

## Port Ewen Fire Commissioners Meeting

Date: August 6<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

X 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 20:05 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 McNamara. 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> Commissioner McNamara. 5ok motion carried.

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

- County Wide Seamless Gutters needs to fill out a sole proprietorship form. If someone has a contact please ask them to do so as it is needed for the accountant. Commissioner Spinnenweber stated she will reach out to them.
- Budget Transfers as corrected from June were provided to the Commissioners for review.
- Payroll was submitted for the 2<sup>nd</sup> Quarter by Cooper Arias.
- Thank you to Commissioner Spinnenweber for updating tax exempt and obtaining credit for Lowe's.
- The bond was paid on August 1<sup>st</sup> with a wire transfer.
- The Treasurer will be on vacation between 8/16/thru 8/25.
- The Treasurer met with the State Comptroller's Office and the State Audit is completed. They had three recommendations as follows: The Investment Policy needs more scrutiny by the Board of Fire Commissioners, Reserve Fund allocations should be deposited by year end instead of after the annual tax check is received, and switching the district from a cash basis to an accrual basis and scrutinize potential purchases using the Budget vs. Actual prior to making. Treasurer Trojak spoke with the state auditors about their findings and the fact that the district was complying with the requirements for each and spoke at length to the board on the meeting. She stated the board will have an opportunity to review and respond to the final report. Treasurer Trojak stated that after

six months of an audit for the state to only find these items which she did not agree with she felt there was nothing negative and that the district did very well and that they should be very proud. She said that there was nothing noted to LOSAP as well and with this being the first audit in over ten years and the firehouse project ongoing, she felt the district did very well and it was a positive to the board and past boards.

- **A motion was made by Commissioner Spinnenweber, 2<sup>nd</sup> Commissioner Boughton to readopt the following June 2024 Budget Transfers as amended. 5ok motion carried.**

### **Port Ewen Fire District 2024 Budget Transfers**

**1.) Budget Line #62841 Generator Expense is over by \$264.99. Transfer \$300.00 from Line #62860 District Headquarters Expenses to Line #62841 Generator Expense.**

**New Budget Line #62841 Generator Expense = \$800.00 + \$300.00 = \$1,100.00.**

**New Budget Line #62860 District Headquarters Expenses = \$20,000.00 - \$300.00 = \$19,700.00**

**2.) Budget Line #65000 Operations/Rehab Experiences is over by \$2,601.45. Transfer \$2,700.00 from Line #62860 District Headquarters Expenses to Line #65000 Operations/Rehab Experiences.**

**New Budget Line for #65000 Operations/Rehab Experiences = \$775.00 + \$2,700.00 = \$3,475.00.**

**New Budget Line #62860 District Headquarters Expenses (Previously Adjusted) = \$19,700.00 - \$2,700.00 = \$17,000.00.**

**3.) Budget Line #65125 VFIS Benefits LOSAP is over by \$15,149.00. Transfer \$7,750.00 from Line #62858 Station #1 Repairs & \$7,750.00 from Line #62859 Station #2 Repairs to Line #65125 VFIS Benefits LOSAP.**

**New Budget Line for #65125 VFIS Benefits LOSAP = \$100,000.00 + \$7,750.00 + \$7,750.00 = \$115,500.00.**

**New Budget Line #62858 Station #1 Repairs = \$10,000.00 - \$7,750.00 = \$2,250.00.**

**New Budget Line #62859 Station #2 Repairs = \$10,000.00 - \$7,750.00 = \$2,250.00.**

**4.) Budget Line #65120 Ins: Liability, D & O & Other is over by \$3,189.42. Transfer \$3,200.00 from Line #65126 Comp Insurance.**

**New Budget Line #65120 Ins: Liability, D & O & Other = \$40,000.00 + \$3,200.00 = \$43,200.00.**

**New Budget Line #65126 Comp Insurance = \$35,000.00 - \$3,200.00 = \$31,800.00.**

**5.) Budget Line #65190 Chief Officer's Mileage is over by \$18.67. Transfer \$20.00 from Line #65130 Fuel/Gasoline.**

**New Budget Line #65190 Chief Officer's Mileage = \$2,500.00 + \$20.00 = \$2,520.00.**

**New Budget Line #65130 Fuel/Gasoline = \$7,500.00 - \$20.00 = \$7,480.00.**

Treasurer Trojak presented the board with proposed budget transfers from June to date for their review. The board will review and address at the next board meeting.

## Correspondence/Communications:

Secretary Dauner:

1. Read letter sent to the board by Roger Brandt requesting the district draft a letter to County Comptroller March Gallagher regarding broadband and internet service and its impacts on the district.
2. Correspondence received from Jack D. Spinnenweber regarding 1992 Beck and his offer to store truck and provide a check to district to hold truck while the district tries to readvertise for sale or the district can sell him the truck for \$7,200.00.
3. Secretary read paperwork from DEC for roadway project which will be placed on file.
4. Ladies Auxiliary submitted a rental request for the annex on October 5<sup>th</sup> & 6<sup>th</sup> for a raffle and to sell fried dough.
5. Linda Flanagan of Marshall & Sterling sent correspondence advising she is retiring and advised the board of the updated contacts for service.
6. Two Fire District Affairs Newsletter were received.
7. Correspondence was sent to all department members advising they need to obtain a physical by October 1<sup>st</sup>.
8. The permissive referendum was submitted to the Freeman for the legal notice and the purchase can be made on August 10<sup>th</sup> if there is no petition submitted by voters objecting.

## Unfinished Business:

Secretary Dauner gave the board an update on the roadway project and the anticipated timeline on the overall project moving forward. Secretary Dauner advised there is a pending bill for soil testing which is anticipated to be received. There was a question on whether bill was paid and it will be investigated when the new bill is received. Jack Spinnenweber gave a report on the progress to date on the roadway project. Commissioner Sammons inquired on the location of silt fence on the site – it was his understanding that it was supposed to go around the entire perimeter. Jack explained how the silt fencing is laid out on site and that the building department has not complained about how it is currently laid out. Discussion was held on the contractor installing top coat on the roadway as it had been a past conversation not to do so. Ablen Amrod of Delaware Engineering had given the pros and cons of installing and asked the Board to advised him whether it should be installed so he can notify the contractor. Jack Spinnenweber gave his opinion on leaving binder only and Secretary noted that the district's attorney recommended to install binder. Commissioner Harris noted that Town Hall Way is binder only still and recommended not installing top coat. After discussion, **a motion was made by Commissioner Spinnenweber, 2<sup>nd</sup> Commissioner Harris to make a change order for the roadway project and remove top coat on roadway from the contract. 5ok motion carried.** Secretary Dauner will notify Delaware Engineering of such.

Commissioner Harris:

1. Commissioner Harris reviewed two pending grants, DASNY Grant sponsored by Senator Hinchey and member grant sponsored by Assemblyperson Shreshtha. Commissioner Harris addressed the supporting paperwork needed for the DASNY grant and she felt that it would be beneficial to have Choice Words assist as there is some information needed which is not currently available where the project stands. She is concerned that if the proper information is not provided it may jeopardize the grant. Discussion followed on the matter at which point **a motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Spinnenweber authorizing Commissioner Harris to retain grant writer Choice Words perform work on DASNY grant at \$100.00 per hour for up to 3 hours. 5ok motion carried.** Commissioner Sammons stated that the member grant awarded from Assemblyperson Shreshta was for equipment and will be used for the purchase of the compressor /cascade fill station. Commissioner Harris requested permission to have Choice Words review the paperwork required to be submitted for the grant at which the board stated this could be done under the three hours authorized for the DASNY grant.

Commissioner Boughton:

1. Electric Disconnect work at Sta #1 is progressing. Commissioner Boughton is waiting on paint quote and carpet quotes for Sta #1.

Secretary Dauner:

1. Addressed the 1992 Beck auction. Auctions International closed out bidding with a high bidder at \$7,100.00 and he explained the past difficulties of marketing apparatus for sale. He spoke with the high bidder who advised he would hold bid for board to decide however the high bidder will not offer higher. Jack D. Spinnenweber offered to hold the truck with a check for \$7,200.00 while the district tried to sell the truck and if it is not sold, they would purchase. Commissioner Sammons wished to sell the truck to Jack Spinnenweber for \$7,200.00. Commissioner Harris stated she would like to find an opportunity to get more money for the taxpayers. Commissioner Boughton stated he did not have the time to invest in trying to sell but more money could be realized. Jack had offered storage space while the truck is marketed. After discussion on the matter, **a motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Harris to sell 1992 Beck to Jack D. Spinnenweber in the amount of \$7,200.00 in as is condition. Vote: Commissioners' Sammons, McNamara, Boughton, Harris – Yes. Commissioner Spinnenweber – Abstain. Motion passed.**
2. Secretary Dauner stated that he received a second quote as requested for the heater replacement at Sta #1. This quote is cheaper however is not prevailing wage. A sole proprietorship letter would need to be filled out which the contractor could not provide. The board asked that another contractor be contacted to obtain a quote before the September meeting.
3. Secretary Dauner provided the board with a quote from Spectrum for two cable tv boxes and service in amount of \$90.74 per month. Commissioner Spinnenweber addressed that members can connect from their phone, there is no need for cable. Chief Mains stated members should not need to use their phone, it is a district building the district can afford cable. He stated the Wi-Fi is hit and miss and does not always work. Commissioner

Boughton stated that we need to encourage members to stay around and be around. He said this is only a temporary thing as everything will be in one building in future. After discussion, **a motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Sammons to authorize to set up cable for two TV's in Sta #1. 50k motion carried.**

### **New Business:**

Commissioner Sammons:

1. Board reviewed letter from Roger Brandt regarding recommendation to write a letter to Ulster County Comptroller March Gallagher on broadband /internet affecting the fire district. Board was in favor of writing a letter and Chairman Sammons will deliver to the Comptroller.

At this time the Board reviewed the 2025 proposed budget and Treasurer Trojak addressed line by line. The following were changes noted to the draft copy presented:

- 62895 Plowing, Lawn, & Custodial: It was addressed breaking out in a different line the Custodian. Chief Mains advised that he will continue to plow in the winter as well. After discussion, the board advised to keep the total at \$12,500.00 with \$6,000.00 for Plowing & Lawn and \$6,500.00 for Custodian.
- The bond payment was discussed and it was addressed that a tax anticipation note will again be necessary for the coming year until the tax check is received. The Secretary and Treasurer will have something available for the next meeting.
- 65050 Telephone & Cable Services: Increase line to \$8,000.00
- Discussed 65000 Operations / Rehab Expenses at \$3,500.00 if including grant work and a separate grant line created in amount of \$5,000.00. After discussion a separate grant line will be added for \$6,000.00 and 65000 Operations /Rehab Expenses will be changed to \$2,500.00.
- LOSAP Administrator Ron Naccarato addressed the proposed cost for the program in 2025. Currently the plan is 100% funded and it is anticipated that the bill will be \$35,000. In the past the budget has been \$100,000 (\$140,000.00 at creation) and he recommended the board pay more towards the program to allow the interest to accrue. He would like the board to consider not going below \$70-75,000.00. He did say \$50,000.00 would cover. After discussion the board agreed to budget the line at \$60,000.00
- 65120 Insurance – Liability D and O – Other: Increase from \$45,000.00 to \$50,000.00
- 65140 – Physicals /OSHA: Increase to \$6,000.00
- Addressed Secretary /Treasurer salary has been left the same and left to board to decided a salary increase. Secretary Dauner addressed the path moving forward with the LOSAP Administrator position with Ron Naccarato's pending retirement. Treasurer Trojak said she did not wish to take on additional job duties from the LOSAP position. Ron stated he performs about 300hrs of work per year for the position. Commissioner Spinnenweber offered to do the position. Secretary Dauner stated the auditor has recommended that the current way of doing LOSAP as a consultant (1099) should require an RFP or it could be done by a current employee. Commissioner Sammons advised other districts have a commissioner perform the work in an unpaid position. Ron reviewed the duties and

requirements of the position. The board asked that an RFP be created for the position and the position will be funded the same in the budget for 2025 until a decision is made. After review and final discussion, Treasurer Trojak advised the proposed 2025 Fire District Budget was \$864,831.25 which showed a reduction from 2024 in amount of \$20,997.78. She will complete the official budget paperwork and have the proposed budget available at the September meeting for adoption.

### **Chief's Report:**

1. Engine 2 repair work will be completed hopefully by end of week. The tire and rim were returned and credited for future.
2. It was found that sixteen SCBA cylinders were needed instead of the ten originally stated. The overall amount was previously approved and these are needed as the old cylinders are expired. He reviewed the timeline for the cylinders purchased as far as lifespan.
3. The American Legion would like to hold Flag Day on a Wednesday drill night at Sta #2 other than 9/11. The board had no objection.
4. Chief Mains addressed a request for placing flags on the apparatus. Discussion followed and Chief addressed they would be 3x5 and possibly the red line flag would be displayed. The Chief stated if authorized he would be in charge of obtaining and mounting. He stated whatever trucks had flags displayed they would match and would not get in the way of emergency operations. After discussion, **a motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Harris authorizing American flags on rear of apparatus at Chief's discretion. 5ok motion carried.**

### **Permission for Headquarters Hall Usage:**

1. The Ladies Auxiliary is requesting to use the annex on Sunday October 6<sup>th</sup> for a raffle and fried dough sale with authorization to set up on Saturday October 5<sup>th</sup>. No objections from the board and Commissioner Spinnenweber will notify the Ladies Auxiliary.
2. Bill McNamara has requested use of the headquarters hall on October 12<sup>th</sup> – no objection from the board.

Chief Mains addressed that previously the approval for the pagers should have been twelve pagers not ten. The cost did not change from what was approved.

### **Public Comment:**

Jim Langan:

- Addressed a pinhole leak on the water valve for the soda machine. The valve was shut off in the basement but is apparently leaking by the valve. Commissioner Spinnenweber will look into it.

Motion to adjourn made at 22:12 by Commissioner Boughton, 2<sup>nd</sup> Commissioner McNamara. 5ok Motion Carried.

Respectfully Submitted,

Mike Dauner  
District Secretary

Attachments:

1. Treasurer Report
2. Bill of Sale and related paperwork for sale of 1992 Beck
3. DEC Owner /Operator Certification Form and Notice of Intent for roadway construction project.
4. Correspondence from Linda Flanagan on her retirement
5. Correspondence from Roger Brandt on request for letter to County Comptroller on broadband /internet issues
6. Letter to fire department membership requiring annual physical by October 1<sup>st</sup>.
7. Legal Notice for Permissive Referendum on Cascade /Compressor Fill Station
8. Spectrum Quote for Sta #1 cable