

TAGHKANIC FIRE DISTRICT
Board of Commissioners
Agenda – Annual Organizational Meeting

Date: Tuesday, January 6, 2026

Time: 7:30 p.m.

Location: Taghkanic Fire House, 631 Old Route 82, Taghkanic, NY

Organizational Meeting

I. Call to Order

II. Pledge of Allegiance

III. Roll Call:

- Jeff Browne
- Abbie Hodgson
- Vinnie Kobos
- Scott Marinoff
- Andrew Soltano

Quorum of three commissioners required.

IV. Elections and Appointments

a. Election of Chair

b. Appointment of Secretary

c. Appointment of Treasurer

d. Approve Treasurer's Undertaking (see Attachment A)

Treasurer and Secretary – take oaths of office with Cheryl Rogers, Town Clerk

e. Appointment of Attorney

f. Appointment of Accountant

g. Approve Appointment of Firematic Officers and Company Membership (see Attachment B)

V. Other Organizational Actions

a. Designate a newspaper for notices

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- b. Set 2026 Meeting Schedule** (see Attachment C)
- c. Designate fire district depositories and authorized signatories**
- d. Approve Voucher Form** (see Attachment D)
- e. Authorize Travel Rates**
- f. Establish Petty Cash Fund**
- g. Establish Lease with Fire Company**
- h. Adopt policies and rules, and regulations** (see Attachment E)

Regular Meeting

- I. Reports**
 - a. Treasurer's Report**
 - b. Secretary's Report**
 - c. Chief's Report**
- II. Old Business**
- III. New Business**
- IV. Public Comment**
- V. Adjourn**

Next Meeting: Tuesday, February 3, 2026 at 7:30 pm

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Attachment A: Treasurer's Undertaking

176 (4) Shall require the fire district treasurer, before entering upon the duties of his office, to give an official undertaking, conditioned for the faithful performance of his duties and that he will well and truly keep, pay over and account for all moneys and property belonging to the fire district and coming into his hands as such treasurer, in such form, in such sum and with such sureties as the board of fire commissioners shall direct and approve and such approval shall be indicated upon such undertaking, and when approved such undertaking shall be filed in the office of the town clerk of the town in which such fire district is located. If such district is situated in more than one town, a duplicate original of such undertaking, approved by the board of fire commissioners, shall be filed in the office of the town clerk of each town in which such district is located. The fire district commissioners may by resolution determine that such undertaking shall be executed by a surety company authorized to transact business in the state of New York and that the expense thereof shall be a charge on the fire district. 4-a. Shall audit all claims against the fire district and shall, by resolution, order the payment thereof by the fire district treasurer in the amounts allowed. Except as otherwise provided by this subdivision, no such claim shall be audited or ordered paid by the board of fire commissioners unless an itemized voucher therefor, in such form as the board of fire commissioners shall prescribe, shall have been presented to the board of fire commissioners for audit and allowance. The board of fire commissioners may provide by resolution that no such claims may be presented, audited or paid unless they be either verified under oath, or, in lieu of such verification, certified, to be true and correct in a statement signed by or on behalf of the claimant. The provisions of this subdivision shall not be applicable to claims for the payment of fixed salaries, compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month or year unless so required by resolution of the board of fire commissioners adopted at the organization meeting in the month of January, the principal of or interest on obligations issued by the fire district, fixed amounts becoming due on lawful contracts for the purchase of water for fire protection, and amounts which the fire district may be required to pay to the state employees' retirement system on account of contributions for past and current services of firefighters. The board of fire commissioners may, further, by resolution authorize the payment in advance of audit of claims for light, telephone, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit, and the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of fire commissioners. 4-b. Any fire commissioner, secretary or treasurer of a fire district may administer any necessary oath in any matter or proceeding lawfully before him,

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or in connection with any paper to be filed with him as such officer. 4-c. Notwithstanding the provisions of subdivision four-a of this section, may by resolution establish a petty cash fund for the fire district treasurer for the payment, in advance of audit, of properly itemized and verified or certified bills for materials, supplies or services furnished to the fire district for the conduct of its affairs and upon terms calling for payment to the vendor upon the delivery of any such materials or supplies or the rendering of any such services. The amount of such petty cash fund shall not exceed two hundred fifty dollars. At the time of any payment from such fund, the treasurer shall require delivery to him of a bill in form sufficient for audit by the board of fire commissioners as required by law. At each meeting of the board of fire commissioners a list of all expenditures made from such fund since the last meeting of the board, together with the bills supporting such expenditures, shall be presented by the treasurer to the board of fire commissioners for audit. The board of fire commissioners shall direct the treasurer to reimburse such petty cash fund from the appropriate budgetary item or items, in an amount equal to the total of such bills which it shall so audit and allow. Any of such bills or any portion of such bills which the board of fire commissioners shall refuse to audit and allow shall be the personal liability of the treasurer and he shall promptly reimburse such petty cash fund in the amount of such disallowances. If such reimbursement has not been made by the time of the first payment of salary to the treasurer after the action of the board of fire commissioners in disallowing an amount so expended, such amount shall be withheld from such salary payment to the treasurer and, if necessary, subsequent salary payments and paid into such petty cash fund until an amount equal to the amount so disallowed in the audit of the board of fire commissioners has been repaid to the petty cash fund. Any bond or undertaking filed by the treasurer shall be available to the fire district for recovery of any losses incurred by reason of the operation of such petty cash fund.

Town Law Section 177

Powers and duties of fire district treasurer

The fire district treasurer shall be the fiscal officer of the fire district and shall receive and have the custody of the funds of the district and shall disburse the same for the purposes herein authorized when so ordered by resolution of the board of fire commissioners, except that no such resolution of the board of fire commissioners shall be required for the payment of fixed salaries, compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month or year unless so required by resolution of the board of fire commissioners adopted at the organization meeting in the month of January, the principal of or interest on obligations issued by the fire district, fixed amounts becoming due on lawful contracts for the purchase of water for fire protection, and amounts which the fire district may be required to pay to the state and local employees' retirement system on account of contributions for past and current services of firefighters. All such disbursements shall

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be made by check payable to the order of the person or persons entitled thereto. The fire district treasurer shall also be responsible for filing any paperwork necessary to obtain permits or secure any refunds provided pursuant to [Public Authorities Law § 378-A \(Emergency service permits\)](#). The board of fire commissioners shall designate in the manner provided by [General Municipal Law § 10 \(Deposits of public money\)](#) the depositories in which the fire district treasurer shall, within ten days, deposit and secure all moneys coming into his or her hands by virtue of his or her office. At the annual organization meeting of the board of fire commissioners of a fire district the fire district treasurer shall account with the board of fire commissioners for all moneys received and disbursed by him during the preceding fiscal year and shall produce all books, records, receipts, orders, vouchers and cancelled checks or check images as authorized by [General Municipal Law § 99-B \(Receipts for money received\)](#) respecting the same. At such meeting the fire district treasurer shall file with the board of fire commissioners a statement in writing showing his receipts and disbursements for the preceding fiscal year, which statement shall be in detail and shall be entered in the minutes of the meeting by the fire district secretary, except that the fire district treasurer, if authorized by the board of fire commissioners at a meeting held prior to the annual organization meeting, may within sixty days after the end of the fiscal year, submit to the said board a copy of the annual report required by [General Municipal Law § 30 \(Reports\)](#), in lieu of such statement, in which case the fire district treasurer shall account for all moneys received and disbursed by him during the preceding fiscal year, and shall produce all books, records, receipts, orders, vouchers and cancelled checks or check images as authorized by [General Municipal Law § 99-B \(Receipts for money received\)](#) respecting the same, at the meeting of the board of fire commissioners at which the said annual report is submitted or at the next meeting held subsequent to the submission of the report if not submitted at a meeting of the board, in lieu of producing such records at the annual organization meeting. Such authorization shall remain in effect from year to year until rescinded by the board of fire commissioners. The annual report shall be entered in the minutes of the meeting by the fire district secretary. The board of fire commissioners may require the fire district treasurer to submit to the board of fire commissioners at any time for examination his books, records, receipts, orders, vouchers and cancelled checks or check images as authorized by [General Municipal Law § 99-B \(Receipts for money received\)](#).

Source: Section 177 — Powers and duties of fire district treasurer, <https://www.nysenate.gov/legislation/laws/TWN/177> (updated Jan. 11, 2019; accessed Dec. 28, 2024).

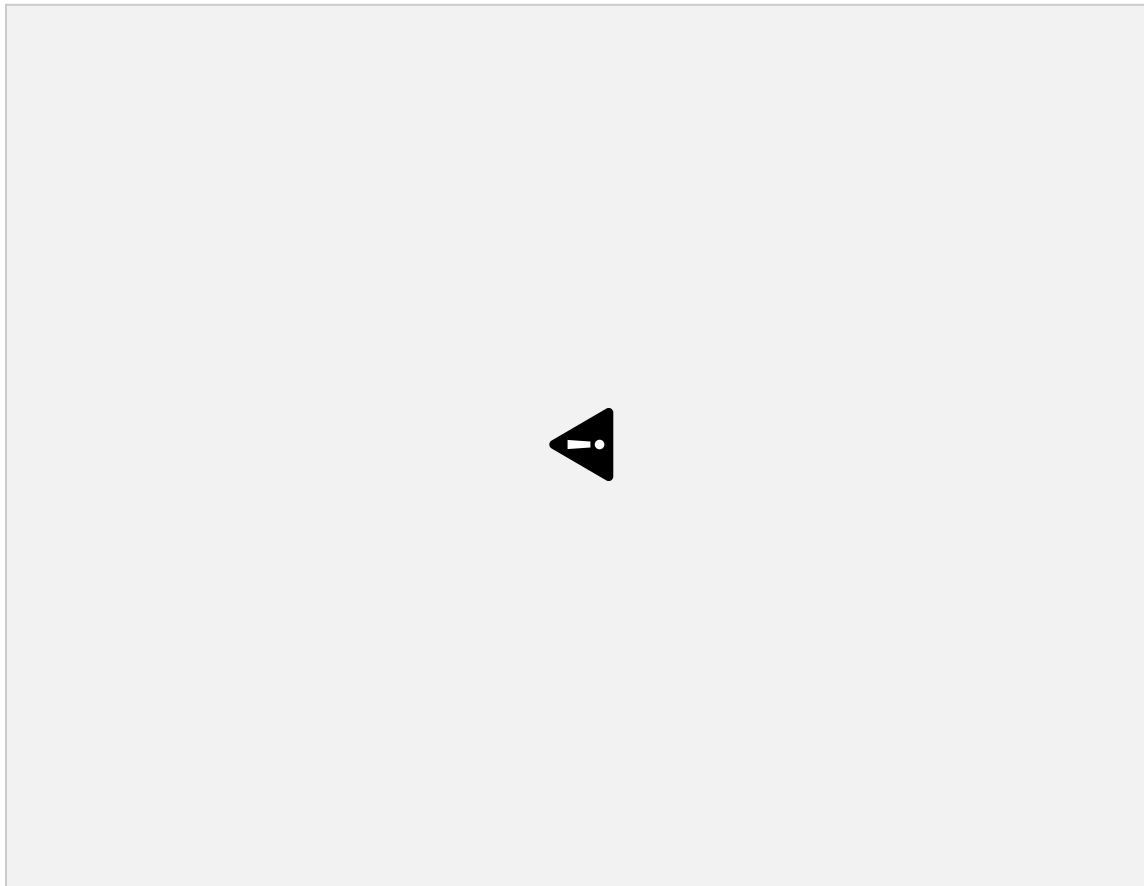
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Attachment B: Company Appointments

I. Firematic Officers

- a. Chief: Bill Hilscher
- b. Car 2: Donald Coons, Jr.
- c. Car 3: Dennis Callahan
- d. Lt.: Russell Corcoran
- e. Lt: Carmine Aufiero

II. Membership



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Attachment C: 2026 Meeting Dates

Location: Taghkanic Fire House, 631 Old Route 82

Time: 7:30 PM

Organizational Meeting:

- Tuesday, January 7

Regular Meetings:

- Wednesday, February 5
- Wednesday, March 5
- Wednesday, April 2
- Wednesday, May 7
- Tuesday, June 3
- Tuesday, July 1
- Tuesday, August 5
- Tuesday, September 2
- Tuesday, October 7
- Tuesday, November 4
- Tuesday, December 2

Special Meetings:

- Tuesday, October 21 – Budget Hearing
- Tuesday, December 9 – Annual Election of Commissioners

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Attachment D: Voucher Form



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Attachment E: Policies and Rules and Regulations

Required

- Fire District Rules and Regulations
- Code of Ethics
- Procurement Policy
- Workplace Violence Policy
- Investment Policy
- Sexual and Other Harassment Policy
- Travel Policy
- FOIL Policy

Other:

- Credit card authorization

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Attachment F: 2025 Calendar



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