

**TOWN OF DAY 2024 ORGANIZATIONAL MEETING
JANUARY 4, 2024 at 9:00AM
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The Organizational Meeting of the Town Board of the Town of Day, New York was held in Day Town Hall on January 4, 2024, at 9:00AM.

The meeting was called to order by Supervisor Diana Edwards and the following answered roll call, Town Council: Councilman George Lembo, Councilman Joseph Flacke, Councilman Harry Brennan and Councilwoman Cheryl Allen.

Resolution #2024 – 01 The Day Town Board approves the following appointments and salaries for 2024:

Town Employees, Appointments & Pay Rates General Fund:

Registrar of Vital Statistics: Tracy Ladd \$994.00 per year
Deputy Registrar of Vital Statistics: Carol Vaillancourt \$18.00 per hour
Deputy Town Clerk/Tax Collector: Carol Vaillancourt \$18.00 per hour
General Office Clerk (part-time): Vickie Walencik \$18.00 per hour
Sole Assessor (part-time) Caron Schermerhorn \$30,635.00 per year
Cemetery Clerk (part-time): Rodney Haffner \$2,400.00 per year
Code Enforcement Officer (part-time): Albert Brooks \$28,840.00 per year
Town Attorney Town Board: Meyer, Fuller & Stockwell Law Firm \$21,000.00 per year
Town Attorney Planning & Zoning Boards: Meyer, Fuller & Stockwell Law Firm \$4,400.00 per year
Bookkeeper: Tammy Priest, DeLorenzo Associates, CPA \$11,000.00 per year
Town Historian: Dave Davidson \$1,468.00 per year
Budget Officer: Diana Edwards \$5,127.00 per year
Dog Control Officer: Garrett Metzler \$5,267.00 per year
Court Clerk (part-time): Gary Wheeler \$17.47 per hour
Health Officer: (vacant) \$1,000 per year
Day Advisor County Office of the Aging Board: (vacant) (non-paid/volunteer)
Day Advisor County Youth Advisory Board: Christopher Reichert (non-paid/volunteer)

Town Employees: General Fund Refuse/Recycling & Buildings & Grounds

Part-time Maintenance Person (2) Buildings: \$18.75 per hour
Part-time Refuse/Recycling Laborer (2): \$18.75 per hour
Part-time Recycle Center Attendant: \$20.00/per hour
Part-time MEO Sanitation: \$27.13/per hour

Town Employees: Highway Fund

Machinery Equipment Operators: \$24.38 to \$27.13 per hour (base pay)
Deputy Superintendent of Highways/MEO: \$29.13 per hour (base pay)
Laborer Highway: starting base pay \$19.57 to \$22.50 per hour (base pay)

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Other Appointments Paid By Voucher (General Fund):

Town of Corinth EMS: \$60,500.00 per year
Luzerne-Hadley Fire District: \$41,733.00 per year
Edinburg Fire District: \$30,677.00 per year
Planning Board Chairman: Ted Mirczak term 2026: \$40.00 per meeting
Planning Board Members: Craig Trombley term 2024, Ellen Taylor term 2027; Rick Wahrlich term 2027, MaryAnn Johnson term 2025: \$30.00 per Board Member per meeting
Zoning Board Chairman: Dave Davidson term 2024: \$40.00 per meeting
Zoning Board Members: April Schmick term 2026, Steve Edwards term 2025, Rob Zeglin term 2027, \$30.00 per Board Member per meeting
Board of Assessment Review Members: Mary Ann Johnson term 2024, Peter O'Connell term 2027, April Schmick term 2026: \$100 stipend per meeting (2 vacant seats)

Elected Officials Salaries (General Fund):

Town Supervisor: \$34,684.00/per year
Town Clerk/Tax Collector: \$34,545.00 per year
Town Justice: \$13,069.00 per year
Superintendent of Highways: \$71,407.00 per year
Town Board: \$25,022.00 per year (4 members @ \$6,255.50/year)

Resolution #2024 – 02 Deputy Town Supervisor: Be it resolved that Town Supervisor Diana Edwards appoints Joseph Flacke as Deputy Supervisor for 2024 with a \$50.00 stipend for meetings chaired.

Resolution #2024 – 03 Deputy Town Clerk/Tax Collector: Be it resolved that Town Clerk Tracy Ladd appoints Carol Vaillancourt as Deputy Town Clerk/Deputy Tax Collector for 2024.

Resolution #2024 – 04 Deputy Highway Superintendent: Be it resolved that Highway Superintendent Leonard Allen appoints Mark Gilbert as Deputy Superintendent for 2024.

Resolution #2024 – 05 Town Engineers: to appoint Garry Robinson Engineering, PE be named Town Engineer on an as needed basis, and that the Town Supervisor with Board approval can seek other local qualified engineers for some areas of work during 2024 if needed.

Resolution #2024 - 06 The Day Town Board approves the following dates for the 2024 monthly Town Board Meetings will be the second Monday of every month, 6:15 PM for audit of bills, 7:00 PM regular meeting time, to be held at Day Town Hall. Meeting dates falling on legal holidays will be held on the first Thursday following the holiday.

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Schedule of 2024 Regular Town Board Meetings: January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 17, November 14, December 9.

Resolution #2024 –07 The Town Planning Board shall meet at Town Hall on the First Monday of each month at 7:00 p.m. unless there is no business on the agenda, or otherwise changed or rescheduled and appropriate notice is posted; and **The Town Zoning Board of Appeals shall meet** at the Town Hall on the Third Monday of each month at 7:00 p.m., unless there is no business on the agenda, or otherwise changed or rescheduled and appropriate notice is posted. If meeting dates fall on a holiday, meetings will be held on first Thursday following that holiday.

Resolution #2024 - 08 Legal Newspaper: The Post Star is hereby designated as the official legal newspaper and if a broader range of advertisement is deemed necessary, other local newspapers may be used.

Resolution #2024 – 09 Authorizing the Supervisor to pay in advance of Town Board audit, public utility services, solid waste disposal, postage, salaries, bid contract voucher

Resolution #2024 - 10 To set per diem allowance not to exceed \$100 per day for meal expenses for attendees at training classes and meetings related to the Town. All expenses are to be paid out of pocket by attendee and will be reimbursed after submission of a voucher and receipts itemizing expenses. No alcohol expenditures, tips, gratuities, or sales tax are allowed for reimbursement. Reasonable lodging accommodations may be made in advance and purchased on the Town credit card with permission of the Supervisor.

Resolution #2024 - 11 Authorizing Superintendent of Highways to rent highway equipment to or from other towns and County at the State Rate and to purchase highway machinery items not to exceed the sum of \$5,000.00 without Board approval.

Resolution #2024 - 12 Authorizing the Supervisor to sign annual renewal permits, and annual contracts entered into by the Town, after review and approval by the Town Attorney.

Resolution #2024 - 13 The Day Town Board directs that all wages of all Town employees and elected officials to be paid on a bi-weekly basis for the year 2024.

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Resolution #2024 – 14 Holiday Closure: All permanent, full-time employees shall have the following paid holidays (following Saratoga County schedule): 1. New Year's Day (01/01/24) 2. Martin Luther King Day (01/15/24) 3. Washington's Birthday (02/19/24) 4. Memorial Day (5/27/24) 5. Independence Day (07/04/24) 6. Labor Day (09/02/24) 7. Columbus Day (10/14/24) 8. Veterans Day (11/11/24) 9. Thanksgiving Day (11/28/24) 10. Day after Thanksgiving (11/29/24) 11. Christmas (12/25/24)

Resolution #2024 – 15 Town Board Committees: BE IT RESOLVED that the Town Supervisor appoints the following persons listed on the following committees for the year 2024 and they will hereby work with and report on said committees at the Town Board meetings. The Supervisor sits as a member of all committees.

Day Museum: Chairman George Lembo

Emergency Management Coordinator/Public Safety: Chairman George Lembo

Town Buildings: Chairperson Harry Brennan, member Cheryl Allen

Town Finance: Chairman Joe Flacke, member Christina Siebert

Community Events: Chairperson George Lembo, member Harry Brennan

Veteran's: Chairperson Cheryl Allen, member Mary Ann Johnson

Personnel: All Board Members

Review and Update of Personnel Manual and Policies and Procedures – Town Board

Day Advisor to Saratoga County Youth Bureau - Chris Reichert

Day Advisor to Saratoga County Dept. of Aging - vacant

Resolution #2024 – 16 The Town Board directs the filing of Quarterly Reports to the Town Board by all persons receiving monies on behalf of the Town if such persons do not file monthly reports with the Day Town Board.

Resolution #2024 - 17 Town officials. If the town owned vehicle is not available due to another employee using it, town employees will be paid at the 2024 IRS standard rate of .67 cents per mile when using their own vehicles for Town business.

Resolution #2024 – 18 The Town Board directs that all monies received by town employees on behalf of the town shall be deposited forthwith in interest bearing accounts, unless such sum shall be less than \$500.00 or there is a stipulation that it can't be an interest-bearing account.
Depositories: Glens Falls National Bank, New York Class.

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RESOLUTION #2024 - 19 Investment Policy. Be It Resolved in 2024, that the Town Supervisor and/or the Deputy Supervisor be authorized to invest monies not immediately needed as prescribed by the Town of Day's Investment Policy adopted August 5, 2022. A copy of said Investment Policy is on file in the Town Clerk's Office.

Resolution #2024- 20 The Day Town Board does wish to designate someone to cast vote at 2024 Association of Towns meeting.

Resolution #2024 – 21 To designate Kenneth Ohi Johnsen to attend the Annual Business Session of the Association of Towns of the State of New York, to be held on February 2024, and to cast the vote of the aforesaid Town.

Resolution #2024 - 22 Requiring two town employees to sign Town checks which are drawn on Town funds. Designated signees are Supervisor Diana Edwards and Town Clerk Tracy Ladd. These two will remain as signatory's until such time as a change might be necessary.

Resolution #2024 – 23 Be it resolved that the Day Town Board hereby adopts the Final Budget for 2024 of total Appropriations of \$3,581,995.00 with estimated revenues in amount of \$2,727,389.00 and \$152,442.00 in unexpended balance.

Motion made by Councilman George Lembo, seconded by Councilman Harry Brennan to appoint Christina Siebert as a member of the Zoning Board term 2028.

Ayes: Councilman Joseph Flacke, Councilwoman Cheryl Allen, Councilman Harry Brennan, Councilman George Lembo and Supervisor Diana Edwards.

Carried: 5-0

Motion, made by Councilman Harry Brennan, seconded by Councilwoman Cheryl Allen to adopt **Resolutions #'s 01 – 23 with the exception of resolution #2024-19** which will need to be reviewed by Board and adopted at an upcoming regular Town Board meeting.

Ayes: Councilman Harry Brennan, Councilwoman Cheryl Allen, Councilman Joseph Flacke, Councilman George Lembo and Supervisor Diana Edwards

Carried: 5-0

Motion, made by Councilman George Lembo, seconded by Councilman Joseph Flacke to **adjourn** the 2024 Organizational Meeting at 11:12am.

Ayes: Councilman Harry Brennan, Councilwoman Cheryl Allen, Councilman Joseph Flacke, Councilman George Lembo and Supervisor Diana Edwards

Carried: 5-0