

SOUTH ALBURGH FIRE DISTRICT NO. 2  
REGULAR MEETING  
Monday, August 21, 2022 at 6:30 PM

Present: Prudential Committee Members John FitzGerald, Alton Bruso, Tony Speranza  
Admin. Assistant Danielle James Choiniere

Guests: Judy Higgins, Tom Jacobsen, Kathy Rochedieu

Meeting was called to order at 6:30 PM by Chair John FitzGerald. John commented he'd like to streamline agenda about a week in advance. Judy Higgins mentioned not to shelve operational items.

### **AGENDA ADJUSTMENTS**

Judy had some office related topics that could fit under item 7) Ops.

### **MINUTES**

Clarity on last annual meeting day: Wednesday, not Monday. Alton Bruso motioned to approve 7/17 minutes. John FitzGerald seconded, all in favor. So approved. Alton Bruso motioned to approve 8/16 minutes as amended. John FitzGerald seconded, all in favor. So approved.

### **VISITOR INPUT**

Not anything that couldn't fit under later agenda items.

### **TREASURER'S WARRANT & REPORT**

Currently there is no treasurer but Judy Higgins put work into make a summary of bank balances. Various talk occurred about CDs and types of accounts the district had. Judy mentioned a past due bill to DuBois and King of \$73K which the district cannot afford because it's been awaiting grant reimbursements for about a year. John FitzGerald motioned to approve treasury report. Alton Bruso seconded, all in favor. So approved.

Bills: Islander ads \$72.00, EJ Prescott meters \$3,086.06, \$50 to Endyne labs. For project account: \$703.50 to attorneys Monaghan Safar, ACS Aviation for project work \$555.00, \$2,725 to Judy Higgins for project work. Danielle James Choiniere no longer wanted to get paid for her work.

Judy had a question on 3 invoices she wasn't sure were applicable- the board will research. John motioned to pay all bills on warrant. Tony Speranza seconded, all in favor. So approved.

Judy asked how much funds to transfer from capital account to operating account to pay bills. John FitzGerald recommended \$20K. Tony Speranza will call the state about the district's reimbursements.

### **PHASE II UPDATES**

Tony had a handout regarding easement statuses (attached to these minutes). Tom Jacobsen asked about the special assessment recently added in the ordinance for any properties who refuse to sign easements. It was reviewed and legally approved. Kathy Rochedieu asked about scheduling, when final approval will happen. Tony hoped for this October. Tony Speranza motioned to accept the plan as outlined in his handout. Judy mentioned someone should ask M&T Bank about line of credit. Other board members asked why Tony motioned as he did and he just wanted the handout in the minutes regarding design alignment and schedule changes. John FitzGerald seconded, all in favor. So approved.

### **WATER OR OPERATIONS ISSUES/ PHASE III/ CORRESPONDANCE/ MISC**

WS391- A water user had a small leak on their connection line and asked what sort of forgiveness the board has for leaks. Since it wasn't on the agenda in time and the board needed time to look at their ordinance, this was tabled for next meeting.

Operations- Judy recommended another bank signer in lieu of Richard Ernst who is no longer treasurer. The bank said it does not have to be a board member or have a title with SAFD2. Kathy Rochedieu said she would do it. John FitzGerald motioned to add Kathy Rochedieu as an additional signer with John FitzGerald, and remove Richard Ernst. This change would take effect for three M&T accounts and four at NorthCountry Federal Credit Union. Alton Brusco seconded, all in favor. So approved.

Judy was researching NEMRC accounting software's capabilities and it needs to be 'tied' to one bank account to manage transactions. It makes sense to maintain one operating account, closing out all others including CDs, leaving a checking and capital savings account for Phase II's hookups. John FitzGerald motioned to close the project account at M&T Bank, Phase I capital account at NorthCountry FCU, M&T capital account, regular share at NorthCountry FCU, and CD at NorthCountry FCU, and merge with current operating account at M&T Bank. Phase II capital account at NorthCountry FCU will remain the same. Tony Speranza seconded, all in favor. So voted.

Judy was looking into get laser printer checks and wanted to know quantity. Alton Brusco motioned to order 200 checks to start with. John FitzGerald seconded, all in favor. So approved.

Judy estimates state reimbursements through 6/30/23 to be about \$140K. And it has increased since June. She asked to think of another person to submit pay requests to the state now that the treasurer has retired.

She also added if Alburgh Village was going to be leading SAFD2's billing and accounts payable, that they should be able to access the district's email. John FitzGerald motioned to add village access to SAFD2's gmail account. Alton Brusco seconded, all in favor. So voted.

All invoices also need to be sent to SAFD2's email account, not to board members. Mention also of a subrecipient report request letter from the state.

Tom Jacobsen asked about the 500ft reference in the water ordinance regarding properties who have failed wells within 500ft of a district water main need to connect to the fire district. John FitzGerald mentioned it's definitely in the ordinance.

## **ADJOURN**

John FitzGerald motioned to adjourn at 9:12 PM. Alton Brusco seconded, all in favor. So adjourned.

Respectfully submitted,  
Danielle James Choiniere

*These minutes are draft only, not slated for approval until the next board meeting in September.*