



SNYDER FIRE DISTRICT
Snyder, New York



**Minutes of the Organizational Meeting of the
Board of Commissioners of the Snyder Fire District
Held at the Snyder Firehouse
On the 6th day of January 2026**

PRESENT:

Commissioners: Burton Bugbee, Paul Griebner, Patricia Hudson, Thomas Merrill,
Thomas Tiberi
Chiefs: Chief Tim Oliver; 1st Assistant F. Chief Brent Hudson, 2nd Assistant Chief
Ryan O'Connor
Others: Charles Mye

Acting Chairman Merrill called the meeting to order at 05:36 hours and appointed himself as acting secretary.

Acting Chairman Merrill reported that Mr. Thomas Brady from Potter, Harris and Scherrer Agency previously met with all board members and reviewed the Fire District insurance policies for 2026 and verified a surety bond was in place.

Acting Chairman Merrill stated that the next order of business for this meeting is to elect a Chair of the Board for 2026. Commissioner Tiberi made a motion to nominate Commissioner Patricia Hudson for Chair. The motion was seconded by Commissioner Griebner. Discussion followed and upon being put to a vote, there were Yes- 4; No- 0. The motion carried. Commissioner Hudson abstained from this vote.

Commissioner Hudson then took over as Chair and thanked the board members for placing confidence in her by electing her to the chair position. She complimented the treasurer, secretary and board members for the excellent work done over the past year and expressed her appreciation to Chief Oliver for the excellent job the Chiefs and officers have done as well.

Chair Hudson asked for verification that recently elected Commissioner Merrill was properly administered the oath of office at the Town Clerk's office. Commissioner Merrill reported it has been done, and the Town Clerk's acknowledgment was in the district's file.

Chair Hudson asked for verification that the media was notified for the date, time and place for the organizational meeting. Secretary Merrill reported the notifications were made and proof of publication for the official notice was in the district's file.

APPOINTMENTS

Chair Hudson then asked for nominations for secretary and Commissioner Griebner, seconded by Commissioner Tiberi, made a motion to appoint Thomas Merrill as Secretary of the Snyder Fire District for the year 2026. Upon being put to a vote, there were Yes- 4; No- 0, and the motion carried. Commissioner Merrill abstained from this vote.

Appointments (continued)

Chair Hudson instructed Secretary Merrill to assume the duty of secretary and continue recording the proceedings of the meeting.

Chair Hudson stated that the next order of business was to appoint a treasurer. A motion was made by Commissioner Bugbee, seconded by Commissioner Tiberi, to appoint Charles E. Mye as Treasurer for the Snyder Fire District for the year 2026. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chair Hudson stated that it was necessary to appoint a district clerk. A motion was made by Commissioner Merrill and seconded by Commissioner Griebner to appoint Wendy Tomczak as District Clerk for the Snyder Fire District for the year 2026. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chair Hudson stated that the next order of business was to appoint a deputy treasurer. A motion was made by Commissioner Merrill, seconded by Commissioner Griebner, to appoint Christopher M. Sciolino as Deputy Treasurer for the Snyder Fire District for the year 2026. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chair Hudson instructed Secretary Merrill and Treasurer Mye to present themselves to the Amherst Town Clerk for the purpose of being sworn into their respective office. She also instructed Secretary Merrill to notify Deputy Treasurer Sciolino and District Clerk Tomczak to present themselves to the Amherst Town Clerk for the purpose of being sworn into the offices to which they have been appointed.

VERIFICATION OF SALARIES

Chair Hudson stated that it was necessary to verify the salaries for the secretary, treasurer, deputy treasurer and district clerk.

A motion was made by Commissioner Griebner and seconded by Commissioner Bugbee to set the yearly salary for the secretary at \$19,380.00 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 4; No- 0, and the motion was carried. Commissioner Merrill abstained from this vote.

A motion was made by Commissioner Merrill and seconded by Commissioner Tiberi to set the yearly salary for the treasurer at \$21,420.00 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

A motion was made by Commissioner Bugbee and seconded by Commissioner Tiberi to set the yearly salary for the district clerk at \$1,000.00 and that she be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

A motion was made by Commissioner Griebner and seconded by Commissioner Bugbee to set the yearly salary for the deputy treasurer at \$5,000 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

Chair Hudson informed the members that the next order of business is to appoint a facility manager to serve the needs of the Fire District and Fire Department. A motion was made by

Verification of Salaries (continued)

Commissioner Merrill and seconded by Commissioner Bugbee to appoint Adam Johnson as the Facility Manager for the Snyder Fire District for the year 2026 with an annual salary of \$18,360.00 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

OTHER APPOINTMENTS

Chair Hudson informed the members that the next order of business is to appoint a custodian for the Fire District. A motion was made by Commissioner Bugbee and seconded by Commissioner Griebner to appoint Anders Sorensen as the Custodian for the Snyder Fire District for 2026 with an annual salary of \$17,340.00 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chair Hudson stated that it was necessary to appoint an attorney to represent the fire district. Commissioner Merrill, seconded by Commissioner Griebner, made a motion to appoint Bradley Pinsky of the Pinsky Law Group PLLC as the Snyder Fire District Attorney for 2026. Discussion followed and the board agreed to accept the terms as outlined in his letter of engagement charging an annual fee of \$4,000.00 and an hourly rate of \$300.00 billed in six-minute increments. The service includes complete review of all minutes with comments and suggestions and preparation of resolutions requiring legally specific content. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

Chair Hudson informed the members that the next order of business is to appoint a medical director for the Fire District. A motion was made by Commissioner Merrill and seconded by Commissioner Griebner to appoint Dr. Joseph Takats as the Snyder Fire District Medical Director for the year 2026. Discussion followed and upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chair Hudson informed the members that the next order of business is to appoint a master mechanic for the Fire District. A motion was made by Commissioner Bugbee and seconded by Commissioner Griebner to appoint Sam DeChellis from Sam's Apparatus Maintenance as the Snyder Fire District Master Mechanic for the year 2026 and that compensation be set at \$100.00 per hour paid monthly. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chair Hudson informed the members that the next order of business is to appoint a chaplain to serve the needs of the Fire District and Fire Department. A motion was made by Commissioner Griebner and seconded by Commissioner Bugbee to appoint Fr. John Gaglione as the Snyder Fire District Chaplain for the year 2026. Upon being put to a vote, there were Yes-5; No- 0. Motion carried.

OFFICIAL NEWSPAPER

Chair Hudson called for a motion naming the official newspaper of the Fire District. A motion was made by Commissioner Merrill and seconded by Commissioner Bugbee that the Official Newspaper of the Snyder Fire District be the Amherst Bee. Upon being put to a vote, there were Yes 5; No- 0. Motion carried.

MILEAGE FEE

Chair Hudson called for a motion setting the mileage reimbursement rate. Commissioner Tiberi, seconded by Commissioner Merrill, made a motion to set the mileage rate at the suggested I.R.S. Guideline amount of \$0.72.5 cents per mile for the year 2026. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

MEAL REIMBURSEMENT FOR FOOD AT DRILLS

Chair Hudson called for a motion setting the reimbursement for expenses for providing food following Fire Department drills. Commissioner Bugbee, seconded by Commissioner Merrill, made a motion that actual reasonable expenditures be authorized upon submission of receipts for the expenditures incurred, along with a roll call sheet indicating those members who were in actual attendance at the Snyder Fire Department drill. Expense shall not exceed \$9.00 per member attending the drill and reimbursement is authorized for active Snyder firefighters only. Discussion followed and upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

DEPOSITORY

Chair Hudson called for a motion to set the depository for the Fire District. Commissioner Bugbee, seconded by Commissioner Tiberi, made a motion that the M&T Bank and New York Liquid Cooperative Assets Securities System (NYCLASS) be designated as the depositories for the Snyder Fire District for the year 2026 and that the Treasurer be authorized to invest Fire District funds in any commercial bank if seen in the best interest of the Snyder Fire District. Discussion followed and upon being put to a vote the motion was carried. Yes- 5; No- 0.

CHECK SIGNATURES

Chair Hudson called for a motion authorizing individuals to sign district checks. A motion was made by Commissioner Tiberi, seconded by Commissioner Griebner, that the Treasurer and Deputy Treasurer be authorized to sign checks for the Snyder Fire District. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

ADOPTION OF EXISTING POLICIES AND PROGRAMS

Chair Hudson reaffirmed that all existing Snyder Fire District policies, including the purchasing and investment policy, have been reviewed. A motion was made by Commissioner Tiberi, seconded by Commissioner Bugbee, to re-adopt all existing fire district policies including the purchasing and investment policy. Discussion followed and the service award policy will be amended at future meeting to reflect the recent changes to the program. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

BOARD MEMBERS

Chair Hudson called for a motion designating members of the Board be authorized to join various fire service organizations. A motion was made by Commissioner Griebner, seconded by Commissioner Bugbee, that the Commissioners, Treasurer, Secretary, District Clerk, Deputy Treasurer, Attorney, Medical Director, Chief and Assistant Chiefs be approved as members of the Board and be eligible to belong to Local, County, State and National Associations. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

MEETINGS

Chair Hudson called for a motion designating the dates, location and times for official District Meetings. A motion was made by Commissioner Merrill, seconded by Commissioner Bugbee, that the regular meeting dates for the Snyder Fire District for the year 2026 shall be the third Tuesday of each month, and all meetings will start at 7:30 p.m. An exception will be made during the month of April, and the regular April meeting of the Board of Fire Commissioners of the Snyder Fire District will be held on Tuesday, April 14th. A special meeting shall be held on April 9, 2026, for the purposes of appointing the Chief of Department and Assistant Chiefs. A special meeting will be held on August 25, 2026 at 7:30 p.m. to prepare a preliminary 2027 Fire District Budget. A special meeting shall be held on October 20, 2026 at 7:00 p.m. for public comment on the proposed 2027 Fire District budget. All meetings shall be held at the Snyder Fire Headquarters, 4531 Main Street, Snyder, New York 14226. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

PURCHASING COMMITTEE

Chair Hudson appointed a Purchasing Committee consisting of herself, Treasurer Mye and Chief of the Department Oliver

DISTRICT ELECTION BALLOT

Chair Hudson required the Board of Commissioners to review the policy presently in effect for a candidate to have their name appear on a ballot for an elected Fire District Office. A motion was made by Commissioner Merrill, seconded by Commissioner Griebner, to adopt the following requirements in order for a candidate to have their name appear on a ballot for an elected Fire District Office.

1. All candidates must file their name in writing with the Fire District Secretary at least 20 days prior to the date of the election indicating the office and the term for which they are running.
2. All candidates must submit a petition signed by at least 25 qualified registered voters residing in the Snyder Fire District indicating the office and term the candidate is running for. The Secretary of the Snyder Fire District must receive the petition at least 20 days prior to the election.
3. It is entirely within the discretion of the Fire District Clerk as to the order that names appear on the ballot.

Discussion followed and upon being put to a vote the motion was carried. Yes- 5; No- 0.

COMMITTEE ASSIGNMENTS

Chair Hudson made committee appointments and discussion followed. The appointments are attached to the minutes.

LEASES & CONTRACTS

A motion was made by Commissioner Bugbee, seconded by Commissioner Griebner, authorizing the chairman to sign leases contracts approved by resolution of the Board. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

PAYMENT BEFORE AUDIT

A motion was made by Commissioner Merrill, seconded by Commissioner Bugbee, authorizing the Treasurer to pay in advance of audit utilities, which includes electric, gas and water; cable and Internet; telephone; freight; postage; payroll; and express charges. Discussion followed and upon being put to a vote the motion was carried. Yes- 5; No- 0.

ANNUAL TREASURER’S REPORT

Treasurer Mye reported that the cash basis financial results were presented for 2025 and expense accruals were recorded for projects currently in progress but not yet completed or invoiced. These items and supporting documentation will be reviewed with the district’s accounting service Lumsden McCormick for final opinion.

Treasurer Mye reported the funds were to be accrued for these four purchases:

- \$35,000.00 for previously approved Class B Duty Uniforms
- \$35,000 for previously approved response jackets
- \$28,000 for balance due on repairs to Engine 3
- \$10,000 for previously approved department public relations mailing

Treasurer Mye presented a preliminary 2025 financial report and noted he will be filing the Snyder Fire District annual financial report with the New York State Comptroller after discussion and input from the district’s accounting service Lumsden McCormick. The report is due within sixty (60) days after the close of the financial year and the Comptroller may grant an extension upon request which Treasurer Mye will be doing pending board approval.

Chair Tiberi made a motion, seconded by Commissioner Bugbee, to accept the preliminary financial report. Discussion followed and upon being put to a vote the motion was carried. Yes- 5; No- 0.

Chair Hudson then reminded the Commissioners that, as elected officials, each is responsible to the residents of the Snyder Fire District, and stated that issues, ideas, and, especially, appropriations should be discussed and voted on in the best interest of the residents of the Fire District.

ADJOURNMENT

Commissioner Bugbee, seconded by Commissioner Griebner, made a motion to adjourn the meeting. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried. Meeting adjourned at 6:33 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Thomas A. Merrill". The signature is written in a cursive style with a large, sweeping initial 'T'.

Thomas A. Merrill
Fire District Secretary



Snyder Fire District Commissioner Assignments – 2026 - Final -

Commissioner Bugbee

Protective Clothing
Uniforms and Response Clothing
Apparatus
Master Mechanic
Hydrants
Buildings and Grounds

Commissioner Griebner

Conventions and Meetings
Physical Examinations and Medical Program
EMS
Chief's Installation

Commissioner Hudson - Chair

Leases and Contracts
Department Liaison
New Applicant Review
Information Technology
District Rules and Regulations
Purchasing

Commissioner Merrill

Insurance
Fixed Assets, Testing, and Inventory Management
Amherst Fire Control
Chief's Installation

Commissioner Tiberi

Service Awards
Buildings and Grounds
Financial Statements Review and Control