



TOWN OF DAY

COUNTY OF SARATOGA

1650 NORTH SHORE ROAD, HADLEY, NY 12835
PHONE: (518) 696-3789 FAX: (518) 696-5391

TOWN BOARD MEETING AGENDA – October 13, 2022

Welcome

Pledge of Allegiance

Roll Call

Motion to approve the Town Board meeting minutes of September 12, 2022

Motion to approve abstracts: Highway Fund #399 \$957.60, #413 \$7,810.33, #428-433 \$131,842.85, General Fund #395-398 \$9,282.68, #400-412 \$21,775.60, #414 \$2,815.80, #416-427 \$7,877.30; Trust & Agency:

Bank reconciliations for General, Highway, Payroll, A/P, and Town Clerk/Tax Collector

Motion to approve September 2022 reports from Building Inspector/CEO, Town Clerk, Town Justice, Town Supervisor, Assessor.

REPORTS OF COMMITTEES:

HRBR Regulating District, Dave Cox
Highway Superintendent
Town Committees
Emergency Mgmt. Coordinator

CORRESPONDENCE:

Quote for computer (ARPA)
Quote for Town Clerk Program (ARPA)
Land purchase - Appraisal (summary)
Letter of Resignation P&Z Clerk
Saratoga County HEAP program letter 10/5/2022
Revised Cemetery Rules & Regulations

OLD BUSINESS:

1. FEMA update: Gary Robinson, P.E
2. Food Bank Pilot Program Update
3. Land purchase Update

4. Cemetery Rules & Regulations

NEW BUSINESS:

1. Ambulance Fee Schedule
2. Recycle Center Permits
3. Planning & Zoning Board Fee Schedule
4. Computer for Assessors Office
5. Software program for Town Clerks office
6. Buildings Grounds/Recycle Center Staff Hours
7. P&Z Clerk position

OTHER BUSINESS

RESOLUTIONS (by roll call vote)

AUTHORIZING TRANSFER OF FUNDS IN THE AMOUNT OF \$11,955.00 FROM MM FUND TO GENERAL FUND TO BE APPROPRIATED TO ENGINEER SERVICES A1440.4. FOR THE FEMA PROJECT WHICH WILL BE REIMBURSED BY FEMA.

AUTHORIZING THE TWO PART-TIME BUILDING & GROUNDS/REFUSE POSITIONS TO WORK A 30 HOUR WEEK IN THE SUMMER AND 24 HOUR WEEK IN THE WINTER.

RESCIND THE TRANSFER OF \$25,000 FROM A1910.4 IN AMOUNT OF \$25,000.00 TO BUILDINGS & GROUNDS AS REQUESTED AT SEPTEMBER 12, 2022 BOARD MEETING.

AMEND REQUEST FROM SEPT. 12 BOARD MEETING RECOMMENDING APPROPRIATED MONEY FROM (ERROR IN ACCOUNT CODE BUILDINGS IS A1620.4 NOT A1670.4).

PUBLIC INPUT

NOTE: Please check www.townofday.com for final agenda and updates. Each speaker shall state name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes. The Board asks that members of the public respect the opportunity of the speaker at the podium to be heard, and asks that the public refrain from conducting side meetings within the meeting room. In an effort to ensure that the widest number of community viewpoints are heard, the Board asks members of groups or the public to withhold comment, if their viewpoints have already been presented. The Board thanks everyone in attendance for their understanding and also for their desire to actively participate in the Town decision making process.

VOTE ON RESOLUTIONS:

MOTION to adopt all resolutions

MOTION to Adjourn

MONTHLY PERMIT SUMMARY

Permit Type	All		9/1/2022 through 9/30/2022	
	# Permits	Fees	# Permits	Fees
Building Permit	3	\$279.76	3	\$279.76
Certificate of Occupancy	2	\$0.00	2	\$0.00
Subdivision	0	\$0.00	0	\$0.00
Zoning Permit	0	\$0.00	0	\$0.00
Violation	0	\$0.00	0	\$0.00
Sign Permit	0	\$0.00	0	\$0.00
Septic System Construction	0	\$0.00	0	\$0.00
Demolition Permit	1	\$0.00	1	\$0.00
Variance	0	\$0.00	0	\$0.00
Well Permit	1	\$0.00	1	\$0.00
Dock Permit	0	\$0.00	0	\$0.00
Mobile Home Permit	0	\$0.00	0	\$0.00
Certificate Of Max Occupancy	0	\$0.00	0	\$0.00
Code Enforcement Complaint	0	\$0.00	0	\$0.00
Inspection	0	\$0.00	0	\$0.00
Consultation	0	\$0.00	0	\$0.00
Totals:	7	\$279.76	7	\$279.76

TA

Permit Detail By Application Type

9/1/2022 through 9/30/2022



Permit Type: Building Permit

Application # Permit #	Issue Date	Reference #	Owner Name Location	Standard	Notes	Amount	Fees
2002002512 2022-031	09/28/2022	43.12-1-32	TROMBLEY CRAIG 3204 South Shore		26' x 36' Garage	\$10,000.00	\$149.76
2002002513 2022-032	09/28/2022	33.6-1-19	Rothman, Allen 55 Pine Ridge		Finishing basement	\$35,000.00	\$100.00
2002002514 2022-033	09/30/2022	42.-1-10.1	Graham, Alfred L 80 Stone Rd		Replacement of stove piping	\$30.00	\$30.00
Sub-Type Totals:						\$45,030.00	\$279.76
Permit Totals:						\$45,030.00	\$279.76

Permit Type: Demolition Permit

Application # Permit #	Issue Date	Reference #	Owner Name Location	Standard	Notes	Amount	Fees
2002002508 2022-029	09/08/2022	42.11-2-52	Shefchik, Anne 20 Robin St Private		Demo of old trailer	\$0.00	\$0.00
Sub-Type Totals:						\$0.00	\$0.00
Permit Totals:						\$0.00	\$0.00

Permit Detail By Application Type

9/1/2022 through 9/30/2022

Permit Type: Well Permit

Application # Permit #	Issue Date	Reference #	Owner Name Location	Notes	Amount	Fees
2002002511 2022-030	09/19/2022	31.15-2-10	Gallusha, Gary N Shore	New Well	\$0.00	\$0.00
Sub-Type Totals:					\$0.00	\$0.00
Permit Totals:					\$0.00	\$0.00

Permit Type: Certificate of Occupancy

Application # Permit #	Issue Date	Reference #	Owner Name Location	Notes	Amount	Fees
2002002510 2022-019	09/19/2022	42.11-2-15	Slagen, Paul & Amy Roseboom St Private	CC issued for addition	\$0.00	\$0.00
2002002515 2022-033	09/30/2022	42.-1-10.1	Graham, Alfred L 80 Stone Rd.	CC issued for new stove piping	\$0.00	\$0.00
Sub-Type Totals:					\$0.00	\$0.00
Permit Totals:					\$0.00	\$0.00

Day Town Justice Monthly Report

Judge: HON. K. O. JOHNSON

Date: 10-05-22

Arraignments Completed 5

V&T	Cases Heard:	Cases Completed:	Cases continued.
Nav.	<u>2</u>	_____	<u>2</u>
Ecl.	_____	_____	_____
Criminal	<u>4</u>	_____	<u>4</u>
Civil	_____	_____	_____
Town Ord.	_____	_____	_____

Fines or Civil Fees Collected	\$ <u>450.00</u>
Surcharges	\$ _____
Motor Veh.	\$ _____
Nav.	\$ _____
Ecl.	\$ _____
Criminal	\$ _____
Civil	\$ _____
Town Ord.	\$ _____

Weddings Officiated: 1

Notes: 09-07-22 6 CASES HEARD & ADJOURNED
09-14-22 NO ACTIVITY
09-21-22 NO ACTIVITY
09-28-22 NO COURT

 Town Justice

Date: 9/9/2022

To: Day Town Board

From: Peter L. Dziedzic, Assessor

RE: Monthly Activity Report for the period of 09/1/2022 to 8/30/2022.

I have sent out the RP467 senior citizens renewals for the 2023 Assessment roll and updated the Star list per the State of NY.

I have been reviewing the sales of property that have occurred over the last few years. The sales of lake front property range from \$378,000 to over \$1,200,000. These sales have caused the equalization rate to drop which caused the value of all property in the Town to go up at the rate of Lake Front property. Because the Lake property value goes up faster than those with no access to the lake. This shifts the tax burden at a greater rate to the lower value property. This inequity causes a high tax burden on property not on the Lake side. The only way to correct this inequity is to do a complete revaluation of all property. I suggest the Board begin to look into doing a revaluation within a few years.

The review of new and incomplete building permits has continued for the 2023 assessment roll. I continue to find many improvements to camps/homes which do not have building permits, they are reported to Terry for his review. I also do an increase as the improvement requires. This year's building permits are up to date and have been entered on to the RPS V4 system as I receive them. I continue to travel the town roads on a regular basis to review completed Building Permits and taking pictures of completed projects.

Everything else is progressing in the normal manner with the annual assessment process.

Again please pass the word along that any new year round residents who may be eligible for the star exemption need to call 518-457-2036 and not the Assessor's office to be enrolled. They may also apply on line at <http://www.tax.ny.gov/pit/property/exemption/seniorexempt.htm>. All other exemptions are processed through the Assessor's office.



TOWN OF DAY

COUNTY OF SARATOGA

1650 NORTH SHORE ROAD, HADLEY, NY 12835

PHONE: (518) 696-3789

FAX: (518) 696-5391

Supervisors Report

September 2022

Community Park; Land acquisition followed up with and coordinated with attorney. Received contract back from owner and contacted land surveyor, environmental and appraiser to move forward.

Continued search for volunteers for the pilot program of the Regional Food Bank. Getting many calls for information and setting up volunteer list and our first meeting.

Spoke with potential candidate for the Saratoga County Youth commission position to represent the Town of Day. Coordinating that effort with Saratoga County Dept. of Aging & Youth Services.

FEMA: continuing working with our Highway & Deputy Hwy. Superintendent on the current FEMA Grant for culvert project on Sand Lake Road.

Spoke with Matt Fogerty of Corinth EMS to follow-up on budget questions. Working on setting up a new ambulance fee schedule to submit to the Town Board for approval.

Spoke with our health insurance agency to coordinate a time for her to come in for our special Board meeting to review our health insurance policies.

Worked on revisions to our Cemetery Rules & Regulations as approved by the Town Board and posted them on our website.

Continued working on the tentative budget, consulted with Saratoga County Treasurers office, Fire Districts, and consulted our Town Accounting firm to getting a clearer picture of 2022 and the implications for 2023. Also reached out to our insurance carrier for 2023 information.

Town of Day Webpage and Facebook updates. I'm continuing with updates to our webpage and sharing information on our new Facebook page. Posted the YouTube video of Harnessing Nature on our home page

Town of Day: managed day to day activities and finances, etc. and attended regular meetings of the Saratoga County Board of Supervisors: Government Review; Public Works; Health & Human Services, and Human Resources and Insurance.

Diana Edwards, Supervisor

543 Queensbury Ave. Ste 5
Queensbury, NY 12804
United States
t. 518-793-1111 f. 518-670-0120

Number STSQ 7269-03

Date Sep 21 2022

Sold To

Town of Day
Diana Edwards
1650 North Shore Rd
Hadley, NY 12835
United States

Phone 518-696-3789
Fax

Your Sales Rep



Cindy Campopiano
Customer Success Rep
518-793-1111 x1106
quote@storedtech.com

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
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Hardware

1	<p>Precision 5760 Laptop 11th Gen Intel Core i7-11850H, vPro (24MB cache, 8 cores, 16 threads, 2.50 GHz to 4.80 GHz Turbo) Windows 10 Pro (Windows 11 Pro license included), English, French, Spanish NVIDIA RTX A2000, 4 GB GDDR6 17", FHD+ 1920x1200, 60Hz, WLED, Non-Touch, Anti-Glare, 500 nit, 100% min, IR Cam, Low Blue Light 16 GB, 2 x 8 GB, DDR4, 3200MHz, Non-ECC, SODIMM 512 GB, M.2 2280, Gen 4 PCIe x4 NVMe, SSD US English Backlit Keyboard Intel Dual Band Wireless AX201 2x2 + Bluetooth 5.2 vPro 6 Cell, 97 Wh, Lithium Ion Basic Onsite Service 12 Months, 12 Month(s)</p>	\$2,432.99	\$,432.99
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Scope of Work

Pre-stage, deliver and deploy laptop for tax assessor. Device will replace: tod-lpt1.main-office.town-of-day. Copy files, mapped drives, printer settings, bookmarks, passwords, etc. from existing device to new.

Estimated 2-3 hour(s) of labor per device to be deducted from client's time bank. If no time is available, labor to be billed to client at standard T&M rate (\$165/hr).

StoredTech will perform the following:

- Pre-stage workstations/laptops prior to delivery
- Join PC to network
- Transfer any user data to new hardware
- File/Folder workshop
- Install needed applications
- Reconnect printers

General Assumptions:

- One single user will be setup/migrated on each machine.

**** Balance of total due upon delivery of hardware/software to client site.**

Prices subject to change. Prices based upon total purchase. All delivery, training or consulting services to be billed at published rates for each activity involved. Generally all hardware components proposed above are covered by a limited one-year warranty, covering parts and labor for hardware only and on a depot basis. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business. Nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 15% restocking fee with original packaging. If either party brings any legal proceeding or lawsuit in connection with an alleged breach of this Agreement, the prevailing party in such proceeding or lawsuit shall be entitled to recover its costs, legal fees and disbursements from the other party.

Qty	Description	Unit Price	Ext. Price
	<ul style="list-style-type: none"> - Client will provide physical access to all machines on day of on-site replacement - Client has access to their licensing keys, active support (where needed) and passwords for software transfer (Adobe, MS Office, etc). - Client LOB applications being used will be compatible with Windows 10. <p>Occasionally, extended troubleshooting is needed directly with software vendors to install custom software and/or to make all business functions operate properly on a new machine. Some examples; bank deposit check scanner communication, peripheral troubleshooting between external devices and applications (printer, scanner, signature pad, cameras), software setup for lab/exam equipment, etc. Additional labor hours may apply.</p>		

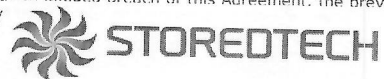
Acquire the technology you need today! Leasing options may be available for any quotes greater than \$5,000. Please contact your Sales representative if you would like more information.

Deposit Required: \$0.00
 Monthly Total: \$0.00

SubTotal	\$2,432.99
Tax	\$0.00
Shipping	\$0.00
Total	\$2,432.99

**** Balance of total due upon delivery of hardware/software to client site.**

Prices subject to change. Prices based upon total purchase. All delivery, training or consulting services to be billed at published rates for each activity involved. Generally all hardware components proposed above are covered by a limited one-year warranty, covering parts and labor for hardware only and on a depot basis. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business. Nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 15% restocking fee with original packaging. If either party brings any legal proceeding or lawsuit in connection with an alleged breach of this Agreement, the prevailing party in such proceeding or lawsuit shall be entitled to recover its costs, legal fees and disbursements from the other party.





WILLIAMSON

Established 1870

790 Canning Parkway Victor, New York 14564
TEL: (585) 924-3400 FAX: (585) 924-4153

Software Proposal

Town of Day
Attn: Carol Vaillancourt, Town Clerk
1650 Northshore Road
Hadley, NY 12835
County: Saratoga (Pop. 920)

Date: October 5, 2022
Phone: (518) 696-3789 ext. 2
Email: daytownclerk@townofday.cc n
Representative: Kathy Sayadoff

Description of Product:	Price:
<input type="checkbox"/> Town Clerk Plus Software Program with Abstract Annual Support	\$4,295.00
Installation and Training: Series of online/phone tutorials: (1 - 2 hours @ \$175/hr)	\$975.00 \$175.00 per hour
<input type="checkbox"/> Town Clerk Plus Abstract Only Program Annual Support*	\$3,895.00
Installation and Training Series of online/phone tutorials: (1 - 2 hours @ \$175/hr)	\$795.00 \$175.00 per hour
<input type="checkbox"/> Clerk QuickPay with Online Dog License Renewal Annual Support*	\$570.00
Installation and Training	\$390.00
	No Charge
<i>*Unless otherwise stated, all program annual support fees include 1 workstation. Add \$495 each additional workstation PER program</i>	

- **Proposal prices are valid for 90 days.**
- This proposal is for the current version of the above listed program(s).
- Software support includes internet and telephone technical support, online program backups and updates or enhancements as they become available.
- The price of software support may change in future years.
- **To accept this proposal, please check appropriate box(s), sign and return to Williamson Law Book Company**

WILLIAMSON LAW BOOK COMPANY proposes to furnish to the TOWN OF DAY the above software for the above stated price. Williamson Law Book Company representatives will be responsible for training as noted above. Any changes in the above proposal shall be agreed upon by both parties. Your signature below constitutes an order by you.

Name	Title	Town	Date
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WILLIAMSON

Established 1870

Town Clerk Plus Software

Program Overview

Williamson's Town Clerk Plus Software is a record keeping system designed to reduce your workload while documenting compliance with New York State regulations. It is a full-featured, powerful database solution designed to provide cost savings through increased efficiency and improved time management.

Advantages of Williamson's Town Clerk Plus Software include the following:

- Easy and accurate reporting. Our users have helped design reports that are beneficial to local administrators with features that can be customized to suit your individual needs.
- Your vital statistic records and monetary transaction records are managed in a single software solution.
- The ability to interface with our Municipal Accounting program provides your municipality with a completely integrated financial system.

An important feature of Town Clerk Plus Software is the availability of many reports, including:

- Abstract
- Cash Book Financial Report
- Clerk's Daily Summary
- All Monthly Reports
- Clerk's Annual Report
- Transaction Reports
- Vendor Mailing Labels
- APCP Submission Report

Program Features

- **DECALS** - Used to record DECALS information from the Daily Sales Summary so the revenue will be listed on the Daily Cash Sheet, Town Clerk's Monthly Report and Annual Report.

Program Features

- **Dog Licenses** - A complete system to handle every aspect of dog licensing including: recording and printing license applications and renewals history, tracking, printing renewal and late notices issuance of new/lost dog tags.
- **Marriage Licenses** - Record and print all marriage license applications. Track the history of all relevant information and print certificates and/or transcripts.
- **Bingo / Games of Chance Licenses** - Enter information regarding the sale of all bingo and games of chance licenses, record proceeds and print receipts.
- **Other Revenue** - Used for the entry of any other monetary transactions so that they will be included on the daily cash sheet, monthly and annual reports.
- **Cash Book** - Monetary records are automatically created for every transaction and the program provides numbered receipts. If used in conjunction with the Accounting software, cash receipts can be uploaded directly into individual revenue accounts. This feature will produce the Daily Cash Sheet, Town Clerk's Monthly Report and the Annual report.
- **Accessible Parking** - Track all Accessible parking permits, permanent and temporary and metered. Generate renewal notices for permanent permits.
- **Abstract** - Used to enter vouchers and print the Abstract of Unaudited Vouchers for Town Board review. The file can be exported for loading into our Municipal Accounting program.
- **Vital Certificates** - Complete birth, death and burial transit data may be recorded, and certificates may be printed.

*With over 2200+ installed programs, Williamson is the
Leading Supplier of Municipal Software Developed
Exclusively for Local NYS Government*

Williamson Law Book Company

790 Canning Parkway Victor, NY 14564

Phone 585-924-3400 Fax 585-924-4133

Email: wlbsales@wlbo.us

www.wlbonline.com

APPRAISAL OF



LOCATED AT:

OLD DAY CENTER RD
DAY, NY 12835

FOR:

TOWN OF DAY
1650 NORTH SHORE RD
HADLEY, NY, 12835

BORROWER:

TOWN OF DAY

AS OF:

September 8, 2022

BY:

DAVID FONTANA

09/29/2022

TOWN OF DAY
1650 NORTH SHORE RD
HADLEY, NY, 12835

File Number: Old Day Center Rd Land Day NY

In accordance with your request, I have appraised the real property at:

OLD DAY CENTER RD
DAY, NY 12835

The purpose of this appraisal is to develop an opinion of the market value of the subject property, as improved.
The property rights appraised are the fee simple interest in the site and improvements.

In my opinion, the market value of the property as of September 8, 2022 is:

\$18,000
Eighteen Thousand Dollars

The attached report contains the description, analysis and supportive data for the conclusions, final opinion of value, descriptive photographs, limiting conditions and appropriate certifications.



DAVID FONTANA

PLAT MAP

Borrower: TOWN OF DAY

Property Address: OLD DAY CENTER RD

File No.: Old Day Center Rd Land D by NY

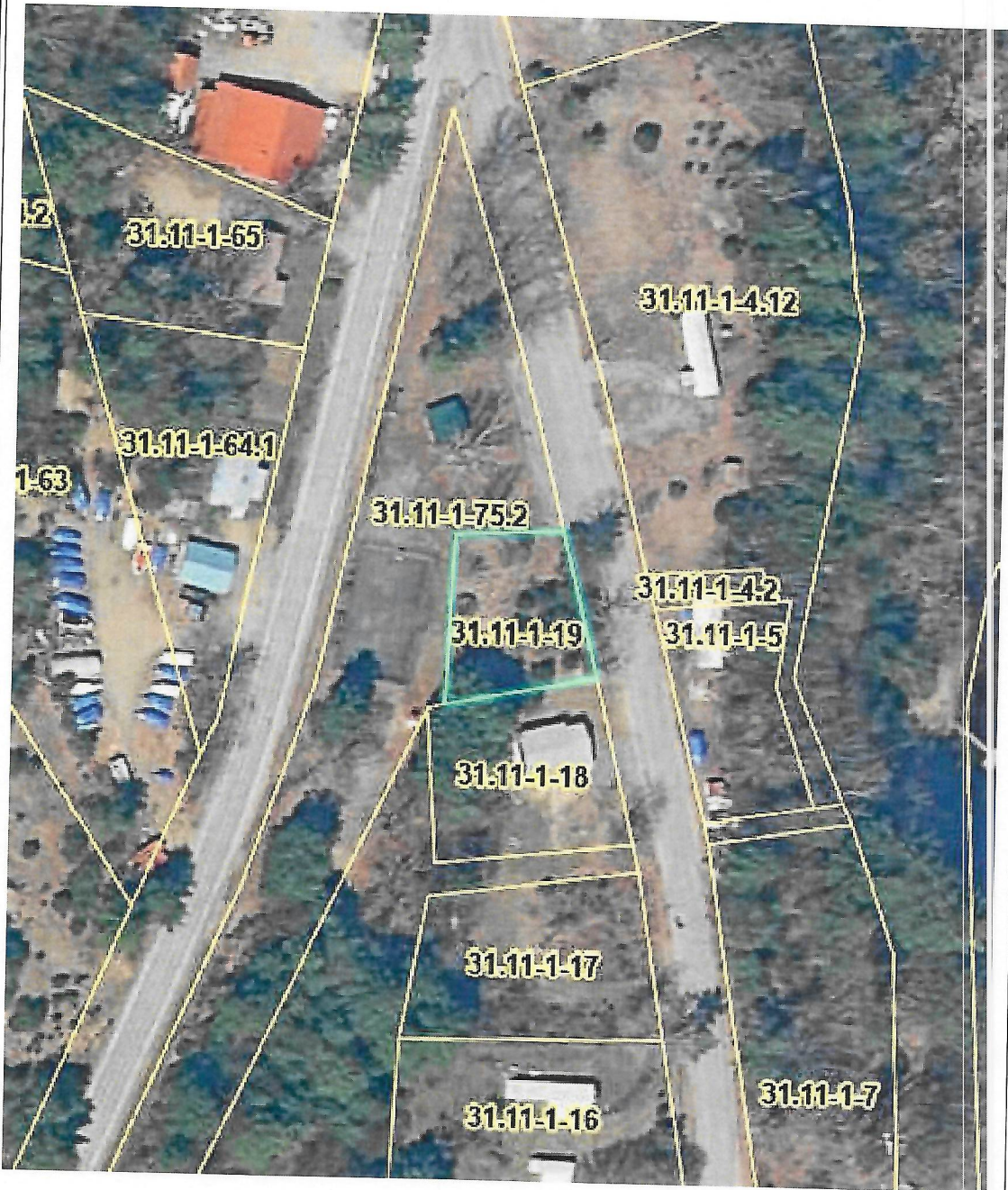
City: DAY

Case No.: 2384908

Lender: TOWN OF DAY

State: NY

Zip: 12835



September 13, 2022

Dear Diana

This letter is to inform you that I am resigning from my part-time position as Planning and Zoning Clerk for the Town of Day effective September 30, 2022

Thank you for the support you have given me and the experiences that working for the town has allowed. Please do not hesitate to inform me of anything I can do to make this transition easier.

Thank you for your understanding, and the best to the town's future endeavors.

Regards,

Vickie Walencik

SARATOGA COUNTY

Services

Child Protective 884-4151
Preventive 884-4152
Foster Care 884-4157
Family/Adult 884-4159
Fraud 884-4163
Support/Collection 884-4142

Eligibility

SNAP 884-4155
HEAP 884-4146
Medicaid 884-4148
Temporary Assist. 884-4144

DEPARTMENT OF SOCIAL SERVICES



Tina Potter
Commissioner

152 West High Street
Ballston Spa, New York 12020
(518) 884-4140
Fax:# 884-4199

Patrick Maxwell
Deputy Commissioner

October 5, 2022

Dear Supervisor:

The Home Energy Assistance Program (HEAP) for the 2022-23 year is scheduled to commence on Tuesday, November 1, 2022 for regular benefits and close on March 15, 2023. The emergency benefit component will open January 3, 2023 and remain open through March 15, 2023. The Furnace Repair/Replacement component for the 2021-22 HEAP year closed on September 30, 2022 and reopened for the 2022-23 HEAP year on October 3, 2022. Although there are established closing dates, they are contingent on available funding.

The Office for Temporary Disability Assistance (ODTA) has developed the 2022-23 State Plan based on federal funding projections for LIHEAP (Low Income Home Energy Assistance Program) funding. The HEAP benefit amounts have increased this year.

Until the HEAP program is operational, any household facing an energy related crisis will be served through our Temporary Assistance emergency programs.

Regular and Emergency grant applications will be accepted Monday through Friday 8-4pm at the Department of Social Services. Mail-in and on-line application acceptance will be available prior to the opening of the program to households that received a 2021-22 benefit. After the official opening of the program, mail-in and on-line access is available to all households.

As in previous years, the Office for the Aging (OFA) will accept and process applications for disabled adults and the 60 and over population.

Most households in receipt of recurring Family Assistance, Safety Net Assistance, SNAP and select SSI recipients are categorically income eligible to receive a HEAP grant. Households not categorically eligible must meet gross income guidelines for the month of application.

2022-2023 HEAP Program

- 2022-2023 Home Energy Assistance Program opens November 1, 2022

- Income Eligibility

<u>Household Size</u>	<u>Monthly Income</u>
1	\$2,852
2	\$3,730
3	\$4,608
4	\$5,485
5	\$6,363
6	\$7,241
7	\$7,405
8	\$7,570
9	\$7,734
10	\$7,899
11	\$8,064
12	\$8,228
13	\$8,778

- Regular Benefit Amounts

- Deliverable Fuels (Oil, Kerosene and Propane) - \$900
- Deliverable Wood products (wood, pellets, coal, corn) - \$635
- Utilities/Municipal Electric Heat (includes natural gas) - \$400

- Applications

- Mail
- Fax
- On-line
- Office drop off



RULES & REGULATIONS GOVERNING TOWN OF DAY CEMETERIES

1. Ownership and Operation. The Town of Day cemeteries will be owned and operated by the Town of Day. All affairs and business of the Town of Day Cemeteries shall be managed and governed by the Town of Day Town Board. All lots shall be used in accordance with the laws of the State of New York, and shall not be used for any other purpose than as a burial place for deceased human beings.

2. Cemetery Board. The Town Board may appoint a Cemetery Board of not less than three members to oversee administrative record keeping and to interact with funeral directors. Each member of the Cemetery Board shall be trained in all aspects of record keeping. Compensation for members of the Cemetery Board may be fixed from time to time by the Town Board. Members of the Cemetery Board serve at the pleasure of the Town Board and not for any term. The Cemetery Board will furnish any interested funeral directors with a copy of cemetery map (for Day Meadows Cemetery only) and update such copy annually.

3. Maintenance. The Town of Day cemeteries will be maintained by the Town of Day, at the Town's expense, including mowing of grass, maintenance of roadways, fences, etc.

4. Purchase of Certificates For Lots. Certificates for Burial Lots and Certificates for Cremation Remains Lots shall be available for purchase. The purchaser may be an individual or a family. It is recommended that, when a Certificate is purchased, the owner provide a family tree to the Cemetery Board, to assist in making determinations as to who may be entitled to burial in the lot if the owner dies and is not buried there. No person, individually or as representative of a family, may purchase certificates for more than eight lots, unless such purchase is approved by the Town Board. The purchaser of a certificate shall not be the owner of the land but shall be the owner of the right to bury a person, or cremation remains, on the lot designated in the certificate. The price for purchase of certificates shall be set from time to time by the Town Board. The initial price shall be \$500.00 per lot for burial sites. A site consists of 4'x10', room for one interment or two cremations. Cost for a 2 ½' x 5' cremation site is \$50.00 per lot. Certificates for lots shall be issued promptly after the lot is purchased and the price paid in full. No person shall take possession of such lot or dig a grave or have any interment until a certificate is issued.

5. Transfer of Certificates. No certificate owner may transfer his or her certificate without permission of the Cemetery Board. A transfer fee of \$15.00 must be paid before a Transfer of Ownership Certificate is issued and before a person other than the original owner is buried in a lot. No person may charge a transferee any price in excess of the original purchase price. There is no transfer fee if lot is transferred back to the Town of Day.



RULES & REGULATIONS GOVERNING TOWN OF DAY CEMETERIES

6. **Grave Liners & Opening of Grave.** Concrete grave liners (or equivalent) will be required for all interments including cremation remains. Price for cemetery plot does not include grave liners and digging/ of grave.

7. **Vases, Decorations, Shrubs, and Trees.** Glass vases and the planting of shrubs or trees are prohibited. The Town may remove any decoration which has deteriorated due to exposure to the weather or is otherwise unsightly. The Town shall not be responsible for flowers which may be cut during lawn mowing.

8. **Mausoleums.** No mausoleums shall be permitted.

9. **Monuments, Stones and Markers.** One monument may be placed on each lot, which shall be no greater than 36 inches in height. Additional monuments on a lot shall not exceed 12 inches in height. No monuments shall be placed within six inches of the side lines of any lot, except that a monument which pertains to several lots (such as a monument commemorating a husband and wife or other family group) may straddle lot lines so long as the six-inch setback is observed at the side of line of the group of lots covered by the monument. The term "monument," as used in these rules and regulations, includes head stones, foot stones, or any other marker placed on a lot.

10. **Lot Corner Markers.** In Day Meadows Cemetery, the Town Board shall cause survey stakes to be placed at the corners of all lots. Any replacement of corner stakes with cement corner markers shall be subject to Cemetery Board approval and shall be at the expense of the certificate owner.

11. **Burial to be Seasonal.** Graves will not be opened between December 1 and April 1 of each year unless an exception is authorized by the Town Board or the Cemetery Board.

12. **Burial Permits.** No interment shall be permitted until approved by the Cemetery Board or the Town Board.

13. **Amendments.** These Rules and Regulations may be changed from time to time by resolution of the Town Board.

Amendment #1 - as per Resolution #2003-06 dated February 10, 2003

Fee for Cemetery Plots will be raised from \$50.00 to \$100.00 each effective May 1st, 2003 (revised to \$250.00 on June 10, 2018, see revised amendment #3).



RULES & REGULATIONS GOVERNING TOWN OF DAY CEMETERIES

Amendment #2 - as per Resolution #2003-17 dated July 14, 2003

Qualifications for Grave Diggers

- \$ Million Liability Insurance naming the Town of Day as Beneficiary
- Sign an application for the Cemetery Committee
- Provide necessary equipment, timber, support, and temporary cover
- Provide recovery of grave to grade and replace sod.
- Approval can be revoked for cause by Cemetery Committee

Amendment #3 - dated June 10, 2018

Fee for Cemetery Plots will be raised from \$100.00 to \$250.00 each effective June 10, 2018 (see revised amendment #4)

Amendment #4 - dated September 12, 2022

Fee for Cemetery Plots will be raised from \$250.00 for an 8x10' lot (4 burials) to \$500 per plot one 4'x10' lot for one interment or two cremations, effective September 12, 2022. Fee for cremation site raised from \$20.00 to \$50.00.

Amendment #5 - dated September 12, 2022

Transfer of Certificates No fee if transferred back to Town of Day.