

Port Ewen Fire Commissioners Meeting

Date: November 21st, 2023

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

<u>X</u> 5yr Scott Sammons	____ Chief Clark R. Mains	Floor:
____ 4yr Roger Boughton	<u>X</u> Asst. Roger Brandt	<u>A. Amrod – Delaware Engineering</u>
<u>X</u> Appt. A.E. Stokes	____ Asst. Mike Lange	<u>F. Banks</u>
<u>X</u> 2yr William McNamara	<u>X</u> Asst. Joseph Mains	<u>C. Marta</u>
<u>X</u> 1yr David Brechter		<u>M. Miller II</u>
<u>X</u> Sec’y Mike Dauner		<u>M. Spinnenweber</u>
<u>X</u> Treas. Wendy Trojak		<u>J. Lamb</u>

Meeting was called to order by: Chairman Sammons at 19:38 hours.

Minutes: Additions/Corrections to the previous month’s meeting(s): October 3rd, 2023 minutes changed to reflect Commissioner McNamara attending under roll call. Motion to accept minutes as amended was made by Commissioner Brechter 2nd by Commissioner Stokes. 3ok motion carried.

Treasurer's Report: Treasurer's report read by Treasurer Trojak. Motion to accept Treasurer's report was made by Commissioner Stokes 2nd by Commissioner Brechter. 3ok motion carried.

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

1. Treasurer Trojak discussed with the board the 2023 carryover as currently estimated.
2. Treasurer Trojak’s sexual harassment training has been completed for the year.
3. The 2024 Budget as adopted has been sent out to all Commissioner.
4. After much work by Treasurer Trojak and Secretary Dauner and with assistance from Chief Mains and Assistant Chief Brandt, the phone issue has been resolved with Verizon and Spectrum. The 8422 phone number is now working again at Sta #1 & #2 and the Headquarters phone number has been restored. Treasurer Trojak will be contacting Verizon now to cancel the fax line as previously authorized and switch the internet to the 8422 line.
5. The paperwork has been completed for the TAN to fund the bond payment in 2024. Treasurer Trojak stated the board sets the date for the closing on the TAN and the board can either go directly with Bank of Greene County or go thru Fiscal Advisors to bid the TAN. After discussion the board asked Treasurer Trojak to speak with Fiscal Advisors to obtain more information and report back at the December meeting to discuss.
6. Lowe Plumbing has submitted the service plan for Headquarters which needs to be signed by Commissioner Sammons.
7. NYSAFC has again sent a bill to the district again asking for payment for a class Scott Sammons took. The Treasurer and Secretary looked at bill and as Commissioner Sammons reserved two classes for him and Commissioner Stokes to attend and only his

attendance was paid for, it is believing the bill in question was for the other Commissioner who attended. The Treasurer and Secretary recommended the bill be paid to avoid further late notices from NYSAFC. The board agreed to pay the bill.

8. Quickbooks has advised that as of May 24th, 2024 they will no longer support the desktop version of Quickbooks and is moving to online only. She recommends the Board authorize the switch to online. Currently Gagnon completes all payroll paperwork however Quickbooks has a payroll option and she will research cost as including this may offset the cost increase of online. More to follow.

Correspondence/Communications:

Secretary Dauner:

1. Letters of intent to run for five-year term of Commissioner were received from James Alecca and Michelle Brennan-Spinnenweber. A letter of intent to run was received as well from Shannon Harris for the two-year Commissioner term. Currently on the ballot for five-year term of Commissioner is James Alecca, Michelle, Brennan-Spinnenweber, and Allen E. Stokes. For two-year term of Commissioner is Shannon Harris and Ross Singer.
2. Secretary Dauner read into the minutes the results of the special election. Proposition #1 for authorization of an additional \$7,000,000 bond failed 636-No, 64-Yes, 4-Void for a total of 704 votes. Proposition #2 authorizing sale of three district buildings failed 410-No, 284-Yes, 10-Void for a total of 704 votes.
3. A Thanksgiving Day card was received from the Bank of Greene County.
4. A confirmation was received from the town acknowledging receipt of 2024 Budget.
5. Gorick Construction provided another liability insurance certificate from previous work performed.
6. The district's insurance carrier provided renewal paperwork for the cancer insurance coverage policies. Paperwork has been sent to the State by the Secretary to comply with cancer insurance coverage.
7. A 2024 wall calendar was received from Delaware Engineering.
8. AFDSNY Fre District Affairs newsletter was received for October and November.

Unfinished Business:

Commissioner Brechter:

1. Commissioner Brechter completed the rules and regulations for use of the hall and has forwarded to Commissioners' Sammons and Stokes for further action.

Secretary Dauner:

1. Roof work was completed at Sta #1 and Headquarters. A gutter on Sta #1 was found separated from the roof line and was repaired while contractors were on site and a bill was submitted. While preparing to work on Headquarters, the roofers noticed the metal roof rusting through in spots now with weakening to the metal on the underside and this was in the area of the original leaks. After discussion and speaking with Commissioner Sammons it was felt that a change order should be made not to install cobra roof vent material and instead repair visible roof issues with vinyl roof material. The roofers stated

the roof as it stands should be considered for replacement in the next couple years and it would not be effective to install cobra roof vent as it would be removed. With change order there was a cost savings on the overall job.

New Business:

Commissioner Stokes:

1. Trim on the western facing window of the lounge area at headquarters and there is a hoe allowing birds to enter. After discussion it was asked that Frank Banks look at the area and make repairs.

Secretary Dauner:

1. Secretary Dauner advised that a Board of Electors be appointed for the December Commissioner Election. The Secretary spoke with several Commissioners and felt it was time he removed himself from the Board of Electors as there are others who have indicated they are willing to serve. The Secretary stated that the Secretary is allowed to serve on the Board and it has not been a problem however he felt time for a change. Upon the recommendation of Secretary Dauner, **a motion was made by Commissioner Brechter, 2nd Commissioner Stokes that a Board of Electors be appointed for the December 12th, 2023 Commissioner Election with the following individuals: Jule Dauner – Chair, Jim Langan – Chief Inspector, Jeanne Sammons – Inspector, Jan Miller and Mary Rios – Ballot Clerks. 3ok motion carried.**
2. Secretary Dauner spoke to recent comments /concerns relating to absentee ballots and election hours. The Secretary stated that absentee ballots are allowed in Commissioner Elections only however there are timelines within which resolutions need to be passed to authorize absentee ballots and these timelines have passed for the upcoming December election. He has spoken with the district's legal counsel on the matter and although absentee ballots have never been completed and formally requested in the past the board can resolve to pass a resolution authorizing. If they do so, absentee ballots will remain in effect for each election and this will be an expense and time management issue for the district moving forward. Secretary Dauner stated regarding times for the election they must be between 6:00pm and 9:00pm however the board may resolve to extend hours. This has never been done by the district nor has the district in the past been asked to do. Secretary Dauner stated that the legal notice has been published on the election and postings are being completed with the hours of 6:00pm to 9:00pm and it would be too late to change. He spoke with counsel and asked if hours can be changed now they are posted and counsel said they could however it could pose legal challenges. Secretary Dauner recommended that the board may want to consider expanding hours in the future particularly for bond referendums. Commissioner Stokes stated that there was a large amount for the recent referendum however in the past there has not been a consistent large voter turnout. He felt that for now the hours should remain the same on this election as they were already posted. Secretary Dauner stated it was late to try to have the Board of Electors change hours as well since several are unavailable prior to the current hours. It was noted that all other fire districts in Ulster County have Commissioner Election hours of 6:00pm to 9:00pm. The board stated the hours for the

December election would remain 6:00pm to 9:00pm and the board would revisit the matter in 2024 with the members of the Board of Electors for consideration on the matter.

Commissioner McNamara joined the meeting at this time.

3. Secretary Dauner stated the banquet committee met and the Annual Firefighter Banquet is slated to be held on Saturday January 27th, 2024 6:00pm to 10:00pm at Novella's in New Paltz. He asked that the district pay as past practice for the department member and Chief's guests and the department will pay for the department member's guest and other related expenses. **A motion was made by Commissioner Brechter, 2nd Commissioner Stokes to adopt a resolution authorizing the district to pay for department members and chief's guests attending the annual banquet January 27th, 2024 at Novella's in New Paltz. 4ok motion carried.**

Treasurer Trojak:

1. There was a charge to the visa card for Saferite Solutions in amount of \$199.00 however it is unknown what the charge was for. Secretary Dauner and Assistant Chief Brandt are unfamiliar with the charge. She will investigate the matter.
2. End of Year unexpended in the general fund is expected to be approx. \$175,000 of which \$98,700 is money budgeted for reserve funds not deposited in reserve accounts as of yet. The Treasurer and Secretary felt that the \$57,000 for Apparatus Reserve should still be deposited however the \$26,700 for capital reserve for building, \$15,000 for Fire Equipment Reserve and remaining unexpended general fund monies be deposited into an account to be used for paying down bond debt and offset the money required for another potential TAN in 2025. More information to follow.

Chief's Report:

1. **A motion was made by Commissioner Brechter, 2nd Commissioner McNamara authorizing pick up or Chief's vehicle to attend chassis inspection of new engine at Sutphen East facility. 4ok motion carried.**
2. Hydraulic pump on Rescue 2 for Jaws is out of service and Stateline has recommended a used pump be purchased and installed in the amount of \$1,500.00. The current equipment is no longer repairable. Chief recommends purchase as it is only way to make the current rescue equipment serviceable. **A motion was made by Commissioner Brechter, 2nd Commissioner Sammons authorizing purchase of used hydraulic pump for rescue equipment on Rescue 2 in amount of \$1,500.00. Discussion: Commissioner Stokes felt that this is outdated technology and new equipment that is lighter and battery operated should be looked at. Assistant Chief and Commissioner Sammons stated this is a stopgap measure to get the current equipment serviceable and newer equipment can be investigated for the future. Vote: Commissioners' Sammons, Brechter, McNamara – Yes. Commissioner Stokes – No. Motion passed.**

3. The Rotary Club has asked the district to consider allowing them to place a clothing bin on the property for donations. The Chief explained that there was a previous bin that was removed due to issues relating to dumping. No action on the matter was taken by the board.
4. Shannon Harris and Chris Marta has reached out to the Chief inquiring on a meeting concerning the new firehouse. They are asking to meet along with a group of individuals. The Chief asked whether the board wanted to meet with them, the firehouse committee meet with them or the Chief? The Board asked that the firehouse committee meet with them.

Commissioner Sammons addressed the annual renewal for lawn care on district properties. **A motion was made by Commissioner Brechter, 2nd Commissioner McNamara to extend a two-year contract with FB's Property and Facility Maintenance for lawn care services as specified in contract. 4ok motion carried.**

From the Floor:

Jim Lamb:

1. Inquired about how the board is going to move forward on a new firehouse with regards to the recent vote. Commissioner Sammons stated that the board is awaiting the firehouse committee to meet and report back and that Ablen Amrod of Delaware Engineering is present at the meeting and will speak to the matter.

Chris Marta:

1. As a general comment to the board there has been a genuine community interest on the firehouse and since the vote several individuals have stepped forward to him offering their services to assist with the next steps to construct a firehouse with community support. Mr. Marta stated he has spoken with the Chief and the Chief would communicate with the board and then Mr. Marta and the Chief will speak on the matter. Commissioner Sammons stated he felt that too many individuals on the committee are not productive however he was hoping to work with Mr. Marta on the issue.

Ablen Amrod – Delaware Engineering:

1. Recommended to the board that they pass a motion to reject the bids as the vote did not pass. **A motion was made by Commissioner Stokes, 2nd Commissioner McNamara to reject the bids presented on the firehouse project. 4ok motion carried.** Ablen stated that the next step forward would be for the firehouse committee to meet again on an alternate site plan that had been discussed conceptually. The new firehouse would need to be a single story on a smaller footprint, removing the Sanford wing and keeping some offices. The new design could potentially keep all apparatus bays. Delaware Engineering will meet with the committee the next time they have a meeting and Ablen stated he had preliminary drawings on an alternate plan. Secretary inquired whether consideration was made for a community room and kitchen with all bays, Aben stated this would be tough with expenses particularly for the kitchen. Discussion continued and Commissioner Sammons stated that he felt the committee would want to meet prior to sitting down with Delaware Engineering.

Secretary Dauner provided Commissioner Sammons with information concerning grant opportunities through a local bank. He believed it may be geared towards non-profits however wanted to give to Commissioner Sammons to investigate. Ablen Amrod stated most grants available to fire districts currently are equipment based and are of a lower dollar value. Commissioner Sammons stated he is looking for all grants no matter how large or small. He is currently working on several grants including an upcoming meeting with NYS Senator Hinchey.

Roger Brandt:

1. There is calcium buildup on the outside wall of Engine 2 bay at Sta #1 from an apparent leak which needs repair.
2. Assistant Chief Brandt stressed the need for a community room at the firehouse as not only is it used for social matters it is used to hold trainings.

Motion to adjourn made at 20:32 by Commissioner Brechter, 2nd by Commissioner McNamara.
4ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. Chief Report
3. Delaware Engineering Correspondence recommending rejecting bids and conceptual plan of single-story firehouse design.
4. FB's Property & Facility Maintenance Lawn Contract
5. NYS Cancer Coverage Renewal Paperwork
6. Town Clerk acknowledgement receipt of 2024 fire district budget
7. Gorick Construction Co. Liability Insurance Paperwork