

**REGULAR MEETING – NOVEMBER 14, 2022- DAY TOWN BOARD
UNAPPROVED MINUTES
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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 November 14, 2022.

The meeting was called to order by Supervisor Diana Edwards at 7:00pm with the following answering roll call: Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray, Councilman George Lembo, Superintendent Lehman Allen, Jr. and Attorney Matt Fuller.

Pledge of Allegiance.

Motion, made by Councilman Jeff Gray, seconded by Councilwoman Lorraine Newton, to approve the minutes from the October 10 Regular meeting.

Ayes: Supervisor Diana Edwards, Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray and Councilman George Lembo.

Ayes: 5 – 0

Motion, made by Councilwoman Lorraine Newton, seconded by Councilman Curt Schreiner, to **approve** the audited abstracts as follows:

#451	Trust & Agency Fund	\$ 918.45
#452-462	Highway Fund	\$194,773.60
#463-490	General Fund	\$ 16,783.04

Ayes: Supervisor Diana Edwards, Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray and Councilman George Lembo.

Ayes: 5 – 0

Motion, Councilman Jeff Gray, seconded by Councilman Curt Schreiner, to approve bank reconciliations for Genera, Highway, Payroll, A/P and Town Clerk/Tax Col.

Ayes: Supervisor Diana Edwards, Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray and Councilman George Lembo.

Ayes: 5 – 0

Motion, made by Jeff Gray, seconded by Curt Schreiner, to **approve** the October reports as follows: Building Inspector/CEO, Town Clerk, Town Justice, Town Supervisor.

Ayes: Supervisor Diana Edwards, Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray and Councilman George Lembo.

Ayes: 5 – 0

REPORTS OF COMMITTEES –

Liaison to the Hudson River – Black River Reg. Dist. Dave Cox was not in attendance, but did submit written report to Board prior to meeting.

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Highway Superintendent Lehman Allen, Jr. reports that the highway crew has been clearing the culverts of leaves and doing some preventative maintenance. Also ditching throughout the Town to help control drainage issues in the future.

The highway crew has also been inspecting and servicing our snow removal equipment to get it ready for winter. The highway crew is ready for whatever mother nature may send our way this winter.

Town Committees – no reports

Emergency Mgmt. – no reports

CORRESPONDENCE –

Mobile pantry information
Pg. 23 of employee handbook

OLD BUSINESS -

Mobile pantry start date: Tentative date - Thursday, December 15th, 2022.

Motion, made by Councilman Curt Schreiner, seconded by Councilwoman Lorraine Newton, to move forward with the Mobile Food Pantry Pilot project to start on 12/15/22, And to be held once monthly the Third Thursday of the month from 11:00am – 1:00pm in the Day Town Hall community room.

Ayes: Supervisor Diana Edwards, Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray and Councilman George Lembo.

Ayes: 5 – 0

NEW BUSINESS –

Town Board member update – Due to resignation of Town Board member Jeff Gray, interviews and potential appointment of a new board member to fill the unexpired term, will take place.

A special meeting to review the Town's liability insurance for 2023 will take place on December 12th at 6:00pm prior to the Town Boards Regular meeting.

Local Law #02 of 2008 (Town of Day Code Enforcement) is being reviewed by the Town Attorney and updating to bring it up to date.

Zoning Board of Appeals Procedures – Zoning Board of Appeals Chairman Dave Davidson mentioned his concerns with zoning compliance and procedures. Procedural

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meeting to be set up with Supervisor, ZBA and Planning Board Chairmans to review procedures with CEO.

Employee manual revision: regarding submitting expense vouchers.

2022 Budget adjustments.

Supervisor Diana Edwards noted that the Mortgage Tax to be distributed in November 2022 is expected to be \$25,702.00. That would be a total of \$61,554.00 year to date. 2022 Budget accounted for 45,000.00 (difference of \$19,554.00). This will be taken into consideration at year end while balancing the 2022 the budget for any shortfalls.

Motion, made by Councilwoman Lorraine Newton, seconded by Councilman Curt Schreiner, to **approve** the following resolutions:

Resolution # 2022-60: Revising Employee Handbook in regards to reimbursement for expenses.

Resolution #2022-61: Authorized budget transfers.

Ayes: Supervisor Diana Edwards, Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray and Councilman George Lembo.

Ayes: 5 – 0

Resolution #2022-60 Revising Employee Handbook in regards to reimbursement for expenses.

WHEREAS, the Day Town Board has decided to revise the Town of Day Employee handbook, Section 500 Operational Policies, page 23 #506 Expense reimbursement, and

WHEREAS, in regards to that decision the following shall be added: Reimbursable expenses incurred by employees are to be submitted by voucher monthly to the Supervisor within 30 days of the expenditure, and

WHEREAS, any expenditures incurred during the month of December must be submitted at the December Board meeting for approval to be accounted for by fiscal year end, therefore be it

RESOLVED, that the changes shall be made to the Town of Day employee handbook.

RESOLUTION #61: Authorized budget transfers.

WHEREAS, the Town Board of the Town of Day has authorized year end budget transfers within the 2022 budget, therefore be it

RESOLVED, that the following is a list of authorized budget transfers:

\$1000.00 from A1355.1.1 Assessment Clerk to A1620.4 Buildings

\$2000.00 from A1402.4 Law Contractual to A1620.4 Buildings

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\$185.52 from A3610.1 Exam Bd. Pers. to A1620.4 Buildings
\$1266.00 from A8772.4 Program Aging to A1620.4 Buildings
\$500.00 from A7310.4 Youth Program to A1620.4 Buildings
\$500.00 from A7510.4 Historian Cont. to A1620.4 Buildings
\$1255.00 from A7550.4 Celebrations to A1620.4 Buildings
\$1532.74 from A8010.1 Zoning Pres. to A1620.4 Buildings
\$500.00 from A8010.2 Zoning Equip. to A1620.4 Buildings
\$1500.00 from A8010.4 Zoning Contr. to A1620.4 Buildings
\$1333.58 from A8020.1 Plan. Bd. Pers. to A1620.4 Buildings
\$500.00 from A8020.2 Equip. to A1620.4 Buildings
\$2000.00 from A8020.4 Pl. Bd. Cont. to A1620.4 Buildings
\$1500.00 from A1910.4 Unallocated Ins. to A8810.1 Cemetery
\$50.00 from A3610.1 Exam Bd. Pers. to A3610.4 Exam Bd. Contr.

Motion, made by Councilman Curt Schreiner, seconded by Councilman George Lembo, to **adjourn** this Regular meeting of the Day Town Board.

Ayes: Supervisor Diana Edwards, Councilman Curt Schreiner, Councilwoman Lorraine Newton, Councilman Jeff Gray and Councilman George Lembo.

Ayes: 5 – 0

Carol Vaillancourt Town Clerk