

**Brockport Board of Fire Commissioners
Special Meeting
April 17, 2025
Brockport Fire District Station #1
38 Market Street, Brockport NY 14420**

Present: Commissioners Patricia Connors, Allyn Hammel, Bill Bird, Mike Koss, David Georgiev; Secretary Debra Bax; Treasurer Debra Kuhn; Deputy Chief Adam Leggett

The Special Meeting was held to discuss Fund Balance and review the Capital Summary 2025.

- Discussion regarding increasing funds for the purchase of 52 Market Street. Commissioner Hammel suggested that it should be increased to \$300,000.
- The fund to reallocate are \$127,000.

- Deputy Chief Leggett would like to make sure that members are getting training and some have had to go out of the County to get certain classes. He is suggesting that we purchase the new Chief's vehicle this year and then the Chief's vehicle that is being replaced could be used as an additional vehicle to have available.
- Commissioner Bird indicated that we need to decided what work should be done at Station 1 first.
- Commissioner Hammel indicated that the Passero report outlined that the beams are structurally sound at Station 1.
- Commissioner Georgiev will firm up the paving dollars.
- For the purchase of the signs, the company will need some money in advance to order the materials.
- Deputy Chief Leggett indicated that they are working on clearing an area for training at Station 5.
- Commissioner Koss reviewed information regarding the asbestos abatement at Station 1.
- Reviewed projects which will require legal notices: Crock and sump pump for Station 1; Signs for Stations 1, 2, 3, and 5; Roof prop.
- Do we need a legal notice for the asbestos abatement by Rock Environmental?

- Deputy Chief Leggett indicated that the bail out systems need to be replaced. Treasurer Kuhn indicated that the money is in the Operating Budget.

Respectfully submitted,
Debra L. Bax, Secretary
Brockport Fire District

Brockport Fire District Capital Summary 2025

Projects to Complete	Funds Available to				Fund Source
	Budget	Actual Cost	Reallocate	Additional Funds Needed	
Truck	329,235	329,235	0	0	Awaiting Truck
Chief Vehicle	45,000	0	45,000	0	No Grant from Sinese
TFT Extend Gun	15,000	14,095	0	0	Legal notice sent
St 1 - 5 Signage	20,000	13,000	7,000	0	Quotes Received
St5 Roof Prop	60,000	17,000	43,000	0	Quotes Received
St5 Paving	75,000	190,000	0	115,000	Funded through Canceled projects
St5 Shed	15,000	5,000	10,000	0	Purchase shipping Container
St 1 Roof	?				
Alert system for bunk room	0		0	0	will be done through operating Bryx 5 year charges
Total	559,235	568,330	105,000	115,000	

Canceled Projects	Budget	Actual	
ST1 Handicapped Doors	50,000	NA	operating as it was repair
St1 Alarm	40,000	hold	
St1 Fans	10,000	hold	
ST2 roof	30,000	NA	
ST3 Paint	7,000	NA	
Total Canceled projects	137,000		
Funds Available to Reallocate	105,000		
Needed for Additional Projects	115,000		
Funds Available to Reallocate	127,000	- 24,000	

**Brockport Fire District
Fund Balance 2025**

Fund Balance Calculation		Comments
Unassigned fund balance	675,029	⁴ as of 12/31/25 unencumbered funds were \$721,005 should we increase to afford other closing costs that may not be reimbursable?
Less Funds for purchase of House	220,000	
Adjusted Unassigned fund balance	455,029	
Tax Levy 2025	1,509,134	
Less Reserve Appropriations	346,912	
Total	1,162,222	
30% of Levy Less Reserve	348,667	
Excess	106,362	Determine what to do with this amount
	80,000	
	26,362	

**Excerpt from Accounting Controls Policy
Fund Balance**

On or before April 30, in any year, the Board will determine if the unassigned fund balance in the prior year’s budget exceeds 30% of the tax levy for the current year minus reserve appropriations for the current year.

This amount is defined in this policy as the threshold.

If there is an excess above the threshold, the Board shall decide one of the following courses of action;

- 1) Allow the fund balance to exceed the threshold, or
- 2) Provide funds to reduce the tax levy, or
- 3) Provide for a Capital Project, or
- 4) Appropriate funds to Fire District reserve funds, or
- 5) Any other legal course of action

The reasons for the determination of the Board will be set forth in the minutes of the Board.