**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 (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 following Wednesday.”

**Resolution 1.2 – Appointment of Secretary**

 **“Be it resolved** that is hereby appointed secretary of the Hopkinton Fire District. Said secretary is also appointed as the Public Information Officer of the Hopkinton Fire District and the District Custodian of Records and Records Access Officer  (FOIL). The salary for this position is fixed at $1200/year.

**Resolution 1.3 – Appointment of Official Newspaper:**

 **“Be it resolved** that *North Country Now* is designated as the official newspaper of the fire district. This publication is in general circulation within the fire district.”

**Resolution 1.4 – Designation of Membership**

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

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

**Resolution 1.5 – Designation of Official Bank:**

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

**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 the 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
* Internet/phone payment to Spectrum
* Payment to the U.S. Postmaster for postage expenses
* Payment for freight and delivery charges
* Payment to Diamond Propane for propane delivery

**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 certified 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.

 **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 Fire Commissioners.