



HOPKINTON FIRE DISTRICT
2876 State Highway 11B
Hopkinton, New York 12965
(315) 328-4682

Commissioners Meeting – January 19, 2017 (Organizational)

Present: Ronald Streeter, Carl Pitts, Earl McBride, D. Powers, Sue Wood, Steve Bory, Joachim VanElls,

Guest: Steve Parker

The meeting was called to order at 6:00 p.m. by Treasurer McBride, followed by the Pledge of Allegiance.

Treasurer McBride asked for nominations for Chairman. Joachim VanElls (Dick Powers) made a motion to nominate Ron Streeter. All in favor; motion carried.

Ronald Streeter (Steve Bory) made a motion to nominate Carl Pitts as Vice Chair. All in favor; motion carried.

Resolution 1.1 – Meeting dates/times/notification of media

Dick Powers (Steve Bory) introduced Resolution 1.1 – “Be it resolved that the regular meeting of the Hopkinton Fire District will be held on the second (2nd) Tuesday of the month at 7:00 p.m. at the Hopkinton Municipal Office, located at 7 Church Street, Hopkinton, NY 12965. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change. If a holiday falls upon the date, the meeting will be held on the preceding Wednesday. All in favor; resolution approved.

Resolution 1.2 – Appointment of Secretary

Joacham VanElls (Carl Pitts) introduced Resolution 1.2 – “Be it resolved that Susan Wood is hereby appointed secretary of the Hopkinton Fire District. Said secretary is also appointed the Public Information Officer of the Hopkinton Fire District, District Custodian of Records and Records Access Officer. The salary for this position is fixed at \$1200/year. All in favor; resolution carried.

Dick Powers (Joachim VanElls) made a motion to set the wages for treasurer at \$1200/year. All in favor; motion carried.

Carl Pitts (Joachim VanElls) made a motion to appoint Young, Fenton, Kelsy and Brown as district council. All in favor; motion carried.

Chairman Streeter noted that the surety bond/undertaking of the District Treasurer is on file at the fire station.

Resolution 1.3 – Appointment of Official Newspaper

Joachim VanElls (Carl Pitts) introduced Resolution 1.3 – “Be it resolved that the Courier-Observer is designated official newspaper of the fire district. This publication is in general circulation within the fire district. All in favor; resolution carried.

Resolution 1.4 – Designation of Memberships

Dick Powers (Carl Pitts) introduced Resolution 1.4 – “Be it resolved that the Hopkinton Fire District will maintain membership in the Association of Fire Districts of the State of New York (AFDSNY). All in favor; resolution carried.

Resolution 1.5 – Designation of Official Bank

Dick Powers (Carl Pitts) introduced Resolution 1.5 – “Be it resolved that Community Bank, St. Regis Falls, NY is designated the official bank of the fire district. “ All favor; resolution carried.

Resolution 1.6 – Audit of Claims

Carl Pitts (Ron Streeter) introduced Resolution 1.5 – “Be it resolved that the treasurer of the Hopkinton Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Hopkinton Fire District the following claims. Such claims must be presented at the next meeting of the Board of Fire Commissioners of the Hopkinton Fire District for Audit:

- Utility payments to National Grid for lights
- Telephone payment to Nicholville Telephone
- Payment to the U.S. Postmaster for postage expenses
- Payment for freight and delivery charges

Be it further resolved by this Board of Fire Commissioners of the Hopkinton Fire District that pursuant to Town Law Section 176 4-a, no claim may be presented, audited or paid unless such claim is verified under oath, or, in lieu of such verifications, certified to be true and correct in a statement signed by, or on behalf of, the claimant. All in favor; motion carried.

Resolution 2.0 – Filing of Annual Financial Report

Joachim VanElls (Steve Bory) introduced Resolution 2. 0 – Be it resolved that the fire district treasurer is hereby authorized within 60 days after the end of the fiscal year to submit to this Board of

Fire Commissioners a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this Board of Fire Commissioners. All in favor; resolution carried.

Carl Pitts (Dick Powers) made a motion to accept the Investment Policy as written and presented. All in favor; motion carried.

Joachim VanElls (Steve Bory) made a motion to accept the financial security policy as presented. All in favor; motion carried.

Joachim VanElls (Dick Powers) made a motion for the Vice Chair to sign contracts in the absence of the chair. All in favor; motion carried.

Joachim VanElls (Carl Pitts) made a motion to accept the Travel Expense Policy as presented. All in favor; motion carried.

Carl Pitts (Dick Powers) made a motion to accept the Procurement Policy as presented. All in favor; motion carried.

Dick Powers (Carl Pitts) made a motion to accept the Ethics Policy as presented. All in favor; motion carried.

Dick Powers (Steve Bory) made a motion to approve the following District Consultants:

- ESIP (McNeil and Company)
- Environmental Health Screening
- Parishville Fire District

All in favor; motion carried.

Joachim VanElls (Dick Powers) made a motion to adjourn the organizational meeting. All in favor; motion carried. The meeting was adjourned at 6:22 p.m.

