

**WORKSHOP MEETING-DAY TOWN BOARD**  
**APPROVED MINUTES**  
**February 20, 2024**  
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**A workshop meeting** of the Town Board of the Town of Day, County of Saratoga, State of New York, was held in the Day Town Hall, 1650 North Shore Rd, Hadley, New York 12835 on February 20, 2024.

Supervisor Diana Edwards called the workshop meeting to order at 10:09am with the following answering roll call: Councilman George Lembo, Councilwoman Cheryl Allen, Councilman Harry Brennan, Supervisor Diana Edwards and Highway Superintendent Leonard Allen.

Councilman George Lembo had asked when the New York State Local Retirement System bill was due and why it was late. Supervisor Diana Edwards said the bill is due January 1, each year and the bill is emailed which was not in the inbox. Edwards will be requesting a bill to be mailed from here on out to avoid this in the future.

**Motion**, made by Councilman George Lembo to approve payment of invoice from New York State and Retirement System in the amount of \$54,284.67 2<sup>nd</sup> by Councilman Harry Brennan

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

**Carried: 4-0**

Councilwoman Cheryl Allen asked if anymore bills are expected to come in like this one. Supervisor Diana Edwards said there should not be anymore. Supervisor Edwards explained that the estimate was received which was a lot higher but the actual bill was lost in the email. Councilman George Lembo would like to know what can be done to avoid this from happening again. Tina Siebert (finance committee) said she recommends a cash flow analysis and tools in place for cash flow, which could help prevent a bill to be missed. Councilwoman Cheryl Allen mentioned that the retirement bill to be sent out with tracking information.

Councilwoman Cheryl Allen asked why the town credit card was being used for two years and being now there is a new board, Supervisor Diana Edwards no longer wants the town credit card used for anything but traveling or emergencies only. Supervisor Edwards said the town credit card will not be needed much being supplies can be ordered using invoices and billed directly.

Tina Siebert explained how important it was for a cash flow analysis and how it would also make it so much easier to do the budget later on in the year. Tina said the cash flow analysis should actually be done by the Budget Officer. Councilman George Lembo

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suggested that if the work load is too much, then maybe hiring someone to be the Budget Officer would be something to think about. Supervisor Diana Edwards stated that Councilman Joseph Flacke would be putting a cash flow analysis together. Councilwoman Cheryl Allen suggested that whoever does the bills monthly should be the one to do that. Supervisor Edwards said Councilman Flacke has access to QuickBooks and can run reports to collect information he would need. Councilwoman Cheryl Allen said she recommends a professional to do this, which are the accountants at DeLorenzo and Associates Inc. Councilwoman Allen said she is not saying that Councilman Flacke is not good at doing a cash flow analysis but just feels that a professional should be the one to do this. Councilwoman Cheryl Allen also mentioned to Supervisor Diana Edwards that Monty in the Town of Hadley would be good to talk to for some help doing a cash flow analysis. Monty had helped one of the towns previous Supervisor as well. Councilman George Lembo suggested setting up a meeting with the Town Accountant, Tina Seibert, Supervisor Diana Edwards, Monty, Councilman Joseph Flacke and the Town Clerk. Councilman Harry Brennan said the finance committee should be on the same page and should be working together, which then should be reporting to the Board.

Superintendent Leonard Allen explained the need for a full time Highway Department Laborer. Currently, the Highway dept helps General out when they can. Also, the Highway is helping with the Sand Lake project, which is really the General department. There was \$400,000 set aside from Highway for the Sand Lake bridge project. The Highway Crew all agrees as well that a full-time laborer is needed. Currently for snowstorms, the general department is used when needed and its hard to get ahold of them during the late overnight hours to get someone to come in. Also, during one of the recent snowstorms we had, three General employees helped out and all went home before the roads were done. Superintendent Leonard Allen explained that the cost for the full-time laborer would cut down on overtime paid out as well, which will save the town money in the long run. Eventually, the Highway department crew will be tied up doing paving and no one would be available to fix equipment, trucks etc. Sending trucks and equipment out to a garage for another company to fix will cost a lot more for the town, rather than paying for a full-time laborer and having seven employees rather than six. Councilman George Lembo suggested a part time laborer. Superintendent Leonard Allen said no one is going to work part time and then have to worry about them leaving for a full-time position elsewhere with benefits, they need someone full time and offer benefits. Superintendent Leonard Allen said that when an employee takes a vacation then the Highway is down that employee as well. Leonard said the Highway crew works really hard and he cannot deny them vacation time when they have time to use. Councilman Harry Brennan said that being the Highway Crew has to clean up roads from the General Crew from plowing being they don't have much experience that its actually costing more money in the long run. Superintendent Leonard Allen said a previous Highway Superintendent Ronald Ladd, asked for another full-time laborer

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awhile back and it was denied. The Highway had seven employees awhile ago and has been down to six for years. Superintendent Leonard Allen said when a piece of equipment is borrowed, he sends a guy with it as well to help run whatever it is that's being borrowed. Councilman Harry Brennan asked if there's money in the budget, Superintendent Leonard said he has \$9,000 available and Supervisor Diana Edwards stated there's money leftover as well from the Retirement bill being a lot less than what the estimate was. Councilman George Lembo suggested some interest on the Towns money could also be an option to help. Also, the Highway department gets \$275,000 a year from General. Tina Seibert feels that it would be safe to hire a full-time employee being it is a need.

Superintendent Leonard Allen has a ledger of all bills going out from the Highway, he offered for Tina Seibert to come stop by the Highway garage at anytime to look at that for a better idea of the cash flow. Councilwoman Cheryl Allen said the way Superintendent Leonard is keeping his expenses documented was great.

Councilwoman Cheryl Allen asked about the money that was mentioned at a previous Board meeting by Supervisor Diana Edwards that the Town has. It was previously stated that the Town has to spend some of it being the Comptrollers Officer doesn't like a big fund balance. Councilwoman Allen asked about using some of that if need be.

Councilman George Lembo said he was glad and felt that the workshop meeting helped clear a lot of questions up and helped him understand the need of the Highway departments need for a full-time employee.

Councilwoman Cheryl Allen also suggested that the Town policies get worked on as well.

**Motion**, made by Councilman George Lembo to **adjourn** the workshop meeting, 2<sup>nd</sup> by Councilman Harry Brennan at 12:27pm.

Tracy Ladd  
Town Clerk