

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
CLARYVILLE FIRE DISTRICT
HELD JANUARY 7, 2016**

- The meeting was called to order by temporary Chairman, Andrew Ford, at 6:33 P.M. Present: Commissioners Andrew Ford (AF), Anthony Carminati (AC) and Terry McNamara (TMN); Newly elected Commissioners Daniel Forger (DF) and Peter Donnolo (PD); Representing the Fire Department: Chief Glenn VanDenBerg (GVDB), Assistant Chiefs Tom Matthews (TM) and Gary Frear (GF), and Firefighter Mike Scofield (MS).
- Temporary Chairman AF administered the Oath of Office to newly elected Commissioners DF and PD. [*I (name), due solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Commissioner of the (Fire District), to the best of my ability, so help me God. (Commissioner executes oath of office.)*] DF and PD took seats as Commissioners. AF notarized the signed Oaths of Office and said he would provide copies to the Towns of Denning and Neversink.
- DF made a motion to appoint AF as Chairman of the Board of Fire Commissioners of the Claryville Fire District (CFD) for the year 2016. The motion was supported by AC and passed without objection with one abstention, AF. AF presided over the remainder of the meeting. AF appointed DF as Secretary for the meeting and distributed a meeting agenda which included thirteen organizational resolutions.
- **RESOLUTION 1.1:** AC made a motion to hold regular meetings of the CFD on the first Thursday of each month at 6:30 P.M. at the Claryville Fire House Cole Community Hall, located at 1500 Denning Road, Claryville, NY 12725. The motion was supported by TMN and passed without objection or abstention. AF indicated that 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.
- AF suggested that each of the following resolutions be read and any changes or modifications be suggested as the resolutions were read. There was discussion as the resolutions were read and the following is a summary of those discussions. AF said he had talked to Jim Tisch (JT) who was willing to accept the positions of Secretary and Treasurer. DF added the Association of Fire Districts of Ulster County to the list of Memberships. GVDB added the Fire Chief Association in Sullivan County and Ulster County to the list of Chief Memberships. TM, GVDB, TMN, AC, DF and PD offered to be members of the Budget Committee. AF said that Jim Tisch must be part of that Committee and suggested final membership be tabled to next month. DF offered to be the Audit Committee. It was agreed that the Policy Committee consist of PD and AF. AF stated that all properly adopted past policies remain in effect. The

Policy Committee will review each policy and bring them to future meetings to be reaffirmed. However, AF felt that the Code of Ethics should be reaffirmed as part of these organizational resolutions. The following resolutions are the final wordings including changes made during resolution discussions:

- **RESOLUTION 1.2 - Treasurer**

BE IT RESOLVED that **Jim Tisch** is hereby appointed Treasurer of the CFD. The salary for this position is **\$3,600.00** annually, payable monthly.

- **RESOLUTION 1.3 - Secretary:**

BE IT RESOLVED that **Jim Tisch** is hereby appointed secretary of the CFD. Said secretary is also appointed the Public Information Officer of the CFD. The salary for this position is fixed at **\$1,800.00** per year, payable monthly.

- **RESOLUTION 1.4 - Attorney**

BE IT RESOLVED that **William Young of Young, Fenton, Kelsey & Brown, P.C.** is hereby appointed attorney for the CFD for the year 2016.

- **RESOLUTION 1.5 – Newspaper**

BE IT RESOLVED that **Tri-Valley Townsman** newspaper is designated Official Newspaper of the CFD. This publication is in general circulation within the Fire District.

- **RESOLUTION 1.6 - Memberships**

BE IT RESOLVED that the Claryville 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.)**
- **Fireman's Association of the State of New York (F.A.S.N.Y.)**
- **Sullivan County Association of Fire District Officers**
- **Association of Fire Districts in Ulster County (A.F.D.U.C.)**

- **RESOLUTION 1.7 – Chief Memberships**

BE IT RESOLVED that the Claryville Fire District will support membership by the Chief in the following Organizations:

- **New York State Association of Fire Chiefs**
- **Ulster County Volunteer Firemen's Association**
- **Sullivan County Fire Chief Association**

• **RESOLUTION 1.8 – Contracts and Leases**

BE IT RESOLVED that the CFD approves the annual leases with the Claryville Volunteer Fire Department and the Frost Valley YMCA for lease of equipment and apparatus buildings.

• **RESOLUTION 1.9 - Payments in Advance of Audit**

BE IT RESOLVED that the Treasurer of the CFD is authorized to pay in advance of an audit by this Board of Fire Commissioners of the CFD the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the (Fire District) for audit:

- i. Utility payment to Central Hudson for light;
- ii. Earl Sheeley Oil for fuel oil;
- iii. Bottini Fuel for ~~propane~~, *Gas*
- iv. Verizon for telephone;
- v. Time Warner Cable for Internet and/or Telephone payment;
- vi. Payment to the U.S. Postmaster for postage expenses

• **RESOLUTION 2.0 – Annual Report**

BE IT RESOLVED that the CFD Treasurer is hereby authorized within sixty (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 his receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this board of fire commissioners.

• **RESOLUTION 3.0 - Bank**

BE IT RESOLVED that the Catskill Hudson Bank (Grahamsville Branch) shall be Bank of the CFD. The Treasurer shall be the only signer of checks for the accounts. However, account balances will be made available, by the Bank, to the Chairman of the Audit Committee.

• **RESOLUTION 4.0 – Committees**

BE IT RESOLVED that the following committees shall be created: Budget, Audit and Policies.

• RESOLUTION 5.0 - Policies

BE IT RESOLVED that the Policy covering the Code of Ethics is formally adopted and reaffirmed for 2016.

BE IT FURTHER RESOLVED that properly adopted policies of the CFD shall remain in effect and be reviewed by the Policy Committee and reaffirmed in future meetings of the CFD.

• TM made a motion to adopt Resolutions 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 2.0, 3.0, 4.0 and 5.0 as modified in discussion during their reading. The motion was supported by AC and passed without objection or abstention.

• Upon adoption of the policy covering the Code of Ethics each CFD Commissioner completed and signed an Acknowledgement and give it to AF.

• AC made a motion to adjourn. The motion was supported by TMN and passed without objection or abstention. The meeting was adjourned at 7:12 P.M.