



TOWN OF DAY

COUNTY OF SARATOGA

1650 NORTH SHORE ROAD, HADLEY, NY 12835

PHONE: (518) 696-3789

FAX: (518) 696-5391

SPECIAL MEETING 6:00PM

Pledge of Allegiance

Roll Call

To review, discuss and select 2024 insurance plan for Town of Day properties and equipment. Insurance Agent David Meager of Amsure to present to the Board.

REGULAR TOWN BOARD MEETING December 11, 2023 AGENDA

Motion to approve the Town Board meeting minutes of November 13, 2023 and Budget workshop meeting minutes of October 10, 2023.

Motion to approve abstracts November 2023

Pre-Audits: Highway #407-410 \$8,475.04; General #419-429 \$8,389.05

Regular vouchers: Highway #248-264 \$24,351.27; General #264-280 \$15,282.87

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

Motion to approve November 2023 reports from Town Justice, Town Supervisor, Assessor, Code Enforcer, Town Clerk

REPORTS OF COMMITTEES:

HRBR Regulating District (Dave Cox)
Veterans Committee (Lorraine & Gary Newton)
Building Committee (Joe Flacke, George Lembo)
Historical Society (George Lembo)

REPORT OF HIGHWAY SUPERINTENDENT: Lehman Allen, Jr.

CORRESPONDENCE:

Letter from New York State Dept. of Transportation re. Kathon Road
Letter of resignation, Chester Johnson

OLD BUSINESS:

Broadband Study
Local Law on solid waste disposal (in review)

NEW BUSINESS:

Cemetery Clerk
Cyber policy

OTHER BUSINESS Curt Schreiner & Lorraine Newton are at the end of their terms 12/31/2023 in serving on Town Board and Town of Day residents. We thank them for their years of service.

RESOLUTIONS

Resolution to change the date for the Board of Assessment Review Grievance Day from the first Thursday in May to the first Tuesday in June. Hours to remain the same from 4:00pm to 8:00pm.

Resolution to Repealing and Replacing Resolution 2021-40, adding Applecreek Lane and Cemetery Road to the Town of Day Highway inventory.

Whereas, the Town Board of the Town of Day previously adopted resolution 2021-40 regarding Applecreek Lane and Cemetery Road; and

Whereas, the Town Board wishes to repeal resolution 2021-40 and replace it with a resolution adding and above referenced highways al to the Town’s official highway inventory.

Now therefore be it:

Resolved, that resolution 2021-40 is hereby repealed; and be it further

Resolved, that the following highways are added to the Town’s highway inventory under the full care, maintenance and supervision of the Town of Day to be open 24 hours per day, 7 days per week, except when closed or limited pursuant to applicable law:

1. Applecreek Lane, beginning at its intersection with Walter Maxfield Road and ending at its dead end terminus, and being 0.07 miles in length;
2. Cemetery Road, beginning at its intersection with Watler Maxfield Road and ending at its intersection with Saratoga County Route 4 and being 0.16 miles in length; and be it further

Resolved, that this resolution shall take effect immediately.

PUBLIC INPUT

Please check www.townofday.com for final agenda and updates. Each Regular Meeting of the Town Board will have fifteen (15) minutes set aside for public input, to allow members of the public to address the Board on matters relating to the Town of Day. This timeframe may be extended at the discretion of the Board. Each speaker shall state their name prior to addressing the Board and shall be granted the floor for a single time frame of up to five (5) minutes. All remarks shall be directed to the Town Board as a body and not at a specific individual, staff or member of the public. 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. The Board thanks everyone in attendance for their understanding and also for their desire to actively participate in the Town decision making process.

MOTION to adopt resolutions.

EXECUTIVE SESSION – if needed

The next regular Town Board meeting will be on Monday, January 8, 2023 at 7:00pm.
Special Meeting Thursday, December 28 at 10:00am to review and audit remaining bills from December to close out 2023.

MOTION to Adjourn

**Supervisors Report
11/30/23**

Assets

Checking

General Fund	\$	78,708.25
Highway Fund	\$	87,229.46

Savings Intrafi MM

		Interest earned YTD
General Fund	\$	940,210.09
Highway Fund	\$	388,338.00

Savings NYClass

General Fund	\$	800,813.54
Highway Fund	\$	400,166.12
GF Reserve - Equipment	\$	100,145.29
GF Reserve - Buildings	\$	85,123.49
Highway Reserve - Equipment	\$	293,454.75

Total Checking/Savings **\$ 3,174,188.99**

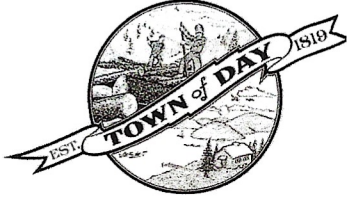
2023 Budget Total Appropriations

General Fund	\$	1,031,097.00
Highway Fund	\$	1,319,887.00

11/1-11 - 11/30/2023

From Saratoga County

Sales Tax Received:	\$	119,435.00
Mortgage Tax Received	\$	20,778.10



TOWN OF DAY
Assessor's Office
Carrie Schermerhorn, Sole Assessor
1650 NORTH SHORE ROAD, HADLEY, NY 12835
COUNTY OF SARATOGA
DAYASSESSOR@TOWNOFDAY.COM
PHONE: (518) 696-4670 FAX: (518) 696-5391 WWW.TOWNOFDAY.COM

December 6, 2023

To: Day Town Board
From: Carrie Schermerhorn, Assessor

RE: Monthly Activity Report for the Period of 11/23-12/23

This past month I have been continuing to work on sales processing and meeting with Seniors to get their exemption renewals in as well. Raising our levels for the Senior Low Income, RP-467 exemption might be something the Board would like to consider as there have been increases to Social Security. I can put together an Exemption Impact report for next month to see what that would look like and how it would affect the taxable assessed value and tax rate, keeping in mind this would be an estimate as I would have to use the 2023 town levy to get an idea of how it would impact the town.

Again, please spread the word that the Senior Exemption renewals we sent out are due back by March 1 and that there is a change of address form now available on the Town web site. Also, the State has raised the Enhanced STAR income limit to \$98,700 for 2024.

If you have any questions or concerns, please feel free to reach out to me.

Carrie Schermerhorn
Sole Assessor
Town of Day

Day Town Justice Monthly Report

Judge: HON. K. O. JOHANSEN

Date: 12-06-23

Arraignments Completed 0

	Cases Heard:	Cases Completed:	Cases continued.
V&T	_____	_____	_____
Nav.	_____	_____	_____
Ecl.	_____	_____	_____
Criminal	_____	_____	_____
Civil	_____	_____	_____
Town Ord.	_____	_____	_____

Fines or Civil Fees Collected	\$ <u>700.00</u>
Surcharges	\$ _____
Motor Veh.	\$ _____
Nav.	\$ _____
Ecl.	\$ _____
Criminal	\$ _____
Civil	\$ _____
Town Ord.	\$ _____

Weddings Officiated: 1

Notes: 11-01-23 NO SHOWS, NO ACTIVITY
11-03 & 04-23 WEDDING
11-08-23 NO ACTIVITY
11-15-23 NO ACTIVITY
11-17 & 18-23 OSWEGO CMA
11-22-23 NO COURT
11-29-23 NO COURT

Kenneth Duff Town Justice

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Vital Records Certification	Certification	2	20.00
Sub-Total:				\$20.00
A2130	Recycling Permits	Recycling Permit	11	220.00
Sub-Total:				\$220.00
A2544	Dog Licensing	Female, Spayed	4	16.00
		Male, Neutered	6	24.00
		Male, Unneutered	1	10.00
		Sub-Total:	\$50.00	

Total Local Shares Remitted: **\$290.00**

Amount paid to: NYS Ag. & Markets for spay/neuter program

13.00

Total State, County & Local Revenues: **\$303.00**

Total Non-Local Revenues: **\$13.00**

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Carol Vaillancourt, Town Clerk, Town of Day, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Carol Vaillancourt
Town Clerk 12-07-23
Date

Supervisor

Date

Town of Day
Inspection Schedule
 11/01/2023 - 11/30/2023

Inspection Date/Time	Inspection Type	Inspector	Location	Identifier	Permit Type	Permit #
11/6/2023 4:00 PM	Footings before pour	Albert J. Brooks	2162 S Shore Rd	55.5-1-14	Accessory Structure	ACCSTR-2023-
11/7/2023 12:00 PM	Footings before pour	Albert J. Brooks	1168 Frank Kathan Rd	33.11-2-5	Single Family	bp-2023-012
11/7/2023 2:30 PM	Footings before pour	Albert J. Brooks	1161 N Shore Rd	41.16-1-9	Deck	DECK-2023-004
11/7/2023 3:30 PM	Wall forms before pour.	Albert J. Brooks	2162 S Shore Rd	55.5-1-14	Accessory Structure	ACCSTR-2023-
11/15/2023 3:15 PM	Wall forms before pour.	Albert J. Brooks	1168 Frank Kathan Rd	33.11-2-5	Single Family	bp-2023-012
11/16/2023 1:54 PM	Septic/sewer	Albert J. Brooks	132 Hollow Rd	24.-2-21.2	Septic System	SEPTIC-2023-
11/16/2023 2:45 PM	Final Inspection	Albert J. Brooks	249 Yates Hill Rd	31.-1-41.11	Accessory Structure	BP2289
11/20/2023 1:15 PM	Plumbing inspection	Albert J. Brooks	1168 Frank Kathan Rd	33.11-2-5	Single Family	bp-2023-012
11/20/2023 2:20 PM	Framing inspection	Albert J. Brooks	2338 S Shore Rd	42.-2-33.1	Single Family	22022-02
11/21/2023 12:45 PM	Footings before pour	Albert J. Brooks	132 Hollow Rd	24.-2-21.2	SW Manufactured	SWMAN-2023-
11/21/2023 12:46 PM	Other	Albert J. Brooks	132 Hollow Rd	24.-2-21.2	SW Manufactured	SWMAN-2023-
11/27/2023 1:45 PM	Framing inspection	Albert J. Brooks	2023 N Shore Rd	32.17-1-34	Alterations	bp2373
11/29/2023 11:50 AM	Heating and cooling	Albert J. Brooks	N Shore Rd	43.6-2-10.2	Single Family	bp-2023-017
11/29/2023 11:50 AM	Plumbing inspection	Albert J. Brooks	N Shore Rd	43.6-2-10.2	Single Family	bp-2023-017

Total Inspections: 14

Town of Day

Payment Summary

From: 11/01/2023 to 11/30/2023

Created By: All

	Parent Type	Amount
<hr/>		
<i>Payment Date: 11/06/2023</i>		
<i>Payment Type: Check</i>		
	Alterations	\$176.64
	Payment Date: 11/06/2023 Total:	\$176.64
<hr/>		
	Payment Type: Check Total:	\$176.64
<hr/>		
<i>Payment Date: 11/07/2023</i>		
<i>Payment Type: Check</i>		
	Addition	\$314.40
	Payment Date: 11/07/2023 Total:	\$314.40
<hr/>		
	Payment Type: Check Total:	\$314.40
<hr/>		
<i>Payment Date: 11/13/2023</i>		
<i>Payment Type: Check</i>		
	Alterations	\$168.96
	Septic System	\$100.00
	Payment Date: 11/13/2023 Total:	\$268.96
<hr/>		
	Payment Type: Check Total:	\$268.96
<hr/>		
<i>Payment Date: 11/28/2023</i>		
<i>Payment Type: Check</i>		
	Alterations	\$50.00
	Payment Date: 11/28/2023 Total:	\$50.00
<hr/>		
	Payment Type: Check Total:	\$50.00
<hr/>		
	Grand Total:	\$810.00



Department of
Transportation

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

MICHAEL G. ARTHUR, P.E.
Regional Director

November 28, 2023

Case 1230086

Mr. Chad Cooke, P.E.
Commissioner of Saratoga County Public Works
3654 Galway Road
Ballston Spa, NY 12020-2517

**RE: SPEED LIMIT INVESTIGATION
KATHAN ROAD
TOWN OF DAY**

Dear Mr. Cooke:

This letter is in response to your September 1, 2023 letter to this office requesting a speed limit reduction on Kathan Road between County Route 7 and the Hadley Town Line in the Town of Day.

Currently, the approximate 1.75 mile section of Kathan Road between County Route 7 and the Hadley Town Line is governed by a 35 MPH speed. As a result of your request, we conducted a review of the speed limit on the requested section of Kathan Road and determined 35 MPH speed limit is appropriate for the conditions experienced through this corridor and a speed limit reduction is not warranted at this time.

During our field investigation, it was noted that the approximate 0.2 mile section of Overlook Road in the Town of Hadley between CR 8 and Kathan Road in the Town of Day was posted with 30 mph speed limit signs. However, a review of our files found the original speed limit Order for a 35 mph speed limit dated 10-30-85 but no amendments establishing a 30 mph speed limit.

Thank you for your interest in traffic safety. If you have any questions, please contact Reed Sholtes of this office at 518-457-5283.

Sincerely,

Michael W. Fenley, P.E.
Regional Traffic Engineer

cc: C. Vaillancourt, Town Clerk, Town of Day
C. DeMarsh, Town Clerk, Town of Hadley w/attachment

11/15/2023

TOWN OF DAY

DIANA EDWARDS, SUPERVISOR

1650 NORTH SHORE RD.

HADLEY, NY 12835

THIS LETTER WILL OFFICALLY NOTIFY
THE TOWN THAT CHESTER P. (SKIP) JOHNSON,
CHAIRMAN OF THE CEMETERY COMMITTEE, AND
DIAN JOHNSON, MEMBER OF THE CEMETERY
COMMITTEE, RESIGN THEIR POSITIONS
EFFECTIVE DEC. 1, 2023.

THANK YOU FOR ALLOWING US THE PRIVILEGE
TO SERVE THE TOWN FOR THE LAST 8 YEARS.

CHESTER P. JOHNSON
DIAN M. JOHNSON

Chester P. Johnson
Dian M. Johnson

Draft
Copy

Town Board
Town of Day

Resolution to Repealing and Replacing Resolution 2021-40, adding Applecreek Lane and Cemetery Road to the Town of Day Highway Inventory

Whereas, the Town Board of the Town of Day previously adopted resolution 2021-40 regarding Applecreek Lane and Cemetery Road; and

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2. Cemetery Road, beginning at its intersection with Watler Maxfield Road and ending at its intersection with Saratoga County Route 4 and being 0.16 miles in length; and be it further

Resolved, that this resolution shall take effect immediately.

to revise
see draft

TOWN OF DAY – TOWN BOARD

RESOLUTION: #2021-40
OFFERED BY: Jeff Gray

DATE: October 14, 2021
SECONDED BY: Curt Schreiner

**ADDING APPLECREEK LANE AND CEMETERY ROAD FOR
CHIPS FUNDING**

At a Regular Meeting of the Town Board of the Town of Day, County of Saratoga, State of New York, held on October 14, 2021, the following resolution was made as indicated above.

**Resolution #2021 – 40 Adding Applecreek Lane and Cemetery Road for
CHIPS funding**

WHEREAS, Highway Superintendent Lehman Allen Jr. had explained to Supervisor Preston Allen that as the Town of Day Highway Department has been maintaining both roads for a great number of years, and

WHEREAS, the length of each road that would be considered for funding is as follows:
Applecreek Lane: 0.07 miles Cemetery Road: 0.16 miles, and

WHEREAS, Highway Superintendent Lehman Allen, Jr. would like the Town to be able to take advantage of any disaster aid through FEMA and to be able to receive any CHIPS funding to which the Town would be entitled, due to the fact that it has been maintaining the roads, therefore be it

RESOLVED, that the Day Town Board has agreed to Highway Superintendent Lehman Allen Jr.'s request

Roll Call: Supervisor Preston Allen - Aye
 Councilman Curt Schreiner - Aye
 Councilwoman Jeff Gray - Aye

Ayes - 3 Nays - 0

Carried 3 - 0

Absent: Councilwoman April Schmick and Councilwoman Lorraine Newton

Carol Vaillancourt
Town Clerk

Town of Day Cybersecurity Policy

December 11, 2023 DRAFT POLICY

Definition

The use of the term “Town” is in reference to the Town of Day.

Introduction

This Cyber Security Policy is a formal set of rules by which those people who are given access to Town technology and information assets must abide.

The Cyber Security Policy serves several purposes. The main purpose is to inform Town users: employees, and other authorized users of their obligatory requirements for protecting the technology and information assets of the Town. The Cyber Security Policy describes the technology and information assets that must be protected and identifies many of the threats to those assets.

The Cyber Security Policy also describes the user’s responsibilities and privileges. What is considered acceptable use? What are the rules regarding Internet access? The policy answers these questions, describes user limitations and informs users there will be penalties for violation of the policy. This document also contains procedures for responding to incidents that threaten the security of the Town computer systems and network.

Cybersecurity Policy Coordinators

Town Supervisor and Day Town Board

518-696-3789 ext. 1

E: daysupervisor@townofday.com

What We Are Protecting

It is the obligation of all users of the Town systems to protect the technology and information assets of the Town. This information must be protected from unauthorized access, theft and destruction. The technology and information assets of the Town are made up of the following components:

- Computer hardware, CPU, disc, Email, web, application servers, PC systems, application software, system software, etc.
- System Software including: operating systems, database management systems, and backup and restore software, communications protocols, and so forthApplication Software: used by the various departments within the Town. This includes custom written software applications, and commercial off the shelf software packages.
- Communications Network hardware and software including: routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, and associated network management software and tools.

Threats to Security

Employees

Employees are the biggest threat to the Town’s IT network. They may do damage to systems either through incompetence or on purpose, and as such, cyber security must be layered. Mitigation

efforts include the following:

- ✓ Only give out appropriate rights to systems.
- ✓ Don't share accounts to access systems. Never share login information with co-workers.
- ✓ When employees are separated or disciplined, remove or limit access to systems.
- ✓ Physically secure computer assets, so that only staff with appropriate need can access.
- ✓ Provide notification on emails that identify when messages are received from external sources.
- ✓ Conduct training/awareness activities, such as test phishing emails and educational videos.

Amateur Hackers and Vandals.

These are the most common type of attackers on the Internet. The probability of attack is extremely high and typically crimes of opportunity. These amateur hackers are scanning the Internet and looking for security holes that have not been plugged. Web servers and electronic mail are preferred targets. Once they find a weakness they will exploit to plant viruses, Trojan horses, or use the resources of your system for their own means. If they do not find an obvious weakness they are likely to move on to an easier target.

Criminal Hackers and Saboteurs.

The probability of this type of attack is low, but not entirely unlikely given the amount of sensitive information contained in databases. The skill of these attackers is medium to high as they are likely to be trained in the use of the latest hacker tools. The attacks are well planned and are based on any weaknesses discovered that will allow a foothold into the network.

User Responsibilities

This section establishes usage policy for the computer systems, networks and information resources of the office. It pertains to all employees and contractors who use the computer systems, networks, and information resources as business partners, and individuals who are granted access to the network for the business purposes of the Town.

Acceptable Use

User accounts on Town computer systems are to be used only for business of the Town and not to be used for personal activities. Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their logon IDs and passwords. Furthermore they are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of the Town.

Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to Town systems for which they do not have authorization.

Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from the Town Supervisor and/or the Town IT designee. Users shall not download unauthorized software from the Internet onto their PCs or workstations.

Users are required to report any weaknesses in the Town computer security, any incidents of misuse or violation of this policy to the Town Supervisor.

Use of the Internet

The Town will provide internet access to employees who are connected to the internal network *and* who

have a business need for this access. The Internet is a business tool for the Town. It is to be used for business-related purposes such as: communicating via electronic mail, obtaining useful business information, and relevant technical and business topics.

The Internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature for "chain letters" or any other purpose which is illegal or for personal gain.

Monitoring Use of Computer Systems

The Town has the right to monitor electronic information created and/or communicated by persons using Town computer systems and networks, including e-mail messages and usage of the Internet. Users of the systems should be aware that the Town may monitor usage, including, but not limited to, patterns of usage of the Internet (e.g. site accessed, on-line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the Internet and other electronic communications are being used in compliance with the law and with Town policy.

Access Control

A fundamental component of the Cyber Security Policy is controlling access to the critical information resources that require protection from unauthorized disclosure or modification. The fundamental meaning of access control is that permissions are assigned to individuals or systems that are authorized to access specific resources. Access control is implemented by logon ID and password. At the application and database level, other access control methods can be implemented to further restrict access. The application and database systems can limit the number of applications and databases available to users based on their job requirements.

User System and Network Access – Normal User Identification

All users will be required to have a unique logon ID and password for access to systems. The user's password should be kept confidential and **MUST NOT** be shared with any other employee whatsoever. All users must comply with the following rules regarding the creation and maintenance of passwords:

- Passwords should not be posted on or near computer terminals or otherwise be readily accessible in the area of the terminal.
- Password must be changed every (90 days).
- User accounts will be frozen after (5) failed logon attempts and employee will need to call IT company to logon.

Employee Logon IDs and passwords will be deactivated as soon as possible if the employee is terminated, fired, suspended, placed on leave, or otherwise leaves the employment of the Town.

Town Supervisor shall immediately and directly contact the Town's IT Company to report change in employee status that requires terminating or modifying employee logon access privileges.

Employees who forget their password must contact the Town's IT consultant, Stored Tech at 518-793-1111 ext. 1 (Blue team) or info@storedtech.com or call to get a new password assigned to their account.

Employees will be responsible for all transactions occurring during Logon sessions initiated by use of the employee's password and ID. Employees shall not logon to a computer and then allow another individual to use the computer or otherwise share access to the computer systems.

Connecting to Third-Party Networks

This policy is established to ensure a secure method of connectivity provided between the Town and all third-party companies and other entities required to electronically exchange information with Town.

“Third-party” refers to vendors, consultants and business partners doing business with the Town, and other partners that have a need to exchange information with the Town. Third- party network connections are to be used only by the employees of the third-party, only for the business purposes of the Town. Third-party vendors will ensure that only authorized users will be allowed to access information on the Town network. The third-party will not allow Internet traffic or other private network traffic to flow into the network.

This policy applies to all third-party connection requests and any existing third-party connections. In cases where the existing third-party network connections do not meet the requirements outlined in this document, they will be re-designed as needed.

Connecting Devices to the Network

Only authorized devices may be connected to the Town’s network(s). Authorized devices include PCs and workstations owned by the Town that comply with the configuration guidelines of the Town. Other authorized devices include network infrastructure devices used for network management and monitoring.

Users shall not attach to the network: non-Town computers that are not authorized, owned and/or controlled by the Town.

Remote Access

Only authorized persons may remotely access the Town network. Remote access is provided to those that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized connection can be remote PC to the network or a remote network to Town network connection. The only acceptable method of remotely connecting into the internal network is using a secure ID.

Unauthorized Remote Access

The remote access to a Town computer or workstation that is connected to the Town LAN is not allowed without permission of Town Supervisor and must be installed by the Towns IT Company. Additionally, users may not install personal software designed to provide remote control of the PC or workstation. This type of remote access bypasses the authorized highly secure methods of remote access and poses a threat to the security of the entire network.

Penalty for Security Violation

Upon violation of this policy, an employee of Town may be subject to discipline up to and including discharge. The specific discipline imposed will be determined by a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyber Security Policy, prior violations of the policy committed by the individual, state and federal laws and all other relevant information. Discipline which may be taken against an employee shall be administrated in accordance with any appropriate rules, policies and collective bargaining agreements.

In a case where the accused person is not an employee of Town the matter shall be submitted to the Cyber Security Policy Administrators. The Town may refer the information to law enforcement agencies and/or prosecutors for consideration as to whether criminal charges should be filed against the alleged violator(s).

Security Incident Handling Procedures

This section provides some policy guidelines and procedures for handling security incidents.

The term “security incident” is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of the Town network. Some examples of security incidents are:

- Illegal access of a Town computer system. For example, a hacker logs onto a production server and copies the password file.
- Damage to a Town computer system or network caused by illegal access. Releasing a virus or worm would be an example.
- Denial of service attack against a Town web server. For example, a hacker initiates a flood of packets against a Web server designed to cause the system to crash.
- Malicious use of system resources to launch an attack against other computer outside of the Town network. For example, the system administrator notices a connection to an unknown network and a strange process accumulating a lot of server time.

Employees, who believe their terminal or computer systems have been subjected to a security incident, or have otherwise been improperly accessed or used, should report the situation to the Towns IT Company and Town Supervisor immediately. The employee shall not turn off the computer or delete suspicious files. Leaving the computer in the condition it was in when the security

Town Safety Measures:

The Town has an outside IT Company, Stored Tech provide IT services to assist employees as well as to monitor and ensure the security of our system.

- Perform regular incremental and full backup of key servers, applications, and databases
- Provides regular tests of backups and deploy multiple backup methods (cloud storage & local)
- Encryption of sensitive data stored on local servers, databases, or cloud storage solutions
- Multi-factor authentication for remote access into all cloud based applications and all municipal email systems.
- Spam filtering tools for email in place
- Perform regular patch management and scans to identify vulnerabilities, funning a patched operating system.

Town Incident Response Plan:

If any computer breach affects the public sector, such as BEC, Ransomware and Funds transfer fraud, the Town will immediately contact our IT Company for further information and assistance. We will also contact any member of the public who may have been affected and contact our banking institution should there be any type of malicious banking issues. The Town does not accept any credit cards at this time.

In case the Town were held hostage by a ransomware attack or other technological interruption the following are **emergency contacts**:

IT company (Stored Technologies contact): 518-793-1111 x1Blue Team

Insurance Company: Amsure, 518-584-5300

Legal Contact: Meyer, Fuller & Stockwell, 518-668-2199

Town of Day Supervisor: 518-696-3789 ext. 1

Information and Data Management

The Following relates to the handling of personal information. Personal information will be defined as any information accessed, collected, or used by the Town that identifies an individual, or can reasonably be used to identify an individual, whether directly or indirectly. Examples of Personal Information include: name, mailing address, telephone or fax number, e- mail address, employee identification number.

Information and Data Collection

The Town shall only collect information in a manner and scope that is consistent with applicable Town policy, including any privacy policy.

Information and Data Use

The Town shall only use information in a manner and scope that is consistent with applicable Town policy, including any privacy policy.

Information and Data Retention

The Town shall limit the retention of Town Information in accordance with applicable Town records and information management policies and procedures and any applicable Legal Hold Notice (any notice issued by or at the direction of Legal advising Town to retain and preserve particular categories of records indefinitely until Legal advises that retention is no longer required).

Information and Data Access

The Town shall limit access to Town Information and Town Information Systems to those Town employees, contractors, and other third parties who require such access to perform their job duties or contractual obligations or engagement terms, as applicable.

Information and Data Storage

The Town shall take reasonable steps to ensure that Town Information under its control is stored in a manner that protects the security and confidentiality of such Information, based on the sensitivity of the Town Information and in accordance with this Policy, and the applicable procedures, standards and guidelines.

Information and Data Disposal

When Town Information in paper, electronic or other form is no longer required to be retained (including Town Information stored on devices and media that are no longer to be retained), the Town Information must be properly disposed of in a manner that protects the security and confidentiality of such Town Information, based on the sensitivity of the Town Information and in accordance with this Security Policy, and the applicable procedures, standards and guidelines.

Paper records containing Confidential Information must be disposed of by shredding. Electronic media (e.g., CDs and DVDs, and hard disks, including hard disks on computers, printers and copiers) containing Confidential Information must be disposed of by shredding or degaussing the media as appropriate.

Protection Standards for Sensitive Personal Information

The Town may collect certain sensitive personal information, including Social Security numbers, in the course of our business. We protect the confidentiality of the sensitive information we collect by maintaining what we believe to be reasonable physical, electronic and procedural safeguards to protect their confidentiality.

For the purposes of this policy, sensitive personal information can be defined as follows:

Personal Information that requires an extra level of protection and a higher duty of care based on applicable law. Examples of Sensitive Personal Information could include: credit card or bank account number, Government identification numbers, including Social Security numbers, Social Insurance numbers, passport numbers, and driver's license numbers, information on medical or health conditions, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual preferences, or information related to offenses or criminal convictions.

The Town will enforce the following safeguards:

Personal Sensitive information must:

- Be restricted to individuals that have a defined business need.
- Never be stored on any portable media.
- Be securely disposed of if stored on paper.
- Never be left visible and unattended either on screen or in paper form.

In furtherance of this policy, the following actions are prohibited:

- accessing sensitive personal information by any person who does not have a legitimate business purpose for doing so;
- any intentional communication of a sensitive personal information to the general public and any other unauthorized disclosure to any person;
- the mailing of materials displaying an individual's sensitive personal information, unless mandated by Federal or State law.

- End -