



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

Organizational Meeting – January 10, 2013

Present: Frank Barney, Gerald Goldsworth, Mike Opal, Dale Nicholson, Jim Hollenbeck, Mike Opal,  
Sue Wood

Guest: Ernie Wood, Steve Parker, Greg Crump, Loren Hollenbeck

The meeting was called to order at 7:00 p.m. by Treasurer Sue Wood, followed by the Pledge of Allegiance.

Treasurer Wood asked for a nomination for the Chair of the Fire Commissioners. Jim Hollenbeck (Dale Nicholson) made a motion to nominate Frank Barney as Chair. All in favor with one abstention (Frank Barney); motion carried.

Chair Barney asked for a nomination for vice-chair. Gerald Goldsworth (Mike Opal) made a motion to nominate Jim Hollenbeck as vice-chair. All in favor with one abstention (Jim Hollenbeck); motion carried.

Mike Opal (Jim Hollenbeck) made a motion to accept Resolution 1.1 – Meeting dates/times/notification of media:

**“Be it resolved** that the regular meeting of the Hopkinton Fire District will be held on the second (2<sup>nd</sup>) Thursday of the month at 7:00 p.m. at the Hopkinton-Ft. Jackson Fire Department, located at 2876 State Highway 11B, 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; motion carried.

Jim Hollenbeck (Dale Nicholson) made a motion to accept Resolution 1.2 – Appointment of Secretary:

**“Be it resolved** that Susan Wood is hereby appointed secretary of the Hopkinton Fire District. Said secretary is also appointed the Public Information Officer and Record Management Officer of the Hopkinton Fire District. The salary for this position is fixed at \$600/year.”

All in favor; motion carried.

Mike Opal (Dale Nicholson) made a motion to accept Resolution 1.3 – Appointment of Official Newspaper:

**“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; motion carried.

Jim Hollenbeck (Dale Nicholson) made a motion to accept Resolution 1.4 – Designation of Memberships:

**“Be it resolved** that the Hopkinton Fire District will maintain membership in the following organizations:

- Association of Fire District of the State of New York (A.F.D.S.N.Y.)

All in favor; motion carried.

Gerald Goldsworth (Mike Opal) made a motion to accept Resolution 1.5 – Designation of Official Bank”

**“Be it resolved** that Community Bank, St. Regis Falls, NY is designated the official bank of the fire district.”

All in favor; motion carried.

Jim Hollenbeck (Mike Opal) made a motion to accept Resolution 1.6 – Audit of Claims:

**“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 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 verification, certified to be true and correct in a statement signed by, or on behalf of, the claimant.”

All in favor; motion carried.

Treasurer Sue Wood presented the financial report for 2012 showing a record of all money received and disbursed during 2012. There will be a carry-over balance of \$13,380.58. All books, records, receipts, orders, vouchers and check images were presented for review. Copies of the annual report will be presented at the February meeting.

Dale Nicholson (Jim Hollenbeck) made a motion to accept Resolution 2.0 – Filing of Annual Financial Report:

**“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 Commissioners.”

All in favor; motion carried.

A review of the district policies was held.

- Investment Policy – Jim Hollenbeck (Dale Nicholson) made a motion to accept the Investment Policy for 2013. All in favor; motion carried.
- Ethics Policy – Dale Nicholson (Jim Hollenbeck) made a motion to accept the Ethics Policy for 2013. All in favor; motion carried. Signatures from all commissioners were obtained.
- Procurement Policy – Dale Nicholson (Mike Opal) made a motion to accept the Procurement Policy for 2013. All in favor; motion carried.
- Travel Expense Policy and Procedure – Dale Nicholson (Gerald Goldsworth) made a motion to accept the Travel Expense Policy and Procedure for 2013. All in favor; motion carried.

Mike Opal (Dale Nicholson) made a motion to adjourn the meeting. All in favor; motion carried. The meeting was adjourned at 7:14 p.m.

Minutes submitted by Sue Wood, Secretary/Treasurer