey & Brown, P.C.				199.50	199.50

MILLWOOD FIRE DISTRICT  
Expenses by Vendor Detail

August 28 through September 19, 2019

	Type	Date	Account	Amount	Balance
<b>SUBTOTAL</b>				<u>72,852.25</u>	<u>72,852.25</u>
Rose A Cohen			Payroll	1,591.62	1,591.62
Joseph P. McConnell			Payroll	990.76	990.76
Greg Santone			Payroll	392.49	392.49
EFTPS			Payroll	610.52	610.52
<b>TOTAL</b>				<u><u>76,437.64</u></u>	<u><u>76,437.64</u></u>

**MILLWOOD FIRE DISTRICT BoFC MEETING September 19th 2019**

This year's Open House will be on Sunday October 6<sup>th</sup> from 12noon to 3PM at Station 1.

MA-10 has been completed and with the check in hand we should be able to pick it up tomorrow.

Engine 248 is at Stiloski's truck repair in Tarrytown and repairs are under way.

We are awaiting repair quotes for the damage to Ladder 52 but will await to make those repairs until Engine 248 has been completed and is back in service.

The annual Ladder testing has been completed on L-52 with no major issues noted and we are awaiting the full report.

The semi-annual air samples have been taken from the SCBA Air Compressors at both Stations and we are awaiting the full reports.

The new turn out gear approved last month has been ordered.

The Chiefs need to order 10 pairs of interior structural FF gloves at NYS Contract (PC66777) pricing of \$64.95 each = \$649.50 from AAA PO# \_\_\_\_\_

The Chiefs need to order 10 pairs of exterior/extrication gloves at a price of \$38.00 each = \$ 380.00 from AAA PO# \_\_\_\_\_

For Chief Jan Schwark and Staff,

*Greg Santone*  
Chiefs' Aid