

Monroe Joint Fire District Meeting of January 5, 2016

A meeting of the Board of Commissioners of the Monroe Joint Fire District of the Town of Monroe, Town of Woodbury, Village of Harriman, Village of Monroe, County of Orange, in the State of New York was held at the Monroe Joint Fire District Meeting Room 406 N. Main St. Monroe, New York on the 5th day of January 2015.

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|--------------------------|--------------|
| Present: Thomas Sullivan | Commissioner |
| Thomas Smith | Commissioner |
| John Centofanti | Commissioner |
| Peter Scrobe | Commissioner |
| William Badura | Attorney |
| Richard Goldstein | Treasurer |
| Mary Ellen F. Beams | Secretary |

Organizational Meeting

Treasurer Goldstein called the meeting to order at 7:00 pm with the pledge of allegiance.

Presentation of Chiefs

**On a motion by Commissioner Scrobe, seconded by Commissioner Sullivan the following was Adopted Ayes 4 Commissioners Scrobe, Sullivan, Smith, Centofanti
Nays 0**

This matter was tabled until the next scheduled meeting and the Chief Carr and Chief Bennett will stay in place.

1st Assistant Chief

**On a motion by Commissioner Scrobe, seconded by Commissioner Sullivan the following was Adopted Ayes 4 Commissioners Scrobe, Sullivan, Smith, Centofanti
Nays 0**

Attorney Badura swore in the Daniel Bennett as 1st Assistant Chief.

Attorney Badura swore in the newly elected Commissioner Thomas Sullivan.

Appointment of Chairman

**On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was Adopted Ayes 3 Commissioners Scrobe, Smith, Centofanti
Nays 0
Abstain 1 Sullivan**

Approval to appoint Thomas Sullivan as Chairman of the Monroe Joint Fire Commission term to expire on 12/31/2016.

Chairman Sullivan proceeded with the orders of the evening.

Appointment of Deputy Chairman

**On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Centofanti
Nays 0**

Abstain 1 Smith

Approval to appoint Thomas Smith as Deputy Chairman of the Monroe Joint Fire Commission term to expire on 12/31/2016.

Notification to Media of Organizational Meeting

In accordance with the provisions of the Open Meeting Law,

PLEASE TAKE NOTICE that the Board of Fire Commissioners of the Monroe Joint Fire District will hold its Organizational Meeting on Tuesday, January 5, 2016 at 7:00 p.m. at the fire district offices located at 406 N. Main Street, Monroe, New York with a special meeting to follow thereafter.

MARY ELLEN F. BEAMS, SECRETARY
MONROE JOINT FIRE DISTRICT

Appointment of District Secretary

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was

**Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0**

Approval to appoint Mary Ellen Beams as secretary for the Monroe Joint Fire District term to expire on 12/31/2016.

At this time Attorney Badura swore in secretary Mary Ellen Beams.

Appointment of District Treasurer

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was

**Adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti
Nays 0**

Approval to appoint Richard Goldstein as treasurer for the Monroe Joint Fire District term to expire 12/31/2016.

At this time Attorney Badura swore in s and Treasurer Richard Goldstein.

Policy for Signing Checks Reviewed and Approved

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was

**Adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti
Nays 0**

Approval that each check requires two signatures one of the treasurer and one of a Commissioner.

Appointment of Attorney's Firm

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was
Adopted Ayes 4 Commissioners Sullivan, Smith, Centofanti, Scrobe
Nays 0

Approval to appoint Kornfeld, Rew, Newman & Simeone as the law firm to represent the Monroe Joint Fire District.

Salaries Fixed for Treasurer, Secretary, and Retainer for Attorney

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was
Adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti
Nays 0

Approval to set the salaries for the following positions for the year 2016 as follows:
Secretary \$13,000.00 Treasurer \$18,000.00 Attorney's firm \$25,000.00

Official Newspaper

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was
Adopted Ayes 4 Commissioners Sullivan, Smith, Scrobe, Centofanti
Nays 0

Approval for the official newspaper to be the Times Herald Record.

Official Depositories

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was
Adopted Ayes 4 Commissioners Sullivan, Smith, Centofanti
Nays 0

Approval for the official depository to be Sterling Bank and Loren Ward.

Investment Policy Reviewed and Ratified

On a motion by Commissioner Scrobe, seconded by Commissioner Sullivan the following was
Adopted Ayes 4 Commissioners Scrobe, Sullivan, Smith, Centofanti
Nays 0

Approval of the Investment Policy reviewed and ratified.

Regular Meeting Night and Time

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was
Adopted Ayes 5 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval of the regular meeting night to be held on the 4th Thursday of each month with the exception of the following dates:

September 15th instead of September 22nd

November 17th instead of November 24th

Meetings will start at 7:00 pm and will be held at the Monroe Joint Fire District meeting room at 406 N. Main St, Monroe, NY. (Notice to be published in the newspaper).

Procurement Policy Reviewed and Ratified

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval of Procurement Policy reviewed and ratified.

Review and Renew Treasurer's Surety Bond

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval of the renewal of treasurer's surety bond.

Membership in Association of Fire Districts of the State of New York

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was Adopted Ayes 4 Commissioners Sullivan, Smith, Scrobe, Centofanti
Nays 0

Approval for membership in Association of Fire Districts of the State of New York and Orange County Association membership and for any organization that would be beneficial to the district.

Lease Agreements for Apparatus Rooms

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Scrobe, Sullivan, Smith, Centofanti
Nays 0

Approval of the following lease agreements for apparatus rooms totaling \$
Mombasha Fire Co. \$
Lakeside Fire Company \$
Village of Harriman \$

Review and Renew Mutual Aid Agreements, Contracts to Provide Fire Services to Fire Protection Districts.

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval of that the district continue to use current agreements.

Review and Renew Physical Examination Program

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval for the district to continue using Health & Safety Specialist Dr. Ray Basri for the Physical Examination Program.

Review Ratified Code of Ethic's

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval for the Monroe Joint Fire Districts Code of Ethics was reviewed and ratified.

Committees for the Year 2016

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval to continue with the same committees as the prior year, adding LOSAP investment committee who consist of the following member's Commissioners Sullivan & Scrobe and Treasurer Goldstein..

Review and Approve Treasurer's Annual Report, Unless Board Authorizes the Treasurer to Submit with Annual Comptroller's Report by March 1st.

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval for the treasurer to submit the Annual Comptroller's report by March 1st 2016.

Appointment of Records Access Officer and Appeals Officer

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was Adopted Ayes 4 Commissioners Sullivan, Smith, Scrobe, Centofanti
Nays 0

Approval for Secretary Mary Ellen Beams to be the Records Access Officer and the law firm of Kornfeld, Rew, Newman & Simeone to be the Appeals Officer.

Approval to Close Re-Org Meeting & Go into a Regular Meeting

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval to Close Re-Org Meeting and go into a regular meeting.

Funeral Attendance in Warwick and Silver Lake

On a motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was Adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval for company's attendance for a funeral in Warwick and Silver Lake.

Set Date for Special Meeting

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was Adopted Ayes 4 Commissioners Sullivan, Smith, Scrobe, Centofanti
Nays 0

Approval to hold a special meeting on Wednesday January 13, 2016 at the Monroe Joint Fire District Office 406 N. Main St Monroe, NY at 7:00PM.

Commissioner Sullivan thanked Chief Carr for staying on as Chief until the special meeting set for January 13, 2016.

Rich Lenahan asked the Commissioners fellow firefighters and public to keep Jim Carney in their prayers.

Mr. Martin Sendlewski addressed the Commissioners on the proposed new fire house facility for Harriman Engine #1 at which time the record is to reflect that the Commissioners will be going through each line individually of the Short Environmental Assessment Form Part 2 – Impact Assessment.

Adoption of the Short Environmental Assessment Form Part 2 – Impact Assessment

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was

**Adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti
Nays 0**

After a specific review of the Short Environmental Assessment Form Part 2 – Impact Assessment that the Commissioners have determined based on the information and analysis and any supporting documentation that the proposed action will not result in any significant adverse environmental impacts. The Commissioners of the Monroe Joint Fire District authorize Chairman Sullivan to sign Short Environmental Assessment Form Part 2 – Impact Assessment.

Adoption of Unlisted Action Declaration of Lead Agency and Adoption of Negative Declaration

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was

**Adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti
Nays 0**

WHEREAS, the Monroe Joint Fire District Board of Fire Commissioners (“Board”) is proposing to undertake a project consisting of the construction of a new 11,158 square –foot firehouse (the “Project”); and

WHEREAS, the State Environmental Quality Review Act (“SEQRA”) and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the project before approving same; and

WHEREAS, this project is an Unlisted action within the meaning SEQRA; and

WHEREAS, a Short Environmental Assessment Form was transmitted to all involved agencies, together with notification of the Board's desire to act as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, thirty (30) days have elapsed without any objection to the designation of the Board as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, 6 NYCRR Section 617.7 requires a lead agency to issue a written determination of significance with respect to any proposed Unlisted action; and

WHEREAS, the Board has carefully considered the nature and scope of the proposed Project, as set forth in the Short Environmental Assessment Form prepared with respect to such action, and makes the following determinations:

1. The action will not produce a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; a substantial increase in solid waste production, a substantial increase in potential for erosion, flooding, leaching or drainage problems.
2. The action will not involve the removal or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species; or other significant adverse impacts to natural resources.
3. The action will result the physical alteration of the existing site which will include the construction of a new firehouse, but such disturbances are typical of similar construction projects and are considered to be temporary and minor in nature. Mitigating measures will be put in place with respect to sedimentation and erosion control.
4. The action will not cause the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6 NYCRR 617.14(g).

5. The action will not create a material conflict with a community's current plans or goals as officially approved or adopted.
6. The action will not impair the character or quality of important historical, archaeological, architectural, or aesthetic resources, or of existing community or neighborhood character. A written sign-off will be obtained from NYSOPRHP prior to any construction activity.
7. The action will not cause a major change in the use of either the quantity or type of energy.
8. The action will not create a hazard to human health.
9. The action will not cause a substantial change in the use of land, including agricultural, open space or recreational resources, or in its capacity to support existing uses.
10. The action will not create a material demand for other actions that would result in one of the above consequences.
11. The action will not change two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.
12. Impacts from the action will not combine with impact of other, possible independent actions in the vicinity. The lead agency finds that when considered cumulatively such combination will not create a significant adverse impact on the environment.

NOW, THEREFORE, BE IT RESOLVED, that the Board finds and concludes that the proposed action is an Unlisted action within the meaning of 6 NYCRR 617.2(ak); and it is further

RESOLVED, that the Board hereby declares itself lead agency with respect to the environmental review of the proposed Project; and it is further

RESOLVED, that upon consideration of the foregoing, the Board finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and it is further

RESOLVED, that the Board hereby issues and adopts a Negative Declaration with respect to the proposed action, and that said Negative Declaration will be transmitted to the involved agencies with a copy of this resolution.

Mr. Martin Sendlewski informed the Commissioners that the only one change to the budget which is reflected in the revised budget dated 1/5/2016. The changes are 2 items under general construction north property grading and easement \$25, 0000 and sewer extension \$55,000 and on page #2 Preemption if required by NYSDOT in the amount of \$75,000.00.

The Commissioners discussed setting a bond date of March 15th and asked the secretary to check the date to see if there are any conflicts with the town or villages meeting dates.

At the conclusion of Mr. Martin Sendlewski presentation Attorney Badura presented him with a contract.

Rich Lenahan from Harriman Engine Co #1 spoke to the Commissioners about putting in a ¼ page display ad in the Photo News for an open house to promote the new fire house facility.

Display Ad for Photo News

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was

Adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti

Nays 0

Approval for Harriman Engine Co #1 to run ¼ page display ad twice for an open house to promote the new fire house facility.

Chief Carr informed the Commissioners he received a letter of resignation from Anthony Petito on December 28, 2015 and a report from Jonathan Dolch on January 4, 2015.

With no further business on a motion by Commissioner Sullivan seconded by Commissioner Scrobe the meeting was adjourned carried unanimously.

Mary Ellen F. Beams

Secretary, Monroe Joint Fire District