

## Port Ewen Fire Commissioners Meeting

Date: March 5<sup>th</sup>, 2024

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

X 5yr Michelle Spinnenweber  
X 4yr Scott Sammons  
X 3yr Roger Boughton  
X 2yr Shannon Harris  
X 1yr William McNamara  
X Sec'y Mike Dauner  
X Treas. Wendy Trojak

Chief Clark R. Mains  
X Asst. Mike Lange  
X Asst. Joseph Mains  
X Asst. Frank White Jr.

Pledge to the Flag

Meeting was called to order by: Commissioner Sammons at 20:03 hours.

**Minutes:** Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner Harris 2<sup>nd</sup> by Commissioner Boughton. 5ok motion carried.

**Treasurer's Report** – Treasurer's report read by Treasurer Trojak. Motion to accept Treasurer's report was made by Commissioner Boughton 2<sup>nd</sup> by Commissioner Spinnenweber. 5ok motion carried.

District Vouchers were presented and were audited by the Commissioners in attendance.

1. Treasurer deposited \$1,764.00 check from Department for banquet payment.
2. NYS Retirement has advised that the district Treasurer and Secretary can participate in retirement system if the district wishes. Treasurer will supply additional documents to get a cost estimate for the board and then if they wish to pursue it would require board approval.
3. Treasurer, Secretary, and Commissioner Sammons met with NYS Auditors for a Risk Assessment meeting. NYS will be at headquarters the next couple weeks conducting a risk assessment to see whether an audit is necessary. Treasurer gave a brief update.
4. District's Auditor Cooper Arias will meet with the Treasurer and Secretary this Saturday regarding the 2023 Audit. Treasurer Trojak asked that a member of the board be available if there are any questions she cannot answer.
5. There has still been no response or communication from Spectrum regarding returning Headquarters equipment. Assistant Chief Lange is assisting.
6. Treasurer Trojak has made 2023 reserve transfers into accounts now that the town check was received. Deposited were \$15,000 into the Fire Equipment Reserve Fund, \$26,700.00 into the Capital Fund, and \$57,000.00 into the Apparatus Reserve Fund. 2023 Year end funds were \$94,661.90 and it was moved into the tax cap soon to be renamed bond payment account. Prior to transfer the balance in that account was

\$7,114.29. The bond payment account will be used to make the bond payment annually prior to receiving the town tax check. If additional year end funds are allocated towards the account this year a TAN may not be needed in 2026.

7. A new check was issued for tumblers purchased as officer item at banquet. The previous check could not be deposited as it was in business name, not to the seller's name.
8. Treasurer is still holding payment on two Delaware Engineering bills until Commissioners approve vouchers.
9. Treasurer has not set up QuickBooks yet and will get board more information at the next meeting.

### **Correspondence/Communications:**

#### Commissioner Spinnenweber:

1. Received three quotes from companies for garbage services. SWDS, LaMela, and Waste Management provided the quotes, County Waste and Welsh did not respond.
2. Received a quote for a salt hopper for truck to salt parking lots.
3. Insurance Company provided Commissioner Spinnenweber with documentation that requests persons renting hall with use of beer & wine submit a rental agreement and copy of homeowners or rental insurance policy that covers them and the district for the event.

#### Commissioner Harris:

1. Addressed grant work, the draft AFG grant is in the works and Commissioner Harris is working on grant support letters from the Town Supervisor Freer, Senator Hinchey, and Congressman Ryan.
2. She is working with Pestmaster to switch the timeline for appointments to adjust billing date.

#### Secretary Dauner:

1. 2023 Final LOSAP Tabulation report was filed.
2. Legal Notice for roadway bid is on file.
3. Letters were sent to Cooper Arias and Gagnon & Associates advising decision of board on Audit RFP.
4. VFIS submitted to the district an updated broker of record letter which was signed and returned. SAM.Gov was renewed and updated for 2024.
5. UC Personnel Department submitted the 2023 Payroll Certification to the Board.
6. A FOIL request was received from Roscoe Pecora for information on Delaware Engineering bills to date and request was complied with.
7. Delaware Engineering submitted a recommendation for award on roadway construction bid at firehouse site.
8. OSHA 300 Log for 2023 was completed and posted.
9. A letter was received from Port Ewen Fire Department requesting use of Headquarters Hall on May 21<sup>st</sup>, 2024 for Ulster County Firemen's Association monthly meeting.
10. Correspondence received from LOSAP Administrator Ron Naccarato giving his annual report on the program.

Commissioner Spinnenweber advised she received a letter from James Lamb requesting use of Headquarters Hall on April 1<sup>st</sup> for American Legion Meeting.

### **Unfinished Business:**

Commissioner Spinnenweber:

1. Was looking for insurance for upcoming hall rental with alcohol. Commissioner Sammons stated insurance matter had to be addressed if it was to be changed moving forward.
2. Thank you to Frank Banks for fixing the hole outside of Headquarters and issues with the ladies room.
3. Commissioner Spinnenweber is waiting to meet with the Chief and Commissioner Sammons on investigating purchasing apparatus exhaust systems for stations.
4. The three quotes submitted for garbage were reviewed. Commissioner Boughton recommended Waste Management as they were a reputable company. Commissioner McNamara stated that LaMela is a very good company and is local. Pricing for LaMela and Waste Management were the same. **A motion was made by Commissioner McNamara, 2<sup>nd</sup> Commissioner Spinnenweber to switch garbage services to LaMela and request a 4-yard dumpster with weekly pickup. 5ok motion carried.** Commissioner Spinnenweber will make necessary phone calls.

Commissioner Harris:

1. Raised the issue of agendas again and their need to be used so that meetings may be efficiently run. Commissioner Harris stated past April 2023 minutes reflected Commissioner Sammons support. Commissioner Sammons stated the agenda at that time was started however no Commissioners provided information for the agenda and it was discontinued and a format agenda was used. Commissioner Sammons and Harris discussed the issue at length and Commissioner Harris requested that the board follow the basic protocol of doing proper agenda. Commissioner Harris stated it was law to which Commissioner Sammons stated the district's attorney stated otherwise in counsel. Commissioner Sammons advised that at the beginning of the year he asked Commissioner Harris to meet in committee to discuss. Secretary Dauner stated that he had previously requested that an agenda be completed for each meeting and it was implemented last year however after several months of commissioners not providing him information it was discontinued and the format agenda was used. He has no objections to providing a monthly agenda and he feels it will work well however that is a decision of the entire board. Commissioner Sammons stated it could be put to a motion and Secretary recommended a motion be made to address. **A motion was made by Commissioner Harris, 2<sup>nd</sup> Commissioner Spinnenweber that we get better as a board about informing each other about what our business is before the meeting by circulating a draft agenda either by the Chair or Secretary so we are prompted to think in advance what our topics should be and what we need to bring to the table and we start to implement that protocol. 5ok motion carried.**

Commissioner Boughton:

1. Commissioner Spinnenweber and Boughton attended the bid opening for the roadway construction. Commissioner Boughton would like to address the presentation with Huber Breur more. Commissioner Sammons stated the next step was for the Firehouse Committee to meet with Huber Breur.
2. Secretary Dauner read into record a letter from Delaware Engineering recommending Roers Construction LLC in amount of \$174,944.00 as low bidder. Commissioner Spinnenweber recommended holding off on awarding the bid until matters with Planning Board were addressed as plans have still not been submitted. Chris Marta was present on behalf of Planning Board to advise the board of issues currently. It was raised that a letter was sent to some however not all of board circulated from the Planning Board. Secretary Dauner stated that the district was pursuing the issue with Delaware Engineering to get them to comply with the Planning Boards requests to grant final site plan approval. He stated that the district was waiting for guidance from the Planning Board as far as what was still necessary to have the site plan formally approved and was advised that the district would receive this information by today. The Planning Board Secretary was provided Commissioner Sammons' phone number to call however nothing transpired until tonight's letter. Chris gave an overview on the planning board process to the board and stated that to date plans requested and conditions which required to be addressed at time of conditional site plan approval have not been addressed and there are also additional items which need to be addressed with regards to plans. Commissioner Boughton asked why the big delay to wait until addressing it to the district tonight at their board meeting to which Chris stated the planning board met and reviewed the items and tonight the letter from the planning board was emailed 6:16pm this evening. The Secretary noted he never received correspondence and that several of the items addressed in the letter had previously been addressed and correspondence sent to the Planning Board on February 26th of this year. Chris Marta advised that if everything is complied with and plans would need to be reviewed before the next meeting of the Planning Board is March 18<sup>th</sup>. The conditional site plan expires on March 23<sup>rd</sup> and it was recommended that the district ask for an extension at the March 18<sup>th</sup>. Commissioner Harris asked if the district could not go out to bid as they did not have final site plan approval. Chris stated that would be a question for a lawyer however a building permit cannot be taken out until formal site plan approval is given. A discussion ensued on the timeline of events relating to the district working to try to get Delaware Engineering to meet the requirements of the site plan. After discussion on the matter, **a motion was made by Commissioner Harris, 2<sup>nd</sup> Commissioner Sammons for Delaware Engineering to address and comply with requests from the Town of Esopus Planning Board for the amended site plan approval and have Delaware Engineering and Commissioner Sammons appear before the Planning Board to request an extension on the site plan approval. 5ok motion carried.**

**A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Boughton to enter into executive session to discuss matters pertaining to sale and acquisition of property and potential litigation involving the firehouse project. 5ok motion carried.**

**A motion was made by Commissioner Harris, 2<sup>nd</sup> Commissioner Spinnenweber to exit executive session. 5ok motion carried.** Meeting was for informational purposes only.

**A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Boughton to hold action on the bid for roadway construction until the 2<sup>nd</sup> meeting on March 19<sup>th</sup>, 2024. 5ok motion carried.**

### New Business:

Commissioner Spinnenweber:

1. Commissioner Spinnenweber would like to be fitted for a uniform for parades. It was stated the Uniform Committee can be contacted to look at fitting out of existing equipment. If none are available and the board wishes one can be purchased. Commissioner Harris stated she would like one as well. Commissioner Boughton stated a commissioner should be afforded a uniform as well as a badge. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Spinnenweber authorizing any Commissioner wishing a uniform, badge, and ID be authorized. 5ok motion carried.**
2. James Lamb is requesting use of headquarters hall on April 1<sup>st</sup> for the American Legion meeting. Also, Pat Henn on April 7<sup>th</sup> from 12-4pm for a baby shower – there will be no alcohol. **A motion was made by Commissioner McNamara, 2<sup>nd</sup> Commissioner Boughton authorizing James Lamb to rent headquarters hall on April 1<sup>st</sup> for and American Legion meeting and Pat Henn to rent hall on April 7<sup>th</sup> 12-4pm for a baby shower. 5ok motion carried.**

Commissioner Harris:

1. Commissioner Harris is working on the CREST grant application however she needs to complete the project budget financing section. She was advised that this information needs to come from the Commissioners or the firehouse committee. The firehouse committee meeting was cancelled this evening, she proposed that the board address what the section would contain. She asked for the board to agree to her proposal for the section to include: Permitting Process & Planning /Legal Fees, Engineering Plans & Specs, Road Access Drawing & Construction, and Firehouse Construction. Treasurer Trojak had concerns with the timeline as there are two ongoing audits which has taken a majority of her time, she does not have additional time to work on projects. Treasurer Trojak stated she will be at Headquarters the entire day on Saturday with the auditor if Commissioner Harris would like to meet. Secretary Dauner stated if he was provided a profit and loss, he could assist with getting the work done for the purpose of time to get the grant completed. He asked however the board to consider the amount of work that is placed upon the Treasurer and the Secretary by the board relating to multiple projects and work assigned by the current and previous board. They both are working multiple hours and long days on a position that are not hourly positions. The board needs to understand where the Treasurer and Secretary are with respect to time available. The Secretary said he will do everything he can to get the information required on the CREST grant by the time needed. Treasurer Trojak also stated she would do everything she could to assist on Saturday while she is with Auditor.

Commissioner Sammons:

1. **A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner McNamara authorizing the department to use headquarters hall on Tuesday May 21<sup>st</sup> 7-10pm to host the UCVFA monthly meeting. 5ok motion carried.**

Treasurer Trojak:

1. Inquired whether the board wished to leave payroll with Gagnon & Associates or should it be switched to Cooper Arias? The Treasurer had no objections with staying with Gagnon as they have been doing a good job and the board concurred. Treasurer will reach out to Gagnon and ask they continue payroll.

**Chief's Report:**

1. Requested permission for apparatus to attend the St. Patrick's Day Parade in Kingston. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner McNamara authorizing the appropriate apparatus to attend the St. Patrick's Day Parade in Kingston. 5ok motion carried.**

**Public Comment:**

Joe Mains:

- Assistant Chief Mains would like permission to purchase storage bins for equipment to organize equipment, gear, and medical supplies. Commissioner Harris asked if the Chiefs' can present pricing at the next meeting to which Assistant Chief Lange said they were unsure on amount needed until they were bought and asked for permission for 15 totes. There was discussion on the matter and what was needed and requests for pricing, at which Assistant Chief Lange asked for up to \$200 be approved for storage bins. **A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Spinnenweber authorizing \$200 to be spent for storage bins for gear and equipment. 5ok motion carried. Chiefs' will come back to board next month if more totes are needed.**

Motion to adjourn made at 22:09 by Commissioner Boughton, 2nd by Commissioner Sammons. 5ok Motion Carried.

Respectfully Submitted,

Mike Dauner  
District Secretary

Attachments:

1. Treasurer Report
2. LOSAP Annual Report and 2023 Final Tabulation
3. Audit RFP Response Letters
4. VFIS Broker Record Letters
5. 2023 OSHA 300A Report
6. FOIL Request from Roscoe Pecora and response letter
7. Legal Notice Advertisement of Bid for Roadway Project at Firehouse Site
8. Delaware Engineering Road Bid Award Recommendation Letter
9. Town of Esopus Planning Board Letter on conditional site plan approval
10. 2024 SAM.Gov renewal
11. 2023 UC Personnel Department Payroll Certification Correspondence
12. Requests for Hall Rental from Department and James Lamb
13. Quotes for new garbage services
14. Correspondence from Commissioner Spinnenweber on use of hall with regards to onsite alcohol
15. Quote for sander for pick up truck