

Port Ewen Fire Commissioners Meeting

Date: August 1st, 2023

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

<u>X</u> 5yr Scott Sammons	<u> </u> Chief Clark R. Mains	Floor:
<u> </u> 4yr Roger Boughton	<u>X</u> Asst. Roger Brandt	<u>B. Emberson</u>
<u>X</u> Appt. A.E. Stokes	<u> </u> Asst. Mike Lange	<u>F. Banks</u>
<u> </u> 2yr William McNamara	<u> </u> Asst. Joseph Mains	<u> </u>
<u>X</u> 1yr David Brechter		<u> </u>
<u>X</u> Sec'y Mike Dauner		<u> </u>
<u> </u> Treas. Wendy Trojak		<u> </u>
		<u> </u>

Meeting was called to order by: Chairman Sammons at 19:30 hours.

Minutes: Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner Stokes 2nd by Commissioner Brechter. 3ok motion carried.

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

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

1. Frank Banks check and the Department check for 2% money require a second signature and Treasurer Trojak will sign this weekend when she returns from vacation. The voucher received from Mike Fitzgerald at the start of tonight's meeting requires a 2nd signature and check will be cut and signed this weekend.
2. 2% Tax Money was received and deposited in district account and a check will be given to the department.
3. A refund check in the amount of \$90 was received for persons not attending the Defensive Driving class. A \$30 check was issued to the department by the district for a social member the department paid for that did not attend.
4. Secretary noted that there was a date error on several checks printed for vouchers at August meeting. He hand corrected the dates and checks were held for payment until after the vouchers were approved. He wanted the board to be aware to reflect in the minutes should the accountant have a question on the matter.

Correspondence/Communications:

Secretary Dauner:

1. LOSAP Tabulation Report for 06/30/2023 was received.
2. A letter was received with a check for credit from the Defensive Driving class.

3. A public hearing notice was received on a zoning issue for an adjacent property to Sta #1. Commissioner Sammons was notified however the hearing was cancelled.
4. AFDSNY Fire District Affairs newsletter was received.
5. Pinsky Law related training paperwork was received and forwarded to Commissioners'.
6. Legal Notice for firehouse bid was received.
7. Crime Bond increase was received from VFIS.

Unfinished Business:

Commissioner Brechter:

1. Headquarters Hall Use Rules & Regulations is in progress.

Commissioner Stokes:

1. Commissioner Stokes is still working on obtaining roof quotes for Headquarters and Sta #1 – one roofer has not called him back however he did speak with J&A Roofing and is awaiting a call back.

Secretary Dauner:

1. Secretary Dauner, Commissioner Sammons, and Chief Mains met with the Town Board and reviewed the fire district's proposed stormwater easement. Secretary Dauner has since met with the Town Clerk and walked the easement to discuss concerns of hers on the easement for the town's roadway alignment. The Town Supervisor provided Secretary Dauner with revisions of the easement suggested by the town's attorney and those have been forwarded to Attorney Hannigan for review. A site visit is being planned with the Supervisor and town board to address any issues so hopefully the easement can be agreed to by when bids are received.
Regarding the bid, it is anticipated that bids will be received on August 22nd with a recommendation on award being made at the September meeting. Ablen mentioned options for awarding site work first and seeking additional money for other bid awards if necessary. It is hoped that the bids will come in on budget however Secretary has been in contact with bond counsel on having a referendum if necessary, authorizing additional funds. This would happen in tandem with the sale of building referendum which Attorney Hannigan will prepare paperwork for. A recent article on the project was published in the Freeman and was quite favorable.
2. Secretary Dauner received paperwork from Bond Counsel Goodfriend to authorize tax anticipation note to pay for the bond payment the 1st of February 2024 and then be paid off once the town tax check is received in mid-February 2024. Upon discussion and review:

TAX ANTICIPATION NOTE RESOLUTION

At a regular meeting of the Board of Fire Commissioners of the Port Ewen Fire District in the Town of Esopus, Ulster County, held at the Port Ewen Fire District Headquarters, in said Fire District, on the 1st day of August, 2023, at 7:30 o'clock P.M., Prevailing Time. The meeting was called to order by Chairman Sammons, and upon roll being called, the following were

PRESENT: Commissioner Scott Sammons

Commissioner David Brechter
Commissioner Allen E. Stokes
Secretary Mike Dauner
ABSENT: Commissioner William McNamara
Commissioner Roger Boughton
Treasurer Wendy Trojak

The following resolution was offered by Commissioner Sammons, who moved its adoption,
seconded by Commissioner Stokes, to-wit:

TAX ANTICIPATION NOTE RESOLUTION DATED AUGUST 1ST, 2023.
A RESOLUTION DELEGATING TO THE FIRE DISTRICT TREASURER OF THE BOARD OF FIRE COMMISSIONERS OF THE PORT EWEN FIRE DISTRICT IN THE TOWN OF ESOPUS, ULSTER COUNTY, NEW YORK, THE POWER TO AUTHORIZE THE ISSUANCE OF AND TO SELL \$260,000 TAX ANTICIPATION NOTES OF SAID FIRE DISTRICT IN ANTICIPATION OF THE COLLECTION OF TAXES LEVIED OR TO BE LEVIED FOR THE FISCAL YEAR OF SAID FIRE DISTRICT COMMENCING JANUARY 1, 2024.

BE IT RESOLVED, by the Board of Fire Commissioners of the Port Ewen Fire District in the Town of Esopus, Ulster County, New York, as follows:

Section 1. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell \$260,000 tax anticipation notes of the Port Ewen Fire District in the Town of Esopus, Ulster County, New York, including renewals thereof, in anticipation of the collection of taxes levied or to be levied for the fiscal year of said Fire District commencing January 1, 2024, is hereby delegated to the Fire District Treasurer of the Board of Fire Commissioners. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Fire District Treasurer of the Board of Fire Commissioners, consistent with the provisions of the Local Finance Law.

Section 2. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Commissioner Scott Sammons	VOTING Yes
Commissioner David Brechter	VOTING Yes
Commissioner Allen E. Stokes	VOTING Yes
_____	VOTING _____
_____	VOTING _____

The resolution was thereupon declared duly adopted.

3. Secretary Dauner advised that he was able to get his email working with his computer and everything is working now in sync between the two.

New Business:

Secretary Dauner:

1. **A motion was made by Commissioner Stokes, 2nd Commissioner Brechter authorizing Secretary Dauner to purchase a new battery for the Secretary laptop. 3ok motion carried.**

Commissioner Sammons:

1. Secretary Sammons advised that there was a minor PDAA involving Engine 2 in which he was driving when a car was struck at BOCES. Police were on scene and a report was filed. There was no damage to Engine 2 and a small scrape to the parked car. Matter was for information purposes.

Chief's Report:

1. Sutphen advised Engine 1 construction is on time and progressing.
2. Assistant Chief Lange advised that annual service is being performed on apparatus.
3. **A motion was made by Commissioner Stokes, 2nd Commissioner Brechter authorizing Vet to Vet Walk Dinner to be held on September 24th at Headquarters. 3ok motion carried.**

From the Floor:

Frank Banks:

1. Permission to spend up to \$300 for paper towel dispensers. **A motion was made by Commissioner Sammons, 2nd Commissioner Brechter authorizing Frank Banks to spend up to \$300 to purchase paper towel dispensers for the buildings. 3ok motion carried.**
2. Frank Banks asked if the Commissioners would authorize him to cut brush away from fence and guard rail near annex with work to cost \$250. Board advised Frank to proceed with work.
3. There is a truck tire behind annex, old tables leaning against the annex and Frank observed salads in the Sta #1 upstairs fridge which need to be thrown out, and a garage door panel outside headquarters kitchen. Assistant Chief Brandt will look into whether tire is still needed for training and commissioners advised they would coordinate removal of everything. Frank asked if trailer can be brought back to Sta #1 pavilion so he can mow.
4. Frank Banks advised he will fill wood chuck holes at Sta #1 garage at no charge.

Secretary Dauner spoke with Dave Gagnon of Gagnon & Associates since the last meeting regarding the 2022 fire district audit. No deficiencies were noted and Secretary Dauner advised the auditor recommended that the district create a separate budget for the firehouse project moving forward. This has been reflected in the updated final 2022 fire district audit which has been signed by the auditor. Since this has been updated since the board previously approved, Secretary Dauner recommended the board adopt the final budget as now presented. Secretary

noted that Commissioner Boughton, who was not present, had a question regarding why there was notes stating the district had long term debt for a bond anticipation note however did not need to pay on the debt. Secretary Dauner stated that the audit acknowledges a debt created in 2022 for the BAN however no money was expended. The BAN was subsequently paid off with the award of the Bond in 2023 which is not reflected in the audit as it occurred in 2023. Upon discussion, **a motion was made by Commissioner Brechter, 2nd Commissioner Stokes to accept the final 2022 fire district audit signed by the auditor, Gagnon & Associates as presented to the board. 3ok motion carried.**

At this time Secretary Dauner provided the board with the 2024 Proposed Budget as presented by Treasurer Trojak. The board as a collective reviewed the 2024 proposed budget(see attached) and made the following revisions:

1. 62120 Commissioner's Training Course: Change to \$400.00
2. 62826 SCBA Purchases: Reduce to \$5,000.00 All SCBA cylinders have been replaced as of this year and it was inquired whether SCBA packs would be purchased for new apparatus. Nothing has been stated as of yet however Secretary Dauner advised that there was money in the Equipment Reserve fund which SCBA , radios, etc. can be purchased. Commissioners stated that \$5,000.00 could be towards purchasing SCBA on a rotation.
3. 62858 Station #1 Repairs: Increase to \$10,000.00 (same as 2023 Budget)
4. 62859 Station #2 Repairs: Increase to \$10,000.00 (same as 2023 Budget)
5. 62890 Headquarters Gas & Electric: Increase to \$11,500.00
6. 62891-A Water /Sewer – Station 1: Decrease to \$250.00
7. 62891-B Water /Sewer – Station 2: Decrease to \$250.00
8. 62891-C Water /Sewer – Headquarters: Decrease to \$250.00
9. It will be mentioned to make a line item for the bond payment and additional charges due to bond.
10. 62819 Equipment Wear & tear: Decrease to \$10,000.00
11. 65041 Postage: Decrease to \$500.00
12. 65000 Operations /Rehab Expenses: Decrease to \$2,000.00
13. 65110 Legal Notice Expense: Decrease to \$300.00
14. 65150-1 Fitness Fees: Commissioners agreed to no longer fund this line as it has not been used by the membership over the past couple years. Commissioners did state that policy will remain in effect for now and should a member submit for a reimbursement they will look at paying through other means. Policy will be revisited in future if it continues not to be used.
15. Secretary and Treasurers salaries were proposed to be raised to \$6,000. Commissioner Sammons supported this in light of the recent workload increase for both positions.
16. 68320 Public Drills, Parades, Dinner: Adjust to \$6,500.00. This is in line with what the district's portion of expenses was.
17. Discussion was held on the amount of the reserve funds. Secretary Dauner stated that when the bond was paid off on the ladder, the line item was reallocated to the different reserve funds. Now in light of the equipment reserve fund being at almost 100,000 with no large projects anticipated, the reserve funds could be adjusted to reflect where they may be needed more. A question was raised on how much of budget could be allocated to reserve funds as well as how much to each. Secretary Dauner will speak with

accountant on matter and report back to the board. If authorized, the board stated there wish to allocate reserve funds as follows:

- A. 80300 Transfer to Apparatus Reserve: between \$60-70,000.00 depending on advice of accountant.
- B. 80301 Transfer to Capital Reserve: \$10,000.00
- C. 80302 Transfer to Fire Equipment Reserve: \$5,000.00

Secretary Dauner will provide all adjustments to Treasurer Trojak so she can have ready for next meeting on Tuesday August 15th, 2023. Secretary Dauner stated he will not be able to attend this meeting as he is away on vacation however Treasurer Trojak will be at meeting on 15th.

Secretary inquired whether the board wished to have a special meeting to discuss bids after opening prior to the September meeting or hold and allow the firehouse committee to meet in interim. Commissioners felt no special meeting was required as there are two commissioners on the committee.

Motion to adjourn made at 21:13 by Commissioner Brechter, 2nd by Commissioner Stokes. 3ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. LOSAP Tabulation June 30th 2023
3. Letter regarding Defensive Driving refund
4. VFIS Crime Bond Policy Change Endorsement
5. 2022 Signed Final Fire District Audit
6. TAN Resolution Paperwork