



# TOWN OF DAY

COUNTY OF SARATOGA

1650 NORTH SHORE ROAD, HADLEY, NY 12835

PHONE: (518) 696-3789

FAX: (518) 696-5391

## Pledge of Allegiance

## Roll Call

### REGULAR TOWN BOARD MEETING February 12, 2024 AGENDA

**Motion to approve** the Town Board regular meeting minutes on January 8, 2024, and the special meeting minutes on January 26, 2023 (re. Local law BAR date change and partial senior exemption); January 21, 2024 (re. highway equipment purchase).

#### **Motion to approve abstracts January 2024:**

Pre-Audits: Highway #25-32 \$17,426.80  
General #33-49 \$11,675.95

Regular: General #51-79 \$18,032.63  
Highway #80-96 \$28,802.45

2023 Budget: Highway #281 \$1,142.32  
General #282-283 \$6,116.00

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

**Motion to approve** January 2024 reports from Town Justice, Town Supervisor, Assessor, Code Enforcer, Town Clerk.

#### REPORTS OF COMMITTEES:

HRBR Regulating District (Dave Cox)  
Veterans Committee (Cheryl Allen, MaryAnn Johnson)  
Building Committee (Harry Brennan, Cheryl Allen, Joe Flacke)  
Museum Committee (George Lembo)  
Finance Committee (Joe Flacke, Christina Siebert)  
Community Events Committee (George Lembo, Harry Brennan)

REPORT OF HIGHWAY SUPERINTENDENT: Leonard Allen

CORRESPONDENCE: none

#### OLD BUSINESS:

Garbage Law  
Investment Policy

NEW BUSINESS:

- Town Credit Card
- Recycling/Garbage Truck bid (for 2025 delivery)
- General Office Clerk position update
- BAR members
- Zoning Law discussion at March Board meeting

OTHER BUSINESS

Schedule date for Annual Audit of Books for Town Judge (February 27<sup>th</sup>? 10am)

**RESOLUTIONS:**

- A. **Resolution to approve** a Town Credit card be issued to Highway Superintendent Leonard Allen for business expenses when necessary.
- B. **Resolution to approve pre-audit payment** for minimum payment due for town credit card for town card holders (Diana Edwards, Leonard Allen, Kenneth Johnsen)
- C. **Resolution** to increase General Office Clerk hours from 5 hours per week to 10 hours per week and to reallocate funds from A1990.4 Contingent in amount of \$4,500.00 to A1989.1 Clerk General Office to cover payroll for remainder of 2024.
- D. **Resolution to amend** paid vacation time for Highway Department “new” employees. Upon hire they currently receive two weeks total of paid vacation effective at the end of the first year of hire date. The proposed amendment would be to offer one week upon 6 months of hire date, and the second week upon the end of their first year of hire date.
- E. **Resolution to approve** going out to bid for a new Sanitation (recycling/garbage truck). This is for an expected delivery date in 2025. A Sanitation Reserve Fund has been established in 2023 by Resolution No. 66 for the sanitation truck purchase.
- F. **Resolution to approve a 2024 budget amendment** to transfer from General Fund balance to \$32,040.00 to A0599 Appropriated Fund Balance. This is to account for a miscalculation on excel spreadsheet total line on page 6 of the 2024 Budget whereas the Code Enforcement total did not carry down to Total of Home & Community Services.
- G. **Resolution to amend** the 2023 budget prior to Town of Day accountant filing of Audit Report to the NYS Comptroller. Reallocations are noted as follows and funds are available in the 2023 budget and need to be reappropriated, so line items are balanced to close out the year.

**2023 Budget reallocations for Highway Department and General Services:**

**HIGHWAY DEPT.**

Amount	Reallocate to	Reallocate from
\$5,073.64	DA5130.4 Highway parts & maint. Contr.	DA2680 insurance recovery revenue
\$7,111.92	DA5130.2 Machinery equipment	DA5142. snow removal

\$ 8,351.93 DA5130.4 Machinery equipment contr. DA5142. snow removal

**GENERAL SERVICES**

Amount	Reallcoate to	Reallacote From
\$ 223.92	A1010.1 Legislative Board	A1110.1.1 Justice Clerk
\$ 284.99	A1410.1.1 Deputy Clerk	A1110.11 Justice Clerk
\$ 1,593.20	A1410.1 Clerk Pers.	A1990.4 Special Items
\$ 7,240.00	A1440.4 Engineer (FEMA proj.)	A1620.4 Ops of Plant
\$2,494.14	A1910.4 Unalloc. Insurance	A1620.4 Ops of Plant
\$62.94	A5132.2 Garage Equip.	A5132.4 Garage Contr.
\$ 6,135.01	A8160.1 Refuse & Gar. Pers.	A8160.4 Refuse & Gar.
\$ 1,833.37	A9060.8 Hospital Medical	A9089.8 other emp benefits

**PUBLIC INPUT**

Please check [www.townofday.com](http://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.

**RESOLUTIONS:** Board members may request a separate vote on resolutions.

**MOTION** to adopt resolutions.

**EXECUTIVE SESSION** – if needed

**The next regular Town Board meeting** will be on March 11, 2023 at 7:00pm.

**MOTION** to Adjourn

**Supervisors Report  
1/31/23**

**Assets**

**Checking**

General Fund	\$	190,597.98
Highway Fund	\$	83,472.32
Payroll T&A account	\$	7,341.66
Ambulance	\$	2,449.81
Bills Payable	\$	20,363.01
<b>Total checking</b>	<b>\$</b>	<b>304,224.78</b>

**Savings Intrafi MM**

General Fund	\$	948,228.84
Highway Fund	\$	266,317.36
<b>Total Intrafi</b>	<b>\$</b>	<b>1,214,546.20</b>

**Savings & Capital Reserve NYClass**

General Fund	\$	808,010.71
Highway Fund	\$	403,712.11
GF Reserve - Equipment	\$	101,045.33
GF Reserve - Buildings	\$	85,888.52
Highway Reserve - Equipment	\$	296,092.13
	<b>\$</b>	<b>1,694,748.80</b>

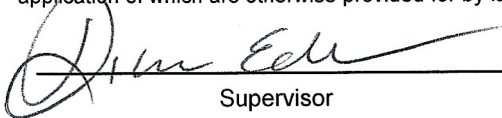
<b>1/31/2024</b>		
<b>From Saratoga County</b>		
Sales Tax Received:	\$	103,015.00

Town Clerk Monthly Report  
January 01, 2024 - January 31, 2024


Account#	Account Description	Fee Description	Qty	Local Share
A2130	Recycling Permits	Recycling Permit	123	1,250.00
			<b>Sub-Total:</b>	<b>\$1,250.00</b>
A2544	Dog Licensing	Female, Spayed	2	8.00
		Male, Neutered	1	4.00
			<b>Sub-Total:</b>	<b>\$12.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$1,262.00</b>
Amount paid to: NYS Ag. & Markets for spay/neuter program				3.00
<b>Total State, County &amp; Local Revenues:</b>			<b>\$1,265.00</b>	<b>Total Non-Local Revenues:</b> <b>\$3.00</b>

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.

 \_\_\_\_\_  
Supervisor

2-7-2024  
Date

 \_\_\_\_\_  
Town Clerk

2-8-24  
Date



## 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

February 2023

To: Day Town Board  
From: Carrie Schermerhorn, Assessor  
RE: Monthly Activity Report for the Period of 1/24-02/24

This past month I spent three days helping ORPTS to transfer our Real Property Software (RPSv4) from my computer to the server so that Albert and the Office Clerk/Assessment Clerk will be able to have access. New York State owns and administers the RPSv4 system. Each County is assigned a NYS Office Of Real Property Tax Services team to work with their municipal assessment offices. The Assessment offices have obligations to NYS and this team helps foster those obligations and are responsible for technical issues with the RPSv4 system. Unfortunately, the State moves people around in positions frequently and does not train them. Our ORPTS team needed help and we had to put in a call to StoredTech for assistance. Eva Richards at Stored Tech did an amazing job in assisting the ORPTS Rep. to get this done. It was no easy task! The job would not have been completed if we had to rely on NYS for help with their own system! Going forward we are set up with a platform where Albert has access to valuable information in real time as I update inventory within the Town, and we also have an extra seat to assist the public when they come in looking for help or information on assessments. When we have a new office/assessment clerk, I will be able to train this person to enter address changes and building permit information so that the information is up to date, and it will help me focus more on property values and collecting inventory. This is the busiest month of the year for foot traffic in the office and phone calls as Taxable Status Day (March 1) approaches and all exemption applications are due. I have been able to get back to everyone within a weekly timeframe even after the Senior Low Income noticed went out. Lots of questions are coming in and a few new applications.

We also have a Local Law for a Person's with Disabilities Exemption that was passed in 2021. This exemption is available to people collecting Social Security disability with an income threshold of \$37,400. I have no applications for this exemption. If you know anyone that may qualify, please have them contact me and spread the word out that this is an exemption available to them.

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. JOHNSON

Date: 02-03-24

Arraignments Completed 0

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

Fines or Civil Fees Collected	\$ _____
Surcharges	\$ _____
Motor Veh.	\$ _____
Nav.	\$ _____
Ecl.	\$ _____
Criminal	\$ _____
Civil	\$ _____
Town Ord.	\$ _____

Weddings Officiated: \_\_\_\_\_

Notes: 01-03-24 NO ACTIVITY, BROOKLYN CMA MEETING, BENHAMPTON  
01-10-24 NO ACTIVITY  
01-11 TO 13-24 ROCHESTER AOT CLASSES - PRESENTER  
01-17-24 NO ACTIVITY  
01-18 TO 19-24 ALBANY AOT CLASSES - PRESENTER  
01-24-24 NO COURT  
01-31-24 TO 02-01-24 ALBANY - ~~WAS~~ MEET W/ LEGISLATORS

Town Justice

Town of Day  
**Inspection Schedule**  
 01/01/2024 - 01/31/2024

Inspection Date/Time	Inspection Type	Inspector	Location	Identifier	Permit Type	Permit #
1/16/2024 2:30 PM	Plumbing inspection	Albert J. Brooks	2338 S Shore Rd	42.-2-33.1	Single Family	22022-02
1/16/2024 4:14 PM	Insulation	Albert J. Brooks	9 Cameron (Private) Rd	33.7-1-32	Single Family	bp-2023-008
1/25/2024 1:30 PM	Final Inspection	Albert J. Brooks	2583 N Shore Rd	33.9-1-21	Demolition	DEMO-2023-004
1/25/2024 1:30 PM	Framing inspection	Albert J. Brooks	2583 N Shore Rd	33.9-1-21	Alterations	BP-2023-005
1/30/2024 1:30 PM	Framing inspection	Albert J. Brooks	11 Boulder Bay (Private) Rd	43.6-2-44	Alterations	BP-2023-007
1/30/2024 2:30 PM	Final Inspection	Albert J. Brooks	2857 N Shore Rd	25.-1-12.21	Septic System	SEPTIC-2023-

**Total Inspections: 6**



Town of Day

# Payment Summary

From: 01/01/2024 to 01/31/2024

Created By: All

	Parent Type	Amount
<hr/>		
<i>Payment Date: 01/03/2024</i>		
<i>Payment Type: Check</i>		
	Single Family Home	\$50.00
	<b>Payment Date: 01/03/2024</b>	<b>Total: \$50.00</b>
<hr/>		
	<b>Payment Type: Check</b>	<b>Total: \$50.00</b>
<hr/>		
<i>Payment Date: 01/04/2024</i>		
<i>Payment Type: Check</i>		
	Deck	\$146.08
	<b>Payment Date: 01/04/2024</b>	<b>Total: \$146.08</b>
<hr/>		
	<b>Payment Type: Check</b>	<b>Total: \$146.08</b>
	<b>Grand Total:</b>	<b>\$196.08</b>