

Organizational/Regular meeting of the Commissioners, Lyndonville Joint Fire District was held on Thursday, January 12, 2023, at the Lyndonville Village Hall. The meeting opened at 6:03 PM

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

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

- Organizational Meeting of the Board of Fire Commissioners of the Lyndonville Joint Fire District held on January 12, 2023, at the Lyndonville Fire Hall 148 North Main Street, Lyndonville, New York. The meeting was called to order by Commissioner Goetze at 6:03 pm. Notice of the meeting appeared in the Batavia Daily News on the January 6, 2023, and was publicly posted at the Lyndonville Fire Hall.

PRIVILEGE OF THE FLOOR

- Nothing
- 2023 Chair of the Lyndonville Joint Fire District Commissioners, the Commissioners discussed, and Commissioner Goetze volunteered to be the Chair.

RESOLUTION NO 2023-1

2023 CHAIR OF THE LYNDONVILLE JOINT FIRE DISTRICT OF COMMISSIONERS – SCOTT GOETZE

ON MOTION of Commissioner Hydock, seconded by Commissioner Woodworth, to nominate Scott Goetze as the 2023 Chair of the Lyndonville Joint Fire District of Commissioners.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Secretary-Treasurer of the Lyndonville Joint Fire District Commissioners, the Commissioners discussed and recommended appointing Teri M. Woodworth as the Secretary-Treasurer.

RESOLUTION NO 2023-2

2023 SECRETARY-TREASURER OF THE LYNDONVILLE JOINT FIRE DISTRICT OF COMMISSIONERS – TERI M. WOODWORTH

ON MOTION of Commissioner Goetze, seconded by Commissioner Jay, to appoint Teri M. Woodworth as the 2023 Secretary-Treasurer of the Lyndonville Joint Fire District of Commissioners and the salary of \$7,000.00 to be paid for 2023.

Vote: 3 Ayes (Goetze, Hydock, Jay); 0 Nays; 1 Abstain Woodworth

- 2023 Lyndonville Fire Department Chiefs

RESOLUTION NO 2023-3

2023 LYNDONVILLE FIRE DEPARTMENT CHIEFS

ON MOTION of Commissioner Woodworth, seconded by Commissioner Hydock, to confirm the 2023 Chiefs of Michael Heideman as the Chief, Danny Woodward Jr. as the 1st Assistant, TJ Heideman as the 2nd Assistant of the Lyndonville Fire Department.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Lyndonville Fire Department Line Officers

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RESOLUTION NO 2023-4

2023 LYNDONVILLE FIRE DEPARTMENT LINE OFFICERS

ON MOTION of Commissioner Woodworth, seconded by Commissioner Hydock, to confirm the 2023 Line Officers of Benjamin Bane as Captain, James Scharlau as Lieutenant, Anna Schuner as EMS Captain, Ken Starr as Fire Police Captain, Harold Scribner as Fire Police Lieutenant, David Hydock as President, James Wells as Treasurer and Jackie Lonnen as Ladies Auxiliary President of the Lyndonville Fire Department.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Polices of the Lyndonville Fire Department, the Commissioners discussed and recommended keeping the current polices.

RESOLUTION NO 2023-5

2023 POLICIES OF THE LYNDONVILLE JOINT FIRE DISTRICT – PROCUREMENT, SEXUAL HARASSMENT

ON MOTION of Commissioner Jay, seconded by Commissioner Hydock, to approve the new procurement and sexual harassment policies for the Lyndonville Joint Fire District and to continue any preexisting policy of the Lyndonville Fire Department that were established with the Village of Lyndonville until reviewed and updated.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Mileage rate for the Lyndonville Joint Fire District, the Commissioners discussed and recommended the rate set by the current Internal Revenue Service.

RESOLUTION NO 2023-6

2023 MILAGE RATE OF THE LYNDONVILLE JOINT FIRE DISTRICT – INTERNAL REVENUE SERVICE

ON MOTION of Commissioner Jay, seconded by Commissioner Woodworth, to set the mileage rate for approved travel as the rate set by the current Internal Revenue Service for 2023 and the travel allowances established by IRS Regulations.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Official Newspaper for the Lyndonville Joint Fire District, the Commissioners discussed and recommended using the Batavia Daily News.

RESOLUTION NO 2023-7

2023 OFFICIAL NEWSPAPER OF THE LYNDONVILLE JOINT FIRE DISTRICT – BATAVIA DAILY NEWS

ON MOTION of Commissioner Hydock, seconded by Commissioner Woodworth, to select the Batavia Daily News as the official newspapers of the Lyndonville Joint Fire District.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Official Bank for the Lyndonville Joint Fire District, the Commissioners discussed and recommended using M&T Bank in Lyndonville.

RESOLUTION NO 2023-8

2023 OFFICIAL BANK OF THE LYNDONVILLE JOINT FIRE DISTRICT – M&T BANK

ON MOTION of Commissioner Jay, seconded by Commissioner Hydock, to utilize M&T Bank as the official bank of the Lyndonville Joint Fire District.

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Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Meeting schedule for the Lyndonville Joint Fire District, the Commissioners discussed and recommended the second Wednesday for meetings at 6:00pm and workshops the fourth Wednesday at 6:00pm at the Fire Hall.

RESOLUTION NO 2023-9

2023 MEETING SCHEDULE OF THE LYNDONVILLE JOINT FIRE DISTRICT

ON MOTION of Commissioner Hydock, seconded by Commissioner Jay, to set the Commissioner's Board Meeting on the second Wednesday at the Lyndonville Joint Fire District firehouse at 6:00 pm and workshops the fourth Wednesday of the month 6:00pm.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- 2023 Attorney for the Lyndonville Joint Fire District, the Commissioners discussed and recommended to table for further discussion.
- 2023 Committees the Lyndonville Joint Fire District, the Commissioners discussed and recommended the following committees Bylaws, Ethics, Buildings & Grounds, and Grant Writing.

RESOLUTION NO 2023-11

2023 COMMITTEES OF THE LYNDONVILLE JOINT FIRE DISTRICT – BYLAWS, ETHICS, BUILDINGS & GROUNDS AND GRANT WRITING

ON MOTION of Commissioner Hydock, seconded by Commissioner Woodworth, to appoint the following commissioners to the following committees: Bylaws – Commissioner Flanagan, Ethics – Commissioner Flanagan, Buildings & Grounds – Commissioner Woodworth and Grant Writing – Commissioner Hydock and Finance and Policies – Commissioner Jay

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Advance Approval of Claims – Secretary-Treasurer Woodworth explained to the Commissioners advanced payment of recurring payables.

RESOLUTION NO 2023-12

ADVANCE APPROVAL OF CLAIMS

WHEREAS the Board of Commissioners has determined to authorize payment in advance of audit claims for public utility services, postage, freight, and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Commissioners disallows.

NOW THEREFORE BE IT RESOLVED;

Section 1. That the Board of Commissioners authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Commissioners disallows.

Section 2. That this resolution is effective immediately.

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ON MOTION of Commissioner Jay, seconded by Commissioner Hydock, to the advance approval of claims as stated.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Petty Cash Fund, the Commissioners discussed establishing a petty cash fund. Secretary-Treasurer Woodworth will see if a visa checking card is allowed off of the District account for the purpose of paying for a post office box and stamps, if so then no petty cash account will be needed.

RESOLUTION NO 2023-13
PETTY CASH FUND

ON MOTION of Commissioner Jay, seconded by Commissioner Hydock, to establish a petty cash fund in the amount of two hundred fifty (\$250.00) dollars to be administered by the Treasurer for the payment, in advance of audit of properly itemized purchases pending Secretary-Treasurer Woodworth is unable to get a visa checking card.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

ON MOTION of Commissioner Woodworth, seconded by Commissioner Jay, to close the Organizational Meeting of Lyndonville Joint Fire District at 6:26pm.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

APPROVAL OF THE MINUTES

ON MOTION of Commissioner Jay seconded by Commissioner Hydock, to accept the minutes of the December 14, 2023 regular meeting.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

Report – Attorney Pinsky

- Nothing – Absent
- Commissioner Goetze presented the Commissioners with a list of dates for a meeting with Mark Butler. The Commissioners set the February 8, 2023 for 5:30pm.

Report – Fire Department Chief Heideman

- Chief Heideman provided the December 2022 – 218 Call for the Year 2022, 16 Calls for December (8 – EMS Town, 2 – EMS Village, 2 – CO detector Village, 2 – Tree down Town)

Report – Fire Department President Hydock

- President Hydock wanted to confirmed the use of the Fire Hall is for Commissioners and members only.
- President Hydock noted the Town of Yates informed him the District should received the full Fire District tax by the end of the week.

Report – Secretary-Treasurer Woodworth

- Vouchers – Abstract A1 #1 - #8 to be paid for 2023
General \$ 17,827.94
Grand Total \$ 17,827.94

RESOLUTION NO 2023-14

VOUCHERS TO BE PAID FOR ABSTRACTS A1

ON MOTION of Commissioner Hydock seconded by Commissioner Jay, to authorize Secretary-Treasurer Woodworth pay Abstracts A1 #1 – #8 pending receiving the Fire District Tax funds from the Town of Yates.

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Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Secretary-Treasurer Woodworth note the application for WEX fuel cards has been submitted.
- Secretary-Treasurer Woodworth noted the SAM's account application has been submitted.
- Secretary-Treasurer Woodworth noted the checks and deposit books for the M&T Bank account have arrived.
- Secretary-Treasurer Woodworth noted the official letter from the State Comptroller's office confirming the formation of the District was received by the Village of Lyndonville.
- Secretary-Treasurer Woodworth informed the Commissioners, Chiefs and President of the new law authorizes volunteer firefighters and ambulance workers property tax exemptions signed by Governor Hochul. Secretary-Treasurer Woodworth noted a request to the Town of Yates would probably need to be made to see if they will pass a resolution allowing the new tax exemption. 1st Assistant Chief Woodward Jr. will reach out the Town of Yates.
- Secretary-Treasurer Woodworth presented the Commissioners with the 3 insurance quotes as requested.
- Secretary-Treasurer Woodworth noted the property survey has been received by the Village of Lyndonville who will be working on finalizing deeding the property over. Secretary-Treasurer Woodworth noted the Village transferred the equipment and the building contents at their last meet.
- Secretary-Treasurer Woodworth noted she's working on converting the policies manual the Holley Joint Fire District uses over for review and consideration for the Commissioners. Commissioner Goetze ask that once the conversion is set to email it to Commissioner Jay.

Report – Commissioner Flanagan

- Commissioner Flanagan absent

Report – Commissioner Woodworth

- Commissioner Woodworth thanked the Fire Chief's and President for everything they do for the department and the community.
- Commissioner Woodworth is working on obtaining quotes for new keys or fobs.
- Commissioner Woodworth informed the Commissioners that the heater in the truck bay has died. Commissioner Woodworth presented three quotes for the heater from Turnbull Heating of \$9,836.00 to replace, Turnbull Heating of \$2,361.45 to repair and Peter Schiller of \$1,895.00 to repair.

RESOLUTION NO 2023-15

TO HIRE PETER SCHILLER TO REPAIR THE TRUCK BAY HEATER

ON MOTION of Commissioner Hydock seconded by Commissioner Jay, to hire Peter Schiller to fix the truck bay heater not to exceed \$2,000.00.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Commissioner Woodworth is working on getting alarm system switched over to the District. Commissioner Woodworth noted Amherst Alarm will prorate it for the District.
- Commissioner Woodworth noted he'd like to get together with 2nd Assistant Chief Heideman sometime on a Tuesday night to go over the vehicles and maintenance records.

Report – Commissioner Jay

- Commissioner Jay confirmed procurement policy looks good.
- Commissioner Jay inquired where the District stands on the chief vehicle policy. Secretary-Treasurer Woodworth will propose Holley's policy to the Districts insurance for review and comment.

Report – Commissioner Hydock

- Commissioner Hydock noted the grant writing is all set and asked Secretary-Treasurer Woodworth to remind G&G Municipal Consulting and Grant Writing about the one free grant promised.
- Commissioner Hydock noted Lyndonville Central School Superintendent Smith contact him with regards to setting up a junior fire fighter's program. Commissioner Hydock will look into it more.

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- Commissioner Hydock noted he will be meeting with Commissioner Woodworth regarding cleaning of the building.

Report – Commissioner Goetze

- Commissioner Goetze noted he's reached out to Tom Rivers to get an article about District and new equipment on the Hub.
- Commissioner Goetze inquired about the status of agreement for shared generator with the Village of Lyndonville. Commissioner Woodworth noted he's working on drafting the agreement.

OLD BUSINESS:

- Nothing

NEW BUSINESS:

- Nothing
- Commissioner Hydock noted he'd like to see about getting jackets for the commissioners.
- Commissioner Woodworth noted that Department now has two members that are part of the Orleans County Emergency Management Office; Scott Buffin is now the Deputy Director and President Hydock who's Deputy Fire Coordinator. President Hydock noted he's been a Deputy Fire Coordinator for 19 years with the Emergency Management Office.

ON MOTION of Commissioner Jay, seconded by Commissioner Hydock, to adjourn the regular meeting of the Lyndonville Joint Fire District at 7:11PM.

Vote: 4 Ayes (Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

Teri M. Woodworth
Secretary-Treasurer
Lyndonville Joint Fire District