

Caroga News Flash

Town Board Meeting Highlights

September 4, 2025

<https://TownOfCaroga.com> contains all issues of the ***Caroga News Flash***.

This work session at Town Hall began at 5:00 PM and lasted 72 minutes. Discussion focused on the *Town of Caroga Employee Handbook*. Additional topics included local zoning and permitting. The Board will meet again on September 5, 2025 at 3:00 PM to discuss Wheelerville Trails.

Topics:

1. Town of Caroga Employee Handbook: A Manual of Employee Benefits & Personnel Policies

- Supervisor Palcovic presented the draft *Employee Handbook* and described this meeting as an “ice breaker” to review and edit the document (see p. 2). Based on information from NYMIR, he asked Leigh Anne Loucks, acting as Confidential Secretary to the Supervisor, to review details and to identify those parts applicable to the Town of Caroga.
- The policy reportedly does not apply to Town of Caroga elected officials.
- The Board noted needs to clarify details about full-time versus part-time employees.
- Questions exist about how to define full-time employees (e.g., 40, 35, 32 hours per week).
- Questions remain about how to define Paid-Time-Off (PTO).
- Notes were made the State and County civil service contract and highway union contract.

2. Rezoning 1785 State Highway 10

- The Board discussed the old fire house property at 1785 State Highway 10.
- They aim to proceed with the process of changing the Zoning District for that parcel.
- At the next monthly meeting on September 10, the Board plans to set a date for a Public Hearing to proceed with the rezoning proposal.
- Supervisor Palcovic noted that similar rezoning is also needed for the salt shed and cell tower parcels (1813 State Highway 10; 16.9 acres Tax ID: 68.-1-27/68.-2-27). Verizon’s recent APA permit application for a new antenna on the existing cell tower describes the 8.5-acre cell tower area as being in the Town of Caroga Conservation Zoning District.

3. New Commercial Use for the Royal View Pub at 2533 State Highway 10

- The Board discussed Greta Frasier and Anthony Fancher’s 30-Day Advance Notice for their application for a NYS liquor license to sell beer and wine at their Royal View Pub and their request that the Town Board waive the standard 30-day waiting period to apply now.
- The Board noted that only 4 walls are framed and no Certificate of Occupancy is in place.
- The Clerk reminded the Board that Royal View has yet to go through ZBA zoning review. The Planning Board approved the Site Plan Review for the campground, noting that APA and *Town of Caroga Zoning Ordinance* both require a Pub Commercial Use Variance, given both R3 & R10 Zoning Districts disallow commercial use without a Use Variance.
- The Board voted 5-0 to table the topic.

Upcoming Meetings and Events: <https://TownOfCaroga.com/calendar>

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Town of Caroga Employee Handbook:

A Manual of Employee Benefits and Personnel Policies (Draft 1)

- The draft document includes the following sections:
 - **Introduction** (Receipt, Welcome & Purpose)
 - **Employment Policies** (Termination, Equal Opportunity, I-9 Immigration Reform)
 - **Workplace Conduct** (Code of Ethics, Complaints, Discipline, Drug-Free Workplace, Violence-Free Workplace, Harassment)
 - **Benefits** (COBRA, Insurance)
 - **Time Away from Work** (Pandemic Leave, Communicable Disease, Critical Illness, Family & Medical Leave, Funeral Leave, Jury Duty, Lunch & Rest, Military Leave, Paid Time Off, Religious Observances, Sick Leave, Time Off to Vote, Vacation)
 - **Information & Office Security** (Emergency Action Plan, Facility Access & Visitors, General Computer Usage, Recording Devices)
 - **General Practices** (Attendance, Background Checks, Expense Reimbursement, Conflicts of Interest, Dress Code, Driving, Relatives, Flexible Schedules, Improper Payments & Gifts, Inclement Weather, Orientation, Overtime, Pay Periods, Performance Evaluations, Personnel Records, Reporting Injuries & Illnesses, Safety Rules, Smoke-Free Environment, Solicitation, Distribution & Bulletin Boards, Standards of Conduct, Workers' Compensation)
 - **Appendix** (Credit Card, Re-employment following Military Leave, Certificate of Entrance into Military Service, Certificate of Return from Military Service, Employee's Request to Take Voting Leave, Milage Report Form, Report of Jury Duty Pay, Vacation Request).
- Job descriptions will be needed for: code officer, assessor, bookkeeper, maintenance, highway department (deputy superintendent, laborer, motor equipment operator, mechanic, part-time garbage assistant), golf superintendent, golf staff (club house manager, retail sales, groundskeeper I & II), trail manager, trail maintenance, builders, summer recreation director, rec staff (counselor I & II), BTI director, BTI applicators, invasive species director, diver I & II, steward director, steward supervisor, stewards, deputy clerk, tax collector, drug tester, webmaster, board clerk, board of assessment review members, planning board members, zoning board of appeals members.