

SPECIAL TOWN BOARD MEETING - NOVEMBER 27, 2006

A Special Meeting of the Town Board of the Town of Day, New York, was held on November 27, 2006 at 5:57 PM.

The meeting was called to order by Supervisor Johnson, and the following answered roll call - Town Council: Neil Allen, Percy Allen, Suzanne Denn, Preston Allen and Assessor's Clerk Jean Knobloch.

After confirmation from Town Clerk Carol Vaillancourt that she had received a letter of resignation from Frances Elaine Allen, Supervisor Johnson asked for the following motion to be made;

Motion, made by Suzanne Denn, seconded by Pres Allen, to **accept the resignation** of Frances Elaine Allen as Town of Day Tax Collector effective November 30, 2006. With thanks for her nine years of service to the Town.

Ayes: Neil Allen, Percy Allen, Suzanne Denn, Pres Allen, Supervisor Johnson.

Carried 5-0

Motion, made by Suzanne Denn, seconded by Percy Allen, to **appoint Jean Knobloch** as interim tax collector- term effective December 01, 2006 through December 31, 2007 to finish the term of Francis Elaine Allen who has resigned.

Ayes: Neil Allen, Percy Allen, Suzanne Denn, Pres Allen, Supervisor Johnson.

Carried 5-0

Since this is an appointment to finish the term of the elected official who has resigned, Jean Knobloch will report to the Town Board.

Jean Knobloch has informed the Board that she will be out of town December 23rd through January 01st and January 31st through February 05th. These plans had already been made before she was asked to take over the responsibilities of Tax Collector. She will require a Deputy for the second week that she is gone. Supervisor Johnson said that Diane Byrne is willing to be the Deputy Tax Collector as needed.

The Town will need to pass a local law allowing a Saratoga County resident to be Deputy Tax Collector. This will require a new law to be written and a public hearing will need to be held

Motion, made by Pres Allen, seconded by Percy Allen, to **appoint Diane Byrne as Deputy Tax Collector** pending a Public Hearing on the matter and the adoption of the Local Law concerning this.

Ayes: Neil Allen, Percy Allen, Suzanne Denn, Pres Allen, Supervisor Johnson.

Carried 5-0

**SPECIAL TOWN BOARD MEETING - NOVEMBER 27, 2006
PAGE 2**

The amount of money in the budget for the tax collector for this year (2007) is \$4,720.00.

The tax collector must be available a minimum of three days a week in January as stipulated by state law. February and March can be less. Councilperson Suzanne Denn stated that from her observations from when she was the Town Clerk that in February and March people tended to come in more on Monday's and Wednesday's. Jean Knobloch said that she would like to also have some later hours instead of all 9:00AM - 12:00PM at some point so that she would be here when the mail is delivered. Jean also realizes that the job will require more hours than what her office hours will be.

The hours that were set for the Tax Collector and that will be printed on the tax bills are as follows:

January -	Monday, Wednesday & Friday 9:00AM - 12:00PM
February -	Monday & Friday 12:00 AM - 3:00 PM
March -	Monday 12:00 AM - 3:00 PM Friday 9:00 AM - 12:00 PM

The Town Board is agreeable to the times listed.

Jean Knobloch stated that April 15th is the latest date for closing the books on the Town Land Taxes for 2007.

Your Tech Source will be adding memory to the computer which is used by the Tax Collector to accommodate an upgrade by BAS. There will then be a training session held by BAS for the Collector and Deputy Collector to show them how to use the system.

Jean Knobloch also requested a change to the way the Tax Collector is paid. It has been broken down in equal monthly payments throughout the year. She asked for a change with 4 monthly payments, the majority of the money to be paid out in February, the rest in March, April and the balance to be paid in December. Supervisor Johnson will look into whether this change is possible or not. Councilman Pres Allen also pointed out that while it is true that the majority of the work is done in January if for some reason Jean Knobloch leaves the position at that point the Town would not have the money to pay another Tax Collector out of the funds that were allocated for this position. The monthly payment method will remain as previously established by the Board for the Tax Collector.

SPECIAL TOWN BOARD MEETING - NOVEMBER 27, 2006 PAGE 3

Supervisor Johnson requested that Jean Knobloch fill out the form that was requested by the Town's insurance company for anyone filling the position of Tax Collector.

The hourly rate for the Deputy Tax Collector will be the same as that of the Deputy Town Clerk.

The Board will set the date for the Public Hearing regarding the local law on Zoning with respect to Adult Entertainment uses at the next Town Board meeting on December 11, 2006.

Motion made by Percy Allen, seconded by Neil Allen, to **adjourn** the Special Town Board meeting was made at 6:25 PM.

Johnson.
Carried 5-0

Carol Vaillancourt
Town Clerk