

Charlton Fire District Meeting Minutes

February 1, 2022

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on February 1, 2022 at 7:15 p.m.

PRESENT: Pete O'Brien(Chairman), Jeff Voigt, Amanda Gannon, Sharon Cronin (Secretary), Andy La Patra (Treasurer)

ABSENT: None

1. Approval of Agenda

Motion to approve the agenda was made by Pete O'Brien and seconded by Amanda Gannon. Approved 3-0.

2. Approval of Minutes

Motion to approve last month's meeting minutes made by Pete O'Brien and seconded by Amanda Gannon. Approved 3-0.

Motion to approve last month's special meeting minutes made by Pete O'Brien and seconded by Amanda Gannon. Approved 3-0.

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: \$19,365.43

Payroll Account: \$2,079.10

Apparatus Capital Reserve: \$415,930.34

Equipment Capital Reserve: \$104,709.45

Emergency Capital Reserve: \$25,097.24

Capital Improvement Reserve: \$90,109.88

Bond Account: \$51,600.91

Total ending on February 1, 2022: \$708,893.12

d. Going forward, wire transfer fees for bond payments will be made per wire transfer.

e. Treasurer indicated that the check from the town will not be ready until February 16th.

f. The BOFC is in the process of looking for an auditor to replace Dick DiNolfo. Information to follow at the next meeting.

g. The treasurer requested approval to transfer \$30,000 from the operating account to the payroll account once the check from the town has been received.

- h. Treasurer requested fire district inventory totals from the chiefs for the AUD report.
- i. Treasurer reviewed procedures for the submission of invoices.
- j. Treasurer indicated that signature paperwork for the chairman for KeyBank accounts has been transferred over.

Motion to pay outstanding bills was made by Pete O'Brien and seconded by Jeff Voigt.
Approved 3-0.

Motion to approve Treasurer's report made by Pete O'Brien and seconded by Amanda Gannon.
Approved 3-0.

5. Chief's Report

- a. Christian DeCapria presented the Chief's Report.
20 calls for the month:
11-EMS
2-Fire Alarm
4-MVA
2-canceled calls
1- odor investigation
- b. Chiefs met last week with West Charlton and Harmony Corners to review mutual aid plan.
- c. Schenectady upgraded their radio system. The department should be able to patch in with them. Chiefs would like to reprogram radios. Working with both counties to get their approval. Not sure at this stage if there will be a cost incurred.
- d. Chief requested that two new members be added to the insurance rolls.
- e. Fire boots will need to be purchased for new members. The cost will be \$395.00 a pair from MES.
- f. The gas meter on 18-2 is in need of repair. To repair it will cost \$488.00. To replace with a new gas meter will be \$765.00.
- g. Chiefs requested to meet in executive session to discuss a personnel matter.
- h. Car 18 mileage as of 2/1 is 64,424 and car 18-0 mileage as of 2/1 is 68,125.

6. Committee Reports

- a. **Facilities Management (Pete O'Brien)**
See Unfinished Business
- b. **Apparatus and Equipment (Pete O'Brien)**
See Chief's Report
- c. **Firematic Training and Fire Prevention Committee (Jeff Voigt)**
See Unfinished Business
- d. **Radio Communication and Informational Technology Committee (Jeff Voigt)**
See Unfinished Business

e. **Staff Relations/Code of Ethics Committee (Amanda Gannon)**

There is nothing to report at this time.

7. Unfinished Business

- a. Floor scrubber has been an issue and is currently not operable. Problem with the board. Global Industrial was contacted. Waiting to hear back from them on how to proceed. It is under warranty.
- b. Commissioner Voigt presented fire prevention bills to be reimbursed to the department.
- c. Commissioner Voigt indicated that he needs to talk with former Commissioner Lee Roden on the operation of the security cameras.
- d. 2022 HVAC maintenance contracts/ specs were discussed.
- e. The secretary requested approval to place the 2022 maintenance contract bid notification in the Gazette.
- f. Commissioner O'Brien discussed the heating system and discussed the radiant flooring. It was suggested that the temperature in bays be turned back down to the original setpoint of 55 degrees. The current temperature setpoint is 65 degrees. Propane bills have increased as a result. Additionally, an emergency contact list needs to be developed.

Motion to approve the secretary to place 2022 HVAC maintenance contract bid notification in the Gazette made by Pete O'Brien and seconded by Jeff Voigt. Approved 3-0.

8. New Business

- a. A comprehensive review of insurance coverage was presented by Marcus Maringola via Zoom @ 6:30.
- b. The secretary requested approval to purchase a roll of stamps for \$58.00.
- c. Candidate interviews for commissioner will take place on Saturday, February 5th at 9 a.m. An invitation has been sent out to all candidates.
- d. The secretary requested approval to place a special meeting notification in the Gazette for interviews.

Motion to approve the purchase of one roll of stamps for \$58.00 made by Pete O'Brien and seconded by Amanda Gannon. Approved 3-0.

Motion to approve the secretary to place special meeting notification in the Gazette for interviews made by Pete O'Brien and seconded by Jeff Voigt. Approved 3-0.

Motion to approve Secretary to add new members to insurance rolls made by Jeff Voigt and seconded by Pete O'Brien. Approved 3-0.

Motion to approve the transfer of \$30,000 from operating account to payroll account made by Pete O'Brien and seconded by Jeff Voigt. Approved 3-0.

Motion to approve the purchase of two pairs of fire boots from MES for \$395.00 per pair made by Pete O'Brien and seconded by Jeff Voigt. Approved 3-0.

Motion to approve the purchase of a gas meter for \$765.00 made by Pete O'Brien and seconded by Jeff Voigt. Approved 3-0.

Motion to approve the use of the building for the Red Cross Blood Drive on April 9th from 8-12 made by Pete O'Brien and seconded by Jeff Voigt. Approved 3-0.

9. Privilege of the Floor

An announcement was made that the Installation Banquet is February 19th at 5:30 at the Lighthouse. Invites were sent out. Sign up sheet is in the radio room.

Firefighter Trent Mitchell presented his understanding of how Privilege of the Floor should be handled.

Firefighter Richard Battenhausen commented on the lack of heat in the truck bay area one day during a cold spell and how it was handled.

Firefighter Bob Legere commented on the resignation process referencing the two board members who had recently resigned.

Firefighter Dean DeCapria clarified some misunderstandings regarding the heating system and how it operates. Rooftop filters need to be changed. The original construction filters are currently in place.

Pat Mahar asked for approval to hold a Red Cross Blood Drive at CFD on April 9th from 8-12.

10. Executive Session

Motion to adjourn to executive session to discuss a personnel matter at 8:22 made by Jeff Voigt and seconded by Pete O'Brien. Approved 3-0.

Motion to return to public session at 8:47 made by Pete O'Brien and seconded by Amanda Gannon. Approved 3-0.

11. Adjournment

Motion to adjourn made by Jeff Voigt and Amanda Gannon seconded by 8:55 p.m. Approved 3-0.

4:34 PM

02/01/22

Cash Basis

CHARLTON FIRE DISTRICT #1

Profit & Loss

January 2022

	Jan 22	Dec 21	\$ Change
Income			
H2401 INTEREST & EARNINGS	0.44	0.45	-0.01
A2401 INTEREST & EARNINGS			
INTEREST & EARNINGS OTHER ACCTS	5.41	4.76	0.65
Total A2401 INTEREST & EARNINGS	5.41	4.76	0.65
Total Income	5.85	5.21	0.64
Gross Profit	5.85	5.21	0.64
Expense			
A99019 INTERFUND TRANSFERS			
TO APPARATUS CAPITAL RESERVES	0.00	0.00	0.00
TO CAPITAL IMPROVEMENT RESERVES	0.00	0.00	0.00
TO EQUIPMENT CAPITAL RESERVES	0.00	0.00	0.00
Total A99019 INTERFUND TRANSFERS	0.00	0.00	0.00
A90308 SOCIAL SECURITY			
FICA EMPLOYER	0.00	142.60	-142.60
MEDICARE EMPLOYER	0.00	33.35	-33.35
Total A90308 SOCIAL SECURITY	0.00	175.95	-175.95
H34102 NEW FIREHOUSE			
300 OWNERS EXPENSES & MISC			
301 FIRE DEPT FFE ALLOWANCE	609.22	0.00	609.22
Total 300 OWNERS EXPENSES & MISC	609.22	0.00	609.22
Total H34102 NEW FIREHOUSE	609.22	0.00	609.22
A34101 FIRE PER SVC			
PERSONAL SERVICES			
FEDERAL INCOME TAX	0.00	188.00	-188.00
FICA EMPLOYEE	0.00	142.60	-142.60
MEDICARE EMPLOYEE	0.00	33.35	-33.35
NYS INCOME TAX	116.40	0.00	116.40
SECRETARY WAGES	588.65	588.65	0.00
TREASURER WAGES	1,308.60	1,308.60	0.00
Total PERSONAL SERVICES	2,013.65	2,261.20	-247.55
Total A34101 FIRE PER SVC	2,013.65	2,261.20	-247.55
A34102 FIRE, EQUIP & CAP OUTLAY			
BUILDING IMPROVEMENTS	140.00	0.00	140.00
EQUIPMENT			
PERSONAL PROTECTIVE EQUIP	8,194.44	1,400.00	6,794.44
Total EQUIPMENT	8,194.44	1,400.00	6,794.44
Total A34102 FIRE, EQUIP & CAP OUTLAY	8,334.44	1,400.00	6,934.44
A34104 FIRE PROTECTION			
BANK FEES	-175.00	50.00	-225.00
ASSOCIATION DUES	0.00	650.00	-650.00
FOOD REIMBURSEMENTS	0.00	10.73	-10.73
PUBLIC NOTICES	0.00	22.20	-22.20
HOSE/LADDER TESTING	0.00	557.40	-557.40
DATA ENTRY/INCIDENT REPORTING	0.00	2,317.25	-2,317.25
WEBSITE ADMINISTRATION	60.00	0.00	60.00
WASTE DISPOSAL	63.72	63.72	0.00
MISCELLANEOUS	234.00	0.00	234.00
PHYSICAL FITNESS	250.00	0.00	250.00
FUEL - TRUCKS	335.56	118.94	216.62
APPARATUS MAINT/REPAIR	502.24	1,022.46	-520.22
ELECTRIC	515.25	481.44	33.81
TELEPHONE/CABLE	533.59	533.59	0.00

4:34 PM

02/01/22

Cash Basis

CHARLTON FIRE DISTRICT #1

Profit & Loss

January 2022

	Jan 22	Dec 21	\$ Change
FUEL - BUILDING	797.85	923.76	-125.91
BUILDING/GROUNDS REPAIRS	1,709.89	44.85	1,665.04
BUILDING/GROUNDS MAINTENANCE	4,026.47	7,330.00	-3,303.53
INSURANCE	4,324.00	0.00	4,324.00
Total A34104 FIRE PROTECTION	13,177.57	14,126.34	-948.77
Total Expense	24,134.88	17,963.49	6,171.39
Net Income	-24,129.03	-17,958.28	-6,170.75

CHARLTON FIRE DISTRICT #1
BANK ACCOUNT BALANCES - 2 YEAR COMPARISON
Cash Basis
January 2022

	<u>Jan 22</u>	<u>Jan 21</u>
A200 CASH		
0712 OPERATING	19,040.43	36,920.11
0720 PAYROLL	<u>2,079.10</u>	<u>1,790.50</u>
Total A200 CASH	21,119.53	38,710.61
A230 CASH, SPECIAL RESERVES		
2286 APPARATUS	415,930.34	207,121.54
2294 EQUIPMENT	104,709.45	64,702.39
2302 EMERGENCY	25,097.24	25,094.73
2310 CAPITAL IMPROVEMENTS	90,110.65	48,330.19
2528 NEW FIREHOUSE	<u>51,600.91</u>	<u>98,474.73</u>
Total A230 CASH, SPECIAL RESER...	<u>687,448.59</u>	<u>443,723.58</u>
TOTAL	<u><u>708,568.12</u></u>	<u><u>482,434.19</u></u>

Keybank National Association Account Totals January 2022

ACCOUNT NAME	NUMBER	BALANCE
OPERATING ACCOUNT	0712	\$19,365.43
PAYROLL ACCOUNT	0720	\$2,079.10
CHARLTON FIRE DISTRICT #1	2528	\$51,600.91
APPARATUS CAPITAL RESERVE	2286	\$415,930.34
EQUIPMENT CAPITAL RESERVES	2294	\$104,709.45
EMERGENCY REPAIR RESERVES	2302	\$25,097.24
CAPITAL IMPROVEMENTS RESERVES	2310	\$90,110.65

Total Balances:		\$708,893.12
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KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
January 31, 2022
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0712

22 X 81 00022 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 Bas 0712
CHARLTON FIRE DISTRICT #1
OPERATING ACCOUNT

Beginning balance 12-31-21	\$48,109.84
2 Additions	+834.22
22 Subtractions	-29,528.63
Net fees and charges	-50.00
Ending balance 1-31-22	\$19,365.43

Additions

Deposits	Date	Serial #	Source	
	1-21	68755959	Fee Waiver #261558	\$225.00

Transfers	Date	Serial #	Source	
	1-6		Trf Fr	\$609.22
Total additions				\$834.22

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
8347	1-5	\$6,800.00	8372	1-10	502.24	8380	1-19	164.00
*8353	1-6	557.40	8373	1-18	3,400.00	8381	1-10	63.72
*8357	1-18	200.00	8374	1-7	57.50	8382	1-7	797.85
*8365	1-11	333.59	8375	1-10	609.22	8383	1-12	335.56
8366	1-10	8,194.44	8376	1-14	38.97	8384	1-12	530.00
8367	1-10	4,324.00	8377	1-18	15.89	*8387	1-10	225.00
8368	1-5	1,694.00	*8379	1-11	100.00	8388	1-25	515.25
*8371	1-5	70.00						

Paper Checks Paid \$29,528.63

0712 - 03290

0712

**Fees and
charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
1-10-22	Dec Keynav Corp Banking Statement	7	0.00	\$0.00
1-10-22	Dec Keynav Book Transfer Entry	4	0.00	0.00
1-10-22	Dec Keynav Wire Maintenance	1	50.00	-50.00
1-10-22	Dec Keynav Previous Day Report	7	0.00	0.00
1-10-22	Dec Keynav Online Access	1	0.00	0.00
1-10-22	Dec Keynav Pre Day Detail Items	44	0.00	0.00
1-10-22	Dec Kbbo Ineligible	1	0.00	0.00
Fees and charges assessed this period				-\$50.00

0712 - 03290

4:25 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
0712 OPERATING, Period Ending 01/31/2022

	Jan 31, 22
Beginning Balance	48,109.84
Cleared Transactions	
Checks and Payments - 23 items	-29,578.63
Deposits and Credits - 9 items	834.22
Total Cleared Transactions	-28,744.41
Cleared Balance	19,365.43
Uncleared Transactions	
Checks and Payments - 4 items	-325.00
Total Uncleared Transactions	-325.00
Register Balance as of 01/31/2022	19,040.43
New Transactions	
Checks and Payments - 14 items	-8,198.09
Total New Transactions	-8,198.09
Ending Balance	10,842.34

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
0712 OPERATING, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						
Cleared Transactions						48,109.84
Checks and Payments - 23 items						
Check	12/07/2021	8347	PRO-CUT LANDSC...	X	-6,800.00	-6,800.00
Check	12/07/2021	8353	FIRE SVC SAFETY ...	X	-557.40	-7,357.40
Check	12/07/2021	8357	ASSOCIATION OF ...	X	-200.00	-7,557.40
Check	01/04/2022	8366	MUNICIPAL EMER...	X	-8,194.44	-15,751.84
Check	01/04/2022	8367	AMSURE	X	-4,324.00	-20,075.84
Check	01/04/2022	8373	PRO-CUT LANDSC...	X	-3,400.00	-23,475.84
Check	01/04/2022	8368	JEFF VOIGT	X	-1,694.00	-25,169.84
Check	01/04/2022	8382	G.A. BOVE FUELS	X	-797.85	-25,967.69
Check	01/04/2022	8375	STAPLES ADVANT...	X	-609.22	-26,576.91
Check	01/04/2022	8384	TRI CITY JANITORI...	X	-530.00	-27,106.91
Check	01/04/2022	8372	GIL'S GARAGE	X	-502.24	-27,609.15
Check	01/04/2022	8383	TOWN OF CHARLT...	X	-335.56	-27,944.71
Check	01/04/2022	8365	SPECTRUM ENTE...	X	-333.59	-28,278.30
Check	01/04/2022	8387	DEAN DECAPRIA	X	-225.00	-28,503.30
Check	01/04/2022	8380	JAMES PUBLISHING	X	-164.00	-28,667.30
Check	01/04/2022	8379	KEVIN RIEHL	X	-100.00	-28,767.30
Check	01/04/2022	8371	SUZANNE CARRE...	X	-70.00	-28,837.30
Check	01/04/2022	8381	COUNTY WASTE	X	-63.72	-28,901.02
Check	01/04/2022	8374	STAPLES	X	-57.50	-28,958.52
Check	01/04/2022	8376	BURNT HILLS HAR...	X	-38.97	-28,997.49
Check	01/04/2022	8377	FASNY FCU CARD...	X	-15.89	-29,013.38
Check	01/10/2022	8388	NATIONAL GRID	X	-515.25	-29,528.63
Check	01/10/2022		KEYBANK	X	-50.00	-29,578.63
Total Checks and Payments					-29,578.63	-29,578.63
Deposits and Credits - 9 items						
Check	01/04/2022	8378	DEAN DECAPRIA	X	0.00	0.00
Deposit	01/06/2022		TRANSFER TO OP...	X	609.22	609.22
Check	01/10/2022		KEYBANK	X	0.00	609.22
Check	01/10/2022		KEYBANK	X	0.00	609.22
Check	01/10/2022		KEYBANK	X	0.00	609.22
Check	01/10/2022		KEYBANK	X	0.00	609.22
Check	01/10/2022		KEYBANK	X	0.00	609.22
Check	01/10/2022		KEYBANK	X	0.00	609.22
Deposit	01/21/2022			X	225.00	834.22
Total Deposits and Credits					834.22	834.22
Total Cleared Transactions					-28,744.41	-28,744.41
Cleared Balance					-28,744.41	19,365.43
Uncleared Transactions						
Checks and Payments - 4 items						
Check	01/04/2022	8386	JOHN GAWORECKI		-125.00	-125.00
Check	01/04/2022	8369	WENDY KUEHNER		-70.00	-195.00
Check	01/04/2022	8370	TEDDY SMITH		-70.00	-265.00
Check	01/04/2022	8385	Atypica Inc.		-60.00	-325.00
Total Checks and Payments					-325.00	-325.00
Total Uncleared Transactions					-325.00	-325.00
Register Balance as of 01/31/2022					-29,069.41	19,040.43
New Transactions						
Checks and Payments - 14 items						
Check	02/01/2022	8394	PRO-CUT LANDSC...		-3,400.00	-3,400.00
Check	02/01/2022	8396	G.A. BOVE FUELS		-1,667.45	-5,067.45
Check	02/01/2022	8400	NATIONAL GRID		-723.35	-5,790.80
Check	02/01/2022	8391	ATLAS CABLING & ...		-693.10	-6,483.90
Check	02/01/2022	8395	TRI CITY JANITORI...		-530.00	-7,013.90
Check	02/01/2022	8389	SPECTRUM ENTE...		-333.59	-7,347.49
Check	02/01/2022	8393	MCKESSON MEDI...		-225.64	-7,573.13
Check	02/01/2022	8402	TOWN OF CHARLT...		-133.58	-7,706.71
Check	02/01/2022	8390	FASNY FCU CARD...		-116.00	-7,822.71

4:25 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
0712 OPERATING, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Check	02/01/2022	8398	KEVIN RIEHL		-100.00	-7,922.71
Check	02/01/2022	8399	DEAN DECAPRIA		-100.00	-8,022.71
Check	02/01/2022	8397	CHRISTIAN DE CA...		-100.00	-8,122.71
Check	02/01/2022	8401	COUNTY WASTE		-63.72	-8,186.43
Check	02/01/2022	8392	THE DAILY GAZET...		-11.66	-8,198.09
Total Checks and Payments					-8,198.09	-8,198.09
Total New Transactions					-8,198.09	-8,198.09
Ending Balance					-37,267.50	10,842.34



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

Public Sector Statement
January 31, 2022
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0720

2 X 81 00002 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 Basic 0720
CHARLTON FIRE DISTRICT #1
PAYROLL ACCOUNT

Beginning balance 12-31-21	\$4,092.75
3 Subtractions	-2,013.65
Ending balance 1-31-22	\$2,079.10

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount
1046	1-5	\$588.65	1047	1-10	1,308.60

Paper Checks Paid \$1,897.25

Withdrawals	Date	Serial #	Location
	1-12		Direct Withdrawal, Nys Dtf Wt Tax Paymnt
			Total subtractions

\$116.40
\$2,013.65

00720 - 03290

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

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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.

[illegible]

4:25 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
0720 PAYROLL, Period Ending 01/31/2022

	Jan 31, 22
Beginning Balance	4,092.75
Cleared Transactions	
Checks and Payments - 3 items	-2,013.65
Total Cleared Transactions	-2,013.65
Cleared Balance	2,079.10
Register Balance as of 01/31/2022	2,079.10
New Transactions	
Checks and Payments - 2 items	-1,897.25
Total New Transactions	-1,897.25
Ending Balance	181.85

4:25 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
0720 PAYROLL, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,092.75
Cleared Transactions						
Checks and Payments - 3 items						
Check	01/04/2022	1047	ANDREW G. LA PA...	X	-1,308.60	-1,308.60
Check	01/04/2022	1046	Sharon B Cronin	X	-588.65	-1,897.25
Check	01/12/2022		NYS EMPLOYMEN...	X	-116.40	-2,013.65
Total Checks and Payments					-2,013.65	-2,013.65
Total Cleared Transactions					-2,013.65	-2,013.65
Cleared Balance					-2,013.65	2,079.10
Register Balance as of 01/31/2022					-2,013.65	2,079.10
New Transactions						
Checks and Payments - 2 items						
Check	02/01/2022	1049	Andrew G La Patra		-1,308.60	-1,308.60
Check	02/01/2022	1048	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					-3,910.90	181.85



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

Public Sector Statement
January 31, 2022
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2286

T 81 00000 R EM TL
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 12-31-21	\$415,926.81
Interest paid	+3.53
Ending balance 1-31-22	\$415,930.34

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 1-31-22	\$3.53
Interest earned this statement period	\$3.53
Interest paid year-to-date	\$3.53
Interest earned (2021)	\$22.03

2286 - 03290

1723

CUSTOMER ACCOUNT DISCLOSURES

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KeyBank
Customer Disputes
NY-31-55-0228
555 Patroon Creek Blvd
Albany, NY 12206

- Tell us your name and Account number;
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COMMON ELECTRONIC TRANSACTION DESCRIPTIONS:

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XFER FROM SAV	- Transfer from Savings Account
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XFER FROM CKG	- Transfer from Checking Account
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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

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Cleveland, Ohio 44101-4518

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- The "Interest earned" shown on your statement, if any.

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4:27 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2286 APPARATUS, Period Ending 12/31/2021

	<u>Dec 31, 21</u>
Beginning Balance	415,926.81
Cleared Transactions	
Deposits and Credits - 1 item	<u>3.53</u>
Total Cleared Transactions	<u>3.53</u>
Cleared Balance	<u><u>415,930.34</u></u>
Register Balance as of 12/31/2021	415,930.34
Ending Balance	415,930.34



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

Public Sector Statement
January 31, 2022
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2294

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 2294
CHARLTON FIRE DISTRICT #1
EQUIPMENT CAPITAL RESERVES

Beginning balance 12-31-21	\$104,708.56
Interest paid	+0.89
Ending balance 1-31-22	\$104,709.45

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 1-31-22	\$0.89
Interest earned this statement period	\$0.88
Interest paid year-to-date	\$0.89
Interest earned (2021)	\$6.72

2294 - 03290

1724

CUSTOMER ACCOUNT DISCLOSURES

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

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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.

4:27 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2294 EQUIPMENT, Period Ending 02/01/2022

	Feb 1, 22
Beginning Balance	104,708.56
Cleared Transactions	
Deposits and Credits - 1 item	0.89
Total Cleared Transactions	0.89
Cleared Balance	<u>104,709.45</u>
Register Balance as of 02/01/2022	104,709.45
Ending Balance	104,709.45



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

Public Sector Statement
January 31, 2022
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12302

T 81 00000 R EM TI
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 12302
CHARLTON FIRE DISTRICT #1
EMERGENCY REPAIR RESERVES

Beginning balance 12-31-21	\$25,097.02
Interest paid	+0.22
Ending balance 1-31-22	\$25,097.24

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 1-31-22	\$0.22
Interest earned this statement period	\$0.21
Interest paid year-to-date	\$0.22
Interest earned (2021)	\$2.51

12302 - 03290

4:28 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2302 EMERGENCY, Period Ending 01/31/2022

	<u>Jan 31, 22</u>
Beginning Balance	25,097.02
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.22</u>
Total Cleared Transactions	<u>0.22</u>
Cleared Balance	<u>25,097.24</u>
Register Balance as of 01/31/2022	25,097.24
Ending Balance	25,097.24



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

Public Sector Statement
January 31, 2022
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2310

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 12-31-21	\$90,109.88
	Interest paid	+0.77
	Ending balance 1-31-22	\$90,110.65

**Interest
earned**

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 1-31-22	\$0.77
Interest earned this statement period	\$0.76
Interest paid year-to-date	\$0.77
Interest earned (2021)	\$5.10

.2310 - 03290

1553

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KeyBank
Customer Disputes
NY-31-55-0228
555 Patroon Creek Blvd
Albany, NY 12206

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- The "Interest earned" shown on your statement, if any.

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4:28 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2310 CAPITAL IMPROVEMENTS, Period Ending 01/31/2022

	<u>Jan 31, 22</u>
Beginning Balance	90,109.88
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.77</u>
Total Cleared Transactions	<u>0.77</u>
Cleared Balance	<u>90,110.65</u>
Register Balance as of 01/31/2022	90,110.65
Ending Balance	90,110.65



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

Public Sector Statement
January 31, 2022
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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 2528
CHARLTON FIRE DISTRICT #1

Beginning balance 12-31-21	\$52,209.69
1 Subtraction	-609.22
Interest paid	+0.44
Ending balance 1-31-22	\$51,600.91

Subtractions

Transfers	Date	Serial #	Destination			
	1-6		Trf To DDA 00	0712	3290	\$609.22
			Total subtractions			\$609.22

Interest earned

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 1-31-22	\$0.44
Interest earned this statement period	\$0.43
Interest paid year-to-date	\$0.44
Interest earned (2021)	\$6.22

2528 - 03290

1552

4:29 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
2528 NEW FIREHOUSE, Period Ending 01/31/2022

	<u>Jan 31, 22</u>
Beginning Balance	52,209.69
Cleared Transactions	
Checks and Payments - 1 item	-609.22
Deposits and Credits - 1 item	0.44
	<u> </u>
Total Cleared Transactions	-608.78
	<u> </u>
Cleared Balance	51,600.91
	<u> </u>
Register Balance as of 01/31/2022	51,600.91
Ending Balance	51,600.91

4:29 PM

02/01/22

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
2528 NEW FIREHOUSE, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,209.69
Cleared Transactions						
Checks and Payments - 1 item						
Deposit	01/06/2022		TRANSFER TO OP...	X	-609.22	-609.22
Total Checks and Payments					-609.22	-609.22
Deposits and Credits - 1 item						
Deposit	01/31/2022		INTEREST PAID	X	0.44	0.44
Total Deposits and Credits					0.44	0.44
Total Cleared Transactions					-608.78	-608.78
Cleared Balance					-608.78	51,600.91
Register Balance as of 01/31/2022					-608.78	51,600.91
Ending Balance					-608.78	51,600.91

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

Cash Basis

January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
Income				
A1001 REAL PROPERTY TAXES				
REAL PROPERTY TAXES	0.00	492,480.00	-492,480.00	0.0%
Total A1001 REAL PROPERTY TAXES	0.00	492,480.00	-492,480.00	0.0%
A2401 INTEREST & EARNINGS				
INTEREST & EARNINGS OTHER ACCTS	5.41	100.00	-94.59	5.4%
Total A2401 INTEREST & EARNINGS	5.41	100.00	-94.59	5.4%
H2401 INTEREST & EARNINGS	0.44			
Total Income	5.85	492,580.00	-492,574.15	0.0%
Gross Profit	5.85	492,580.00	-492,574.15	0.0%
Expense				
A34101 FIRE PER SVC				
PERSONAL SERVICES				
NYS INCOME TAX	116.40			
SECRETARY WAGES	588.65	8,400.00	-7,811.35	7.0%
TREASURER WAGES	1,308.60	19,200.00	-17,891.40	6.8%
Total PERSONAL SERVICES	2,013.65	27,600.00	-25,586.35	7.3%
Total A34101 FIRE PER SVC	2,013.65	27,600.00	-25,586.35	7.3%
A34102 FIRE, EQUIP & CAP OUTLAY				
BUILDING IMPROVEMENTS	140.00			
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%
PERSONAL PROTECTIVE EQUIP	8,194.44	6,000.00	2,194.44	136.6%
Total EQUIPMENT	8,194.44	12,800.00	-4,605.56	64.0%
Total A34102 FIRE, EQUIP & CAP OUTLAY	8,334.44	12,800.00	-4,465.56	65.1%
A34104 FIRE PROTECTION				
ANNUAL AUDIT	0.00	8,000.00	-8,000.00	0.0%
APPARATUS MAINT/REPAIR	502.24	15,000.00	-14,497.76	3.3%
ASSOCIATION DUES	0.00	700.00	-700.00	0.0%
BANK FEES	-175.00	2,300.00	-2,475.00	-7.6%
BUILDING/GROUNDS MAINTENANCE	4,026.47	32,000.00	-27,973.53	12.6%
BUILDING/GROUNDS REPAIRS	1,709.89	1,500.00	209.89	114.0%
COMMISSIONER TRAINING	0.00	200.00	-200.00	0.0%
DATA ENTRY/INCIDENT REPORTING	0.00	3,500.00	-3,500.00	0.0%
ELECTRIC	515.25	16,000.00	-15,484.75	3.2%
EMS SUPPLIES/FEES	0.00	2,000.00	-2,000.00	0.0%
EMS TRAINING	0.00	500.00	-500.00	0.0%
EQUIPMENT MAINT/REPAIR	0.00	1,000.00	-1,000.00	0.0%
FIRE PREVENTION	0.00	3,000.00	-3,000.00	0.0%
FIREFIGHTER PHYSICAL EXAMS	0.00	7,000.00	-7,000.00	0.0%
FIREFIGHTER TRAINING	0.00	1,000.00	-1,000.00	0.0%
FIREMATIC/REHAB SUPPLIES	0.00	600.00	-600.00	0.0%
FOAM	0.00	50.00	-50.00	0.0%
FOOD REIMBURSEMENTS	0.00	300.00	-300.00	0.0%
FUEL - BUILDING	797.85	11,000.00	-10,202.15	7.3%
FUEL - TRUCKS	335.56	3,200.00	-2,864.44	10.5%
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%
INSURANCE	4,324.00	26,000.00	-21,676.00	16.6%
INTERIOR FIREFIGHTING FIT TRAIN	0.00	800.00	-800.00	0.0%
LEGAL/MEDICAL SERVICES	0.00	3,000.00	-3,000.00	0.0%
MISCELLANEOUS	234.00	500.00	-266.00	46.8%

CHARLTON FIRE DISTRICT #1

YTD P & L BUDGET vs. ACTUAL

Cash Basis

January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
PAGER REPAIR BATTERIES	0.00	800.00	-800.00	0.0%
PHYSICAL FITNESS	250.00	600.00	-350.00	41.7%
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%
TELEPHONE/CABLE	533.59	5,000.00	-4,466.41	10.7%
WASTE DISPOSAL	63.72	800.00	-736.28	8.0%
WEBSITE ADMINISTRATION	60.00	200.00	-140.00	30.0%
Total A34104 FIRE PROTECTION	13,177.57	155,950.00	-142,772.43	8.4%
A90308 SOCIAL SECURITY				
FICA EMPLOYER	0.00	1,800.00	-1,800.00	0.0%
MEDICARE EMPLOYER	0.00	400.00	-400.00	0.0%
Total A90308 SOCIAL SECURITY	0.00	2,200.00	-2,200.00	0.0%
A90408 WORKER'S COMPENSATION	0.00	300.00	-300.00	0.0%
A97106 DEBT PRINCIPAL, SERIAL B				
PRINCIPAL ON BONDS	0.00	80,000.00	-80,000.00	0.0%
Total A97106 DEBT PRINCIPAL, SERIAL B	0.00	80,000.00	-80,000.00	0.0%
A97107 DEBT INTEREST, SERIAL BO				
INTEREST ON BONDS	0.00	96,556.00	-96,556.00	0.0%
Total A97107 DEBT INTEREST, SERIAL BO	0.00	96,556.00	-96,556.00	0.0%
A99019 INTERFUND TRANSFERS				
TO APPARATUS CAPITAL RESERVES	0.00	99,000.00	-99,000.00	0.0%
TO CAPITAL IMPROVEMENT RESERVES	0.00	10,000.00	-10,000.00	0.0%
TO EQUIPMENT CAPITAL RESERVES	0.00	8,174.00	-8,174.00	0.0%
Total A99019 INTERFUND TRANSFERS	0.00	117,174.00	-117,174.00	0.0%
H34102 NEW FIREHOUSE				
300 OWNERS EXPENSES & MISC				
301 FIRE DEPT FFE ALLOWANCE	609.22			
Total 300 OWNERS EXPENSES & MISC	609.22			
Total H34102 NEW FIREHOUSE	609.22			
Total Expense	24,134.88	492,580.00	-468,445.12	4.9%
Net Income	-24,129.03	0.00	-24,129.03	100.0%