

State of New York  
County of Fulton  
Town of Caroga

Minutes of the Caroga Town Board Reorganizational meeting held Wednesday January 6, 2016 at the municipal building located at 1840 State Highway #10 at 7:00 pm with the following persons in attendance by Roll Call:

Supervisor Robert Sullivan – Here  
Council Member Anthony Sturchio - Here  
Council Member John Glenn - Here  
Council Member Beth Morris – Here  
Council Member Jeremy Manning– Here

Other town department representatives in attendance were Steve Putman Highway Superintendent, Deputy Highway Superintendent – Charles Wager, Judith Aldinger – Deputy Town Clerk, Donald Travis – Building Maintenance, Shelia Yates – Code Officer, and John Delesky – BTI coordinator, James Selmser – Planning Board Chairman, and 38 members of the public.

Supervisor Sullivan stated the agenda would be to make some announcements and “then get into real interesting stuff that we have in front of us.” He noted the NYS minimum wage went up effective December 31, 2015 to \$9.00 per hour, \$7.50 for tipped workers, and \$9.75 for fast food works. “We all know is going to step up as time goes on.”

He met with our insurance company on Monday. They will meet with the board at the February meeting on the contract and basically answer any questions that anyone has. He will send a copy of the contract prior to.

Supervisor Sullivan asked for a motion to waive the reading of the last month’s meeting. Council Member Sturchio made the motion and Council Member Morris seconded the motion. All board members were in favor of the motion. The supervisor noted that at his first board meeting he felt the minutes should be read and it took 45 minutes. He did not do that again.

**RESOLUTION #2016-001 stating Organizational Business – Miscellaneous** was offered by Council Member Glenn at the Reorganizational meeting held Wednesday January 6, 2016. The following information was examined:

Financial Institutions:  
NBT 142 N. Comrie Ave. Johnstown NY  
Bank of America – have since moved from Johnstown now in Schenectady (the thought is to move back into a local one)

The Regular meetings of the Town Board of the Town of Caroga will be held on the second Wednesday of each month at 7:00 p.m.

That the Supervisor is authorized to do the following: Invest money anytime that there is money to invest. Pay fixed bills such as telephone, electric, gasoline, propane, salaries, contract, insurance etc. when due. Pay quarterly salaries of elected officials on the same day as the second bi-weekly payroll of the following months - March, June, September, and December.

That Gas Mileage for the year 2016 will be \$0.54 per mile. Detailed logs shall be kept and submitted monthly.

That the Highway Superintendent is authorized to spend \$5,000.00 without authorization - keeping within budget appropriations for daily and weekly supplies.

The Official Newspaper - Leader Herald

The Rate for Election Inspector for the year 2016 Primary Day - \$125.00 Election Day - \$160.00 -\$10.00 per hour for any broken days. Payment for mileage is \$0.54 per mile. A rate of \$25.00 has been set for attending school. The chairman is paid an extra \$25.00 as they perform extra work.

If an elected or appointed official is going to go on vacation or to a seminar, etc. for more than 48 hours, the Supervisor or Town Clerk should be notified and it should be marked on a calendar in the Town Clerk's office.

The motion was seconded by Council Member Manning

ADOPTED by a vote of 5 Ayes, Sullivan, Sturchio, Glenn, Morris, Manning

**RESOLUTION #2016-002 Naming Elected Officials and their Positions** was offered by Council Member Manning at the reorganizational meeting held Wednesday January 6, 2016. The town board reviewed the list of elected officials as follows:

Supervisor – Robert Sullivan

Highway Superintendent – Steven Putman

Town Clerk/Tax Collector/Registrar/Records Management Officer - Linda Gilbert

Town Justice - James Subik

Council Member – Anthony Sturchio

Council Member – John Glenn

Council Member – Beth Morris

Council Member – Jeremy Manning

The motion was seconded by Council Member Sturchio

ADOPTED by a vote of 5 Ayes, Sullivan, Sturchio, Glenn, Morris, Manning

**RESOLUTION #2016-03 Naming Appointed Positions for the year 2016** was offered by Council Member Sturchio at the regular monthly and reorganizational meeting held January 6th,

2015. The following persons are hereby appointed as officials in the Town of Caroga for the year 2015.

Sanitation Inspector – Shelia Yates  
Code Enforcement Officer – Shelia Yates  
Registrar of Vital Statistics - Linda Gilbert  
Dog Control (Animal Control Officer) - Howard Dutcher  
Health Officer – Howard Dutcher  
Youth Director – Rachael Smith  
Historian –Richard Nilsen  
Building Maintenance Staff – Donald Travis  
B.T.I. Coordinator – John Delesky  
Weed Harvesting Coordinator – Dave Egert  
Sole Assessor – Dorothy Parker appointment 10/1/13 to run until 9/31/19  
Attorney to the Town – Salvatore Ferlazzo from Girvin & Ferlazzo  
Golf Professional/Greens keeper/Manager - Steve Jennings  
Planning Board Chairman – James Selmser  
Zoning Board Chairman – Kenneth Coirin  
Alternate Members to the Planning Board – Vacant  
Alternate Member to the Zoning Board of Appeals – vacant  
Assessor Clerk- Jennifer Blowers  
Deputy Town Supervisor – Tony Sturchio  
Deputy Highway Superintendent – Charles Wager  
Deputy Town Clerk –Judith Aldinger  
ZBA & Planning Clerk – Linda Gilbert  
Code Enforcement Clerk – Jennifer Blowers  
Bookkeeper and Budget Officer – Lita Hillier  
Court Clerk – Thelma Subik  
Clerk to the Highway Superintendent – Linda Gilbert

It was noted that the contract with the Golf Pro needs to be reviewed and enacted.

Discussion: Council Member Glenn suggested Mike Durkee as Weed Harvesting coordinator. Council Member Morris suggested naming a person for nuisance wildlife; The Code Officer has some names of someone who is licensed to handle those things.

Council Member Glenn seconded the motion.

ADOPTED by a vote of 5 Ayes, Sullivan, Sturchio, Glenn, Morris, Manning

Supervisor Sullivan apologized to those present for going into an executive session “for the medical, financial, credit and employment history of a particular person or corporation or matters leading to appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.” Mr. Delesky was then asked to meet with the board in the Supervisors office at 7:12 pm. At 7:26 pm Council Member Manning made a

motion to exit from the executive session. Council Member Morris seconded the motion. All board members were in favor of the motion.

At 7:27 Council Member Glenn made a motion to enter into second executive session for the same reason as listed above. Council Member Morris seconded the motion. All board members were in favor of the motion. Mrs. Parker was then asked to meet with the board in the Supervisors office. At 7:34 pm Council Member Manning made a motion to exit from the executive session. Council Member Morris seconded the motion. All board members were in favor of the motion.

At 7:35 Supervisor Sullivan made a motion to enter into third executive session for the same reason as listed above. Council Member Sturchio seconded the motion. All board members were in favor of the motion. Shelia Yates was then asked to meet with the board in the Supervisors office. At 8:05 pm Supervisor Sullivan made a motion to exit from the executive session. Council Member Glenn seconded the motion. All board members were in favor of the motion.

Highway Department worker Christopher Comeau asked the board to go into an executive session with that department at 8:06 pm. Council Member Glenn made the motion to enter into an executive session. Council Member Sturchio seconded the motion. All board members were in favor of the motion. Several members of the Highway department along with the Highway Superintendent then met with the board in the Supervisors office. At 8:19 pm Council Member Glenn made a motion to exit from the executive session. Council Member Sturchio seconded the motion. All board members were in favor of the motion

Several members of the public left the meeting during the executive sessions.

**RESOLUTION #2016 - 004 to set yearly salaries and hourly rates for the year 2016** was offered by Council Member Glenn at the regular monthly and reorganizational meeting held January 6th, 2016. The following salaries were reviewed and discussed as follows:

(4) Town Board Members	\$3,043.75 ea.
(1) Budget Officer	\$5,346.00

Salary Elected & appointed Officials to be paid monthly:

(1) Town Justice	\$13,015.00
(1) Dog Control Officer PT	\$ 5,423.00
(1) Attorney to the Town per. hr. scheduled rate	
(1) Court Clerk	\$ 2,401.00

Salary Appointed Officials to be paid annually:

(1) Health Officer	\$ 100.00 per event
(1) Historian	\$ 307.00
(1) Assessment Review Board (Chairman	\$ 400.00
(4) Assessment Review Board Members	\$ 321.00
(1) Deputy Superintendent of Highways	\$ 2,040.00
(1) Weed Coordinator	\$ 944.00

Salary Elected & appointed Officials to be paid bi-weekly:

(1) Supervisor	\$10,232.00
(1) Deputy Supervisor	\$ .00
(1) Bookkeeper to Supervisor (secretary)	\$23,600.00
(1) Town Clerk/Tax Collector	\$31,449.00
(1) Sole Assessor	\$32,000.00
(1) Code Enforcement Officer	\$32,000.00
(1) Registrar of Vital Statistics	\$ 550.00
(1) Superintendent of Highways (refuse Coordinator duties)	\$43,145.00
(1) Greens Keeper (Manager/Golf Pro) per contract	\$40,564.00
(1) B.T.I. Coordinator	\$14,686.00

Appointed Employees to be paid hourly:

Clerk PT (assessment Review Board) not to exceed \$300.00 per year	\$ 10.20
Laborers (Refuse/Highway; full-time)	\$ 15.70
Laborers (Refuse/Highway; part-time)	\$ 15.09
(2) Deputy Town Clerks -Not to exceed \$8,160.00 per year	\$ 10.20
Laborers (Golf Course I)	\$ 11.06
Laborers (Golf Course II start of 3rd yr./after 2 summers)	\$ 13.86
Assistant to Golf Professional (Pro Shop I)	\$ 10.00
If a new person starts as assistant to golf pro starting rate is	\$ 10.00
Assistant to Golf Professional (Pro Shop II start of 3rd yr. /after 2 summers	\$ 11.27
BTI Technicians (I)	\$ 10.23
BTI Technicians (II)	\$ 11.53
(1) Clerk PT (Code Enforcement) (Not to exceed BLANK )	\$ 12.25
Divers senior – has worked for the town previously	\$ 20.93
First year starting Diver rate	\$ 20.53
Tenders – senior	\$ 12.24
First year Tender	\$ 12.00
(1)Laborer (Janitorial)	\$ 12.61
(1) Planning & Zoning Secretary	\$ 10.20
Any new employee clerk will start at	\$ 10.00
Assessor Clerk (not to exceed \$9,547.00)	\$ 12.43
Building Maintenance worker (as needed)	\$ 20.00
Lake Stewards	\$ 10.20

(Note lifeguards start for DEC @ \$13.27)

Council Member Sturchio seconded the motion.

ADOPTED by a vote of 3 Ayes, Sullivan, Sturchio, Glenn,  
2 Nays, Morris, Manning

The clerk stated this was a slap in her face and walked out of the meeting.

**RESOLUTION #2016-05—005 Setting the benefit package for the Highway Department** was offered by Council Member Glenn at the reorganizational meeting held on Wednesday January 6, 2016. The Town Board discussed with Steve Putman the Highway Superintendent the salaries and benefits for the year 2016 for a maximum of eight (8) Highway Department Employees or the equivalent of as follows:

Entry Level MEO'S start at - \$15.70  
After 24 months of Employment - \$16.62  
After 48 months of Employment - \$17.52  
After 60 months of Employment - \$18.50  
2016 Mechanics - \$15.70 per hour for the year 2016 as directed with steps

Starting January 1, 1990 and each year thereafter, each employee will receive \$50.00 longevity per year for each year of service after ten (10) years of service with the Town of Caroga. After 10 year they will receive \$100.00 per year (up to 9 years is \$50.00 per year and then it is \$100.00) - to be paid with the first pay period of November of each year. In the event that an employee leaves employment with the Town of Caroga during a calendar year they would receive their longevity pro-rated for that particular year. They would receive \$25.00 up until July first and the full \$50.00 thereafter till December 31st.

In the event that an employee terminates employment with the Town of Caroga and then is re-hired they will start from day one with the \$50.00 longevity.

New employees have 5 days pay held back. Employees are paid on Friday's bi-weekly. They will be paid one and a half times for any hours over 40 earned hours in any pay period covering 7 days Monday - Sunday.

When an employee works on a holiday, the employee is to be paid for the holiday plus one and a half times their hourly rate for hours worked for the day.

**FRINGE BENEFITS - HOLIDAYS - 11 PAID** - New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, General Election Day, Veterans Day, Thanksgiving Day, and Christmas Day. Floating Holidays are: Columbus Day and Martin Luther King Day.

**PERSONAL DAYS** – 24 hours per year; to be used within the year.

**VACATION DAYS** – Ten hours per month after six (6) months employment with the Town, 200 hours accumulated at that time, it's a cap. The employees must request and get approval from the Highway Superintendent prior to taking vacation time.

**SICK DAYS** – six hours per month after six months of employment with the Town not to exceed 320 hours accumulated sick days at any time.

**UNUSED SICK TIME** - Employees who do not utilize any sick time in a calendar year shall be paid \$200.00. Such payment shall be paid in the first payroll in January in the succeeding year.

Effective January 1, 2010: All current full time Town of Caroga Highway Dept. employees shall solely be responsible to obtain and maintain a NYS CDL driver's license commensurate with their expected duties within 6 months of formal notification of this adopted policy. All future renewals and upgrades shall be the sole responsibility of the employee. All future employees of the Town of Caroga Highway Dept. shall possess a NYS CDL class driver's license as a condition of employment. Failure to comply with this directive shall result in disciplinary action up to and including a formal letter of discussion, a warning letter, and unpaid leave up to and including termination.

Personnel Policy effective June 10, 2009: A Town employee shall not appropriate or use Town-owned, -leased or -rented property including vehicles or equipment for other than official business. Further, Town employees shall exercise all reasonable and prudent measures to preclude the same for any unauthorized possession or use. The use of town-owned equipment or private use of such equipment is not permitted, and such a violation is subject to discipline. First a verbal warning will be given, second a written warning is issued and with a third violation time off from work and loss of wages. The Personnel Policy shall be signed on a yearly basis.

**CLOTHING ALLOWANCE - \$375.00 per year clothing allowance per person for the highway personnel to be paid on March first of each year.**

**COUNTY COMPENSATION - COUNTY PAID - 100%**

**HEALTH INSURANCE** – as of January 1, 2016 fulltime employees of the Town of Caroga Highway Dept. shall be entitled to Health Insurance coverage at 0% in other words the town is paying 100%. Health insurance coverage shall begin after six (6) months of employment.

**NEW YORK STATE RETIREMENT PLAN 75-C TIER 1, 2, 3, 4, 5, & 6**

**Bereavement Policy** – We have taken into consideration the personal needs that arise from the death of an immediate family member. You will be allowed leave up to three days with full pay until and including the day of the funeral. Funeral leave pay will not be granted to employees attending a funeral during periods when, for other reasons, they are not at work, such as vacation, holidays, and illness. Immediate family is understood to include father, mother, spouse, child, sister, brother, mother-in-law, father-in- law, brother-in-law, sister-in-law, grandparents, or any relative who lives with the employee.

Discussion: Council Member Glenn asked about a clothing allowance for the Code Officer. This is under a different area.

The motion was seconded by Council Member Manning.

**ADOPTED** by a vote of 5 Ayes, Sullivan, Sturchio, Glenn, Morris, Manning

The building maintenance staff and code officer have a clothing allowance in the amount of \$225.00 per year.

**RESOLUTION #2016-06 to join the Fulton Montgomery Regional County Chamber of Commerce** was offered by Supervisor Sullivan at the reorganizational meeting held on Wednesday January 6, 2016. **WHEREAS**, the previous administration decided not to join the Fulton Montgomery Regional Chamber of Commerce located at 2 North Main Street Gloversville NY 12078, and **WHEREAS**, Supervisor Sullivan discussed with the board his desire to again be a member, now therefore be it, **RESOLVED**, that the Caroga Town board does hereby move to join the Regional Chamber of Commerce.

Discussion: Council Member Glenn asked what the advantage was. He wondered if it was the health insurance. Supervisor Sullivan did not think it was comparable to the private sector. There is a lot of networking and promoting of the County as a whole. Disadvantages - Cost of dues.

Council Member Manning seconded the motion.

ADOPTED by a vote of 5 Ayes, Sullivan, Sturchio, Glenn, Morris, Manning

**RESOLUTION #2016-07 to join Apply for the Aquatic Species Grant** was offered by Supervisor The Caroga town board held their reorganizational meeting on Wednesday January 6, 2016, and **WHEREAS**, Mike Durkee discussed with the board at the December 29<sup>th</sup> year end meeting a grant application he and Mr. Harazin were putting together on behalf of the town, and **WHEREAS**, the Caroga Town Board desires to pursue a grant from New York State Aquatic Species Spread Prevention Program to locate a Boat Decontamination Station in the Town of Caroga , now therefore be it **RESOLVED**, that the Town will purchase, install and operate a Boat Decontamination Station on town property across from the Town Hall on Routes 29A &10, in the understanding that such a station will contribute to implementing the New York State Aquatic Invasive Species Management Plan and will reinforce the ongoing partnership with the Canada Lakes Conservation Association, Inc., to conduct voluntary boat inspections at the West Lake Fishing Access Site and to encourage similar inspections at neighboring lakes. The Town further understands that the cost of the decontamination station will be eligible for reimbursement under Phase II of the 2015 Mohawk River Watershed Management Plan and that funding for personnel and operational expenses for the station will be sought through the New York Aquatic Species Spread Prevention Program.

Council Member Morris seconded the motion.

Discussion: Council Member Glenn asked if the location could be less specific in case it doesn't work across the street. Could the term in the vicinity of be used? There were just two suitable sites. It is important to have a good egress and entrance. A fair amount of space is needed for say 3 vehicles pulling trailers. Visual screening on the golf course was mentioned to have a minimal distraction.

ADOPTED by a vote of 5 Ayes, Sullivan, Sturchio, Glenn, Morris, Manning

Supervisor Sullivan noted last year the town and the Royal Mountain Ski Patrol went halves on the AED machine. The Town received a Certificate of Appreciation from Ski Patrol. It was explained that the summer recreation program uses it during the summer and ski patrol during the winter.

Supervisor Sullivan gave an update on the Morey Road situation. The abstract is still being looked into. He expects more information tomorrow from Attorney Ferlazzo. He will contact Dave Briot so he can discriminate the information on Facebook if he likes.

Supervisor Sullivan asked the board to think of three priorities that they would like to see dealt with in the town for the next year. They can prioritize them at the next meeting. Council Member Glen asked like things in the Comprehensive Plan and moving toward their vision. Supervisor Sullivan noted the need for a salt shed and working on the Town Hall building.

Supervisor Sullivan asked if there were there any questions or comments from the public. James Selmser noted part of the comprehensive plan dealt with the vision for the future. Recently at the county meeting a new term was presented, "The Sherman's Center for the Arts." This has not been brought up tonight but is a critical thing that the town owns and needs to focus on accomplishing things there in the future. Supervisor Sullivan stated the law allows us to set up a committee totally separate committee from the town board which can work among themselves and make recommendations.

At 8:45 pm Supervisor Sullivan made a motion to adjourn. Council Member Sturchio seconded the motion. All board members were in favor of the motion.

Respectfully Submitted,

Linda M, Gilbert, RMC, CMC  
Town Clerk