

## **TOWN OF DAY 2012 ORGANIZATIONAL MEETING UNAPPROVED MINUTES**

The Organizational Meeting of the Town Board of the Town of Day, New York was held in Town Hall on January 03, 2012, at 10:00 AM.

The meeting was called to order by Supervisor Mary Ann Johnson and the following answered roll call, Town Council: Charlie Dreyer, Preston Allen, Jeff Gray, Suzanne Denn.

### **Deputies for 2012:**

Deputy Supervisor: Suzanne Denn  
Deputy Highway Superintendent: Frank Allen  
Deputy Tax Collector: Sally Allen  
Deputy Town Clerk: Sally Allen  
Deputy Registrar: Sally Allen

### **Other Appointments:**

Saratoga County Youth Advisory Board: Suzanne Denn  
Registrar of Vital Statistics: Carol A. Vaillancourt  
Town Attorney: David B. Avigdor - (two year appt.)  
Litigation Attorney: David B. Avigdor - (two year appt.)  
Planning and Zoning Attorney: David B. Avigdor  
Budget Officer: Mary Ann Johnson  
Health Officer:  
Official Newspaper: Post Star  
Depositories: Glens Falls National Bank, Evergreen Bank  
NBT (Northville)  
Dog Control Officer: Francis Allen  
Code Enforcement Officer: Kenneth J. Metzler  
Records Access Officer: Carol A. Vaillancourt  
Planning and Zoning Clerk: Diane Byrne  
Secretary to the Board of Review: Carol Vaillancourt  
Chairman Planning Board: David Cox  
Chairman Zoning Board: Dave Davidson  
Fair Housing Officer: Kenneth J. Metzler  
P/T Zoning Enforcement Officer:  
P/T Court Clerk: Jerry Tobia  
NIMS Representative:

### **Pay Rates: General Fund Employees**

Registrar: \$775.00 per year  
Deputy Registrar: \$ - 0 - per year  
Board of Review Clerk: \$ - 0 - per hour  
Planning and Zoning Clerk: \$ 12.57 per hour  
Assessor: \$23,460.00 per year  
Code Enforcement Officer: \$34,410.00 per year  
Office of the Aging Coordinator: \$ - 0 - per year  
Town Attorney: \$19,194.00 per year  
Bookkeeper: \$10,000.00 per year  
Litigation Attorney: \$100.00 per hour  
Assessor Clerk: \$12.57 per hour

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Budget Officer: \$4,011.00 per year  
Town Justices: \$6628.00 per year  
Tax Collector: \$4458.00 per year  
Dog Control Officer:\$4,113.00 per year  
Deputy Town Clerk: \$12.57  
Deputy Tax Collector: \$12.57 per hour  
Deputy Supervisor: \$25.00 per meeting  
Board of Review Members: \$10.05 per hour  
P/T Cleaning Person:\$13.46 per hour  
P/T Zoning Enforcement Officer: \$ - 0 - per hour  
P/T Court Clerk: \$13.59 per hour

**Town Employees: Highway & Refuse/Recycling**

Highway Laborers: \$ - 0 - per hour  
Machinery Equipment Operators: \$20.40 per hour  
Deputy Superintendent of Highways: \$20.82 per hour  
Part-time Refuse / Recycling Laborer: \$13.49 per hour  
Part-time MEO Sanitation: \$18.25 per hour  
Part-time Laborer Highway: \$12.44 per hour  
MEO - Light: \$18.83 per hour  
Part-time Laborer Recycling: \$12.44 per hour /\$17.39 per hour  
Temporary Laborer Buildings: \$ - 0 - per hour  
Temporary MEO: \$ - 0 - per hour  
Part-time Laborer Buildings: \$12.44 per hour

**Paid By Voucher:**

Planning Board & Zoning Board Chairman: \$40.00 per month  
Planning Board & Zoning Board Members: \$30.00 per month  
Health Officer: \$775.00 per year

**Motion** made by Suzanne Denn, seconded by Preston Allen, **to approve above appointments** and salaries for 2012. Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.  
**Carried 5 - 0**

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.

**Motion** made by Charlie Dreyer, seconded by Jeff Gray, **authorizing the Supervisor to pay in advance** of audit, public utility services, solid waste disposal, postage, salaries, bid contract vouchers when presented, bonds, interest and insurance premiums due. Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.  
**Carried 5 - 0**

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**Motion** made by Jeff Gray, seconded by Suzanne Denn, **to set per diem allowance** not to exceed \$100.00 per day for meal expenses for attendees at the Association of Towns Annual Meeting. A voucher or receipt must be provided itemizing expenses. Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson  
**Carried 5 - 0**

**Motion** made by Preston Allen, seconded by Jeff Gray, **authorizing** Superintendent of Highways to **rent highway equipment to 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. Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.  
**Carried 5 - 0**

**Motion** made by Charlie Dreyer, seconded by Suzanne Denn, **authorizing Supervisor to sign** annual renewal permits, and annual contracts entered into by the Town, after review and approval by the Town Attorney. Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.  
**Carried 5 - 0**

**Motion** made by Suzanne Denn, seconded by Charlie Dreyer, that the following officials be paid as follows:

**Monthly** Councilmen, Justices, Tax Collector, Assessor, Historian, Registrar

**Bi-Weekly** DCO, Code Enforcement Officer, Bookkeeper, Supervisor, Budget Officer, Town Clerk, Office For Aging, Highway Superintendent, Attorney, Deputy Town Clerk / Deputy Tax Collector Highway and Sanitation, Maintenance/Laborer, Clerk of Planning and Zoning, Court Clerk, Assessor's Clerk, Cleaner

**Yearly** Health Officer, Youth Commission,

Fire Districts, Town of Corinth EMS services

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.

**Carried 5 - 0**

**Committees:** **Buildings** - Charlie Dreyer (Roof, doors & NYSERDA review)

**Cemeteries** - Jack Vaillancourt - Chair, Samuel Johnson

**Highways** - Preston Allen - Equipment Review

**Personnel** - All Board Member

**Senior Van** - Ken Metzler

**Public Safety** - Jeff Gray – Emergency Sevices

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**Community Awareness - Suzanne Denn - website  
The Supervisor sits as a member of all committees.**

**Motion** made by Jeff Gray, seconded by Suzanne Denn, that 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.

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson

**Carried 5 - 0**

**Motion** made by Charlie Dreyer, seconded by Preston Allen, that 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.

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.

**Carried 5 - 0**

Supervisor Mary Ann Johnson appointed Lauren Doherty as **Town Historian for 2012** at an annual salary of \$1179.00.

Supervisor Mary Ann Johnson appointed Robbin Doucette as **Bookkeeper** at an annual salary of \$10,000.00.

**Resolution #2012 - 01** made by Suzanne Denn, seconded by Jeff Gray, to **accept the Personnel Handbook with an effective date of January 01, 2012.** This would include all changes made at the December 22, 2011 Special meeting.

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.

**Carried 5 - 0**

**Motion**, made by Preston Allen, seconded by Charlie Dreyer, to go to **executive session** to discuss a Personnel Issue was made at 10:43 AM.

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.

**Carried 5 - 0**

**Motion**, made by Suzanne Denn, seconded by Preston Allen, to **suspend** this 2012 Organizational Meeting at 10:52 AM to conduct the interview of Ken Johnsen for possible re-appointment to the Zoning Board of Appeals.

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.

**Carried 5 - 0**

**Motion**, made Suzanne Denn, seconded by Jeff Gray, to **resume** the 2012 Organizational Meeting was made at 11:15 AM.

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Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.

**Carried 5 - 0**

On Monday, January 09<sup>th</sup>, 2012, at 6:00 PM the Town Board will continue to conduct interviews for the Zoning Board of Appeals.

**Resolution #2012 - 02** made by Jeff Gray, seconded by Suzanne Denn, to **accept the Code of Ethics** as it appears in the final version of the Personnel Handbook which is dated effective January 01, 2012.

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson

**Carried 5 - 0**

**Motion** made by Charlie Dreyer, seconded by Preston Allen, **to adjourn** the 2012 Organizational Meeting was made at 11:55 AM.

Ayes: Jeff Gray, Charlie Dreyer, Suzanne Denn, Preston Allen, Supervisor Mary Ann Johnson.

**Carried 5 - 0**

Carol Vaillancourt  
Town Clerk