

ORGANIZATIONAL MEETING

January 4, 2012

PRESENT: Commissioners:
J. Klosowski
G. Schramek
R. Tofte

P. Frische, Secretary

Richard Hiss called the meeting to order at 7:00pm, as this was the Brewster-Southeast Joint Fire District Organizational Meeting for 2012. Minutes of the December 28, 2011 meeting were read and accepted by all commissioners present.

The first order of business was the election of a chairman and co-chairman.

A **MOTION** was made by G. Schramek and seconded by R. Tofte that J. Klosowski be the Chairman for 2012.

A **MOTION** was made by G. Schramek and seconded by R. Tofte that T. Palmer be Co-Chairman for 2012. All commissioners present approved both motions.

A **MOTION** was made G. Schramek and seconded by R. Tofte that:

1. Patricia Frische be appointed Secretary for a one year term
2. Margaret Miller be appointed Treasurer for a one year term
3. Michael Liguori be appointed legal advisor for the district
4. The *Putnam County Press* be the official paper with the *Putnam County Courier* to serve as the back-up paper
5. The official bulletin board for the display of relevant administrative information shall be located at the Brewster Fire Department Substation, Route 312 and North Brewster Road.
6. The official website for the District shall be www.brewstersoutheastjfd.com.
7. The official depository is Chase, Merrill Lynch and Mahopac National Bank. A resolution was introduced authorizing banking accounts, loans and related matters.
8. The Chairman, Co-Chairman and Treasurer are bonded. A letter is to be drafted bonding Margaret Miller as Treasurer.
9. The Treasurer is authorized to invest monies of the district when possible for the year 2012. (At Chase, Merrill Lynch and Mahopac National Bank).
10. The official signature for legal documents is that of the Chairman or Co-Chairman and Secretary. All checks will be signed with two signatures (Chairman or Co-Chairman and Treasurer)
11. The Secretary be appointed records officer in accordance with the Public Officers Law #89 (1) (b) (iii)
12. The Treasurer be authorized to pay utilities and any contracts for monthly payments and those invoices will be audited at the next regular meeting.

13. J. Klosowski will be the contact person for the attorney and insurance company with G. Schramek as his back up for both.
14. T. Palmer will serve as the authorized representative from the Board of Fire Commissioners to be liaison for the Awards Program and be authorized to sign all documentation pertaining to same. R. Tofte was designated as the alternate.
15. The monthly meeting of the Brewster Southeast Joint Fire District will be held at 7:00pm on the second Wednesday of every month, with the year-end meeting to be determined at a later date.

The above motion was approved by all commissioners present.

A **MOTION** was made by G. Schramek and seconded by R. Tofte to adjourn the meeting. Being no further business, the meeting was adjourned at 7:45p.m.

Respectfully submitted,

Patricia Frische
Secretary, BSEJFD