

**COLDENHAM FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REORGANIZATION MEETING
JANUARY 13, 2020 MINUTES**

The reorganization meeting of the Board of Fire Commissioners of the Coldenham Fire District was held January 13, 2020, at the Coldenham Fire House. Commissioners present were: Joe Keenan, Rickey Cameron, Anita Grecco, Warren Decker and Wayne Jacobowitz arrive late. Also, present: Linda Miller, Past Fire District Treasurer, Donna VanDerMeulen, Fire District Treasurer in Training and Mary Keenan, Fire District Secretary. Mary Keenan opened the meeting and led the salute to our flag. She welcomed the board and congratulated Commissioner Wayne Jacobowitz on his re-election.

Newly re-elected commissioner Wayne Jacobowitz's Oath of Office was delivered to the Town Clerks of Montgomery and Newburgh after the Commissioner Election in December. Commissioner Jacobowitz was advised that it was not necessary to have the Oath of Office administered by the Town Clerk of Montgomery.

A motion to appoint Mary E. Keenan as Secretary at a salary as fixed in the 2020 Budget was made by Commissioner Grecco and seconded by Commissioner Decker. Approval (3 ayes, 0 nays and 1 abstain) by those in attendance was received. Motion carried. She will have the Oath of office administered by the Montgomery Town Clerk.

A motion to appoint Donna VanDerMeulen as Treasurer at a salary as fixed in the 2020 Budget was made by Commissioner Keenan and seconded by Commissioner Decker. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried. She will have the Oath of office administered by the Montgomery Town Clerk.

A motion to appoint Glenn Keenan as custodian at a salary as fixed in the 2020 Budget was made by Commissioner Grecco and seconded by Commissioner Cameron. Approval (3 ayes, 0 nays and 1 abstain) by those in attendance was received. Motion carried.

Mary Keenan asked for nominations for Chairperson of Board of Commissioners. Commissioner Decker nominated Commissioner Keenan as Chairman of the Board of Fire Commissioners for 2020. No other nominations were brought to the floor. A motion was made by Commissioner Decker and seconded by Commissioner Decker that Commissioner Grecco be Chairman of the Board of Fire Commissioners for 2020. Unanimous approval (3 ayes, 0 nays and 1 abstain) by those in attendance was received. Motion carried.

Mary Keenan turned the meeting over to Chairman Joe Keenan.

**COLDENHAM FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REORGANIZATION MEETING
JANUARY 13, 2020 MINUTES**

Commissioner Keenan asked for nominations for Co-Chair of the Board of Commissioners. Commissioner Decker nominated Commissioner Grecco as Co-Chair of the Board of Fire Commissioners for 2020. No other nominations were brought to the floor. A motion was made by Commissioner Decker and seconded by Commissioner Cameron that Commissioner Grecco be Co-Chair of the Board of Fire Commissioners for 2020. Unanimous approval (3 ayes, 0 nays and 1 abstain) by those in attendance was received. Motion carried.

A motion by Commissioner Grecco was made and seconded by Commissioner Decker that the monthly meetings of the Board of Fire Commissioners shall be held on the first Monday following the first Tuesday of each month at 7:30 PM. (Notice will be sent to the Wallkill Valley Times.) Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried. The meeting dates are as follows: February 10, March 9, April 13, May 11, June 8, July 10, August 10, September 14 (moved due to Labor Day), October 12, November 9 and December 7, 2020.

A motion by Commissioner Grecco and seconded by Commissioner Cameron that the Wallkill Valley Times be designated as official newspaper for legal notices for the Coldenham Fire District. When bids are required, notice will be placed in both the Times Herald Record and the Wallkill Valley Times. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Commissioner Decker was made and seconded by Commissioner Grecco to appoint Jacobowitz & Gubits as our attorney and to attend monthly meetings as decided upon by the Board of Fire Commissioners at a fee previously set. (Attorney will also handle other business of the Fire District on a fee basis.) Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

A motion by Commissioner Cameron was made and seconded by Commissioner Decker that the Coldenham Fire District will provide coverage to any commissioner who is sued because of a decision made as a commissioner (Article XVII of State Law). Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Commissioner Grecco was made and seconded by Commissioner Cameron that the Treasurer must produce all books, records, receipts, orders, vouchers and canceled checks for the year 2018 along with her Annual Report to be submitted to the Fire District Auditor at the regular monthly meeting for the month of February 2020. Unanimous approval (4 ayes, 0 nays) by those in

**COLDENHAM FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REORGANIZATION MEETING
JANUARY 13, 2020 MINUTES**

attendance was received. Motion carried.

A motion by Commissioner Cameron was made and seconded by Commissioner Decker to designate Orange Bank and Trust and J.P. Morgan Chase as depositories for District funds, deposits in each bank not to exceed \$250,000.00 unless covered by bank security insurance. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Commissioner Grecco was made and seconded by Commissioner Cameron that all checks for the District for payment of bills and obligations must be signed by the Treasurer. In addition, checks in excess of \$10,000 will require two signatures. Treasurer Donna VanDerMeulen, Chairman Keenan, Co-Chair Grecco and Secretary Keenan will be authorized to sign checks. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Commissioner Decker was made and seconded by Commissioner Cameron to continue the Orange Bank and Trust Company General Fund Checking Account, the Orange Bank and Trust Company General Fund Savings Account, the Orange Bank and Trust Company Money Market Demand Account, the Orange Bank and Trust Company Trust and Agency Checking Account, the Orange Bank and Trust Company Roof Replacement Checking Account, and the J.P. Morgan Chase General Fund Savings Account. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Commissioner Grecco was made and seconded by Commissioner Jacobowitz that the Treasurer be authorized to continue Capital Reserve Fund accounts as they now exist (the Orange Bank and Trust Company Reserve for Fire Fighting Equipment Purchase, the Orange Bank and Trust Company Reserve for Real Property and Acquisition and the Orange Bank and Trust Company Reserve Repair Fund) and to open any necessary new accounts in accordance with the law. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Commissioner Decker was made and seconded by Commissioner Grecco that the Coldenham Fire District continues their membership in the Association of Fire Districts of the State of New York and in the Association of Fire Districts of Orange County. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

**COLDENHAM FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REORGANIZATION MEETING
JANUARY 13, 2020 MINUTES**

Chairman appoints committees:

Building Truck Committee	Commissioners Jacobowitz and Decker Commissioners Keenan and Jacobowitz Commissioner Decker as alternate
EAP Coordinator	Commissioner Keenan
Medical Advisor	Dr. Basri
Budget Planning	All board members
Property	Commissioners Decker and Jacobowitz
Service Awards	Commissioners Keenan and Jacobowitz
Hall Usage	Commissioner Grecco
Records Access Officer	Secretary Keenan
Workers' Comp & Insurance	Commissioners Cameron and Keenan

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to continue the preparation of an agenda for each meeting in 2020. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to continue the Procurement Policy previously adopted. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to continue Rules and Regulations as previously adopted. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Commissioner Cameron and seconded by Commissioner Jacobowitz to continue the Code of Ethics as previously adopted. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Commissioner Cameron and seconded by Commissioner Decker to have Key Bank credit cards issued to each Commissioner, the Fire Chief, and the two Assistant Chiefs, at the current limits. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried. (Chairman and Co-Chairwoman Credit limit is \$5000, everyone else is \$1500 for a total credit limit of \$19,000)

A motion was made by Commissioner Grecco and seconded by Commissioner

**COLDENHAM FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REORGANIZATION MEETING
JANUARY 13, 2020 MINUTES**

Jacobowitz to keep Pen Flex as the Administrator and RBC Wealth Management as the Investor for the Length of Service Awards Program. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to provide VFBL coverage to our members involved on County Teams. Unanimous approval (4 ayes, 0 nays and 1 abstain) by those in attendance was received. Motion carried.

At 7:21 P.M., as all business of the Reorganization Meeting of the Coldenham Fire District Board of Fire Commissioners had been addressed, a motion to adjourn was made by Commissioner Decker and seconded by Commissioner Grecco. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Respectfully submitted,

Mary E. Keenan
Secretary