



TOWN OF DAY 2023 ORGANIZATIONAL MEETING

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The Organizational Meeting of the Town Board of the Town of Day, New York was held in Town Hall on January 04, 2023, at 12:00 noon.

The meeting was called to order by Supervisor Diana Edwards and the following answered roll call, Town Council: Curt Schreiner, George Lembo, and Joe Flacke.

Resolution #2023 – 01 The Day Town Board approves the following appointments and salaries for 2023:

Deputies for 2023:

Deputy Supervisor: Councilman Curt Schreiner
Deputy Highway Superintendent: Mark Gilbert
Deputy Town Clerk/Tax Collector: Tracy Ladd
Deputy Registrar: Tracy Ladd

Other Appointments:

Registrar of Vital Statistics: Carol A. Vaillancourt
Town Attorney: Meyer, Fuller & Stockwell Law Firm
Litigation Attorney: Meyer, Fuller & Stockwell Law Firm
Planning and Zoning Attorney: Meyer, Fuller & Stockwell Law Firm
Budget Officer: Diana Edwards
Official Newspaper: Post Star
Depositories: Glens Falls National Bank
Dog Control Officer: Garrett Metzler
Code Enforcement Officer: vacant
Records Access Officer: Carol A. Vaillancourt
Planning and Zoning Clerk: vacant
Secretary to the Board of Review: vacant
Chairman Planning Board: Ted Mirczak
Chairman Zoning Board: Dave Davidson
Part-time Court Clerk: Gary Wheeler
Bookkeeper: DeLorenzo & Associates, Inc.
Historian: Dave Davidson
Health Officer: Saratoga County
Saratoga County Office of the Aging Board: vacant
Saratoga County Youth Advisory Board: vacant

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Pay Rates: General Fund Employees

Registrar: \$928.00 per year
Deputy Registrar: \$15.93 per hour
Board of Assessment Review Clerk: \$15.93 per hour
Planning and Zoning Clerk: \$15.93 per hour
Assessor: \$29,742.00 per year
Part-time Clerk to Assessor: \$1,500 per year
Code Enforcement Officer: \$21,840.00 per year
Town Attorney: \$20,000.00 per year
Bookkeeper: \$18,000.00 (DeLorenzo & Assoc. Inc.)
Litigation Attorney: \$100.00 per hour
Historian \$1,425.00 per year
Budget Officer: \$4,977.00 per year
Dog Control Officer: \$5,113.00 per year
Deputy Town Clerk/Tax Collector: \$15.93 per hour

Pay Rates: General Fund Employees (continued):

Deputy Supervisor: \$25.00 per meeting
Part-time Cleaning Person: \$15.93 per hour
Part-time Cemetery Clerk: \$1,300 per year
Part-time Court Clerk: \$16.80 per hour
Part-time MEO Sanitation: \$22.72 per hour
Part-time Recycling Attendant: \$16.77 per hour
Part-time Maintenance Personnel Buildings & P/T Sanitation: \$16.90 & \$18.20 per hour

Town Employees: Highway

Deputy Superintendent of Highways: $\$26.34 + .28 = \26.62 per hour
Machinery Equipment Operators (MEO): Bottom of scale \$23.00 per hour
Machinery Equipment Operators: Top of scale \$26.34 per hour
Machinery Equipment Operators: 2nd year scale \$24.38 (C. Allen on anniversary date 08/22/23 +.25, remainder of year will be \$24.63 per hour
Full-time Laborer: \$17.50 sliding scale up to \$23.00 per hour
Full-time Laborer 2nd year scale: \$19.08 (N. Bourdeau at anniversary date 7/25/23 +.25. Remainder of year will be \$19.33 per hour. If obtains CDL will move to MEO bottom of scale)
Part-time Laborer/Wing-person (as needed) Highway: \$17.50 per hour

Paid By Voucher (General Fund):

Planning Board & Zoning Board Chairman: \$40.00 per meeting
Planning Board & Zoning Board Members: \$30.00 per meeting
Board of Review Members: \$100.00 per day
Town of Corinth EMS: \$60,500.00 per year
Luzerne-Hadley Fire District: \$40,915.00 per year
Edinburg Fire District: \$29,357.00 per year

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Resolution #2023 - 02 The Day Town Board approves the following:

Dates for the **monthly Town Board Meetings** will be the second Monday of every month, 6:45 PM for audit of bills, 7:00 PM meeting time, Day Town Hall. Meeting dates falling on legal holidays will be held on the first Thursday following the holiday.

Resolution #2023 – 03 Authorizing the Supervisor to pay in advance of Town Board audit, public utility services, solid waste disposal, postage, salaries, bid contract vouchers when presented, bonds, interest and insurance premiums due.

Resolution #2023 - 04 To set an allowance of \$100.00 per day for expenses for attendees at training classes and meetings related to the Town. This is for meetings where meals (such as lunch) are not included in the attendance fee and an overnight stay is not necessary. Reasonable lodging accommodations may be made in advance and purchased on the Town credit card with permission of the Supervisor. The Town credit card may not accompany anyone except the Supervisor off Town premises.

Resolution #2023 - 05 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 \$2,000.00 without Board approval.

Resolution #2023 - 06 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 #2023 - 07 The Day Town Board directs that the following officials be paid as follows:

Bi-Weekly – Dog Control Officer, Code Enforcement Officer, Supervisor, Budget Officer, Town Clerk, Highway Superintendent, Highway and Sanitation, Maintenance/Laborer, Clerk of Planning and Zoning, Court Clerk, Cleaner, Councilmen, Justice, Tax Collector, Assessor, Historian and Registrar.

Resolution #2023 – 08 To approve the following committee members:

Committees:

Buildings - Curt Schreiner (roof, doors & NYSERDA review)

Cemeteries – Chairman Chester Johnson, member Gary Newton

Personnel - All Board Members

Emergency Services Coordinator: George Lembo

Public Safety Emergency Services – Lorraine Newton

Community Awareness – Curt Schreiner

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

The Supervisor sits as a member of all committees.

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Resolution #2023 – 09 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 #2023 - 10 Town officials will be paid IRS standard mileage rate per mile when **using their own vehicles for Town business.**

Resolution #2023 – 11 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 count.

Resolution #2023 - 12 **The Day Town Board wishes to designate someone to cast vote at Assoc. of Towns meeting,**

Resolution #2023 – 13 **To designate** Diana Edwards **to attend the Annual Business Session of the Association of Towns** of the State of New York, to be held on February 22, 2023, and to cast the vote of the aforesaid Town. The Day Town Board designates Judge Kenneth Johnsen as an alternate to vote for the Town in the event that the delegate cannot vote.

Resolution #2023 - 14 Making it a requirement for two people to sign Town checks which are drawn on Town funds. Designated signees are Supervisor Diana Edwards and Town Clerk Carol Vaillancourt. These two will remain as signatory's until such time as a change might be necessary.

Resolution #2023 – 15 Be it resolved that the Day Town Board hereby adopts the Final Budget for 2023 of total Appropriations of \$2,421,256.00 with estimated revenues with amount of \$1,371,782.00, and unexpended balance of \$300,500.00.

Motion, made by Curt Schreiner seconded by Joe Flacke to adopt **Resolutions #'s 01 – 15.**

Ayes: 4 Nays: 0

Carried 4 - 0

Motion made by George Lembo, seconded by Curt Schreiner **to adjourn** the 2023 Organizational Meeting was made at 12:40pm.

Ayes: 4 Nays: 0

Carried 4 - 0

Carol Vaillancourt
Town Clerk