**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 2, 2014**

**Comm. Bean called the meeting to order at 12:35 p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Tom Buco

Joseph Quirk

**Others Staff Members Present at the Start of the Meeting**:

Superintendent Gregg Quint

Fire Chief Stephen Solomon

Office Receptionist Paula Abraham

Municipal Bookkeeper Amy Snow

Others Present: Tom Moughan / Black Bear Village Coop

Joe Peterson / White Deer Motel

*Comm. Bean took the following out of order:*

**Superintendent Business**

* Sup. Quint advised that most of his time has been dealing with weather related issues and that he has not had much time to do anything else.

**Public Comment**

* Lamplighters MHP

Comm. Bean read a letter written by Mr. Tom Moughan from Black Bear Village Cooperative regarding public safety issues specifically snow removal and fire hydrant concerns that was distributed to all the homeowners of the park (please see attached letter). Further discussion followed regarding hydrants, road conditions, and maintenance of water responsibilities.

Sup. Quint exited the meeting at 12:45 p.m. due to his presence being needed at the Pre-Bid meeting at the Fire Station.

Mr. Moughan exited meeting at 12:54 p.m.

Mr. Peterson entered the meeting at12:48 p.m.

**Appointment / Joe Peterson - White Deer Motel**

* Mr. Peterson presented his request for abatement to the Board. He advised that he had a heating person there to do work and he noticed more leaks and has since had them fixed. It was discovered that the pipes were leaking in the crawl space and have been replaced and before that there were toilet leaks. Comm. Bean added that the water leaking in the crawlspace leaked into sand and asked when were the pipes repaired, was it before December 31st? Mr. Peterson advised yes and added that he is giving the place back in March. Comm. Bean advised that we cannot abate the sewer, but let's wait to see the next bill. Mr. Peterson asked if it would be possible to abate the penalty charges and added that he does not want to owe a bill when he gives the place back. Comm. Bean stated let's see what we can do and we will get back to you after the next meeting.

Mr. Peterson exited the meeting at 1:08 p.m.

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Buco to ratify A/P Manifest and check dated December 13, 2013; seconded by Comm. Quirk; no further discussion; motion passed 3-0-0.***

***Motion was made by Comm. Buco to ratify A/P Manifest and checks date December 18, 2013; seconded by Comm. Quirk; no further discussion; motion passed 3-0-0.***

***Motion was made by Comm. Buco to ratify A/P Manifest and checks date December 24, 2013; seconded by Comm. Quirk;*** Further discussion: Comm. Buco had a few questions about the account payables for the Trustee of Trust Fund disbursements, Ti-Sales re: annual software maintenance agreement, Fire Tech & Safety regarding the thermal imaging camera replacement purchase, and McDonald Motors re: replacing the turbo on the ambulance***; no further discussion; motion passed 3-0-0.***

***Motion was made by Comm. Buco to approve A/P Manifest and checks dated December 31, 2013; seconded by Comm. Quirk; no further discussion was held; motion passed 3-0-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Buco to ratify Weekly Payroll Manifest and checks for period end date of December 15, 2013; seconded by Quirk; no further discussion was held; motion passed 3-0-0.***

***Motion was made by Comm. Buco to ratify Weekly Payroll Manifest and checks for period end date of December 22, 2013; Seconded by Quirk; no further discussion was held; motion passed 3-0-0.***

***Motion was made by Comm. Buco to approve Weekly Payroll Manifest and checks for period end date of December 29, 2013; seconded by Quirk; motioned passed 3-0-0.***

***Motion was made by Comm. Buco to ratify Elected Officials Payroll and Manifest and checks for period end date of December 31, 2013; seconded by Quirk; no further discussion was held; motion passed 3-0-0.***

* Verifying Superintendent Quint & Chief Solomon’s Time Card

Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.

* Commissioner’s Meeting Minutes Approval

Minutes of the December 10, 2013 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Buco to accept the minutes of the December 10, 2013 meeting; motion was seconded by Comm. Quirk; no further discussion was held; motion passed 3-0-0.***

**Correspondence Items (F.Y.I.)**

Commissioner’s Folder (Mail)

**New Business**

* Disability Policy

There was a discussion regarding how much paid time off is required to be used before short term disability begins.

**Old & Pending Items**

* LOGICS

LOGICS confirmed receipt of the cancellation letter via email on 12/14/13 which stated that they will respond to our letter after their review of the data.

**Bookkeeper's Report**

* Chart of Accounts

Ms. Snow provided an overview of the BMSI new chart of accounts and new databases for 2014. There will be only one green check being cut from the Commissioner's checking account, soon to be re-named the "General Fund" for one invoice.

* Auditor

Ms. Snow read and reviewed the auditors' contract which gives the commitment date of no later than August 31, 2013 to issue our reports and advised that she was expecting Mr. Harding on December 30th but never showed up or called to say that he was not coming. Ms. Snow advised that when she met with Rural Development, they informed her that because of the delinquency of the 2012 audit, the worst case scenario is that; 1) they can deny us the $6M for the interconnect project, 2) they ask us to graduate which means they can order us to pay back now what we have already received which is approximately $7M, 3) the IRS could come in and perform their own audit. Rural Development suggested the Commissioners to draft a letter explaining that if his delinquency costs us this money, then we will take him to court. Rural Development has presented this worst case scenario but we need to act on this now and added that the U.S. government is looking at us because they gave us $12M in one allotment. Comm. Bean advised that she will send an email to Mr. Harding today that we need our audit.

**Future Dates**

* Next Commissioner’s meeting will be on Thursday, January 9, 2014 at 12:30pm
* January 16, 2014 at 11:00 a.m. / Phase III Washington St. Imp. Proj. Pre-Bid meeting
* January 16, 2014 at 3:00 p.m. / Phase II WW Improvement Project Bid Opening
* January 30, 2014 at 3:00 pm. / Phase III Washington St. Imp. Proj. Bide Opening

***Motion to adjourn at 2:27 p.m. was made by Comm. Buco; seconded by Comm. Quirk and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist