

**TOWN OF DAY 2019 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 03, 2019, at

The meeting was called to order by Supervisor Preston Allen and the following answered roll call, Town Council:

Resolution #2019 – 01 The Day Town Board approves the following appointments and salaries for 2019.

Deputies for 2019:

Deputy Supervisor: Ken Metzler
Deputy Highway Superintendent: Lehman Allen, Jr.
Deputy Tax Collector: Diana Edwards
Deputy Town Clerk: Diana Edwards
Deputy Registrar: Diana Edwards

Other Appointments:

Office of the Aging Board: June Dixon
Saratoga County Youth Advisory Board: April Schmick
Registrar of Vital Statistics: Carol A. Vaillancourt
Town Attorney: Meyer & Fuller Law Firm

Litigation Attorney: Meyer & Fuller Law Firm
Planning and Zoning Attorney: Meyer & Fuller Law Firm
Budget Officer: Preston Allen
Health Officer: Saratoga County
Official Newspaper: Post Star
Depositories: Glens Falls National Bank, Evergreen Bank
NBT (Northville)

Dog Control Officer:
Code Enforcement Officer: Kenneth J. Metzler
Records Access Officer: Carol A. Vaillancourt
Planning and Zoning Clerk: Diana Edwards
Secretary to the Board of Review: Diana Edwards
Chairman Planning Board: Ted Mirczak
Chairman Zoning Board: Dave Davidson
Fair Housing Officer: Kenneth J. Metzler
P/T Court Clerk: Gary Wheeler
NIMS Representative: National Incident Management
Bookkeeper: Nancy Jones
Historian: Dave Davidson

Pay Rates: General Fund Employees

Registrar: 892.00 per year
Deputy Registrar: \$ - 0 - per hour
Board of Assessment Review Clerk: \$14.44 per hour
Planning and Zoning Clerk: \$14.44 per hour
Assessor: \$26,948.00 per year
Code Enforcement Officer: \$39,526.00.00 per year

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Town Attorney: \$21,000.00 per year
Bookkeeper: \$10,609.00 per year (Nancy Jones)
Litigation Attorney: \$100.00 per hour
Historian \$1,326.00 per year
Budget Officer: \$4,059.00 per year
Town Justice: \$11,421.00 per year
(Holding court first three Wednesdays of month)
Dog Control Officer: \$4,725.00 per year
Deputy Town Clerk / Tax Collector: \$14.44 per hour
Deputy Supervisor: \$25.00 per meeting
Board of Review Members: \$14.44 per hour
P/T Cleaning Person: \$14.86 per hour
P/T Zoning Enforcement Officer: \$ - 0 - per hour
P/T Court Clerk: \$15.61 per hour

Town Employees: Highway & Refuse/Recycling

Machinery Equipment Operators: \$22.24 per hour (base pay)
Deputy Superintendent of Highways: \$23.67 per hour
Part-time Refuse / Recycling Laborer: \$14.00/\$15.20 per hour
Part-time MEO Sanitation: \$20.63 per hour
Temporary Laborer Highway: \$14.00 per hour (wingman)
MEO - Light: \$19.38 per hour (base pay)
MEO/Mechanic: \$21.85 per hour (base pay)
Part-time Maintenance Person Buildings: \$14.00 per hour

Paid By Voucher:

Planning Board & Zoning Board Chairman: \$40.00 per meeting
Planning Board & Zoning Board Members: \$30.00 per meeting
Youth Commission: \$4,800.00 per year
Town of Corinth EMS: \$50,000.00 per year
Luzerne-Hadley Fire District: \$37,800.00 per year
Edinburg Fire District: \$24,868.00 per year

Resolution #2019 - 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 #2019 – 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.

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Resolution #2019 - 04 To set per diem allowance not to exceed \$100.00 per day for meal expenses for attendees at training classes and meetings related to the Town. All expenses are to be paid out of pocket by attendee and will be reimbursed after submission of a voucher and receipts itemizing expenses. No alcohol expenditures, tips, gratuities, or sales tax are allowed for reimbursement. 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 #2019 - 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 #2019 - 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 #2019 - 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, Attorney, Highway and Sanitation, Maintenance/Laborer, Clerk of Planning and Zoning, Court Clerk, Cleaner, Accounting clerk, Councilmen, Justice, Tax Collector, Assessor, Historian and Registrar.

Resolution #2019 – 08 To approve the following committee members:
Committees: Buildings - Curt Schreiner (Roof, doors & NYSERDA review)

Cemeteries - Chair, Chester Johnson & Al Graham & Gary Newton

Highways - Jeff Gray - Equipment Review

Personnel - All Board Members

Senior Van - Ken Metzler

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Public Safety – Lorraine Newton - Emergency Services
Community Awareness – April Schmick - website
Review of Playground - Town Board
Review of Private Contractor doing Recycling and Refuse – Town Board
Review and Update of Personnel Manual and Policies and Procedures – Town Board
The Supervisor sits as a member of all committees.

Resolution #2019 – 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 #2019 - 10 Town officials will be paid .58 per mile when **using their own vehicles for Town business.**

Resolution #2019 – 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 account.

Resolution #2019 - 12 **The Day Town Board wishes to designate someone to cast vote at Assoc. of Towns meeting,**

Resolution #2019 – 13 **To designate Preston Allen to attend the Annual Business Session of the Association of Towns** of the State of New York, to be held on February 17 - 20, 2019, and to cast the vote of the aforesaid Town. The Day Town Board designates April Schmick as an alternate to vote for the Town in the event that the delegate cannot vote.

Resolution #2019 - 14 Making it a requirement for two people to sign Town checks which are drawn on Town funds. Designated signees are Supervisor Preston Allen, Deputy Supervisor Ken Metzler, Town Clerk

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Carol Vaillancourt and Councilman Jeff Gray. These four will remain as signatory's until such time as a change might be necessary.

Resolution #2019 – 15 Be it resolved that the Day Town Board hereby adopts the Final Budget for 2019 of total Appropriations of \$1,816,221.39 with estimated revenues with amount of \$959,269.39.

Resolution #2019 - 16 Be it resolved that the budget will be amended to reflect the need to move money from the contingency fund to increase amount in Luzerne – Hadley Fire Department budget line. This is due to the fact that the amount of money requested from the Luzerne – Hadley Fire Department after the Town of Day budget was passed was higher than the amount allocated.

Motion, made by Councilwoman April Schmick, seconded by Councilwoman Lorraine Newton, to adopt **Resolutions #'s 01 – 16.**

Ayes: 3 - 0.

Carried

Motion made by Councilwoman April Schmick, seconded by Councilwoman Lorraine Newton, to **adjourn** the 2019 Organizational Meeting was made at 7:21pm.

Ayes: 3 - 0

Carried

Carol Vaillancourt
Town Clerk