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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Board of Fire Commissioners Organizational Meeting Minutes – January 10, 2023

Present: Richard Powers, Dave Perry, Carl Pitts, Rob Stillwell, Ernest Wood, Sue Wood,

Earl McBride

Guest: Sue Lyon, Vickie French, Greg Crump, Steve Parker, Will Votra, Fred Groebler,

Ashley Eakins, Peg and Jeff Burnham, Rick Eakins

The meeting was called to order at 7:00 p.m. followed by the Pledge of Allegiance. Treasurer McBride called for nominations for Chair. Carl Pitts (Dave Perry) moved to nominate Richard Powers. Richard Powers accepted. No other nominations were made. Motion carried for Richard Powers as Chair.

Ernest Wood (Carl Pitts) moved to appoint Dave Perry as Vice Chair. All in favor; motion carried.

The following resolutions were made:

Ernest Wood (Carl Pitts) moved to approve Resolution 1.1:

**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.” All in favor; motion carried.

Dave Perry (Rob Stillwell) moved to approve Resolution 1.2:

**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 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.” All in favor; motion carried.

Carl Pitts (Rob Stillwell) moved to approve salaries of $1200/year for the secretary and the treasurer. All in favor; motion carried.

Richard Powers (Carl Pitts) moved to retain the services of Young, Fenton, etc., as the district counsel. All in favor; motion carried.

Reminder that oaths of office must be filed with the town clerk within 30 days. There is no need to review the surety bond/undertaking of the treasurer as this is covered under our insurance plan.

Rob Stillwell (Dave Perry) moved to approve Resolution 1.3:

**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. The Watertown Daily Times will be used as a backup.” All in favor; motion carried.

Ernest Wood (Carl Pitts) Moved to approve Resolution 1.4:

**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

All in favor; motion carried.

Ernest Wood (Rob Stillwell) moved to approve Resolution 1.5:

**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.” All in favor; motion carried.

Carl Pitts (Ernest Wood) moved to approve Resolution 1.6:

**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.

Earl McBride requested permission to have a Wal-Mart card so he could purchase supplies. Discussion followed with the decision to leave this for petty cash. All in favor; motion carried.

Ernest Wood (Dave

**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.” All in favor; motion carried.

Treasurer McBride did not have the books ready for review. Rob Stillwell (Carl Pitts) moved to table the review until the February meeting. All in favor; motion carried.

Dave Perry questioned if the books were audited by an outside accountant every year. This is done every other year. Richard Powers (Ernest Wood) moved to start the process for an audit of the books this year. All in favor; motion carried.

Carl Pitts (Ernest Wood) moved to approve the submission of the annual report by February 28, 2023. All in favor; motion carried.

The following policies were reviewed and voted upon:

Carl Pitts (Dave Perry) moved to approve the Investment Policy as presented. All in favor; motion carried.

Carl Pitts (Rob Stillwell) moved to approve the Ethics Policy as presented. All in favor; motion carried.

Rob Stillwell (Ernest Wood) moved to approve the Procurement Policy as presented. All in favor; motion carried.

Carl Pitts (Dave Perry) moved to approve the Travel Expense Policy as presented with the mileage set at $0.65/mile. All in favor; motion carried.

Carl Pitts (Rob Stillwell) moved to approve the Sexual Harassment Policy as presented. All in favor; motion carried.

The information Technology policy was not available so will be tabled until the February meeting, as well as the approval of consultants, contractors, etc.

Carl Pitts (Ernest Wood) moved to adjourn the organizational meeting. All in favor; motion carried.

Minutes submitted by Sue Wood, Secretary