

Regular meeting of the Commissioners, Lyndonville Joint Fire District was held on Wednesday, December 14, 2022, at the Lyndonville Fire Hall. The meeting opened at 6:03 PM

PRESENT: Commissioners: Scott Goetze
John Flanagan
James Hydock
Edward Jay
Terry M. Woodworth

Secretary-Treasurer Teri M. Woodworth
Fire Dept Chief Michael Heideman
Fire Dept President David Hydock - Absent
Attorney Bradley Pinsky - Absent
Public – Present:

APPROVAL OF THE MINUTES

ON MOTION of Commissioner Flanagan seconded by Commissioner Hydock, to accept the minutes of the November 9, 2022, regular meeting.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

PRIVILEGE OF THE FLOOR

- Commissioner Goetze thanked Chief Heideman and President Hydock for the invite to the Fire Department Christmas party.

Report – Attorney Pinsky

- Nothing – Absent
- Secretary-Treasurer Woodworth presented the legal agreement from Pinsky Law Group for the formation of the Fire District that President Hydock provided. Commissioner Goetze noted with Attorney Pinsky informed him that the agreement states the agreement is until June of 2023. The Commissioners discussed obtaining quotes for legal services for 2023.

RESOLUTION NO 2022-18

LEGAL SERVICES QUOTES

ON MOTION of Commissioner Woodworth, seconded by Commissioner Jay, to authorize Commissioner Hydock to obtain quotes for legal services for the district for 2023.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

Report – Fire Department Chief Heideman

- Chief Heideman noted the FEMA Grant is going to be coming out soon and he’s work on a wish list that would qualify for the grant.

Report – Fire Department President Hydock

- Nothing - Absent

Report – Secretary-Treasurer Woodworth

- Secretary-Treasurer Woodworth noted the Hometown Extra is not an official newspaper to place legal ads.
- Secretary-Treasurer Woodworth presented the use of facilities form submitted by President Hydock. Secretary-Treasurer Woodworth will show to insurance company for approval with regards to hold harmless.
- Commissioner Goetze asked the Commissioners for approval to allow Fire Department member James Wells to use the Fire Hall on January ,2023 for a birthday party.

RESOLUTION NO 2022-19

USE OF THE FIRE HALL – JAMES WELLS – JANUARY ,2023

ON MOTION of Commissioner Flanagan, seconded by Commissioner Jay, to approve the use of the Fire Hall for Fire Department member James Hydock on January ,2023.

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Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Secretary-Treasurer Woodworth presented the Commissioners with a quote for the district website, emails and laptop for the Secretary-Treasurer of \$3,680.86 from C&H PC

RESOLUTION NO 2022-20
WEBSITE, EMAIL ADDRESSES AND LAPTOP – C&H PC

ON MOTION of Commissioner Woodworth, seconded by Commissioner Flanagan, to accept the quote of \$3,680.86 from C&H PC for the Lyndonville Join Fire District website, 8 email address and a laptop for the Secretary-Treasurer.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Secretary-Treasurer Woodworth presented the Commissioners with a quote from Eastern Copy for the lease of a copier/printer/scanner/fax machine. Secretary-Treasurer Woodworth explained the three options to outright purchase, lease for 60 months at \$33.00 with the option to purchase for a \$1.00 at the end of the lease or 60 months at \$33.00 and pay current market value at the end.

RESOLUTION NO 2022-21
COPIER LEASE – EASTERN COPY

ON MOTION of Commissioner Jay, seconded by Commissioner Hydock, to approve the lease of a copier/printer/scanner/fax machine for a 60 month lease at \$33.00 per month and option to purchase for \$1.00 at the end of the contract.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

Report – Commissioner Hydock

- Commissioner Hydock presented the Commissioners with the grant proposal of \$10,000 annual cost or \$1,500.00 per individual grant. Chief Heideman noted the department needs fire hose, washer and dryer and a ply vent, which would be the priority. Commissioner Hydock noted the \$1,500.00 for applying for the grant would have to be paid regardless of if the grant is awarded or not. Commissioner Goetze inquired if the installation cost of the ply vent. Commissioner Jay inquired what the washer and dryer were for. Commissioner Goetze inquired if the department didn't have a washer and dryer are there services would come out and handle it. Commissioner Hydock noted Mr. Grasso noted he will give the district one grant submission for free.

RESOLUTION NO 2022-22
GRANT WRITER - GRASSO

ON MOTION of Commissioner Flanagan, seconded by Commissioner Jay, to hire Jay Grasso to apply for 3 grants with one being free.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

Report – Commissioner Woodworth

- Commissioner Woodworth asked Chief Heideman who was to have WEX fuel cards. Chief Heideman noted they would like the 3 chiefs to have one and 1 to be locked in the president's office.
- Commissioner Woodworth asked Chief Heideman if they had a plan to who was going to be the contacts on the alarm system with Amherst Alarm. Chief Heideman and Commissioner Woodworth will work on a plan.
- Commission Woodworth asked Chief Heideman if the department had a plan who would take over on the truck maintenance. Chief Heideman noted 2nd Assistant Chief TJ Heideman will take over overseeing the maintenance on the trucks. Secretary-Treasurer Woodworth noted she's working on transferring over all the titles of the trucks.

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- Commissioner Woodworth noted the Village Board reviewed and approved the snow and accounting software shared services agreements. Commissioner Woodworth noted the district forgot to mention the water/sewer services continuing to be waived at the Village workshop however it was discussed at the meeting and approved.
- Commissioner Woodworth noted the shared services agreement for the generator is being worked on.
- Commissioner Woodworth noted the survey of the property is still a work in progress.
- Commissioner Woodworth noted he's working with a local contractor regarding the key fob system, hopes to have a quote soon.

Report – Commissioner Flanagan

- Nothing

Report – Commissioner Jay

- Commissioner Jay presented the Commissioners with a proposed procurement policy. The Commissioners discussed the proposed policy and the current policy the Fire Department has with the Village. Secretary-Treasurer Woodworth will update the current procurement policy of the Fire Departments to be for the Lyndonville Joint Fire District for the workshop.

Report – Commissioner Goetze

- Commissioner Goetze noted he spoke with Tom Rivers, and he will be coming to the Fire Hall to meeting with Commissioner Goetze and Chief Heideman to do a story on the new CPR machine and the formation of the Lyndonville Joint Fire District.

OLD BUSINESS:

- Grant Writer Proposal

NEW BUSINESS:

- Shared Services Agreements – Secretary-Treasurer Woodworth presented the Commissioners with the following shared services agreements:

THIS AGREEMENT, made this **5th** day of **December 2022**, by and between the **Lyndonville Joint Fire District**, a public corporation organized and existing under Town Law of the State of New York, with offices at **148 North Main Street, Lyndonville, New York**, (hereinafter referred to as "**LJFD**") and **VILLAGE OF LYNDONVILLE**, a municipal corporation organized and existing under the Village Law of the State of New York with offices at 2 South Main Street, Lyndonville, New York, (hereinafter referred to as "**Village**").

WITNESSETH

WHEREAS, the LJFD is in need of snow removal services during the winter months for removal of snow from the LJFD parking lot and sidewalks serving the LJFD, and

WHEREAS, the LJFD is in need of lawn mowing services to mow the lawns during the warm weather months located on the LJFD property, and

WHEREAS, the Village is in need of apparatus and equipment to backwash the raw water intake, clean sewer pumps stations, clean off the Dam and any other tasks pertinent to the operations of the Department of Public Works

WHEREAS, the Village is willing to provide snow removal services during the winter months and lawn mowing services during the warm weather months upon certain terms and conditions, and

WHEREAS, the parties hereto determine it to be in the public interest to reciprocally provide the aforementioned services,

NOW, THEREFORE, in consideration of the premises, the parties agree as follows:

- (1) The Village shall remove snow from the LJFD's parking lot and sidewalks during the winter months and shall mow the lawns located on the LJFD's property during the warm weather months.
- (2) The LJFD will be responsible for purchasing/providing ice melt for the Village employees to apply to the sidewalks as needed.
- (3) The snow removal services and lawn mowing services shall be performed by the Village with use of the Village employees and Village equipment. Such employees shall be considered to be employees of the Village during the course of performing such services and shall be covered under the Workers Compensation Law policy of the Village. Such snow removal shall be

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done in a fashion substantially similar to that rendered to Village owned parking lots and sidewalks. The Village does not assume the liability for the sidewalks and parking lot, and the LJFD shall be responsible for obtaining its own general liability insurance.

- (4) In consideration of the services being rendered by the Village as described hereinabove, the LJFD shall provide to the Village apparatus and equipment to backwash the raw water intake, clean sewer pumps stations, clean off the Dam and any other tasks pertinent to the operations of the Department of Public Works at no cost or expense to the Village
- (5) In addition to the foregoing, the Village waives any water and sewer charges to the LJFD during the term of this Agreement.
- (6) The term of this Agreement shall commence upon approval of this agreement by the LJFD and the Village. This Agreement shall automatically renew for additional one (1) year terms until terminated by either party. Either party may terminate this Agreement by thirty (30) days written notice.

THIS AGREEMENT, made this **5th** day of **December 2022**, by and between the **Lyndonville Joint Fire District**, a public corporation organized and existing under Town Law of the State of New York, with offices at **148 North Main Street, Lyndonville, New York**, (hereinafter referred to as "LJFD") and VILLAGE OF LYNDONVILLE, a municipal corporation organized and existing under the Village Law of the State of New York with offices at 2 South Main Street, Lyndonville, New York, (hereinafter referred to as "Village").

WITNESSETH

WHEREAS, the LJFD is in need of accounting software (Logics) and

WHEREAS, the Village is willing to provide/share accounting software (Logics) upon certain terms and conditions, and

WHEREAS, the parties hereto determine it to be in the public interest to reciprocally provide the aforementioned services,

NOW, THEREFORE, in consideration of the premises, the parties agree as follows:

- (1) The Village shall provide a separate accounting module within Logics for LJFD.
- (2) The Village shall control the user access in Logics for LJFD.
- (3) In consideration of the services being rendered by the Village as described hereinabove, the LJFD shall pay all setup/Professional Services – Implementation, Software Services – Subscriptions and any additional charges associated with have a second module. This agreement will have no cost or expense to the Village for the Logics accounting software use therefore.
- (4) The term of this Agreement shall commence upon approval of this agreement by the LJFD and the Village. This Agreement shall automatically renew for additional one (1) year terms until terminated by either party. Either party may terminate this Agreement by sixty (60) days written notice.

RESOLUTION NO 2022-23

SHARED SERVICES AGREEMENTS – SNOW REMOVAL AND ACCOUNTING SOFTWARE

ON MOTION of Commissioner Flanagan, seconded by Commissioner Hydock, to authorize Commissioner Goetze to sign the snow removal and accounting software shared services agreements with Lyndonville Joint Fire District and the Village of Lyndonville.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Insurance – Secretary-Treasurer Woodworth presented the Commissioners with the accident policy for the Lyndonville Join Fire District with Provident.

RESOLUTION NO 2022-24

ACCIDENT POLICY - PROVIDENT

ON MOTION of Commissioner Flanagan, seconded by Commissioner Hydock, to continue the existing accident policy for the Lyndonville Joint Fire District.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

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- Organizational Meeting – Commissioner Goetze scheduled the Lyndonville Joint Fire District organizational meeting for January 12, 2023 @6:00pm

ON MOTION of Commissioner Flanagan, seconded by Commissioner Woodworth, to adjourn the regular meeting of the Lyndonville Joint Fire District at 8:05PM.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

Teri M. Woodworth
Secretary-Treasurer
Lyndonville Joint Fire District