



TOWN OF DAY

COUNTY OF SARATOGA

1650 NORTH SHORE ROAD, HADLEY, NY 12835

PHONE: (518) 696-3789

FAX: (518) 696-4391

TOWN BOARD MEETING AGENDA – November 14 2022

Welcome

Pledge of Allegiance

Roll Call

Motion to approve the Town Board meeting minutes of October 13, 2022

Motion to approve abstracts: Highway Fund # \$ Trust & Agency # General Fund # (to be supplied by Town Clerk as addendum to this agenda as not available for posting on 11/11/22).

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

Motion to approve October 2022 reports from Building Inspector/CEO, Town Clerk (not rec'd), Town Justice, Town Supervisor, Assessor (not rec'd).

REPORTS OF COMMITTEES:

HRBR Regulating District, Dave Cox

Highway Superintendent

Town Committees

Emergency Mgmt. Coordinator

CORRESPONDENCE:

Mobile Pantry Information

Pg. 23 of Employee Handbook

OLD BUSINESS:

1. Mobile Pantry Start Date: tentative Thursday 12/16/2022

NEW BUSINESS::

1. Town Board Member update
2. Town insurance plan
3. Local Law #02 of 2008 (Town of Day code enforcement)
4. Zoning Board of Appeals Procedures (Dave Davidson)
5. Employee Manual Revision (expenses)

6. 2022 budget adjustments

OTHER BUSINESS:

RESOLUTIONS (by roll call vote)

- Resolution to authorize revising the Town of Day Employee Handbook Section 500 Operational Policies, pg. 23, 506 Expense Reimbursement. **Add:** Reimbursable expenses incurred by employees are to be submitted by voucher monthly to the Supervisor within 30 days of the expenditure. Any expenses incurred during the month of December must be submitted at the December Board meeting for approval to be accounted for by fiscal year end.
- Resolution to authorize budget transfers to increase existing appropriations by transfer from the unexpended balance of existing appropriations in the 2022 budget:

Nov-22

2022 Budget Amendments

By resolution to increase existing appropriations by transfer from the unexpended balance of existing appropriations:

<u>Amount of Transfer</u>	<u>Transfer From Account</u>	<u>Transfer Amount</u>	<u>Transfer to Account</u>
	A1355.1.1 Assessment Clerk		
\$1,000.00		\$1,000.00	A1620.4 Buildings Ops of Plant Contr.
\$2,000.00	A14020.4 Law Contractual	\$2,000.00	A1620.4 Buildings Ops of Plant Contr.
\$185.52	A3610.1 Exam. Bd Pers.	\$185.52	A1620.4 Buildings Ops of Plant Contr.
\$1,266.00	A8772.4 Program Aging	\$1,266.00	A1620.4 Buildings Ops of Plant Contr.
\$500.00	A7310.4 Youth Program	\$500.00	A1620.4 Buildings Ops of Plant Contr.
\$500.00	A7510.4 Historian Contr	\$500.00	A1620.4 Buildings Ops of Plant Contr.
\$1,255.00	A7550.4 Celebrations	\$1,255.00	A1620.4 Buildings Ops of Plant Contr.
\$1,532.74	A8010.1 Zoning Pers. Sv	\$1,532.74	A1620.4 Buildings Ops of Plant Contr.
\$500.00	A8010.2 Zoning Equip.	\$500.00	A1620.4 Buildings Ops of Plant Contr.
\$1,500.00	A8010.4 Zoning Contr	\$1,500.00	A1620.4 Buildings Ops of Plant Contr.
\$1,333.58	A8020.1 Planning Bd Pers Sv	\$1,333.58	A1620.4 Buildings Ops of Plant Contr.
\$500.00	A8020.2 Planning Bd Equip	\$500.00	A1620.4 Buildings Ops of Plant Contr.
\$2,000.00	A8020.4 Planning Bd Contr.	\$2,000.00	A1620.4 Buildings Ops of Plant Contr.
\$14,072.84		\$14,072.84	A1620.4 Buildings Ops of Plant Contr.
			A8810.1 Cemetery Cemetery
\$1,500.00	A1910.4 Unallocated Ins.	\$1,500.00	
\$50.00	A3610.1 Exam. Bd Pers.	\$50.00	A3610.4 Exam Bd. Contractual

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

Day Town Justice Monthly Report

Judge: HON. K.O. JOHANSEN

Date: 11-09-22

Arraignments Completed 0

<u>V&T</u>	Cases Heard: <u>1</u>	Cases Completed: <u>1</u>	Cases continued. <u> </u>
Nav.	<u> </u>	<u> </u>	<u> </u>
Ecl.	<u> </u>	<u> </u>	<u> </u>
Criminal	<u>4</u>	<u>3</u>	<u>4</u>
Civil	<u> </u>	<u> </u>	<u> </u>
Town Ord.	<u> </u>	<u> </u>	<u> </u>
NO SHOWS			<u>8</u>
Fines or Civil Fees Collected	\$ <u>218.00</u>		
Surcharges	\$ <u> </u>		
Motor Veh.	\$ <u> </u>		
Nav.	\$ <u> </u>		
Ecl.	\$ <u> </u>		
Criminal	\$ <u> </u>		
Civil	\$ <u> </u>		
Town Ord.	\$ <u> </u>		

Weddings Officiated: 0

Notes: 10-05-22 13 CASES, 1 COMPLETED, 4 ADJ, 8 NO SHOW
10-12-22 NO ACTIVITY
10-19-22 NO ACTIVITY
10-26-22 NO COURT
10-29-22 TO 11-02-22 NYSMA ANNUAL CONFERENCE * & TRAINING.

*** ELECTED AS PRESIDENT ELECT OF NYSMA**

[Signature] Town Justice



TOWN OF DAY

COUNTY OF SARATOGA

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

Supervisors Report

October 2022

Community Park; Land acquisition: received environmental report, property assessment, and survey plans. Scheduled closing date to finalize transaction.

Mobile Food Pantry Pilot Program: have volunteers in place and met with the volunteers and NE Food Bank for training. They also provided Civil Service training to volunteers. Will be scheduling a date for first distribution.

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

Continued work on 2023 tentative and preliminary budget. Looked into some capital projects such as new roof, paving of recycle center, new fencing at cemetery to replace broken fencing, etc.

Continued working with our health insurance agency to set up new plan; as well as working with NYM R agency to review insurance plans in December.

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

MONTHLY PERMIT SUMMARY

Permit Type	All		10/1/2022 through 10/31/2022	
	# Permits	Fees	# Permits	Fees
Building Permit	6	\$435.00	6	\$435.00
Certificate of Occupancy	13	\$0.00	13	\$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	1	\$100.00	1	\$100.00
Demolition Permit	2	\$0.00	2	\$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:	23	\$535.00	23	\$535.00

+ BP2354 RENEWAL \$50

TOTAL \$585.00

Permit Detail By Month

10/1/2022 through 10/31/2022

Permit Type: Building Permit

October

Issue Date	Application # Reference #	Owner Name Location	Notes
10/03/2022	2002002516 25.19-2-22	Allen, Jeremy R Walter Maxfield	Addition to home 512sf
10/03/2022	2002002513 33.6-1-19	Rothman, Allen 55 Pine Ridge	Finishing basement
10/12/2022	2002002520 25.-1-10.12	Parker, John 2985 N Shore	Roof over Camper
10/12/2022	2002002519 31.16-1-50	Samanta Revocable Trust 2008, The Chanch Abeling Lane Private	Addition of 240sf
10/17/2022	2002002522 23.-1-32.112	Robinson, Harley 83 Hadley Hill	Removal of existing MH , replacement with new manufactured home 14' x 76' by Showcase Homes of Malta
10/17/2022	2002002399 32.17-1-19	Niemann, Carl F N Shore	Renewal of permit BP2354 for garage
10/28/2022	2002002530 31.19-1-3	Callahan, Michael J 1541 N Shore	Grant work being done at property (see scope of work in file)

Permit Detail By Month

10/1/2022 through 10/31/2022

Permit Type: Demolition Permit

October

Issue Date	Application # Reference #	Owner Name Location	Notes
10/05/2022	2002002517 31.-1-6	Thomas & Kerriann Benson 75 Carey Rd.	Demolition of old camp and removal of garbage from property
10/05/2022	2002002518 42.8-2-56	Ottaviano, David P Longview Terr Private	Demolition of trailer & screen room

Permit Detail By Month

10/1/2022 through 10/31/2022

Permit Type: Well Permit

October

Issue Date	Application #	Owner Name	Notes
	Reference #	Location	
10/26/2022	2002002529	Moffitt, Susan	New Well
	31.19-1-12	1491 N Shore	

Permit Detail By Month

10/1/2022 through 10/31/2022

Permit Type: Certificate of Occupancy

October

Issue Date	Application # Reference #	Owner Name Location	Notes
10/12/2022	2002002521 31.11-1-7	Sandberg, Robert A Jr 32 Old Day Center	BP2345 CO Issued for Single Family Home
10/21/2022	2002002537 31.11-1-59	Quesnel, Gary 26 Carey	BP2338 CC Issued for septic work completed last year.
10/24/2022	2002002535 32.-1-6	Watersedge Manarement Grp LLC 2551 North Shore	BP2331 CC Issued for septic work completed last year. As-built on file.
10/24/2022	2002002536 44.9-1-4.12	Miller, Gregory C 3330 South Shore Rd. (rear)	BP2335 CC Issued for septic system completed last year.
10/24/2022	2002002524 31.8-1-4	Kachei LLC 1755 N Shore	BP2304 CC issued for replacement of floor system structural
10/24/2022	2002002525 42.8-1-34	Gainor, Garrett P 17 Oak Circle Priv	BP2313 CC issued for Septic Tank
10/24/2022	2002002526 31.-1-15	Campbell, Barbra 79 Yates Hill	BP2318 CC issued for 10' x 12' pre-built shed.
10/24/2022	2002002527 31.15-2-23	Perrotta, Alessandro & Santina 1600 North Shore Rd.	BP2322 CC issued for 10' x 16' deck
10/24/2022	2002002528 43.6-2-3	Belmonte, Terri 2165 N Shore	BP2325 CC issued for replacement of septic tank.
10/26/2022	2002002534 43.12-2-2	Nyland, Peter 3290 S Shore	BP2329 CC issued for septic work completed last year.
10/28/2022	2002002531 55.5-2-4.13	Seibert, Donald Turner	BP2350 CC issued for 12' x 20' storage addition to garage
10/31/2022	2002002532 33.7-1-49	Carboni, Paul 1093 Kathan	BP2326 CC Issued for 8' x 8' shed with repairs
10/31/2022	2002002533 25.-1-22.21	Gary Ganotes 2913 N Shore	BP2328 CC Issued for 28' x 30' detached garage

Permit Detail By Month

10/1/2022 through 10/31/2022

Permit Type: Septic System Construction

October

Issue Date	Application #	Owner Name	Notes
	Reference #	Location	
10/19/2022	2002002523	Henshaw, Aaron	New Septic System
	33.14-2-8	1260 Kathan	



Town of Day ***Mobile Food Pantry***

Neighbors in need of food will be offered a selection of meats, dairy, fresh produce, and other groceries.

THIRD THURSDAY OF THE MONTH
11:00 - 1:00 PM

DAY TOWN HALL
1650 NORTH SHORE ROAD
HADLEY, NY 12835

For more information, please contact
Diana Edwards (518) 696-3789

PRE-REGISTRATION PREFERRED
Intake forms can be found at the
Day Town Hall Tuesday- Thursday 8-3 or
at TownOfDay.com

PLEASE BRING A REUSABLE BAG!

Brought to you by the
Town of Day, and the
Regional Food Bank of
Northeastern New York



**Regional
Food Bank**
OF NORTHEASTERN NEW YORK

FOOD PANTRY



DAY TOWN HALL

3RD THURSDAY OF

THE MONTH

11:00AM - 1:00 PM



The Emergency Food Assistance Program (TEFAP) Attestation of Eligibility

Recipient Name:	
Address: *	

Please indicate the number of each below, i.e. if two children are in your household enter "2" in the box below Children.

Children (Ages 0-17)	Adults (Ages 18-64)	Seniors (Ages 65+)	Total Household Members

OPTION 1: Categorical Eligibility: You are categorically eligible to receive USDA Foods through TEFAP if your household participates in any of the following programs: **SNAP, WIC, TANF, Medicaid, or SSI.**

OPTION 2: Household Income: If your gross annual household income is at or below the amount listed for the number of people in your household, you are eligible to receive USDA Foods through TEFAP.

Household Size	1	2	3	4	5	6	7	8
Annual Income	\$30,578	\$41,198	\$51,818	\$62,438	\$73,058	\$83,678	\$94,298	\$104,918

For each additional family member add \$10,620.

By checking here, you attest that the following is true:

1. The recipient's name, address (*to the extent practicable) and household size provided above is correct.
2. The recipient resides within New York State (there is no minimum length of residency required).
3. The recipient meets Option 1 or Option 2 of TEFAP eligibility guidelines above.
4. This food is for the recipient's home consumption only, and will not be sold, traded or bartered.
5. The recipient is aware of their civil rights as described in the USDA Nondiscrimination Statement below.

Recipient Signature (optional)

Date (required)

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-\(508-0002-508-11-28-17\)Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-(508-0002-508-11-28-17)Fax2Mail.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture\Office of the Assistant Secretary for Civil Rights\1400 Independence Avenue SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

505 Bonding

Insurance - The Town will provide bonding insurance for an employee who is required to act in a fiduciary capacity.

506 Expense Reimbursement

Policy Statement – Upon prior authorization of the Town Board, an employee or Elected Official will be reimbursed for expenses associated with carrying out Town business, including, but not limited to, meals, lodging, mileage, parking, highway tolls, and training and membership fees. A properly completed voucher that includes all required documentation and corresponding receipts must be submitted to the Town Supervisor for initial approval, who will in turn forward the materials to the Accounts Payable Clerk for voucher entry into the Accounting System and the preparation of an Abstract Report for final approval by the Town Board.

Mileage – An employee who is directed by the appropriate Department Head or supervisor to use the employee's own vehicle to conduct Town business will be reimbursed at the mileage rate established by the Town Board at the annual organizational meeting or modified by the Federal government during the year.

Education and Training – Upon proper authorization of the Town Board, an employee will be reimbursed for training courses that are directly related to the employee's present job. Employees must first seek approval from their Department Head to attend such training before the request is presented to the Town Board.

Required Membership Fees – Upon proper authorization of the Town Board, an employee required to hold membership in a professional organization as part of the employee's job will be reimbursed for any required dues and/or fees.

Association of Towns Meeting – Upon proper authorization of the Town Board, an employee or Elected Official who attends the annual meeting conducted by the Association of Towns will be reimbursed for all reasonable expenses. Delegates to this meeting will be selected by the Town Board as approved at the annual organizational meeting.