

**Joseph P. Wilson Jr, Supervisor
Robert M. Biesemeyer, Deputy Supervisor
Bi-Monthly Town Board Meeting
May 30, 2023 5:30 pm
Town Hall**

Call to order

Approve Minutes: May 9, 2023 Regular Board meeting

Privilege of the Floor:

School project to replace sign at Point Park: Drew Ferebee
Safety Path Construction Update: Vinny McClelland

Town Discussion of Old Business:

- Water Districts Projects
 - WD#1; Loan to General Fund is paid off
 - WD#2; Resolution to apply for NBRC grant program; Resolution to accept one of the RFQs for engineering services

- Volunteer Fire & EMS Local Property Tax Exemption
- Community Center Task Force Update

New Business:

- Copier for Town hall
- Community Day July 8 at Marcy Field: Planning update & Budget
- Clean out drainage ditch from Mason Young to Rt 73 near Verizon. We hired this work out about 3-4 years ago, because it is on private land.

Executive Session: Personnel Issue

Budget Resolutions

Resolution to transfer funds: None
Resolution to amend the 2023 budget: None

Supervisor's Report: March & April 2023

Audit Bills:

Resolution to audit Vouchers #2023- through #2023-

Resolution No.

FEBRUARY __, 2023

RESOLUTION INTRODUCING PROPOSED LOCAL LAW

NUMBER __ FOR 2023 ENTITLED "A LOCAL LAW TO PROVIDE A PROPERTY TAX EXEMPTION TO VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS"

BE IT RESOLVED that the Town of Keene Town Board hereby introduces proposed Local Law No. __ of 2023 entitled "Local Law To Provide A Property Tax Exemption To Volunteer Firefighters and Volunteer Ambulance Workers" reading and provided as follows:

TOWN OF KEENE LOCAL LAW NO. __ OF 2023

LOCAL LAW TO PROVIDE A PROPERTY TAX EXEMPTION TO VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS

Section 1 - PURPOSE

The purpose of this Local law is to implement the authority granted to local taxing jurisdictions by Real Property Tax Law Section 466-a – Tax Exemption for Volunteer Firefighters and Volunteer Ambulance Workers. The Town Board of the Town of Keene finds and hereby determines that New York Real Property Tax Law Section 466-a makes available a tax exemption for volunteer firefighters at the option of the local municipality. The Town Board further finds and determines that the Town of Keene should exercise said option and implement said tax exemption because it would enhance the ability to recruit and retain the volunteers that are the lifeblood of the volunteer fire organization currently serving the residents of Keene.

Section 2 - AUTHORITY

This local law is proposed pursuant to NY RPTL §466-a and NY Municipal Home Rule Law §10, all as the same may be amended from time to time.

Section 3 – BODY OF THE LOCAL LAW

The Town Board of the Town of Keene hereby proposes Town of Keene Local Law No. __ of 2023 entitled "Local Law To Provide A Property Tax Exemption To Volunteer Firefighters and Volunteer Ambulance Workers" as follows:

1. Real property owned by an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, or such enrolled member and spouse residing in the Town of Keene shall be exempt from taxation to the extent of ten percent of the assessed value of such property for Town purposes, Town special district purposes, and exclusive of special assessments.
2. The exemption authorized by paragraph 1 shall be granted to an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service residing in the Town of Keene only if:
 - a. The applicant resides in the town or village which is served by such incorporated volunteer fire company or fire department or incorporated voluntary ambulance service;
 - b. The property is the primary residence of the applicant;
 - c. The property is used exclusively for residential purposes; provided however, that in the event any portion of such property is not used exclusively for the applicant's residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by paragraph 1;
 - d. The applicant has been certified by the authority having jurisdiction for the incorporate volunteer fire company, fire department, or voluntary ambulance service as an enrolled member of such incorporated volunteer fire company, fire department, or voluntary ambulance service for at least two years or the applicant has been certified by the authority having jurisdiction of the incorporated voluntary ambulance service as an enrolled member of such incorporated voluntary ambulance service for at least two years. It shall be the duty and responsibility of the each incorporated volunteer fire company, each incorporated volunteer fire department and each incorporated voluntary ambulance service to file an affidavit signed by a responsible officer annually, prior to the applicable taxable status date, with the assessor or other appropriate agency, department or office of each assessing unit served by such incorporated volunteer fire company, incorporated volunteer fire department or incorporated voluntary ambulance service listing its enrolled members with two or more years of service.
3. Any enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service located in Essex County, New York who accrues more than twenty years of active service and is so certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, shall be granted the ten percent

exemption as authorized by this local law for the remainder of his or her life as long as his or her primary residence is located within Keene, New York.

4. The exemption authorized by this local law shall be continued for the un-remarried spouse of a deceased firefighter or volunteer ambulance worker killed in the line of duty provided that:
 - a. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated volunteer ambulance service as an un-remarried spouse of an enrolled member of such incorporated fire company, fire department or incorporated voluntary ambulance service who was killed in the line of duty;
 - b. Such deceased volunteer had been an enrolled member for at least two years; and
 - c. Such deceased volunteer had been receiving the exemption prior to his or her death.
5. The exemption authorized by this local law shall be continued for the un-remarried spouse of a deceased volunteer firefighter or volunteer ambulance worker provided that:
 - a. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of an enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service; and
 - b. such deceased volunteer had been an enrolled member for at least twenty years; and
 - c. such deceased volunteer and un-remarried spouse had been receiving the exemption for such property prior to the death of such volunteer.
6. Application for the exemption described in this local law shall be filed on a form prescribed by the New York State Board of Real Property Services with the assessor or other appropriate agency, department, or office of the assessing unit in which the real property is located on or before the taxable status date.

BE IT FURTHER RESOLVED that the Town of Keene Town Board shall hold and conduct a public hearing on the foregoing proposed local law on the ___ day of _____, 2023, at _____, to hear any and all persons concerning the same

Motion by: _____

Second by: _____

Roll call vote:

Supervisor Joseph P. Wilson _____

X Robert Biesemeyer _____

Teresa Cheetham-Palen _____

David r. Deyo _____

Absent:

Add Chris Daly

By order of the Town Board of the Town of Keene.

Dated:

Ann Whitney, Town Clerk
Town of Keene

CONSTITUTION AND BY-LAWS OF KEENE VOLUNTEER FIRE DEPARTMENT, INC.

Updated 2/2023

ARTICLE I

NAME, PURPOSE AND TERRITORY

Section 1. The name of this organization shall be **KEENE VOLUNTEER FIRE DEPARTMENT, INC.**

Section 2. The objects of the Keene Volunteer Fire Department, Inc. shall be as follows:

- (a) To acquire and operate fire equipment and apparatus of any kind or nature for use by the Keene Volunteer Fire Department in the protection of persons and property from injury, death, loss, damage or destruction by fire.
- (b) To provide fire protection in Keene Fire District #1 and mutual aid to neighboring districts.
- (c) To provide fire prevention, and fire safety education services to the community.
- (d) To foster interest in all matters pertaining to the volunteer fire service and the welfare of all members.

Section 3. The territory in which the operations of this fire department shall be principally conducted is: Keene Fire District # 1 as set forth by the Town of Keene, County of Essex, State Of New York.

**ARTICLE II
MEMBERSHIP**

Section 1. Membership in this department shall be divided into four classes: *Active, Junior, Exempt, and Auxiliary Member.*

Section 2. Active Members. Persons shall be eligible for an active membership who have yearly medical clearance on file, are at least eighteen years of age, citizens of the United States of America and of good moral character and residents of the Town of Keene or neighboring district.

Section 3. Junior Members. Persons shall be eligible for junior membership who must have medical clearance on file, are between the ages of sixteen and eighteen years, citizens of the United States of America, and of good moral character.



CONSTITUTION AND BY-LAWS

Municipal Law may, after having been honorably discharged from active service, become an exempt member. Exempt members shall not perform firematic duty of any character but may attend and speak at meetings, with the right to vote, except the election of line officers, and may use the fire house and the social facilities. (Note- An exempt member can return to active status at any point.)

Section 5. Auxiliary Member. Auxiliary members shall be residents of the Town of Keene, of good moral character, who wish to support the business of the department, and would like to affiliate themselves with the department. Auxiliary members may not hold office or vote, and may not answer fire or other emergency calls, or operate department equipment.

ARTICLE III

ATTAINMENT OF MEMBERSHIP

Section 1. Proposal for active membership is a 3 step process:

- 1- Submit a department application which will be tabled for 30 days so the Board of directors can submit an arson investigation to the Sheriff's office.
 - 2-If the arson investigation is approved, the membership can vote to approve or deny the applicant at the next business meeting. Any convictions of arson will not be eligible for membership
 - 3-Pass a medical exam meeting NFPA 1582 standards
- The recording secretary will notify the applicant of the vote.

Section 2. Proposals for Junior membership must be in writing on a form approved by the Keene Volunteer Fire Department, Inc., must be signed by the applicant and an applicant's parent/caregiver and by three voting members, and must be presented at a regular or annual meeting. All such applications shall be referred to the Board of Directors for investigation which the committee shall report at the next regular meeting unless the time to report shall be extended at such meetings. An Arson Investigation will be submitted by the chief of the department. Any applicant who has been convicted of any arson, shall not be eligible for membership in the Keene Fire Department. After the report is received, a vote shall be taken at the next regular meeting. The same procedure shall be followed as for an active member as set forth in Article III, Section 1. If accepted, they may not: a.) drive any department vehicle; b.) serve as a nozzle person; c.) wear breathing apparatus; d.) participate in any hazardous duty which is deemed to be such by the officer in charge.

Section 3. Exempt membership may be granted at any regular or annual meeting by consensus of the Board of Directors present, upon written request being made.

Section 4. Auxiliary membership may be conferred at any regular of annual meeting by a majority vote of members present.

Section 5. Probationary Period A newly elected member shall serve a probationary

← **CONSTITUTION AND BY-LAWS**

shall be reviewed by the Board of Directors and if found satisfactory, their probationary period shall end, otherwise they may be placed on extended probation at the discretion of the Board of Directors. They may not vote for officers, propose a person for membership, or hold office during their probationary period.

ARTICLE IV

OFFICERS AND THEIR SELECTION

Section 1. The officers of the Keene Volunteer Fire Department, Inc. shall consist of a treasurer, recording secretary, chief, first assistant chief, second assistant chief, Captain, lieutenant, safety officer and fire police.

Section 2. The term of office of each officer shall be one year, but in the event of failure to fill an office at an annual meeting, the officer in office shall hold over until his/her successor is chosen. A vacancy in any office may be filled by election at any regular meeting for the unexpired term.

Section 3. Nominations for office shall be made from the floor at the meeting preceding the election.

Section 4. All elected officers shall be elected by paper ballot at the annual meeting by a majority vote of the qualified voting members thereof, but if for any reason, an office not be filled at the annual meeting, a special election may be held at a regular meeting or at a special meeting called for that purpose.

Section 5. The Chief shall appoint two tellers at the time of each election, who shall receive the ballots, poll the votes and announce the results.

Section 6. Requirements of Officers. In order to be elected to the following offices, a member must meet the following requirements:

1. **Chief** - Active membership for five years immediately prior to election. Serve at some time for one year as an assistant chief
2. **All Assistant Chiefs and captain and lieutenant** - Active membership for two years immediately prior to election.
3. **Recording Secretary** - Must be a member of the Department.
4. **Treasurer** - Must be a member of the Department.

ARTICLE V

← CONSTITUTION AND BY-LAWS

to pay all bills against the Keene Volunteer Fire Department, Inc. upon approval of the units at the monthly meeting; They shall deposit all moneys Received and belonging to the department in the name of the Keene Volunteer Fire Department, in a bank or banks approved by the Board of Directors, deposits are to be made within seven days upon receipt. The bank accounts shall be established in such a manner that the withdrawals can only be made by the signature of the treasurer after the approval by the membership at a monthly meeting. Any expenditure over \$1,000.00 will be approved by the Board of Directors. The treasurer shall make a report at each regular meeting, showing all amounts received and expended and the date, purpose and payee with respect to each expenditure. They shall also make a report at the annual meeting, covering the entire year.

Section 2. Recording Secretary. It shall be the duty of the recording secretary to document the members at every meeting and to record the proceedings of every meeting. They shall also act as secretary of the Board of Directors and shall record the proceedings of said board. They shall record the proceedings of all meetings of the Keene Volunteer Fire Department and keep the books and file the papers pertaining to his/her office. They shall furnish them with By-Laws and SOP (Standard Operating Procedures). They shall submit a report at the annual meeting. They shall perform such other duties as are incidental to their office or as may be imposed upon them by the Keene Volunteer Fire Department, Inc. or the Board of Directors.

Section 3. Chief. The chief shall: a) take full command of the Keene Volunteer Fire Department, Inc. at fires and shall discharge the firefighters from duty as soon as possible after a fire call; b.) appoint the Fire Police Captain and Safety Officer who shall serve for one year; c.) publish and maintain current Standard Operating Procedures (SOP) for distribution to the members of the Keene Volunteer Fire Department, Inc. They shall have power to suspend any member for refusal to perform duty as ordered or for incompetence or misconduct, but shall then submit charges within 24 hours, copy to the member, and a hearing shall be held within ten days by the Board of Directors. It shall also be the duty of the chief to preside at all meetings of the Keene Volunteer Fire Department, Inc. and of the Board of Directors, in accordance with recognized Robert's Rules of Order; to call special meetings, when in their judgment, they are necessary or upon the written request of five members; unless otherwise provided, to appoint all committees; and to enforce the observance of the constitution and the by-laws. The chief shall not vote on any question other than the election of officers and members, except in case of an equal division, when their vote shall decide. The chief shall submit a report at the annual meeting and shall include such recommendations as deems expedient for the welfare of the Keene Volunteer Fire Department, Inc.

Section 4. First Assistant Chief. The first assistant chief shall assist the chief and in the the chief's absence shall perform the duties of the chief. They shall: a.) be the Supply and Maintenance officer of the Keene Volunteer Fire Department and assure that all supplied and equipment are in good condition, in order that they are available for the use of the Keene Volunteer Fire Department, Inc. and are ready for immediate service; b.) monitor monthly truck checks

Section 5. Second Assistant Chief. The second assistant chief shall assist the chief and in



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year and keep a record of each drill.

Section 6. Captain and Lieutenant. The captain and Lieutenant shall report to the officer in charge at the scene and shall perform the duties given to them. They will assist the first and second assistant chiefs in all their duties. They will be in charge of issuing and returning all department equipment for personnel, gear, pagers, etc.

Section 7. Safety Officer. The Safety Officer shall: maintain safety at all calls that the Keene Volunteer Fire Department, Inc. responds to. The safety officer has the power to stop all action of a member or the whole scene if they determine danger or possible injury to a person.

Section 8. Fire Police Captain. The fire police captain shall: maintain traffic and crowd control at all fires. Assist the supply officer in recording equipment given to the fire police squad. In August, submit an annual budget to the fire chief for such supplies and equipment as may be needed.

Section 9. A member of the Keene Fire Department, Inc. may only hold one elected officer position of the Department. Excluding the positions of secretary and treasurer.

ARTICLE VI Board Of Directors

Section 1. The Board of Directors shall consist of the Chief, and not less than three but not more than five members, one of whom shall be elected at each annual meeting after the first for a term of three years. At the first annual meeting, one member shall be elected for one year, one member for two years, one member for three years and one member for 4 years. The business affairs of the Keene Volunteer Fire Department shall be managed by the Board of Directors which shall also exercise control of the property of the Keene Volunteer Fire Department, Inc. It shall approve the bank or banks in which the funds of the Keene Volunteer Fire Department, Inc. shall be deposited, and approve any expenditures of the Department over \$1000.00. It shall have power to hear and act for non attendance at meetings, fires, drills, reviews, parades and schools of instruction. The Board of Directors shall hold an annual meeting of the Keene Volunteer Fire Department and shall meet at such other times as the Chief may designate. The Chief shall call a meeting upon the request of two members of the committee. The Board of Directors shall ascertain that all officers of the Keene Volunteer Fire Department, Inc. are fulfilling their duties as defined in this Constitution and By-Laws. The Board of Directors shall examine the books and accounts annually of any of the officers. It shall make a report at the annual meeting.

Section 2. Any member failing to respond to commands of the officers, shall be subject to disciplinary action by the Board of Directors. It is the responsibility of the officer to verify the member is qualified to perform the duty assigned.

**ARTICLE VII
MEETINGS**

Section 1. Regular monthly meetings shall be held on the first Monday of each month.

Section 2. Annual meeting will be held the Thursday following the first Tuesday of April.

Section 3. All meeting shall be held at the firehouse at 6:30 PM unless otherwise announced.

Section 4. When a regular or annual meeting shall fall on an observed holiday, said meeting shall be held on the same day of the following week.

Section 5. Seven (7) voting members shall constitute a quorum for all regular and special meetings. Eleven (11) voting members shall constitute a quorum for the annual meeting.

Section 6. Special meetings shall be held subject to the call of the chief. The notice shall specify for what purpose the meeting is called and no other business shall be transacted.

Section 7. Robert's Rules of Order shall be used for the government of meetings when not in conflict with this Constitution and By-Laws,

Section 8. Proxy voting or absentee voting shall not be permitted.

Section 9. A committee can be formed at any fire department meeting and should report on their progress at monthly meetings.

ARTICLE VIII

DUTY REQUIREMENTS

Section 1. Active members shall respond to emergency calls whenever they are able to perform the duties of a firefighter, are not sick or injured, are in district, and are free from essential responsibilities. Active members shall be required to participate in 25 hours of department activity; 5 hours of the 25 hours must be fire training/drills. Interior firefighters are required to participate in at least 5 hours of interior specific training as part of their overall hour commitment for the year. Interior firefighters who fail to meet interior training requirements will be moved to inactive status. Any active member that does not meet their hour commitment in a calendar year will be moved to inactive status. These hours are the responsibility of the member to log and the responsibility of the board to review. Compliance with hour requirements shall be determined at each annual meeting from the preceding year. Any dispute of status shall be brought to the board of directors for a hearing.

← **CONSTITUTION AND BY-LAWS**

from arriving if they are tired or under any other emotional stress that could affect their driving in an alert and safe manner.

**ARTICLE X
EXPULSION**

Any member may be expelled from the Keene Volunteer Fire Department, Inc. for failure to comply with the Constitution and By-Laws of the Keene Volunteer Fire Department, Inc., provided the accused shall have been served with written charges at least ten days prior to the Board of Directors meeting, together with a notice that the charge(s) will be considered at the Board of Directors meeting and that the member will have the right to be heard at that time. The Keene Volunteer Fire Department, Inc. shall have full power to determine what shall constitute sufficient cause for expulsion.

**ARTICLE XI
RESIGNATIONS**

Resignations shall be presented in writing. Resignations will not be accepted until all property belonging to the Keene Volunteer Fire Department, Inc. has been turned in.

**ARTICLE XII
AMENDMENTS**

The Constitution and By-Laws may be amended at any regular meeting, or at the annual meeting by two-thirds vote of members present, provided the proposed amendment shall have been submitted in writing at a previous meeting and notice then given when the same would be called up for action, and that each member of The Keene Volunteer Fire Department, Inc. receives a written or public notice fifteen (15) days prior to the date of the meeting at which such changes are to be made.

Investment Summary For:
Keene Town of
Group #: 1

Proposal Date: 5/22/2023

Revision Date: 5/22/2023

Proposal ID: 2028813 - 26618

Supersedes any previous presentation Quotation

Valid for 30 Days From Revision Date

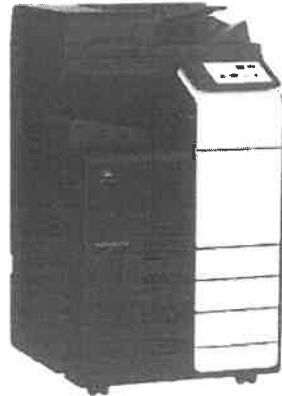


ONERATE™

SymQuest GEM:IFB 021-C - Staples included, no supply freight fee

The i-Series houses a powerful engine, a quad-core Central Processing Unit with standard 8 GB of memory and 256 GB SSD, which allows for quick-response, high-performance operations. With an additional combination of full-speed media printing range, high-speed one pass dual scan doc feeder, digital skew correction, and large capability trays, expertly blends reliable functionality with versatile serviceability.

- Comes standard with Dual Scan Automatic Document Feeder
- Intuitive operability - Operate the bizhub like a smartphone or tablet with fully customized user interface
- Mobile connectivity - Print anytime from anywhere with Konica Minolta's innovative mobile technologies
- Security - Secure network integration, data encryption, SSD overwrite, and advanced user authentication
- Productivity - Reliability, high-speed scanning and printing, combined with powerful finishing functions



Item Description	Qty	Purchase
BIZHUB C250i 25PPM HYBRID MFP W/DF-714 DUAL SCAN ADF	1	
DK-516 COPY DESK	1	
FS-533 INNER 50 SHEET STAPLING FINISHER	1	
PK-519 PUNCH KIT FOR FS-533 INTERNAL FINISHER	1	
FK-514 FAX KIT (for 2 lines add Qty 2)	1	

Device Subtotal 1

Monthly Maintenance Plan

Item No	Service Rate Type	Black/Color Volume
KON-C250IDF	MFPHYBRID	Unlimited Images

OneRate Program includes the equipment, Sentinel monitoring, toner, parts, staples, labor and travel.

Connectivity Support includes connectivity training, driver updates, software updates and loading new drivers.

No Meter Reads. No Overage Charges. No Escalators. No Hidden fees. No Hassles. One Easy Payment.

ONE RATE SOLUTION MFP (Purchased Hardware and Monthly Service) \$4,096.81 and \$116.00 /Month

purchase price *Maintenance Contract*