

Charlton Fire District Meeting Minutes

March 3, 2020

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on March 3, 2020 at 7:00 p.m.

PRESENT: Jeff Voigt (Chairman), Bob LeGere, Steve Eichfeld, Leland Roden
Sharon Cronin (Secretary), Andy La Patra (Treasurer)

ABSENT: Kevin Loukes

1. Approval of Agenda

Motion to approve the agenda was made by Jeff Voigt and seconded by Steve Eichfeld.
Approved 4-0.

Motion to approve the special meeting agenda was made by Jeff Voigt and seconded by Leland Roden. Approved 4-0.

2. Approval of Minutes

Motion to approve last month's meeting minutes made by Jeff Voigt and seconded by Leland Roden. Approved 4-0.

Motion to approve last month's special meeting minutes made by Jeff Voigt and seconded by Bob LeGere. Approved 4-0.

3. Chairman's Report

Nothing to report

4. Treasurer's Report

- a. Treasurer's Report presented by Andy LaPatra.
- b. Review and audit of bills.
- c. Operating Account: \$484,057.67
Payroll Account: \$29,195.75
Apparatus Capital Reserve: \$157,094.03
Equipment Capital Reserve: \$8,700.01
Emergency Capital Reserve: \$25,090.46
Capital Improvement Reserve: \$4,328.75
Bond Account: \$1,707,826.49

Total ending on March 3, 2020: \$2,416,293.16

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Leland Roden.
Approved 4-0.

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Steve Eichfeld.
Approved 4-0.

Motion to approve construction bills pending review made by Jeff Voigt and seconded by Steve Eichfeld. Approved 4-0

5. Chief's Report

- a. Dean DeCapria presented Chief's Report. 21 calls for the month:
 - 9-EMS
 - 1-MVA
 - 2-Electrical Emergency
 - 3-Structure Fire
 - 3-Fire Alarm
 - 1-Hazmat
 - 2-Scene Support
- b. Car 18 mileage as of 2/4 is 51,680 and car 18-0 mileage as of 2/4 is 64,669.
- c. EMS supplies need to be ordered. Epinephrine expires next month.
- d. 18-1 is due for yearly service in March.
- e. Car 18 is at Morris Ford for yearly service.
- f. The banquet is at the Water's Edge Lighthouse on Saturday, March 7th at 5:30.

6. Committee Reports

- a. **Facilities Management (Kevin Loukes)**
See Unfinished Business
- b. **Apparatus and Equipment (Bob LeGere)**
See Chief's Report
- c. **Firematic Training and Fire Prevention Committee (Jeff Voigt)**
There is nothing to report at this time.
- d. **Radio Communication and Informational Technology Committee (Steve Eichfeld)**
There is nothing to report at this time.
- e. **Staff Relations/Code of Ethics Committee (Leland Roden)**
There is nothing to report at this time.

7. Unfinished Business

- a. Sean Foran presented an update on construction of the new firehouse.
- b. Upcoming referendum will be held on Tuesday, March 24th from 6-9 at CFD.

8. New Business

- a. The photocopier annual lease was discussed. Further information is needed.
- b. The secretary requested approval to purchase a roll of stamps for \$55.00 and to reorder checks from Deluxe for \$262.69 for the treasurer.
- c. Renewal of annual auditing services was discussed. Dick DiNolfo will continue to provide CFD's annual auditing services.

Motion to approve the purchase of EMS supplies from McKesson not to exceed \$700.00 made by Jeff Voigt and seconded by Steve Eichfeld. Approved 4-0.

Motion to approve the purchase of a roll of stamps for \$55.00 and to reorder checks from Deluxe for \$262.69 made by Jeff Voigt and seconded by Steve Eichfeld. Approved 4-0.

9. Privilege of the Floor

10. Adjournment

Motion to adjourn made by Jeff Voigt and seconded by Leland Roden 8:53 p.m.
Approved 4-0.

9:42 PM

03/17/20

Cash Basis

CHARLTON FIRE DISTRICT #1

Profit & Loss

February 2020

	Feb 20	Jan 20	\$ Change
Income			
A2690 OTHER COMPENSATION	0.00	95.00	-95.00
A2401 INTEREST & EARNINGS			
INTEREST & EARNINGS CHECKING	0.08	0.30	-0.22
INTEREST & EARNINGS OPERATING	12.71	2.49	10.22
INTEREST & EARNINGS OTHER ACC...	22.14	8.27	13.87
Total A2401 INTEREST & EARNINGS	34.93	11.06	23.87
A2665 SALES OF PROPERTY			
SALE OF EQUIPMENT	103.28	0.00	103.28
Total A2665 SALES OF PROPERTY	103.28	0.00	103.28
A2680 INSURANCE RECOVERIES			
INSURANCE RECOVERIES	4,564.39	0.00	4,564.39
Total A2680 INSURANCE RECOVERIES	4,564.39	0.00	4,564.39
A1001 REAL PROP TXS	482,581.23	0.00	482,581.23
Total Income	487,283.83	106.06	487,177.77
Gross Profit	487,283.83	106.06	487,177.77
Expense			
A90308 SOCIAL SECURITY			
MEDICARE EMPLOYER	33.35	33.35	0.00
FICA EMPLOYER	142.60	142.60	0.00
Total A90308 SOCIAL SECURITY	175.95	175.95	0.00
A34101 FIRE PER SVC			
PERSONAL SERVICES			
NYS INCOME TAX	0.00	116.40	-116.40
MEDICARE EMPLOYEE	33.35	33.35	0.00
FICA EMPLOYEE	142.60	142.60	0.00
FEDERAL INCOME TAX	188.00	188.00	0.00
SECRETARY WAGES	588.65	588.65	0.00
TREASURER WAGES	1,308.60	1,308.60	0.00
Total PERSONAL SERVICES	2,261.20	2,377.60	-116.40
Total A34101 FIRE PER SVC	2,261.20	2,377.60	-116.40
A34104 FIRE PROTECTION			
FIREFIGHTER TRAINING	0.00	614.80	-614.80
WATER	0.00	210.48	-210.48
INSURANCE	0.00	2,877.00	-2,877.00
BANK FEES	0.00	3.50	-3.50
EQUIPMENT MAINT/REPAIR	0.00	34.28	-34.28
FOAM	0.00	1,550.00	-1,550.00
WEBSITE ADMINISTRATION	40.00	0.00	40.00
WASTE DISPOSAL	59.00	0.00	59.00
EMS SUPPLIES	113.85	0.00	113.85
PHYSICAL FITNESS	125.00	0.00	125.00
FUEL - TRUCKS	131.29	304.40	-173.11
ELECTRIC & GAS	226.83	240.40	-13.57
BUILDING & GROUNDS MAINTENAN...	299.59	260.00	39.59
MISCELLANEOUS	310.00	145.00	165.00
TELEPHONE & CABLE	339.51	340.97	-1.46
FUEL - BUILDING	983.91	537.78	446.13
FIRE PREVENTION	1,717.94	0.00	1,717.94
Total A34104 FIRE PROTECTION	4,346.92	7,118.61	-2,771.69
Total Expense	6,784.07	9,672.16	-2,888.09
Net Income	480,499.76	-9,566.10	490,065.86

9:39 PM

CHARLTON FIRE DISTRICT #1
BANK ACCOUNT BALANCES - 2 YEAR COMPARISON

Cash Basis

	<u>Feb 20</u>	<u>Feb 19</u>
A200 CASH		
0712 OPERATING	484,057.67	66,747.33
0720 PAYROLL	29,195.75	33,885.63
Total A200 CASH	513,253.42	100,632.96
A230 CASH, SPECIAL RESERVES		
2286 APPARATUS	157,094.03	56,995.69
2294 EQUIPMENT	8,700.01	3,362.97
2302 EMERGENCY	25,090.46	25,069.31
2310 CAPITAL IMPROVEMENTS	4,328.75	514,253.93
Total A230 CASH, SPECIAL RESERVES	195,213.25	599,681.90
A452 INVESTMENT IN SECURITIES		
9062 APPARATUS	0.00	98,094.44
9070 EQUIPMENT	0.00	73,893.85
Total A452 INVESTMENT IN SECURIT...	0.00	171,988.29
TOTAL	<u>708,466.67</u>	<u>872,303.15</u>



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Public Sector Statement
February 29, 2020
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320811000712

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CHARLTON FIRE DISTRICT #1
OPERATING ACCOUNT
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction Basic 320811000712
CHARLTON FIRE DISTRICT #1
OPERATING ACCOUNT

Beginning balance 1-31-20	\$26,142.98
3 Additions	+487,248.90
16 Subtractions	-29,346.92
Interest paid	+12.71
Ending balance 2-29-20	\$484,057.67

Additions

Deposits	Date	Serial #	Source	
	2-3		Deposit Branch 0081 New York	\$482,581.23
	2-3		Deposit Branch 0081 New York	4,564.39
	2-18		Deposit Branch 0081 New York	103.28
Total additions				\$487,248.90

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
7909	2-10	\$113.85	7911	2-12	1,717.94	7913	2-11	310.00
7910	2-10	125.00	7912	2-10	39.59			

Paper Checks Paid \$2,306.38

Withdrawals	Date	Serial #	Location	
	2-5		Bill Pay:Atypica Inc. Cvf-d-1 4Bdcv42V	\$40.00
	2-5		Bill Pay:Verizon 518399 Obgcx42V	50.92
	2-5		Bill Pay:Waste Connections 6910-1 Sbac142V	59.00
	2-5		Bill Pay:Time Warner Cable 106007 6Bacn42V	88.59
	2-5		Bill Pay:Kevin G Riehl N/A Pb7Cp42V	100.00
	2-5		Bill Pay:Dean DE Capria N/A Abqcu42V	100.00
	2-5		Bill Pay:Town of Charlton N/A Cbxco42V	131.29
	2-5		Bill Pay:National Grid 51564- 1Brcw42V	226.83
	2-5		Bill Pay:Tri City Janitoria N/A Pb3Cu42V	260.00

320811000712

Subtractions

(con't)

Withdrawals	Date	Serial #	Location	
	2-5		Bill Pay:Ferrellgas	511576 5Bqch42V 983.91
	2-12		Internet Trf To DDA 0000320811000720	3290 25,000.00
Total subtractions				\$29,346.92

**Interest
earned**

Number of days this statement period	29
Interest paid 2-12-20	\$12.71
Interest earned this statement period	\$12.71
Interest paid year-to-date	\$15.20
Interest earned (2019)	\$77.98

Account messages

Your account was converted to a Public Transaction Basic on February 12, 2020.

11:01 PM

03/16/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
0712 OPERATING, Period Ending 02/29/2020

	<u>Feb 29, 20</u>
Beginning Balance	26,142.98
Cleared Transactions	
Checks and Payments - 16 items	-29,346.92
Deposits and Credits - 4 items	487,261.61
Total Cleared Transactions	<u>457,914.69</u>
Cleared Balance	<u>484,057.67</u>
Register Balance as of 02/29/2020	484,057.67
New Transactions	
Checks and Payments - 17 items	-52,340.66
Total New Transactions	<u>-52,340.66</u>
Ending Balance	<u>431,717.01</u>

11:02 PM

03/16/20

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
0712 OPERATING, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,142.98
Cleared Transactions						
Checks and Payments - 16 items						
Check	02/04/2020	7911	CHARLTON VOL FI...	X	-1,717.94	-1,717.94
Check	02/04/2020	7913	FASNY FCU CARD...	X	-310.00	-2,027.94
Check	02/04/2020	7910	JOHN GAWORECKI	X	-125.00	-2,152.94
Check	02/04/2020	7909	MCKESSON MEDIC...	X	-113.85	-2,266.79
Check	02/04/2020	7912	WB Mason Co Inc	X	-39.59	-2,306.38
Check	02/05/2020		FERRELLGAS	X	-983.91	-3,290.29
Check	02/05/2020		TRI CITY JANITORI...	X	-260.00	-3,550.29
Check	02/05/2020		NATIONAL GRID	X	-226.83	-3,777.12
Check	02/05/2020		TOWN OF CHARLT...	X	-131.29	-3,908.41
Check	02/05/2020		KEVIN RIEHL	X	-100.00	-4,008.41
Check	02/05/2020		DEAN DECAPRIA	X	-100.00	-4,108.41
Check	02/05/2020		TWC SPECTRUM	X	-88.59	-4,197.00
Check	02/05/2020		COUNTY WASTE	X	-59.00	-4,256.00
Check	02/05/2020		VERIZON	X	-50.92	-4,306.92
Check	02/05/2020		Atypica Inc.	X	-40.00	-4,346.92
Check	02/12/2020		TRANSFER FROM ...	X	-25,000.00	-29,346.92
Total Checks and Payments					-29,346.92	-29,346.92
Deposits and Credits - 4 items						
Deposit	02/03/2020		Deposit	X	4,564.39	4,564.39
Deposit	02/03/2020		Deposit	X	482,581.23	487,145.62
Deposit	02/18/2020		Deposit	X	103.28	487,248.90
Deposit	02/29/2020		INTEREST PAYMENT	X	12.71	487,261.61
Total Deposits and Credits					487,261.61	487,261.61
Total Cleared Transactions					457,914.69	457,914.69
Cleared Balance					457,914.69	484,057.67
Register Balance as of 02/29/2020					457,914.69	484,057.67
New Transactions						
Checks and Payments - 17 items						
Check	03/03/2020	7914	AMSURE		-19,801.05	-19,801.05
Check	03/03/2020	7919	RICHARD H. DINOL...		-3,500.00	-23,301.05
Check	03/03/2020	7926	FERRELLGAS		-983.91	-24,284.96
Check	03/03/2020	7925	TOWN OF CHARLT...		-317.36	-24,602.32
Check	03/03/2020	7927	TRI CITY JANITORI...		-260.00	-24,862.32
Check	03/03/2020	7923	NATIONAL GRID		-206.84	-25,069.16
Check	03/03/2020	7917	UNITED WELDING ...		-185.00	-25,254.16
Check	03/03/2020	7916	MCKESSON MEDIC...		-182.47	-25,436.63
Check	03/03/2020	7915	FASNY FCU CARD...		-106.99	-25,543.62
Check	03/03/2020	7928	DEAN DECAPRIA		-100.00	-25,643.62
Check	03/03/2020	7929	KEVIN RIEHL		-100.00	-25,743.62
Check	03/03/2020	7921	COUNTY WASTE		-59.00	-25,802.62
Check	03/03/2020	7922	VERIZON		-52.05	-25,854.67
Check	03/03/2020	7924	Atypica Inc.		-40.00	-25,894.67
Check	03/03/2020	7920	MAIL 'N' MORE		-25.00	-25,919.67
Check	03/03/2020	7918	WB Mason Co Inc		-22.99	-25,942.66
Check	03/07/2020	7930	CUMMINS SALES A...		-26,398.00	-52,340.66
Total Checks and Payments					-52,340.66	-52,340.66
Total New Transactions					-52,340.66	-52,340.66
Ending Balance					405,574.03	431,717.01



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Cleveland, OH 44101-5885

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320811000720

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CHARLTON FIRE DISTRICT #1
PAYROLL ACCOUNT
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction Basic 320811000720

CHARLTON FIRE DISTRICT #1
PAYROLL ACCOUNT

Beginning balance 1-31-20	\$6,632.82
1 Addition	+25,000.00
3 Subtractions	-2,437.15
Interest paid	+0.08
Ending balance 2-29-20	\$29,195.75

Additions

Deposits	Date	Serial #	Source	
	2-12		Internet Trf Fr DDA 0000320811000712 3290	\$25,000.00
Total additions				\$25,000.00

Subtractions

Withdrawals	Date	Serial #	Location	
	2-3		Bill Pay:First New York Fcu 108600 Lbfcw49E	\$588.65
	2-3		Bill Pay:Sunmark Federal Cr 124890 Xbici42E	1,308.60
	2-13		Direct Withdrawal, lrs Usataxpymt	539.90
Total subtractions				\$2,437.15

Interest earned

Number of days this statement period	29
Interest paid 2-12-20	\$0.08
Interest earned this statement period	\$0.07
Interest paid year-to-date	\$0.38
Interest earned (2019)	\$25.20

320811000720

Account messages

Your account was converted to a Public Transaction Basic on February 12, 2020.

CUSTOMER ACCOUNT DISCLOSURES

11:22 PM

03/16/20

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
0720 PAYROLL, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,632.82
Cleared Transactions						
Checks and Payments - 3 items						
Check	02/03/2020		ANDREW G. LA PA...	X	-1,308.60	-1,308.60
Check	02/03/2020		SHARON B. CRONIN	X	-588.65	-1,897.25
Check	02/13/2020		DIRECT WITHDRA...	X	-539.90	-2,437.15
Total Checks and Payments					-2,437.15	-2,437.15
Deposits and Credits - 2 items						
Transfer	02/12/2020			X	25,000.00	25,000.00
Deposit	02/29/2020		INTEREST PAYMENT	X	0.08	25,000.08
Total Deposits and Credits					25,000.08	25,000.08
Total Cleared Transactions					22,562.93	22,562.93
Cleared Balance					22,562.93	29,195.75
Register Balance as of 02/29/2020					22,562.93	29,195.75
Ending Balance					<u>22,562.93</u>	<u>29,195.75</u>

11:22 PM

03/16/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
0720 PAYROLL, Period Ending 02/29/2020

	<u>Feb 29, 20</u>
Beginning Balance	6,632.82
Cleared Transactions	
Checks and Payments - 3 Items	-2,437.15
Deposits and Credits - 2 Items	25,000.08
Total Cleared Transactions	<u>22,562.93</u>
Cleared Balance	<u>29,195.75</u>
Register Balance as of 02/29/2020	29,195.75
Ending Balance	29,195.75



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CHARLTON FIRE DISTRICT #1
APPARATUS CAPITAL RESERVE
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Savings 320813002286
CHARLTON FIRE DISTRICT #1
APPARATUS CAPITAL RESERVE

Beginning balance 1-31-20	\$157,076.21
Interest paid	+17.82
Ending balance 2-29-20	\$157,094.03

Interest earned

Annual percentage yield (APY) earned	0.14%
Number of days this statement period	29
Interest paid 2-12-20	\$2.37
Interest paid 2-28-20	\$15.45
Interest earned this statement period	\$17.81
Interest paid year-to-date	\$24.47
Interest earned (2019)	\$78.47

Account messages

Your account was converted to a Public Savings on February 12, 2020.

IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:

Call us at the phone number indicated on the first page of this statement, OR write us at the address listed below*, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the problem or error appeared.

*** KeyBank
Customer Disputes
NY-31-17-0128
17 Corporate Woods Blvd
Albany, NY 12211**

- Tell us your name and Account number;
- Describe the error or transfer that you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information;
- Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

COMMON ELECTRONIC TRANSACTION DESCRIPTIONS:

XFER TO SAV	- Transfer to Savings Account
XFER FROM SAV	- Transfer from Savings Account
XFER TO CKG	- Transfer to Checking Account
XFER FROM CKG	- Transfer from Checking Account
PMT TO CR CARD	- Payment to Credit Card
ADV CR CARD	- Advance from Credit Card

Preauthorized Credits: If you have arranged to have direct deposits made to your Account at least once every sixty (60) days from the same person or company, you can call us at the number indicated on the reverse side to find out whether or not the deposit has been made.

IMPORTANT LINE OF CREDIT INFORMATION

What To Do If You Think You Find A Mistake on Your Statement: If you think there is an error on your statement, write us at: KeyBank N.A., P.O. Box 93885, Cleveland, OH 44101-4825.

In your letter, give us the following information:

- **Account Information :** Your name and account number.
- **Dollar Amount :** The dollar amount of the suspected error.
- **Description of the Problem :** If you think there is an error on your bill, describe what you believe is wrong and why you believe it was a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Explanation of Finance Charge: Your Finance Charge attributable to interest (hereinafter referred to as interest) is computed using the Average Daily Balance method.

Average Daily Balance method (Balance Subject to Interest Rate): Your interest is computed on all purchases and cash advances (collectively "advances") from the date each advance is posted until we receive payment in full (there is no grace period). We figure the interest on your line of credit by multiplying the daily periodic rate by the "Average Daily Balance" of your line of credit (including current transactions) and multiplying by the number of days in the billing cycle. To get the Average Daily Balance we take the beginning balance of your line of credit each day, add any new advances or debits, and subtract any payments and credits, any non-financed fees and unpaid interest. This gives us the daily balance. Then we add up all of your daily balances in the billing cycle and divide this total by the number of days in the billing cycle to get your Average Daily Balance.

CREDIT INFORMATION: If you believe we have reported inaccurate information about your account to a credit reporting agency, you may contact the credit reporting agency or write to us at:

Credit Research Department
Box 94518
Cleveland, Ohio 44101-4518

Please include your account number, a copy of your credit report reflecting the inaccurate information, name, address, city, state, and zip code, and an explanation of why you believe the information is inaccurate.

BALANCING YOUR ACCOUNT

Please examine your statement and paid check information upon receipt. Erasures, alterations or irregularities should be reported promptly in accordance with your account agreement. The suggested steps below will help you balance your account.

INSTRUCTIONS

- 1** Verify and check off in your check register each deposit, check or other transaction shown on this statement.
- 2** Enter into your check register and **SUBTRACT**:
 - Checks or other deductions shown on our statement that you have *not* already entered.
 - The "Service charges", if any, shown on your statement.
- 3** Enter into your check register and **ADD**:
 - Deposits or other credits shown on your statement that you have *not* already entered.
 - The "Interest earned" shown on your statement, if any.

4	List from your check register any checks or other deductions that are <i>not</i> shown on your statement.	
	Check # or Date	Amount
	TOTAL → \$	
5	List any deposits from your check register that are <i>not</i> shown on your statement.	
	Date	Amount
	TOTAL → \$	
6	Enter ending balance shown on your statement.	
	\$	
7	Add 5 and 6 and enter total here.	
	\$	
8	Enter total from 4.	
	\$	
9	Subtract 8 from 7 and enter difference here.	
	\$	
This amount should agree with your check register balance.		

9:34 PM

03/17/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2286 APPARATUS, Period Ending 01/31/2020

	<u>Jan 31, 20</u>
Beginning Balance	157,076.21
Cleared Transactions	
Deposits and Credits - 1 item	<u>17.82</u>
Total Cleared Transactions	<u>17.82</u>
Cleared Balance	<u><u>157,094.03</u></u>
Register Balance as of 01/31/2020	157,094.03
Ending Balance	157,094.03



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
February 29, 2020
page 1 of 2

320813002310

T 81 00000 R EM T1

CHARLTON FIRE DISTRICT #1
CAPITAL IMPROVEMENTS RESERVES
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Savings 320813002310
CHARLTON FIRE DISTRICT #1
CAPITAL IMPROVEMENTS RESERVES

Beginning balance 1-31-20	\$4,328.26
Interest paid	+0.49
Ending balance 2-29-20	\$4,328.75

**Interest
earned**

Annual percentage yield (APY) earned	0.14%
Number of days this statement period	29
Interest paid 2-12-20	\$0.06
Interest paid 2-28-20	\$0.43
Interest earned this statement period	\$0.49
Interest paid year-to-date	\$0.68
Interest earned (2019)	\$214.58

Account messages

Your account was converted to a Public Savings on February 12, 2020.

CUSTOMER ACCOUNT DISCLOSURES

The following disclosures apply only to accounts covered by the Federal Truth-in-Lending Act or the Federal Electronic Funds Transfer Act, as amended, or similar state laws.

IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:

Call us at the phone number indicated on the first page of this statement, OR write us at the address listed below*, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the problem or error appeared.

*** KeyBank
Customer Disputes
NY-31-17-0128
17 Corporate Woods Blvd
Albany, NY 12211**

- Tell us your name and Account number;
- Describe the error or transfer that you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information;
- Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

COMMON ELECTRONIC TRANSACTION DESCRIPTIONS:

XFER TO SAV	- Transfer to Savings Account
XFER FROM SAV	- Transfer from Savings Account
XFER TO CKG	- Transfer to Checking Account
XFER FROM CKG	- Transfer from Checking Account
PMT TO CR CARD	- Payment to Credit Card
ADV CR CARD	- Advance from Credit Card

Preauthorized Credits: If you have arranged to have direct deposits made to your Account at least once every sixty (60) days from the same person or company, you can call us at the number indicated on the reverse side to find out whether or not the deposit has been made.

IMPORTANT LINE OF CREDIT INFORMATION

What To Do If You Think You Find A Mistake on Your Statement: If you think there is an error on your statement, write us at: KeyBank N.A., P.O. Box 93885, Cleveland, OH 44101-4825.

In your letter, give us the following information:

- **Account Information :** Your name and account number.
- **Dollar Amount :** The dollar amount of the suspected error.
- **Description of the Problem :** If you think there is an error on your bill, describe what you believe is wrong and why you believe it was a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We investigate whether or not there has been an error, the reason why as well as the amount.
- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Explanation of Finance Charge: Your Finance Charge attributable to interest (hereinafter referred to as interest) is computed using the Average Daily Balance method.

Average Daily Balance method (Balance Subject to Interest Rate): Your interest is computed on all purchases and cash advances (collectively "advances") from the date each advance is posted until we receive payment in full (there is no grace period). We figure the interest on your line of credit by multiplying the daily periodic rate by the "Average Daily Balance" of your line of credit (including current transactions) and multiplying by the number of days in the billing cycle. To get the Average Daily Balance we take the beginning balance of your line of credit each day, add any new advances or debits, and subtract any payments and credits, any non-financed fees and unpaid interest. This gives us the daily balance. Then we add up all of your daily balances in the billing cycle and divide this total by the number of days in the billing cycle to get your Average Daily Balance.

CREDIT INFORMATION: If you believe we have reported inaccurate information about your account to a credit reporting agency, you may contact the credit reporting agency or write to us at:

Credit Research Department
Box 94518
Cleveland, Ohio 44101-4518

Please include your account number, a copy of your credit report reflecting the inaccurate information, name, address, city, state, and zip code, and an explanation of why you believe the information is inaccurate.

BALANCING YOUR ACCOUNT

Please examine your statement and paid check information upon receipt. Erasures, alterations or irregularities should be reported promptly in accordance with your account agreement. The suggested steps below will help you balance your account.

INSTRUCTIONS

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 - The "Service charges", if any, shown on your statement.
- 3** Enter into your check register and **ADD**:
 - Deposits or other credits shown on your statement that you have *not* already entered.
 - The "Interest earned" shown on your statement, if any.

4	List from your check register any checks or other deductions that are <i>not</i> shown on your statement.			
	Check # or Date	Amount		
	TOTAL →		\$	

5	List any deposits from your check register that are <i>not</i> shown on your statement.		
	Date	Amount	
TOTAL →		\$	

6	Enter ending balance shown on your statement.		
	\$		

7	Add 5 and 6 and enter total here.		
	\$		

8	Enter total from 4.		
	\$		

9	Subtract 8 from 7 and enter difference here.		
	\$		

This amount should agree with your check register balance.			
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9:33 PM

03/17/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2310 CAPITAL IMPROVEMENTS, Period Ending 02/29/2020

	Feb 29, 20
Beginning Balance	4,328.26
Cleared Transactions	
Deposits and Credits - 1 item	0.49
Total Cleared Transactions	0.49
Cleared Balance	<u>4,328.75</u>
Register Balance as of 02/29/2020	4,328.75
Ending Balance	4,328.75



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
February 29, 2020
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320813002302

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CHARLTON FIRE DISTRICT #1
EMERGENCY REPAIR RESERVES
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Savings 320813002302
CHARLTON FIRE DISTRICT #1
EMERGENCY REPAIR RESERVES

Beginning balance 1-31-20	\$25,087.62
Interest paid	+2.84
Ending balance 2-29-20	\$25,090.46

**Interest
earned**

Annual percentage yield (APY) earned	0.14%
Number of days this statement period	29
Interest paid 2-12-20	\$0.38
Interest paid 2-28-20	\$2.46
Interest earned this statement period	\$2.84
Interest paid year-to-date	\$3.90
Interest earned (2019)	\$19.28

Account messages

Your account was converted to a Public Savings on February 12, 2020.

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Albany, NY 12211

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P. Box 94518
Cleveland, Ohio 44101-4518

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- 3** Enter into your check register and **ADD**:
 - Deposits or other credits shown on your statement that you have *not* already entered.
 - The “Interest earned” shown on your statement, if any.

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03/17/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2302 EMERGENCY, Period Ending 02/29/2020

	<u>Feb 29, 20</u>
Beginning Balance	25,087.62
Cleared Transactions	
Deposits and Credits - 1 Item	<u>2.84</u>
Total Cleared Transactions	<u>2.84</u>
Cleared Balance	<u>25,090.46</u>
Register Balance as of 02/29/2020	25,090.46
Ending Balance	25,090.46



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
February 29, 2020
page 1 of 2

320813002294

T 81 00000 R EM T1

CHARLTON FIRE DISTRICT #1
EQUIPMENT CAPITAL RESERVES
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Savings 320813002294
CHARLTON FIRE DISTRICT #1
EQUIPMENT CAPITAL RESERVES

Beginning balance 1-31-20	\$8,699.02
Interest paid	+0.99
Ending balance 2-29-20	\$8,700.01

**Interest
earned**

Annual percentage yield (APY) earned	0.14%
Number of days this statement period	29
Interest paid 2-12-20	\$0.13
Interest paid 2-28-20	\$0.86
Interest earned this statement period	\$0.98
Interest paid year-to-date	\$1.36
Interest earned (2019)	\$5.95

Account messages

Your account was converted to a Public Savings on February 12, 2020.

4	List from your check register any checks or other deductions that are <i>not</i> shown on your statement.		
	Check # or Date	Amount	
	TOTAL →		\$

5	List any deposits from your check register that are <i>not</i> shown on your statement.		
	Date	Amount	
TOTAL →		\$	

6	Enter ending balance shown on your statement.		
	\$		

7	Add 5 and 6 and enter total here.		
	\$		

8	Enter total from 4.		
	\$		

9	Subtract 8 from 7 and enter difference here.		
	\$		
This amount should agree with your check register balance.			

9:35 PM

03/17/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2294 EQUIPMENT, Period Ending 03/01/2020

Beginning Balance	Mar 1, 20
Cleared Transactions	8,699.02
Deposits and Credits - 1 item	
	0.99
Total Cleared Transactions	
	0.99
Cleared Balance	8,700.01
Register Balance as of 03/01/2020	8,700.01
Ending Balance	8,700.01

CHARLTON FIRE DISTRICT #1 YTD P & L BUDGET vs. ACTUAL

Cash Basis

January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
Income				
A1001 REAL PROP TXS	482,581.23			
A1001 REAL PROPERTY TAXES				
REAL PROPERTY TAXES	0.00	482,581.00	-482,581.00	0.0%
Total A1001 REAL PROPERTY TAXES	0.00	482,581.00	-482,581.00	0.0%
A2401 INTEREST & EARNINGS				
INTEREST & EARNINGS CHECKING	0.38			
INTEREST & EARNINGS OPERATING	15.20			
INTEREST & EARNINGS OTHER ACCTS	30.41			
A2401 INTEREST & EARNINGS - Other	0.00	500.00	-500.00	0.0%
Total A2401 INTEREST & EARNINGS	45.99	500.00	-454.01	9.2%
A2665 SALES OF PROPERTY				
SALE OF EQUIPMENT	103.28			
Total A2665 SALES OF PROPERTY	103.28			
A2680 INSURANCE RECOVERIES				
INSURANCE RECOVERIES	4,564.39			
Total A2680 INSURANCE RECOVERIES	4,564.39			
A2690 OTHER COMPENSATION	95.00			
Total Income	487,389.89	483,081.00	4,308.89	100.9%
Gross Profit	487,389.89	483,081.00	4,308.89	100.9%
Expense				
A34101 FIRE PER SVC				
PERSONAL SERVICES				
FEDERAL INCOME TAX	376.00			
FICA EMPLOYEE	285.20			
MEDICARE EMPLOYEE	66.70			
NYS INCOME TAX	116.40			
SECRETARY WAGES	1,177.30	8,400.00	-7,222.70	14.0%
TREASURER WAGES	2,617.20	19,200.00	-16,582.80	13.6%
Total PERSONAL SERVICES	4,638.80	27,600.00	-22,961.20	18.8%
Total A34101 FIRE PER SVC	4,638.80	27,600.00	-22,961.20	16.8%
A34102 FIRE, EQUIP & CAP OUTLAY				
EQUIPMENT				
APPARATUS EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
BUILDING EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
EMS EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
FIREFIGHTER EQUIPMENT	0.00	3,000.00	-3,000.00	0.0%
HOSE REPLACEMENT	0.00	800.00	-800.00	0.0%
PERSONAL PROTECTIVE EQUIP	0.00	6,000.00	-6,000.00	0.0%
Total EQUIPMENT	0.00	12,800.00	-12,800.00	0.0%
Total A34102 FIRE, EQUIP & CAP OUTLAY	0.00	12,800.00	-12,800.00	0.0%
A34104 FIRE PROTECTION				
ANNUAL AUDIT	0.00	4,000.00	-4,000.00	0.0%
APPARATUS MAINT/REPAIR	0.00	15,000.00	-15,000.00	0.0%
ASSOCIATION DUES	0.00	200.00	-200.00	0.0%
BANK FEES	3.50	300.00	-296.50	1.2%
BUILDING & GROUNDS MAINTENANCE	559.59	4,800.00	-4,240.41	11.7%
BUILDING & GROUNDS REPAIRS	0.00	4,300.00	-4,300.00	0.0%
COMMISSIONER TRAINING	0.00	300.00	-300.00	0.0%
DATA ENTRY-INCIDENT REPORTING	0.00	2,500.00	-2,500.00	0.0%
ELECTRIC & GAS	487.23	4,000.00	-3,512.77	11.7%
EMS SUPPLIES	113.85	2,000.00	-1,886.15	5.7%
EMS TRAINING	0.00	500.00	-500.00	0.0%
EQUIPMENT MAINT/REPAIR	34.28	1,000.00	-965.72	3.4%
FIRE PREVENTION	1,717.94	3,000.00	-1,282.06	57.3%
FIREFIGHTER PHYSICAL EXAMS	0.00	7,000.00	-7,000.00	0.0%
FIREFIGHTER TRAINING	614.80	1,000.00	-385.20	61.5%
FIREMATIC & REHAB SUPPLIES	0.00	800.00	-800.00	0.0%
FOAM	1,550.00	50.00	1,500.00	3,100.0%
FOOD REIMBURSEMENTS	0.00	300.00	-300.00	0.0%
FUEL - BUILDING	1,521.69	4,000.00	-2,478.31	38.0%
FUEL - TRUCKS	435.69	3,500.00	-3,064.31	12.4%
HOSE/LADDER TESTING	0.00	1,000.00	-1,000.00	0.0%
INSPECTION OF DEPARTMENT	0.00	7,000.00	-7,000.00	0.0%

CHARLTON FIRE DISTRICT #1
YTD P & L BUDGET vs. ACTUAL
January through February 2020

Cash Basis

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
INSURANCE	2,877.00	30,000.00	-27,123.00	9.6%
INTERIOR FIREFIGHTING FIT TRAIN	0.00	800.00	-800.00	0.0%
LEGAL SERVICES	0.00	3,000.00	-3,000.00	0.0%
MISCELLANEOUS	455.00	500.00	-45.00	91.0%
PAGER REPAIR BATTERIES	0.00	1,200.00	-1,200.00	0.0%
PHYSICAL FITNESS	125.00	800.00	-675.00	15.6%
POSTAGE	0.00	400.00	-400.00	0.0%
PRINTING & SUPPLIES	0.00	800.00	-800.00	0.0%
PUBLIC NOTICES	0.00	200.00	-200.00	0.0%
SCBA PACK TESTING	0.00	1,000.00	-1,000.00	0.0%
TELEPHONE & CABLE	680.48	2,500.00	-1,819.52	27.2%
WASTE DISPOSAL	59.00	800.00	-741.00	7.4%
WATER	210.48	500.00	-289.52	42.1%
WEBSITE ADMINISTRATION	40.00	200.00	-160.00	20.0%
Total A34104 FIRE PROTECTION	11,465.53	109,050.00	-97,584.47	10.5%
A90308 SOCIAL SECURITY				
FICA EMPLOYER	285.20	1,800.00	-1,514.80	15.8%
MEDICARE EMPLOYER	66.70	400.00	-333.30	16.7%
Total A90308 SOCIAL SECURITY	351.90	2,200.00	-1,848.10	16.0%
A97106 DEBT PRINCIPAL, SERIAL B				
PRINCIPAL ON BONDS	0.00	75,000.00	-75,000.00	0.0%
Total A97106 DEBT PRINCIPAL, SERIAL B	0.00	75,000.00	-75,000.00	0.0%
A97107 DEBT INTEREST, SERIAL BO				
INTEREST ON BONDS	0.00	101,565.00	-101,565.00	0.0%
Total A97107 DEBT INTEREST, SERIAL BO	0.00	101,565.00	-101,565.00	0.0%
A99019 INTERFUND TRANSFERS				
TO APPARATUS CAPITAL RESERVES	0.00	50,000.00	-50,000.00	0.0%
TO CAPITAL IMPROVEMENT RESERVES	0.00	48,866.00	-48,866.00	0.0%
TO EQUIPMENT CAPITAL RESERVES	0.00	56,000.00	-56,000.00	0.0%
Total A99019 INTERFUND TRANSFERS	0.00	154,866.00	-154,866.00	0.0%
Total Expense	16,456.23	483,081.00	-466,624.77	3.4%
Net Income	470,933.66	0.00	470,933.66	100.0%



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Business Banking Statement
February 29, 2020
page 1 of 3

320811002528

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CHARLTON FIRE DISTRICT #1
PO BOX 1369
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Enroll in Online Banking today at Key.com.
Access your available accounts, transfer funds and view your transactions right from your PC.

KeyBank Business Interest Checking 320811002528
CHARLTON FIRE DISTRICT #1

Beginning balance 1-31-20	\$1,973,766.59
7 Subtractions	-266,092.67
Interest paid	+152.57
Ending balance 2-29-20	\$1,707,826.49

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1042	2-25	\$32,992.00	1045	2-28	11,490.37	1047	2-28	14,584.87
1043	2-24	3,594.00	1046	2-28	14,782.43	1048	2-26	125.00
1044	2-24	188,524.00						

Paper Checks Paid \$266,092.67

Interest earned

Annual percentage yield (APY) earned	0.10%
Number of days this statement period	29
Interest paid 2-28-20	\$152.57
Interest earned this statement period	\$152.57
Interest paid year-to-date	\$337.71
Interest earned (2019)	\$810.86

Fees and charges

Date	Quantity	Unit Charge
2-28-20 Paper Statement Fee	1	3.00
		-\$3.00

Business Banking Statement
February 29, 2020
page 2 of 3

320811002528

**Fees and
charges**
(con't)

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
2-28-20	Service Charge Waive To Relationship Pricing	1	3.00	+3.00
Fees and charges this period				\$0.00

1:31 PM

03/01/20

Charlton Building Project Reconciliation Summary

H200 - New Firehouse Bank Account, Period Ending 02/29/2020

	Feb 29, 20
Beginning Balance	1,973,766.59
Cleared Transactions	
Checks and Payments - 8 items	-266,095.67
Deposits and Credits - 2 items	155.57
Total Cleared Transactions	-265,940.10
Cleared Balance	1,707,826.49
Uncleared Transactions	
Checks and Payments - 1 item	-172.50
Total Uncleared Transactions	-172.50
Register Balance as of 02/29/2020	1,707,653.99
Ending Balance	1,707,653.99

1:31 PM

03/01/20

Charlton Building Project Reconciliation Detail

H200 - New Firehouse Bank Account, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,973,766.59
Cleared Transactions						
Checks and Payments - 8 items						
Check	02/20/2020	1044	BAST HATFIELD C...	X	-188,524.00	-188,524.00
Check	02/20/2020	1042	HUEBER-BREUER ...	X	-32,992.00	-221,516.00
Check	02/20/2020	1046	CKM ELECTRICAL	X	-14,782.43	-236,298.43
Check	02/20/2020	1047	TRI-VALLEY PLUM...	X	-14,584.87	-250,883.30
Check	02/20/2020	1045	TRI-VALLEY PLUM...	X	-11,490.37	-262,373.67
Check	02/20/2020	1043	H2M ARCHITECTS ...	X	-3,594.00	-265,967.67
Check	02/20/2020	1048	ENPRO	X	-125.00	-266,092.67
Check	02/28/2020			X	-3.00	-266,095.67
Total Checks and Payments					-266,095.67	-266,095.67
Deposits and Credits - 2 items						
Deposit	02/28/2020			X	3.00	3.00
Deposit	02/28/2020			X	152.57	155.57
Total Deposits and Credits					155.57	155.57
Total Cleared Transactions					-265,940.10	-265,940.10
Cleared Balance					-265,940.10	1,707,826.49
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/12/2019	1027	NAPIERALE	VOID	-172.50	-172.50
Total Checks and Payments					-172.50	-172.50
Total Uncleared Transactions					-172.50	-172.50
Register Balance as of 02/29/2020					-266,112.60	1,707,653.99
Ending Balance					-266,112.60	1,707,653.99

Voided
3/2/20

10:01 PM

03/17/20

Accrual Basis

Charlton Building Project

Profit & Loss

September 2019 through February 2020

	Sep '19 - Feb 20
Income	
49900 · Uncategorized Income	3.00
H2401 · Interest and Earnings	1,148.57
H5710 · Serial Bonds	3,700,032.03
Total Income	3,701,183.60
Gross Profit	3,701,183.60
Expense	
H34102 · New Firehouse Expenditures	
100 · PRECONSTRUCTION COSTS	
102 · Hueber-Breuer Pre construction	18,162.00
Total 100 · PRECONSTRUCTION COSTS	18,162.00
200 · NEW BUILDING CONSTRUCTION PHASE	
201 · New Construction	1,654,889.07
203 · Construction Contingency	13,750.00
204.1 · Hueber-Breuer - Office Staff Ex	67,729.00
204.2 · HB - Field Staff Expense	82,120.00
204.3 · HB - Overhead and Profit	41,250.00
205 · H2M - Architectural Design	38,935.00
206 · Napierala & Associates	4,740.75
207 · Inspections	1,000.00
208 · Utilities Cost	31,616.06
209 · Job Site Consumables	9,147.00
Total 200 · NEW BUILDING CONSTRUCTION PHASE	1,945,176.88
400 · PROFESSIONAL SERVICES	
404 · Finance & Legal Fees	14,764.17
Total 400 · PROFESSIONAL SERVICES	14,764.17
H34102 · New Firehouse Expenditures - Other	15,426.56
Total H34102 · New Firehouse Expenditures	1,993,529.61
Total Expense	1,993,529.61
Net Income	1,707,653.99