

September 25, 2017

On September 25th, 2017, The Millwood Board of Fire Commissioners held their regular monthly Meeting at 7:30 pm at Station No. 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, Michael Wolfensohn, Secretary Joseph McConnell, Treasurer Rose Cohen, Chief JorgeRodrigues, 1st Assistant Chief Jan Schwark, 2nd Assistant Chief Frank Nastro and Chiefs' Aid Greg Santone

Chairman Schapiro called the meeting to order.

Public Comment

There was no public and no public comment.

Work Session:

Chief's Report by Chief Jorge Rodrigues, attached.

Treasurer's Report: attached by Treasurer Rose Cohen.

Work Session:

Commissioner Olenik made a motion to adopt the minutes of the August 21st Regular Meeting, Seconded by Commissioner Puszka. All in Favor.

Commissioner Wolfensohn made a motion to adopt the minutes of the September 11th Special Meeting, Seconded by Commissioner Schapiro. All in Favor.

Commissioner Olenik made a motion to adopt the minutes of the September 14th Special Meeting, Seconded by Commissioner Wolfensohn. All in Favor.

Commissioner Wolfensohn made a motion for the 2018 Fire District Budget to be within the NYS Controller's 2018 Tax Cap. The motion was seconded by Commissioner Schapiro. All in Favor.

Commissioner Olenik made a motion that the proposed 2018 Fire District Budget be approved in the amount of \$1,687,220.00. The motion was seconded by Commissioner Lichtenthal. All in Favor.

The Board of Fire Commissioners agreed to hold a Public Hearing for the 2018 Proposed Budget on October 17, 2017 at 8:00 PM in Station 1.

Commissioner Wolfensohn made a motion to use absentee ballots for the 2018 Commissioner Election. Seconded by Commissioner Schapiro. In Favor: Commissioners Schapiro, Wolfensohn, Lichtenthal, Olenik. Opposed: Commissioner Puszka.

The Board will review the absentee ballot procedure following the December elections. Commissioner Lichtenthal agreed to act as point person for the absentee ballot process.

Commissioner Wolfensohn made a motion to approve Matthew Shenkman for active membership as a Class "A" Firefighter pending a physical and arson check. Seconded by Commissioner Olenik. All in Favor.

Commissioner Wolfensohn made a motion to approve Aron Zhao for active membership as a Class "A" Firefighter pending a physical and arson check. Seconded by Commissioner Olenik. All in Favor.

Commissioner Puszka made a motion to purchase 10 sets of turn out gloves on NYS contract from AAA Emergency for \$598.50. Seconded by Commissioner Wolfensohn. All in Favor. PO# 216

Commissioner Puszka made a motion to purchase 10 sets of extrication gloves on NYS contract from AAA Emergency for \$395.00, Seconded by Commissioner Lichtenthal, All in Favor. PO #217

Commissioner Wolfensohn made a motion to award a service contract to GenServe, the sole bidder to visit both sites, for Station 1 and 2 generator maintenances at a cost not to exceed \$2,885.00 starting October 1, 2017 through September 30, 2018. The motion was seconded by Commissioner Puszka. All in Favor.

Commissioner Wolfensohn made a motion to accept the Original Energy bid for heating oil at \$2.164 lock in price for 12 months starting October 1, 2017 through September 30, 2018. Seconded by Commissioner Puszka. All in Favor. (Submitted bids: Original Energy \$2.164 per gal., Almeida Oil \$ 2.179 per gal., & Palisades Fuel \$2.1885 per gal.)

Chiefs Aid Santone will be contacting fire alarm equipment vendor Open Systems and Verizon to determine the cause of Station 1 false alarms.

The Board agreed to table discussion for a Station 1 second floor AED at a cost of \$1435.00 until the Regular December meeting.

Commissioner Schapiro agreed to contact the Chappaqua Board of Fire Commissioners Chairman regarding share service opportunities between the two districts.

Commissioner Schapiro will send a letter to the Town of New Castle requesting hydrant maintenance records for 2016.

The Board instructed Chief's Aid Santone to contact VFIS to name the Explorer Post as an additional insured to the District Policy.

The Secretary presented the Board the 1990 Salisbury NYS DMV title.

Correspondence:

Westchester County Board of Elections - details for September 12, 2017 election

William Young, Esq. - legal opinion regarding use of Capital Reserve Funds for consulting fees.

Commissioner Olenik made a motion to adjourn, Seconded by Commissioner Schapiro, All in Favor. The time is 8:55PM.

Joseph McConnell
Secretary

MILLWOOD FIRE DISTRICT

Balance Sheet

As of August 31, 2017

Aug 31, 17

ASSETS

Current Assets

Checking/Savings

A200 · Cash · Budget Operating Fund

A200.1 · BOF Checking 4111028710 1,024,516.30

Total A200 · Cash · Budget Operating Fund 1,024,516.30

A230 · Cash · Cap RF

A230.1 · CRF Checking 816868657 259,390.65

Total A230 · Cash · Cap RF 259,390.65

A231 · Cash · ERF

A231.2 · ERF Checking 937110245 347,727.30

Total A231 · Cash · ERF 347,727.30

H200 · Cash · Fire House Project Fund

H200.1 · FHP Checking Acct 455267851 178,018.83

Total H200 · Cash · Fire House Project Fund 178,018.83

Total Checking/Savings 1,809,653.08

Total Current Assets 1,809,653.08

Fixed Assets

K101 · Land 45,000.00

K101.1 · Land-New Fire House 1,959,305.00

K102 · Buildings & improvements

K102.2 · Station 2

K112.2 · Acc. Depr. · Station 2 -419,784.00

K102.2 · Station 2 · Other 788,613.00

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 · Cap exp · new house

K105.1 · AKRF 287,559.77

K105.2 · Calgi 1,179,046.29

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

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K105.4 Melick-Tully-Other	16,756.18
Total K105.4 Melick-Tully	29,149.32
K105.5 Misc	328,398.46
K105.6 ODA	
K105.61 reimbursements	66,524.74
K105.6 ODA Other	10,951,189.21
Total K105.6 ODA	11,017,713.95
K105.7 Property acquisition	15,293.09
K105.8 Survey fees	58,093.00
K105 Cap exp-new house- Other	491,294.43
Total K105 Cap exp-new house	13,712,296.87
K106 Other fixed assets	
K106.1 Vehicles	
K116.1 Acc. Depr. Vehicles	-1,405,964.00
K106.1 Vehicles - Other	2,173,362.00
Total K106.1 Vehicles	767,398.00
K106.2 Equipment	
K116.2 Acc. Depreciation Equipment	-268,844.00
K106.2 Equipment Other	440,756.00
Total K106.2 Equipment	171,912.00
Total K106 Other fixed assets	939,310.00
Total Fixed Assets	17,167,682.87
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	20,224,007.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 *Accounts Payable	150.42
Total Accounts Payable	150.42
Other Current Liabilities	
24000 Payroll Liabilities	189.01
Total Other Current Liabilities	189.01
Total Current Liabilities	339.43
Long Term Liabilities	
W125 Amt needed for bond refunds	-8,945,000.00
W628 Bonds Payable	8,945,000.00

MILLWOOD FIRE DISTRICT

Balance Sheet

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Aug 31, 17

Total Long Term Liabilities	0.00
Total Liabilities	339.43
Equity	
32000 · Retained Earnings	-187,205.22
A878.9 · Fund balance · BOF	619,325.51
A878.RA · Fund balance · Cap RF	176,661.00
A878.RB · Fund balance · ERF	82,2978.00
H909 · Fund Balance · Cap Bldg. Fund	1,116,465.60
K878.9 · Fund balance · Prop & Equip	17,167,682.87
TA881.5 · FundBalancePensionTrustFund	1,179,043.00
NetIncome	-671,283.10
Total Equity	20,223,667.66
TOTAL LIABILITIES &EQUITY	20,224,007.09

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Total K105.6 · ODA	11,017,713.95
K105.7 · Property acquisition	15,293.09
K105.8 · Survey fees	58,093.00
K105 · Cap exp·new house· Other	491,294.43
Total K105 · Cap exp·new house	13,712,296.87
K106 · Other fixed assets	
K106.1 · Vehicles	
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K878.9 Fund balance • Prop & Equip	17,167,682.87
TA881.5 Fund Balance Pension Trust Fund	1,179,043.00
Net Income	-671,283.10
Total Equity	20,223,667.66
TOTAL LIABILITIES & EQUITY	20,224,007.09

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail
August 22 through September 25, 2017

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
AAA Emergency Supply Co., Inc.				
	09/15/2017	A408.45 · SCBA	35.00	35.00
Total AAA Emergency Supply Co., Inc.			35.00	35.00
Advance Auto Parts				
	09/15/2017	A408.54 · Trailer	8.39	8.39
Total Advance Auto Parts			8.39	8.39
Allclean Building Maintenance				
	09/15/2017	A34.456 · Custodial Svc New Fire House	758.00	758.00
	09/15/2017	A34.442 · Custodial Svc Sta 2	203.00	961.00
Total Allclean Building Maintenance			961.00	961.00
Architectural Door & Hardware of NY				
	09/15/2017	A407.80 · Inside Maint. New Fire House	140.50	140.50
Total Architectural Door & Hardware of NY			140.50	140.50
Candix, Inc.				
	09/15/2017	A34.427 · Inspections	29.10	29.10
	09/25/2017	A34.443 · Maintenance Supplies	194.55	223.65
Total Candix, Inc.			223.65	223.65
Chase Card Services				
	09/07/2017	A410.4 · Computer Software	4.00	4.00
	09/07/2017	A19.412 · Miscellaneous	192.71	196.71
Total Chase Card Services			196.71	196.71
Emergency Services Marketing Corp., Inc.				
	09/15/2017	A410.4 · Computer Software	650.00	650.00
Total Emergency Services Marketing Corp., Inc.			650.00	650.00
Farez Develoment Corp				
	09/15/2017	H305.5 · Construction-General	950.00	950.00
Total Farez Develoment Corp			950.00	950.00
Farrell Fritz, P.C.				
	09/15/2017	A34.486 · Legal, New Fire House Project	312.00	312.00
Total Farrell Fritz, P.C.			312.00	312.00
Fire-End & Croker Corp				
	09/15/2017	A3410 · Equipment purchases	17.70	17.70
Total Fire-End & Croker Corp			17.70	17.70

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Expenses by Vendor Detail
August 22 through September 25, 2017

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Glatfelter Claims Management, Inc.				
	08/26/2017	A2680 · Insurance recoveries	-2,920.00	-2,920.00
Total Glatfelter Claims Management, Inc.			-2,920.00	-2,920.00
Hubbinette-Cowell Associates Inc.				
	09/15/2017	A34.466 · General Liability	9,570.00	9,570.00
Total Hubbinette-Cowell Associates Inc.			9,570.00	9,570.00
JP McHale Account				
	09/15/2017	A34.419 · Inside Maintenance Sta 2	58.00	58.00
	09/15/2017	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account			123.00	123.00
Marinello, Paul Michael				
	09/25/2017	A34.480 · Consultants	478.50	478.50
Total Marinello, Paul Michael			478.50	478.50
Matra Motors Inc				
	09/19/2017	A408.51 · Chief 2251	125.95	125.95
Total Matra Motors Inc			125.95	125.95
MetTel Acct 0100413954				
	08/26/2017	A34.439 · Phone Service	47.61	47.61
	09/25/2017	A34.439 · Phone Service	57.93	105.54
Total MetTel Acct 0100413954			105.54	105.54
Millwood Hardware				
	09/15/2017	A408.4 · Equipment	58.26	58.26
Total Millwood Hardware			58.26	58.26
Millwood Ladies Auxiliary				
	09/19/2017	A19.412 · Miscellaneous	348.26	348.26
Total Millwood Ladies Auxiliary			348.26	348.26
Municipal Emergency Services (M.E.S.)				
	09/25/2017	A3410.1 · Turnout gear	263.94	263.94
Total Municipal Emergency Services (M.E.S.)			263.94	263.94
New York Power Authority Acct 2363579				
	09/15/2017	A34.450 · Electricity New Fire House	1,854.53	1,854.53
	09/15/2017	A34.449 · Electricity Station 2	483.57	2,338.10
Total New York Power Authority Acct 2363579			2,338.10	2,338.10

MILLWOOD FIRE DISTRICT
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	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Nextel Communications Acct 769285023				
	08/31/2017	A34.438 · Cellular Service	359.95	359.95
Total Nextel Communications Acct 769285023			359.95	359.95
Open Systems Metro				
	09/19/2017	A407.80 · Inside Maint. New Fire House	579.48	579.48
Total Open Systems Metro			579.48	579.48
Optimum				
	08/26/2017	A407.54 · Cable TV	172.91	172.91
	08/26/2017	A34.437 · Cable On-Line Services	191.36	364.27
	08/26/2017	A34.439 · Phone Service	203.51	567.78
	08/26/2017	A34.437 · Cable On-Line Services	105.63	673.41
Total Optimum			673.41	673.41
Ossining lawn mower service inc				
	09/19/2017	A408.4 · Equipment	73.00	73.00
Total Ossining lawn mower service inc			73.00	73.00
Pizza238 LLC				
	09/15/2017	A19.412 · Miscellaneous	103.85	103.85
Total Pizza238 LLC			103.85	103.85
Rocky's Millwood Deli				
	09/15/2017	A19.412 · Miscellaneous	334.67	334.67
Total Rocky's Millwood Deli			334.67	334.67
Ruscon Truck Service				
	09/25/2017	A408.15 · T15	1,350.66	1,350.66
	09/25/2017	A408.10 · MA10	1,009.29	2,359.95
	09/25/2017	A408.36 · R36	865.17	3,225.12
Total Ruscon Truck Service			3,225.12	3,225.12
Staples Credit Plan				
	09/25/2017	A34.471 · Office supplies & sundry	148.76	148.76
Total Staples Credit Plan			148.76	148.76
Suburban Carting Co.				
	09/15/2017	A407.82 · Sanitation Svc New Fire House	126.00	126.00
	09/15/2017	A34.417 · Sanitation Svc Sta 2	30.00	156.00
Total Suburban Carting Co.			156.00	156.00

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Tarrytown Vets Drum and Bugle Corps				
	09/07/2017	A19.412 · Miscellaneous	1,550.00	1,550.00
Total Tarrytown Vets Drum and Bugle Corps			1,550.00	1,550.00
The Standard Life Insurance Co.				
	09/15/2017	A34.426 · Service award progam	13,200.00	13,200.00
Total The Standard Life Insurance Co.			13,200.00	13,200.00
Tinos Auto Repair				
	09/19/2017	A408.47 · E247	3,170.00	3,170.00
Total Tinos Auto Repair			3,170.00	3,170.00
Verizon				
	09/15/2017	A34.439 · Phone Service	140.58	140.58
Total Verizon			140.58	140.58
Vista Construction & Landscape				
	09/25/2017	A34.415 · Outside Maintenance Sta 2	630.00	630.00
	09/25/2017	A407.83 · Outside Maint. New Fire House	0.00	630.00
	09/25/2017	A34.415 · Outside Maintenance Sta 2	0.00	630.00
	09/25/2017	A407.83 · Outside Maint. New Fire House	1,155.00	1,785.00
Total Vista Construction & Landscape			1,785.00	1,785.00
WEX Bank				
	09/07/2017	A408.11 · diesel	468.29	468.29
	09/07/2017	A408.22 · gasoline	832.24	1,300.53
Total WEX Bank			1,300.53	1,300.53
Young, Fenton, Kelsey & Brown, P.C.				
	09/15/2017	A34.483 · Legal, District Matters	801.00	801.00
Total Young, Fenton, Kelsey & Brown, P.C.			801.00	801.00
SUBTOTAL			41,587.85	41,587.85
Greg Santone		Payroll	369.40	369.40
Rose Cohen		Payroll	3,024.51	3,024.51
Joseph P. McConnell		Payroll	1,507.72	1,507.72
941 Tax Deposit		Payroll	1,449.92	1,449.92
TOTAL			47,939.40	47,939.40

MILLWOOD FIRE DISTRICT MEETING September 25, 2017

The Chiefs need to purchase 10 sets of turnout gloves on NYS contract with keepers from AAA \$ 598.50 PO# _ _ _ _

The Chiefs need to purchase 10 sets of extrication gloves on NYS contract from AAA \$ 395.50 PO# _ _ _ _

The Chiefs would like the BoFC to have VFIS name the Millwood Fire Explorers Post# 2259 as an additional insured on their policy in anticipation of their increased participation and responding on apparatus.

Respectfully,

Jorge Rodrigues
Fire Chief

