

**REGULAR MEETING – MAY 12, 2014 – DAY TOWN BOARD
UNAPPROVED MINUTES
PAGE 01 OF 06**

A REGULAR 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 Road, Hadley, NY 12835 on May 12, 2014.

The meeting was called to order at 7:00 PM by Supervisor Preston Allen with the following present: Councilman Curt Schreiner, Councilwoman April Schmick, Councilman Charlie Dreyer, Councilman Jeff Gray, Attorney David Avigdor, Interim Highway Superintendent Ronnie Ladd.

Also present: Board of Assessment Review member Sally Allen, Planning Board member Mary Ann Johnson and Engineer Garry Robinson.

Pledge of Allegiance

Motion, made by Councilman Charlie Dreyer, seconded by Councilman Jeff Gray, to **approve the minutes** from the April 14th, 2014 Regular Town Board Meeting.

Ayes: Supervisor Preston Allen, Councilman Curt Schreiner, Councilwoman April Schmick, Councilman Charlie Dreyer, Councilman Jeff Gray.

Carried 5 – 0

Motion, made by Councilwoman April Schmick, seconded by Councilman Charlie Dreyer, to **approve the audited abstracts** as follows:

#1474 - #1476	Pre-Audit General Fund	\$2,364.21
#1490 - #1507	General Fund	\$10,783.12
#1479 - #1489	Highway Fund	\$5,014.59

Ayes: Supervisor Preston Allen, Councilman Curt Schreiner, Councilwoman April Schmick, Councilman Charlie Dreyer, Councilman Jeff Gray.

Carried 5 – 0

Motion, made by Councilwoman April Schmick, seconded by Councilman Jeff gray, to **approve the April reports** from the following: Town Justice Johnsen, CEO, Town Clerk, Assessor, Supervisor

Bank Reconciliations for Town Clerk / Tax Collector

Ayes: Supervisor Preston Allen, Councilman Curt Schreiner, Councilwoman April Schmick, Councilman Charlie Dreyer, Councilman Jeff Gray.

Carried 5 – 0

REPORTS OF COMMITTEES –

Interim Highway Superintendent Ronnie Ladd reports that the sweeping of excess sand from the Town Roads should be done within a week or so.

REGULAR MEETING – MAY 12, 2014 – DAY TOWN BOARD
UNAPPROVED MINUTES
PAGE 02 OF 06

David Cox who is the Town of Day liaison to the Hudson River – Black River Regulating District is not present at tonight's meeting.

Councilwoman April Schmick is still getting reports on emergency services calls to the Town of Day.

Councilman Jeff Gray met with Supervisor Preston Allen at the Town of Day sand pit. Both Supervisor Preston Allen and Councilman Jeff Gray think that the trees can be cut back on one bank approx. 100 – 200 yds. on the top ledge of the sandbank.

Councilman Jeff Gray has a call into Dennis Flynn who is the land/logging person for Saratoga / Warren County BOCES. Cutting back the trees would be a learning experience for the students and that way the Town of Day Highway Department doesn't have to cut the trees down.

Councilman Jeff Gray says that they (BOCES students) are always looking for land to clear as a learning experience. Councilman Jeff Gray hasn't heard back from Mr. Flynn yet.

Attorney David Avigdor reminded the Town Board that the Town of Days insurance company should be notified if the students work at the sand pit.

Councilman Jeff Gray had questions about the ad which was placed in the Pennysaver for a MEO/light position at the Highway Garage. Councilman Jeff Gray read a MEO / Light job description and also one for an MEO.

Supervisor Preston Allen pointed out that it was the same ad that was placed the last time for an MEO/Light

Councilman Jeff Gray feels that the ad description is not accurate and that we need to determine what we are asking for. The backhoe and loader operator is not an MEO Light position, can't put in some of the things that were in the ad. An MEO classification is for backhoe, loader and heavy equipment. Councilman Jeff Gray stated that there are three different titles that they are applying for. Can't put in ad that we are asking for a mechanic - that is not an MEO/Light.

Councilwoman April Schmick stated that we have to decide to hire a different type of classification or revise the ad.

Attorney David Avigdor suggested revising the description for the position or creating yet a new one. The ad ought to match the description, but the description is something for the various employment categories or something we created. Attorney David Avigdor stated that we shouldn't change it every time we are looking for a person. We should standardize it on something that works, but if we need to, I don't care, call it MEO/Light or call it something else, someone who can do what that ad says, then we should have a job category that mimics what that ad says.

REGULAR MEETING – MAY 12, 2014 – DAY TOWN BOARD
UNAPPROVED MINUTES
PAGE 03 OF 06

Attorney David Avigdor pointed out that Councilwoman April Schmick articulated two choices which are correct, I'm just giving you a third. I'm not saying mine is better, just another alternative.

But if we need somebody to fit all three of those then we should create another one, commented Councilwoman April Schmick.

Supervisor Preston Allen asked Attorney David Avigdor if we should come up with a new ad that does not list all the mechanical abilities. Attorney David Avigdor replied that that would work.

Councilwoman April Schmick asked Councilman Jeff Gray where he got the job description, to which Councilman Jeff Gray replied that he got it out of the Personnel Manual.

Attorney David Avigdor suggested changing the job title, and talking to Saratoga County Personnel Department regarding this issue.

Supervisor Preston Allen stated that we could come up with a new ad that is more tailored to what we want.

Councilman Jeff Gray asked if this ad was for Randy Allen's job, who recently retired. Interim Highway Superintendent Ronnie Ladd pointed out that someone, who is already employed by the Town of Day Highway Department, will be moved up to fill that position, creating an opening for a new hire.

OLD BUSINESS –

Supervisor Preston Allen reports that the new website is up and running and training for the Town Clerk and Planning / Zoning clerk to learn how to place minutes on the website took place at the end of April. Supervisor Preston Allen informed those present that the Town of Day's contract with North Shore Solutions includes 30 hours of maintenance.

Supervisor Preston Allen informed those present that the Town has received its refund of fees paid to REMO which the Town of Day paid when applying for the Town of Day's permanent Certificate of Need.

Supervisor Preston Allen informed those present that he got a phone call from Green Fiber regarding their picking up newspaper etc. recycling in the Town of Day. He was informed that Green Fiber felt the Town of Day was too far to come in the winter time. Supervisor Preston Allen will talk to them tomorrow and ask if they will come just in the summer months. The Board is agreeable to a summer pick up schedule if Green Fiber will agree to it.

NEW BUSINESS –

The routine audit being conducted by the New York State Comptrollers Office of the Town of Day finances, procedures etc. is in progress. The audit started approx. two

REGULAR MEETING – MAY 12, 2014 – DAY TOWN BOARD
UNAPPROVED MINUTES
PAGE 04 OF 06

weeks ago and will take approx. two – three more weeks to complete.

Supervisor Preston Allen informed those present that the Deceased Veterans Ceremony taking place in September in Ballston Spa will be honoring a Town of Day Deceased Veteran. Councilman Jeff Gray suggested Mr. Robert Damberg for the honor. The Board concurs.

The bi-weekly payroll which now includes the monthly payroll (which has been eliminated) will begin on May 15th.

Supervisor Preston Allen and Account Clerk Mary Ann Johnson explained the need for a former employee to sign up for COBRA. The Town has the option to do the paperwork or have Denise Palyo of Capital Financial Group, who handles the Town of Day employee medical benefits, handle the matter. The Town of Day Town Board feels that Denise Palyo should be the administrator. Supervisor Preston Allen will contact Ms. Palyo tomorrow to inform her of the situation.

The new maintenance employee for buildings and grounds started April 28, 2014.

Engineer Garry Robinson was present and gave an update on the monitoring of the former landfill. Tests are done numerous times a year for at least five years to determine the amount of contamination still present. After a certain period of time and with satisfactory test results of the contamination decreasing at the landfill, monitoring can be cut back to once a year. This would be a cost savings to the Town of Day. Engineer Garry Robinson said he would meet with a DEC representative as soon as his office is finished charting the test results.

Supervisor Preston Allen reports that the wood frame around the doorway facing the parking lot, which is the doorway that most people use at the Town Hall, is rotted and needs to be replaced. At the present time this door is not being used, although it can be opened in an emergency. Supervisor Preston Allen would like to have a small roof installed over the doorway when the frame is replaced as there is no roof covering there at present. If the cost of the job is determined to be over \$20,000.00 it would need to go out to bid. The procurement policy will be checked.

One of the resolutions being considered for approval at this Town of Day Regular Town Board meeting is:

#2014 – 14 COBRA for former employee

PUBLIC INPUT ON RESOLUTION – NONE

Motion, made by Councilman Jeff Gray, seconded by Councilwoman April Schmick,

**REGULAR MEETING – MAY 12, 2014 – DAY TOWN BOARD
UNAPPROVED MINUTES
PAGE 05 OF 06**

to **approve** the following resolution:

Ayes: Supervisor Preston Allen, Councilman Curt Schreiner, Councilwoman April Schmick, Councilman Charlie Dreyer, Councilman Jeff Gray.

**Carried Ayes -- 5
Noes – 0**

Resolution: #2014 – 14 COBRA FOR FORMER EMPLOYEE

Whereas, the Town Board of the Town of Day believes it to be in the best interest of the former retired employee to have the former retired employee participate in the COBRA program, therefore be it

Resolved, by the Town Board of the Town of Day that they will direct Denise Palyo, from Capital Financial Group, Inc. to administer the COBRA program for former Town of Day Highway Employee Randy Allen, who recently retired from the Town of Day Highway Department.

The other resolution being considered is:

**#2014 – 15 MOVING TOWN HIGHWAY EMPLOYEE UP FROM A MEO LIGHT
POSITION TO MEO POSITION**

PUBLIC INPUT ON RESOLUTION – NONE

Motion, made by Councilwoman April Schmick, seconded by Councilman Curt Schreiner, to **approve** the following resolution:

Ayes: Supervisor Preston Allen, Councilman Curt Schreiner, Councilwoman April Schmick, Councilman Charlie Dreyer, Councilman Jeff Gray.

**Carried Ayes -- 5
Noes – 0**

**Resolution: #2014 – 15 MOVING TOWN HIGHWAY EMPLOYEE UP TO MEO
POSITION**

WHEREAS, The Town Board of the Town of Day finds it needs to move a current employee up to fill a vacancy due to the retirement of MEO Randy Allen, therefore be it

RESOLVED, that the Day Town Board finds it in the best interest of the Town to move MEO/ Light Kevin Hayes up to the rank of MEO to fill the position which is open due to the retirement of MEO Randy Allen. The MEO rate would start at the beginning of the next payroll.

**REGULAR MEETING – MAY 12, 2014 – DAY TOWN BOARD
UNAPPROVED MINUTES
PAGE 06 OF 06**

CORRESPONDENCE –

Supervisor Preston Allen has received a request from the Saratoga County Fair asking to place a sign at the park adjacent to the New York State Boat Launch. This sign is to advertise this year's Saratoga County Fair. Supervisor Preston Allen will let them know that we will have our maintenance man put up the sign as the Town Board has no problem with this.

Supervisor Preston Allen informed those present that the bucket truck is fixed and the holiday signs will be taken down this week and the summer signs put up.

Accounts Clerk Mary Ann Johnson stated that with Gasby 45 the Town will need to hire an actuary. Accounts Clerk Mary Ann Johnson has volunteered to write the ad and feels someone should be hired this year. Supervisor Preston Allen agrees for her to write ad.

Accounts Clerk Mary Ann Johnson reports that she has been working with New York State Retirement to straighten out a discrepancy with the number of hours worked per week for an employee. These are the hours which are being reported to New York State Retirement towards the employees retirement.

Attorney David Avigdor stated that Accounts Clerk Mary Ann Johnson should document what she has been told by New York State Retirement in a memo to the Supervisor.

The Day Town Board will conduct an audit of the Chief Financial Officers books for 2013 at 6.30PM on Tuesday, May 20th.

INPUT FROM PUBLIC –

Board of Assessment Review member Sally Allen asked if the Town Board was looking for any other names for the Deceased Veterans Ceremony. The Board informed her that at this time they were not.

Motion, made by Councilman Charlie Dreyer, seconded by Councilwoman April Schmick, to **adjourn** this Regular Town Board Meeting was made at 6:44PM.
Ayes: Supervisor Preston Allen, Councilman Curt Schreiner, Councilwoman April Schmick, Councilman Charlie Dreyer, Councilman Jeff Gray.

Carried 5 – 0

Carol Vaillancourt
Town Clerk

