

ORGANIZATIONAL MEETING

January 7, 2015

PRESENT: Commissioners:  
J. Klosowski  
G. Schramek  
K. Clair  
R. Tofte  
J. Toscano

M. Miller, Treasurer

Meg Miller called the meeting to order at 7:00 pm, as this was the Brewster-Southeast Joint Fire District Organizational meeting for 2015.

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

A MOTION was made by G. Schramek and seconded by K. Clair that John Klosowski be the chairman for 2015.

A MOTION was made by K. Clair and seconded by J. Klosowski that Gerald Schramek be the co-chairman for 2015.

A MOTION was made by R. Tofte seconded by J. Toscano that:

1. Renee Tassani be appointed Secretary for a one year term.
2. Meg Miller be appointed Treasurer for a one year term.
3. Michael Liguori and Frank Simeon be appointed legal advisors for the District for the year 2015.
4. The *Putnam County Courier* be the official paper with the *Putnam County Press* to serve as 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](http://www.brewstersoutheastjfd.com)
7. The official depositories be Chase and Mahopac National Bank as well as authorized for bank accounts, loans and related matters.
8. The Chairman, Co-Chairman, Commissioners, Secretary and Treasurer be bonded.
9. The Treasurer be authorized to invest monies of the District when possible for the year 2015

(at  
Chase and Mahopac National Bank).

Minutes (continued)

January 5, 2015

10. The official signature for legal documents be that of the Chairman or Co-Chairman and Secretary.

All checks will be signed with two signatures including the Chairman, Co-Chairman and/or 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 for legal matters with G. Schramek as back-up and G. Schramek be the contact person for insurance matters with R. Tofte as his back-up.

14. R. Tofte and J. Toscano will serve as the authorized representatives of the Board of Fire Commissioners as liaisons for the Awards Program and be authorized to sign all documentation pertaining to the same.

15. Meg Miller serve as the Public Information Officer for the District for 2015.

16. The monthly meeting of the Brewster-Southeast Joint Fire District will be held at 7:00 pm 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 J. Klosowski and seconded by K. Clair to adjourn the meeting. Being no further business, the meeting was adjourned at 7:30 pm.

Respectfully submitted

Meg Miller

Treasurer  
Brewster-Southeast Joint Fire District