

Charlton Fire District Meeting Minutes

December 1, 2020

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on December 1, 2020 at 7:00 p.m.

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

ABSENT:

1. Approval of Agenda

Motion to approve the agenda was made by Jeff Voigt and seconded by Steve Eichfeld. Approved 5-0.

2. Approval of Minutes

Motion to approve last month's meeting minutes made by Jeff Voigt and seconded by Leland Roden. Approved 5-0.

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: \$210,661.25
Payroll Account: \$6,864.20
Apparatus Capital Reserve: \$157,118.06
Equipment Capital Reserve: \$8,701.34
Emergency Capital Reserve: \$25,094.30
Capital Improvement Reserve: \$4,329.41
Bond Account: \$192,040.17
Total ending on December 1, 2020: \$604,808.73

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Bob LeGere. Approved 5-0.

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Kevin Loukes. Approved 5-0.

Motion to approve the transfer of \$50,000 from the operating account to the apparatus capital reserve acct, \$56,000 to the equipment capital reserve acct and \$44,000 to the capital improvement reserve acct. made by Jeff Voigt and seconded by Steve Eichfeld. Approved 5-0.

5. Chief's Report

- a. Dean DeCapria presented Chief's Report. 15 calls for the month:
 - 4-EMS
 - 2-Structure fire
 - 1-MVA

- 6-Fire alarm
- 1-Vehicle alarm
- 1-Electrical Emergency

- b. Car 18 mileage as of 12/1 is 55,200 and car 18-0 mileage as of 12/1 is 66,171.
- c. Batteries have been received.
- d. Sawzall is in service
- e. Due to a spike in Covid cases, Saratoga County is advising that fire departments limit entry into their buildings to just firefighters. However, elections will proceed with the required safety protocols in place.
- f. Cost to install the air compressor will be about \$4,000.
- g. Dean DeCapria presented purchase requests. (Motions under new business)

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 (Leland Roden)**
Report under Unfinished Business.
- e. **Staff Relations/Code of Ethics Committee (Steve Eichfeld)**
There is nothing to report at this time.

7. Unfinished Business

- a. The Board of Fire Commissioners reviewed and approved the smoking policy. No smoking/vaping signs will be posted throughout the firehouse.
- b. The status of the sale of the old firehouse was discussed. The electrical inspection report from the buyer's inspector was reviewed. The board will be seeking a second opinion from another electrician. Additionally, the garage doors were inspected/repaired by Overhead Door and septic plans have been submitted to the buyer for a special use permit.
- c. Outstanding warranty submittals were discussed. The board is waiting for a response from Sean Foran on submitted warranty items.

8. New Business

- a. Resolution 24-2020 (2021 board meeting dates) was discussed and approved.
- b. Resolution 25-2020 (No Smoking/Vaping Policy) was discussed and approved.
- c. The epoxy floor in the bay was discussed. The floor is going to be evaluated by an independent company to determine next steps on the epoxy floor.
- d. Commissioner Leland reported out on the installation status of the security cameras. He has been unable to reach Jeff from Global Communications. Therefore, other avenues are being pursued for installing the cameras.
- e. The chairman requested that the fire department be reimbursed for Fire Prevention expenses.

Motion to approve resolution 24-2020 made by Jeff Voigt seconded by Steve Eichfeld.
Approved 5-0.

Motion to approve resolution 25-2020 made by Jeff Voigt seconded by Bob LeGere.
Approved 5-0.

Motion to approve reimbursing the fire department for Fire Prevention expenses in the amount of \$2,551.32 made by Jeff Voigt seconded by Leland Roden. Approved 5-0.

9. Executive Session

Motion to adjourn to executive session at 8:20 made by Jeff Voigt and seconded by Steve Eichfeld. Approved 5-0.

Motion to return to public session at 8:45 made by Jeff Voigt and seconded by Leland Roden.
Approved 5-0.

10. Privilege of the Floor

Resident and firefighter, Trent Mitchell, expressed concern regarding smoking outside the firehouse. He recommended that smoking not be permitted outside on firehouse property. Commissioners explained that a policy has been put in place and smokers will be required to smoke 25 feet away from the fire dept.

11. Adjournment

Motion to adjourn made by Jeff Voigt and seconded by Leland Roden. 8:50 p.m.
Approved 5-0.

6:04 PM

12/01/20

Cash Basis

CHARLTON FIRE DISTRICT #1

Profit & Loss

November 2020

	Nov 20	Oct 20	\$ Change
Income			
A2401 INTEREST & EARNINGS			
INTEREST & EARNINGS OTHER ACCTS	3.16	3.32	-0.16
Total A2401 INTEREST & EARNINGS	3.16	3.32	-0.16
Total Income	3.16	3.32	-0.16
Gross Profit	3.16	3.32	-0.16
Expense			
H34102 NEW FIREHOUSE			
200 NEW BLDG CONSTRUCTION PHASE			
205 H2M - ARCHITECTURAL DESIGN	0.00	1,198.00	-1,198.00
206 NAPIERALA & ASSOCIATES	0.00	0.00	0.00
Total 200 NEW BLDG CONSTRUCTION PHASE	0.00	1,198.00	-1,198.00
400 PROFESSIONAL SERVICES			
404 FINANCES & LEGAL FEES	0.00	1,800.00	-1,800.00
Total 400 PROFESSIONAL SERVICES	0.00	1,800.00	-1,800.00
300 OWNERS EXPENSES & MISC			
301 FIRE DEPT FFE ALLOWANCE	415.38	11,619.08	-11,203.70
Total 300 OWNERS EXPENSES & MISC	415.38	11,619.08	-11,203.70
Total H34102 NEW FIREHOUSE	415.38	14,617.08	-14,201.70
A34102 FIRE, EQUIP & CAP OUTLAY			
EQUIPMENT			
MISCELLANEOUS EQUIPMENT	729.62	0.00	729.62
Total EQUIPMENT	729.62	0.00	729.62
Total A34102 FIRE, EQUIP & CAP OUTLAY	729.62	0.00	729.62
A34101 FIRE PER SVC			
PERSONAL SERVICES			
FICA EMPLOYEE	-37.20	0.00	-37.20
MEDICARE EMPLOYEE	-8.70	0.00	-8.70
FEDERAL INCOME TAX	494.90	0.00	494.90
NYS INCOME TAX	735.10	0.00	735.10
SECRETARY WAGES	1,188.65	588.65	600.00
TREASURER WAGES	1,308.60	1,308.60	0.00
Total PERSONAL SERVICES	3,681.35	1,897.25	1,784.10
Total A34101 FIRE PER SVC	3,681.35	1,897.25	1,784.10
A34104 FIRE PROTECTION			
WEBSITE ADMINISTRATION	0.00	60.00	-60.00
INSURANCE	0.00	2,828.81	-2,828.81
PUBLIC NOTICES	5.70	0.00	5.70
PRINTING & SUPPLIES	5.71	0.00	5.71
APPARATUS MAINT/REPAIR	47.44	650.37	-602.93
WASTE DISPOSAL	59.00	59.00	0.00
COMMISSIONER TRAINING	85.00	0.00	85.00
SCBA PACK TESTING	100.15	0.00	100.15
FOOD REIMBURSEMENTS	104.68	0.00	104.68
BUILDING & GROUNDS REPAIRS	131.33	546.24	-414.91
ASSOCIATION DUES	175.00	0.00	175.00
FUEL - TRUCKS	183.82	99.75	84.07
EMS SUPPLIES	214.25	0.00	214.25
TELEPHONE & CABLE	519.48	920.96	-401.48
ELECTRIC	1,185.15	3,381.97	-2,196.82
BUILDING & GROUNDS MAINTENANCE	2,515.00	530.00	1,985.00
Total A34104 FIRE PROTECTION	5,331.71	9,077.10	-3,745.39
Total Expense	10,158.06	25,591.43	-15,433.37
Net Income	-10,154.90	-25,588.11	15,433.21



KeyBank

Keybank National Association

6:04 PM

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

Cash Basis

	<u>Nov 20</u>	<u>Nov 19</u>
A200 CASH		
0712 OPERATING	210,341.77	41,928.22
0720 PAYROLL	<u>6,864.20</u>	<u>11,622.80</u>
Total A200 CASH	217,205.97	53,551.02
A230 CASH, SPECIAL RESERVES		
2286 APPARATUS	157,118.06	157,062.89
2294 EQUIPMENT	8,701.34	8,698.28
2302 EMERGENCY	25,094.30	25,085.49
2310 CAPITAL IMPROVEMENTS	4,329.41	4,327.89
2528 NEW FIREHOUSE	<u>192,040.17</u>	<u>2,638,055.34</u>
Total A230 CASH, SPECIAL RESER...	<u>387,283.28</u>	<u>2,833,229.89</u>
TOTAL	<u><u>604,489.25</u></u>	<u><u>2,886,780.91</u></u>



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

Public Sector Statement
November 30, 2020
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00712

20 X 81 00020 R EM T1
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 Basis 00712
CHARLTON FIRE DISTRICT #1
OPERATING ACCOUNT

Beginning balance 10-31-20	\$217,267.35
21 Subtractions	-6,606.10
Ending balance 11-30-20	\$210,661.25

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
8124	11-2	\$60.00	8133	11-9	100.15	8140	11-9	59.00
*8127	11-9	100.00	8134	11-10	5.70	8141	11-9	1,985.00
8128	11-23	100.00	8135	11-16	85.00	8142	11-9	777.06
8129	11-13	1,185.15	8136	11-13	175.00	8143	11-12	136.28
8130	11-10	21.41	8137	11-6	131.33	8144	11-13	281.11
8131	11-9	214.25	8138	11-9	5.71	8145	11-9	149.31
8132	11-9	115.77	8139	11-12	530.00			
						Paper Checks Paid		\$6,217.23

Transfers	Date	Serial #	Destination		
	11-5		Trf To DD/	2528	3290
			Total subtractions		\$388.87
					\$6,606.10

Interest earned

Number of days this statement period	30
Interest paid year-to-date	\$15.20

5:48 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
0712 OPERATING, Period Ending 10/31/2020

	Oct 31, 20
Beginning Balance	217,267.35
Cleared Transactions	
Checks and Payments - 21 items	-6,606.10
Deposits and Credits - 2 items	0.00
Total Cleared Transactions	-6,606.10
Cleared Balance	210,661.25
Register Balance as of 10/31/2020	210,661.25
New Transactions	
Checks and Payments - 22 items	-18,404.88
Total New Transactions	-18,404.88
Ending Balance	192,256.37

5:48 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
0712 OPERATING, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						217,267.35
Cleared Transactions						
Checks and Payments - 21 items						
Check	10/06/2020	8124	Atypica Inc.	X	-60.00	-60.00
Check	11/02/2020	8145	TOWN OF CHARLT...	X	-149.31	-209.31
Check	11/02/2020	8127	KEVIN RIEHL	X	-100.00	-309.31
Check	11/03/2020	8141	PRO-CUT LANDSC...	X	-1,985.00	-2,294.31
Check	11/03/2020	8129	NATIONAL GRID	X	-1,185.15	-3,479.46
Check	11/03/2020	8142	EMERICH SALES &...	X	-777.06	-4,256.52
Check	11/03/2020	8139	TRI CITY JANITORI...	X	-530.00	-4,786.52
Check	11/03/2020	8144	FASNY FCU CARD...	X	-281.11	-5,067.63
Check	11/03/2020	8131	HENRY SCHEIN INC	X	-214.25	-5,281.88
Check	11/03/2020	8136	NYS ASSOC OF FL...	X	-175.00	-5,456.88
Check	11/03/2020	8143	BURNT HILLS HAR...	X	-136.28	-5,593.16
Check	11/03/2020	8137	LANSING ENGINEE...	X	-131.33	-5,724.49
Check	11/03/2020	8132	LOWE'S	X	-115.77	-5,840.26
Check	11/03/2020	8133	MES	X	-100.15	-5,940.41
Check	11/03/2020	8128	DEAN DECAPRIA	X	-100.00	-6,040.41
Check	11/03/2020	8135	JEFF VOIGT	X	-85.00	-6,125.41
Check	11/03/2020	8140	COUNTY WASTE	X	-59.00	-6,184.41
Check	11/03/2020	8130	STAPLES	X	-21.41	-6,205.82
Check	11/03/2020	8138	RICOH USA INC	X	-5.71	-6,211.53
Check	11/03/2020	8134	THE DAILY GAZET...	X	-5.70	-6,217.23
Deposit	11/05/2020		TRANSFER TO OP...	X	-388.87	-6,606.10
Total Checks and Payments					-6,606.10	-6,606.10
Deposits and Credits - 2 items						
Check	10/06/2020	8109	NAPIERALA CONS...	X	0.00	0.00
Check	12/01/2020	8158	RICOH USA INC	X	0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Cleared Transactions					-6,606.10	-6,606.10
Cleared Balance					-6,606.10	210,661.25
Register Balance as of 10/31/2020					-6,606.10	210,661.25
New Transactions						
Checks and Payments - 22 items						
Check	11/06/2020	8146	SPECTRUM		-319.48	-319.48
Check	12/01/2020	8160	STAPLES		-11,414.92	-11,734.40
Check	12/01/2020	8159	PRO-CUT LANDSC...		-1,985.00	-13,719.40
Check	12/01/2020	8150	NATIONAL GRID		-1,240.19	-14,959.59
Check	12/01/2020	8156	CKM ELECTRICAL ...		-580.04	-15,539.63
Check	12/01/2020	8155	OVERHEAD DOOR ...		-525.00	-16,064.63
Check	12/01/2020	8162	ASSOCIATION OF ...		-450.00	-16,514.63
Check	12/01/2020	8151	FASNY FCU CARD...		-361.65	-16,876.28
Check	12/01/2020	8167	GALWAY VOLUNT...		-250.00	-17,126.28
Check	12/01/2020	8153	F.W. WEBB		-237.00	-17,363.28
Check	12/01/2020	8163	ASSOCIATION OF ...		-200.00	-17,563.28
Check	12/01/2020	8161	JAMES PUBLISHING		-164.00	-17,727.28
Check	12/01/2020	8147	TOWN OF CHARLT...		-135.77	-17,863.05
Check	12/01/2020	8149	KEVIN RIEHL		-100.00	-17,963.05
Check	12/01/2020	8148	DEAN DECAPRIA		-100.00	-18,063.05
Check	12/01/2020	8154	O'REILLY FIRST C...		-91.42	-18,154.47
Check	12/01/2020	8166	EMERICH SALES &...		-70.68	-18,225.15
Check	12/01/2020	8168	RICOH USA INC		-52.77	-18,277.92
Check	12/01/2020	8165	GARRISON FIRE & ...		-43.00	-18,320.92
Check	12/01/2020	8157	THE DAILY GAZET...		-30.78	-18,351.70
Check	12/01/2020	8164	SARATOGA COUN...		-30.00	-18,381.70
Check	12/01/2020	8152	MES		-23.18	-18,404.88
Total Checks and Payments					-18,404.88	-18,404.88
Total New Transactions					-18,404.88	-18,404.88
Ending Balance					-25,010.98	192,256.37



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

Public Sector Statement
November 30, 2020
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00720

4 X 81 00004 R EM T1
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 Bar 00720
CHARLTON FIRE DISTRICT #1
PAYROLL ACCOUNT

Beginning balance 10-31-20	\$10,545.55
6 Subtractions	-3,681.35
Ending balance 11-30-20	\$6,864.20

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1016	11-12	\$539.90	1018	11-4	1,308.60	1019	11-4	497.00
1017	11-4	588.65						
Paper Checks Paid								\$2,934.15

Withdrawals Date	Serial #	Location	
11-4		Direct Withdrawal, Nys Dtf Wt	Tax Paymnt \$116.40
11-12		Direct Withdrawal, lrs	Usataxpymt 630.80
Total subtractions			\$3,681.35

Interest earned

Number of days this statement period	30
Interest paid year-to-date	\$0.38

00720 - 03290

5:49 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
0720 PAYROLL, Period Ending 11/30/2020

	<u>Nov 30, 20</u>
Beginning Balance	10,545.55
Cleared Transactions	
Checks and Payments - 6 items	<u>-3,681.35</u>
Total Cleared Transactions	<u>-3,681.35</u>
Cleared Balance	<u>6,864.20</u>
Register Balance as of 11/30/2020	6,864.20
New Transactions	
Checks and Payments - 2 items	<u>-1,897.25</u>
Total New Transactions	<u>-1,897.25</u>
Ending Balance	<u>4,966.95</u>

5:49 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
0720 PAYROLL, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,545.55
Cleared Transactions						
Checks and Payments - 6 items						
Check	11/02/2020	1018	ANDREW G. LA PA...	X	-1,308.60	-1,308.60
Check	11/02/2020	1017	Sharon B Cronin	X	-588.65	-1,897.25
Check	11/02/2020	1016	UNITED STATES T...	X	-539.90	-2,437.15
Check	11/03/2020	1019	Sharon B Cronin	X	-497.00	-2,934.15
Check	11/04/2020		NYS EMPLOYMEN...	X	-116.40	-3,050.55
Check	11/12/2020		NYS EMPLOYMEN...	X	-630.80	-3,681.35
Total Checks and Payments					-3,681.35	-3,681.35
Total Cleared Transactions					-3,681.35	-3,681.35
Cleared Balance					-3,681.35	6,864.20
Register Balance as of 11/30/2020					-3,681.35	6,864.20
New Transactions						
Checks and Payments - 2 items						
Check	12/01/2020	1021	ANDREW G. LA PA...		-1,308.60	-1,308.60
Check	12/01/2020	1020	SHARON B. CRONIN		-588.65	-1,897.25
Total Checks and Payments					-1,897.25	-1,897.25
Total New Transactions					-1,897.25	-1,897.25
Ending Balance					-5,578.60	4,966.95



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Cleveland, OH 44101-5885

Public Sector Statement
November 30, 2020
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2528

T 81 00000 R EM T1
CHARLTON FIRE DISTRICT #1
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 Interest J2528
CHARLTON FIRE DISTRICT #1

Beginning balance 10-31-20	\$191,649.72
1 Addition	+388.87
Interest paid	+1.58
Ending balance 11-30-20	\$192,040.17

Additions

Transfers Date	Serial #	Source	
11-5		Trf Fr DDA	00712 3290
		Total additions	\$388.87

Interest earned

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	30
Interest paid 11-30-20	\$1.58
Interest earned this statement period	\$1.57
Interest paid year-to-date	\$426.52

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-31-55-0228
555 Patroon Creek Blvd
Albany, NY 12206**

- 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:

Key Credit Research Department
P.O. 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.

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.

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.		
	\$		
	TOTAL →		\$
7	Add 5 and 6 and enter total here.		
	\$		
	TOTAL →		\$
8	Enter total from 4.		
	\$		
	TOTAL →		\$
9	Subtract 8 from 7 and enter difference here.		
	\$		
	TOTAL →		\$
This amount should agree with your check register balance.			

5:59 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2528 NEW FIREHOUSE, Period Ending 11/30/2020

	Nov 30, 20
Beginning Balance	191,649.72
Cleared Transactions	
Deposits and Credits - 2 items	390.45
Total Cleared Transactions	390.45
Cleared Balance	192,040.17
Register Balance as of 11/30/2020	192,040.17
Ending Balance	192,040.17

5:59 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
2528 NEW FIREHOUSE, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						191,649.72
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	11/05/2020		TRANSFER TO OP...	X	388.87	388.87
Deposit	11/30/2020		INTEREST PAID	X	1.58	390.45
Total Deposits and Credits					390.45	390.45
Total Cleared Transactions					390.45	390.45
Cleared Balance					390.45	192,040.17
Register Balance as of 11/30/2020					390.45	192,040.17
Ending Balance					390.45	192,040.17



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

Public Sector Statement
November 30, 2020
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J2286

T 81 00000 R EM T1
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 ()2286
CHARLTON FIRE DISTRICT #1
APPARATUS CAPITAL RESERVE

Beginning balance 10-31-20	\$157,116.78
Interest paid	+1.28
Ending balance 11-30-20	\$157,118.06

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	30
Interest paid 11-30-20	\$1.28
Interest earned this statement period	\$1.28
Interest paid year-to-date	\$48.50

2835

6:00 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2286 APPARATUS, Period Ending 10/31/2020

	<u>Oct 31, 20</u>
Beginning Balance	157,116.78
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.28</u>
Total Cleared Transactions	<u>1.28</u>
Cleared Balance	<u>157,118.06</u>
Register Balance as of 10/31/2020	157,118.06
Ending Balance	157,118.06



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Cleveland, OH 44101-5885

Public Sector Statement
November 30, 2020
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12294

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 12294
CHARLTON FIRE DISTRICT #1
EQUIPMENT CAPITAL RESERVES

Beginning balance 10-31-20	\$8,701.27
Interest paid	+0.07
Ending balance 11-30-20	\$8,701.34

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	30
Interest paid 11-30-20	\$0.07
Interest earned this statement period	\$0.07
Interest paid year-to-date	\$2.69

6:01 PM
12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2294 EQUIPMENT, Period Ending 12/01/2020

	<u>Dec 1, 20</u>
Beginning Balance	8,701.27
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.07</u>
Total Cleared Transactions	<u>0.07</u>
Cleared Balance	<u><u>8,701.34</u></u>
Register Balance as of 12/01/2020	8,701.34
Ending Balance	8,701.34



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Cleveland, OH 44101-5885

Public Sector Statement
November 30, 2020
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12302

T 81 00000 R EM T1
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 2302
CHARLTON FIRE DISTRICT #1
EMERGENCY REPAIR RESERVES

Beginning balance 10-31-20	\$25,094.10
Interest paid	+0.20
Ending balance 11-30-20	\$25,094.30

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	30
Interest paid 11-30-20	\$0.20
Interest earned this statement period	\$0.20
Interest paid year-to-date	\$7.74

1629

6:02 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2302 EMERGENCY, Period Ending 11/30/2020

	<u>Nov 30, 20</u>
Beginning Balance	25,094.10
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.20</u>
Total Cleared Transactions	<u>0.20</u>
Cleared Balance	<u>25,094.30</u>
Register Balance as of 11/30/2020	25,094.30
Ending Balance	25,094.30



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Cleveland, OH 44101-5885

Public Sector Statement
November 30, 2020
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12310

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 2310
CHARLTON FIRE DISTRICT #1
CAPITAL IMPROVEMENTS RESERVES

Beginning balance 10-31-20	\$4,329.38
Interest paid	+0.03
Ending balance 11-30-20	\$4,329.41

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	30
Interest paid 11-30-20	\$0.03
Interest earned this statement period	\$0.03
Interest paid year-to-date	\$1.34

2636

6:02 PM

12/01/20

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2310 CAPITAL IMPROVEMENTS, Period Ending 11/30/2020

	<u>Nov 30, 20</u>
Beginning Balance	4,329.38
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.03</u>
Total Cleared Transactions	<u>0.03</u>
Cleared Balance	<u><u>4,329.41</u></u>
Register Balance as of 11/30/2020	4,329.41
Ending Balance	4,329.41

CHARLTON FIRE DISTRICT #1

YTD P & L BUDGET vs. ACTUAL

Cash Basis

January through November 2020

	Jan - Nov 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	334.22			
A2401 INTEREST & EARNINGS - Other	0.00	500.00	-500.00	0.0%
Total A2401 INTEREST & EARNINGS	349.80	500.00	-150.20	70.0%
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			
H2401 INTEREST & EARNINGS	152.57			
Total Income	487,846.27	483,081.00	4,765.27	101.0%
Gross Profit	487,846.27	483,081.00	4,765.27	101.0%
Expense				
A34101 FIRE PER SVC				
PERSONAL SERVICES				
FEDERAL INCOME TAX	2,702.70			
FICA EMPLOYEE	818.40			
MEDICARE EMPLOYEE	191.40			
NYS INCOME TAX	1,084.30			
SECRETARY WAGES	7,075.15	8,400.00	-1,324.85	84.2%
TREASURER WAGES	14,394.60	19,200.00	-4,805.40	75.0%
Total PERSONAL SERVICES	26,266.55	27,600.00	-1,333.45	95.2%
Total A34101 FIRE PER SVC	26,266.55	27,600.00	-1,333.45	95.2%
A34102 FIRE, EQUIP & CAP OUTLAY				
BUILDING IMPROVEMENTS	26,428.00			
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%
MISCELLANEOUS EQUIPMENT	729.62			
PERSONAL PROTECTIVE EQUIP	11,880.66	6,000.00	5,880.66	198.0%
Total EQUIPMENT	12,610.28	12,800.00	-189.72	98.5%
Total A34102 FIRE, EQUIP & CAP OUTLAY	39,038.28	12,800.00	26,238.28	305.0%
A34104 FIRE PROTECTION				
ANNUAL AUDIT	3,500.00	4,000.00	-500.00	87.5%
APPARATUS MAINT/REPAIR	18,414.36	15,000.00	3,414.36	122.8%
ASSOCIATION DUES	175.00	200.00	-25.00	87.5%
BANK FEES	69.50	300.00	-230.50	23.2%
BUILDING & GROUNDS MAINTENANCE	8,105.29	4,800.00	3,305.29	168.9%
BUILDING & GROUNDS REPAIRS	700.14	4,300.00	-3,599.86	16.3%
COMMISSIONER TRAINING	85.00	300.00	-215.00	28.3%
DATA ENTRY-INCIDENT REPORTING	198.33	2,500.00	-2,301.67	7.9%
ELECTRIC	6,524.06	4,000.00	2,524.06	163.1%
EMS SUPPLIES	2,401.67	2,000.00	401.67	120.1%
EMS TRAINING	1,030.00	500.00	530.00	206.0%
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	6,480.00	7,000.00	-520.00	92.6%
FIREFIGHTER TRAINING	614.80	1,000.00	-385.20	61.5%
FIREMATIC & REHAB SUPPLIES	0.00	600.00	-600.00	0.0%
FOAM	1,550.00	50.00	1,500.00	3,100.0%
FOOD REIMBURSEMENTS	352.35	300.00	52.35	117.5%

CHARLTON FIRE DISTRICT #1

YTD P & L BUDGET vs. ACTUAL

Cash Basis

January through November 2020

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
FUEL - BUILDING	2,936.04	4,000.00	-1,063.96	73.4%
FUEL - TRUCKS	1,811.25	3,500.00	-1,688.75	51.8%
HOSE/LADDER TESTING	1,085.10	1,000.00	85.10	108.5%
INSPECTION OF DEPARTMENT	7,110.38	7,000.00	110.38	101.6%
INSURANCE	24,951.66	30,000.00	-5,048.34	83.2%
INTERIOR FIREFIGHTING FIT TRAIN	420.00	800.00	-380.00	52.5%
LEGAL SERVICES	0.00	3,000.00	-3,000.00	0.0%
MISCELLANEOUS	1,441.53	500.00	941.53	288.3%
PAGER REPAIR BATTERIES	0.00	1,200.00	-1,200.00	0.0%
PHYSICAL FITNESS	125.00	800.00	-675.00	15.6%
POSTAGE	55.00	400.00	-345.00	13.8%
PRINTING & SUPPLIES	581.59	800.00	-218.41	72.7%
PUBLIC NOTICES	243.96	200.00	43.96	122.0%
SCBA PACK TESTING	100.15	1,000.00	-899.85	10.0%
TELEPHONE & CABLE	4,491.65	2,500.00	1,991.65	179.7%
WASTE DISPOSAL	1,134.64	800.00	334.64	141.8%
WATER	285.48	500.00	-214.52	57.1%
WEBSITE ADMINISTRATION	200.00	200.00	0.00	100.0%
Total A34104 FIRE PROTECTION	98,926.15	109,050.00	-10,123.85	90.7%
A90308 SOCIAL SECURITY				
FICA EMPLOYER	855.60	1,800.00	-944.40	47.5%
MEDICARE EMPLOYER	200.10	400.00	-199.90	50.0%
Total A90308 SOCIAL SECURITY	1,055.70	2,200.00	-1,144.30	48.0%
A90408 WORKER'S COMPENSATION	262.00			
A97106 DEBT PRINCIPAL, SERIAL B				
PRINCIPAL ON BONDS	75,000.00	75,000.00	0.00	100.0%
Total A97106 DEBT PRINCIPAL, SERIAL B	75,000.00	75,000.00	0.00	100.0%
A97107 DEBT INTEREST, SERIAL BO				
INTEREST ON BONDS	101,565.07	101,565.00	0.07	100.0%
Total A97107 DEBT INTEREST, SERIAL BO	101,565.07	101,565.00	0.07	100.0%
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%
H34102 NEW FIREHOUSE				
200 NEW BLDG CONSTRUCTION PHASE				
201.1 BAST HATFIELD	966,285.59			
204.1 HUEBERBREUER - OFF STAFF	9,475.00			
204.2 HB - FIELD STAFF EXPENSE	99,840.00			
204.3 HB OVERHEAD & PROFIT	57,474.00			
205 H2M - ARCHITECTURAL DESIGN	29,950.00			
206 NAPIERALA & ASSOCIATES	3,085.50			
206.1 CKM ELECTRICAL	258,436.70			
206.2 TRI-VALLEY P&L - HVAC	244,799.89			
206.3 TRI-VALLEY P&L - PLUMBING	160,647.30			
207 INSPECTIONS	5,318.70			
208 UTILITIES COST	22,660.08			
209 JOB SITE CONSUMABLES	16,398.62			
Total 200 NEW BLDG CONSTRUCTION PHASE	1,874,371.38			
300 OWNERS EXPENSES & MISC				
301 FIRE DEPT FFE ALLOWANCE	161,549.68			
Total 300 OWNERS EXPENSES & MISC	161,549.68			
400 PROFESSIONAL SERVICES				
401 OFFICE EXPENSE/NOTICES	55.00			
403 ACCOUNTING SERVICES	0.00			
404 FINANCES & LEGAL FEES	1,800.00			
Total 400 PROFESSIONAL SERVICES	1,855.00			
Total H34102 NEW FIREHOUSE	2,037,776.06			
Total Expense	2,379,889.81	483,081.00	1,896,808.81	492.6%
Net Income	-1,892,043.54	0.00	-1,892,043.54	100.0%