

State of New York  
County of Fulton  
Town of Caroga

Minutes of the Caroga Town Board organizational meeting held Thursday January 4, 2024 at the municipal building located at 1840 State Highway #10 at 6:00 pm with the following persons in attendance by roll call. The flag salute followed.

Supervisor Ralph J. Palcovic - Here  
Council Member John Glenn – Here  
Council Member Barbara DeLuca – Here  
Council Member Matthew Cooper – Here  
Council Member Richard Sturgess – Here

Deputy Town Clerk Judith Aldinger, Highway Superintendent Larry Voght, and John Livingston – Board of Assessment Review member were in attendance. There were ten members of the public in attendance.

Supervisor Palcovic welcomed everyone to the organizational meeting. He noted the board would be doing resolutions to appoint positions and the hourly rates. He noted the town has to procure some equipment to facilitate the zoom meetings continuing. He will be working on this but noted that the zoom will not be available at the meeting next week.

**RESOLUTION #2024-001 - naming elected officials and their positions** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024. The Town Board reviewed the list of elected officials as follows:

Supervisor – Ralph J. Palcovic  
Highway Superintendent – Larry Voght  
Town Clerk/Tax Collector/Registrar/Records Management Officer – Linda Gilbert  
Town Justice – James Subik  
Council Member – John Glenn  
Council Member – Barbara DeLuca  
Council Member – Richard Sturgess  
Council Member – Matthew Cooper

Seconded by Council Member DeLuca

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION #2024-002 - stating organizational business – miscellaneous** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024. The following information was examined:

Financial Institutions: NBT Bank, Key Bank, Community Bank.

The regular meetings of the Town Board of the Town of Caroga will be held on the second Wednesday of each month at 6:30 pm.

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, fuel, propane, salaries, contract and insurance, etc., when due. Pay monthly salaries of elected officials.

That the reimbursement rate for mileage for the year 2024 will be \$0.67 per mile per IRS regulations. Detailed logs shall be kept and submitted monthly.

That the Highway Superintendent is authorized to spend up to \$2,000.00 without prior approval, \$2001.00 - \$5,000.00 with Supervisor approval, over \$5,000.00 with Town Board approval, keeping within budget appropriations for operational supplies.

The official newspaper – The Leader Herald.

If an elected or appointed official is going to be out of town for more than 48 hours, the Town Clerk shall be notified, and it should be marked on a calendar in the Town Clerk's office.

Holidays – New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, General Election Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, & Juneteenth.

Seconded by Council Member Sturgess

Discussion: Council Member Sturgess asked about reviewing and adopting the Procurement Policy. The clerk stated this could be done at the next meeting.

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION #2024-003 - naming appointed positions for the year 2024** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024. The following persons are hereby appointed as officials in the Town of Caroga for the year 2024:

Sanitation Inspector & Code Enforcement Officer – Anthony Fancher

Registrar of Vital Statistics – Linda Gilbert

Dog Control – Howard Dutcher

Health Officer – Howard Dutcher

Youth Director – Colleen Ricciardi

Historian – vacant

Confidential Secretary to the Town Supervisor – vacant

Building Maintenance – vacant

B.T.I. Coordinator – Michael Kunath  
Weed Harvesting Coordinator – Walter James Hogan  
Sole Assessor – Leigh Anne Loucks  
Golf Course Manager – Steven Stedman  
Golf Course Club House Manager – Dave Cummings  
Planning Board Chairman – Al Kozakiewicz  
Zoning Board of Appeals Chairman – Anthony Russitano  
Alternate Members to the Planning Board – Anita Long, George Hamilton  
Alternate Member to the Zoning Board of Appeals – Open  
Deputy Town Supervisor – Barbara DeLuca  
Deputy Highway Superintendent – ~~Shane Hisert~~, James Brady  
Deputy Town Clerk – Judith Aldinger  
ZBA, BAR & Planning Board Clerk/Secretary – open  
Bookkeeper & Budget Officer – Joanne Young  
Court Clerk – Thelma Subik  
Clerk to the Highway Superintendent – Scott Horton  
Recreational Trails Manager – Jeremy Manning  
Boat Stewards and Boat Wash Coordinator – John Olm

Seconded by Council Member Glenn

Discussion: Supervisor Palcovic asked if there was any further discussion on the appointments. Council Member Sturgess noted there are alternates appointed for the Planning Board but someone hasn't been appointed for the Planning Board yet. Supervisor Palcovic stated there is still an open position.

Council Member Sturgess wanted to make a motion to appoint George Hamilton to the Planning Board to fill the rest of Matt Cooper's term. The clerk stated this should be done separately as the term is a seven year appointment. It was asked if he should be removed from the alternate or leave him as an alternate and then make a resolution to appoint him as a member of the board. The Supervisor noted there are other names in the mix for the other positions.

Council Member DeLuca had a question about the Deputy Highway Superintendent position. She stated there is a residency requirement that is stated in the highway law. The Highway Superintendent stated the town needs to make a resolution that it can be a Fulton County resident, like it is in every other town has. He listed Johnstown, and Bleecker as examples. Council Member DeLuca stated we have to have a local law. Mr. Voght stated the town attorney told him that we have to make a local law. Council Member DeLuca wondered if Mr. Hisert should be appointed. Mr. Voght stated he has been the deputy for two years. Council Member DeLuca stated that doesn't make it right because the law says he has to live in the Town of Caroga. Supervisor Palcovic noted the only local law on the books exempting a position from residency is for the bookkeeper and that was many years ago. (1994) Council Member Sturgess stated the only thing to do right now is to take the name off. Once we have the local law then we

can reinstate him with retro pay. The Supervisor reiterated leave it open so we comply with highway law. Council Member Cooper asked if there was a pay differential with that. The response from the supervisor was there is. It is a yearly stipend. Council Member Cooper stated to pay him would be a violation of state highway law.

Highway Superintendent Voght stated if he can't be appointed he then named James Brady as the Deputy Highway Superintendent. Council Member Glenn thought it should be left open until we get direction from the town attorney. Supervisor Palcovic noted Mr. Voght's point that if he is not available someone needs to be able to take calls. Council Member Sturgess noted the local laws will take better than a month to put in place. So it is a good idea to appoint someone that is there now. Supervisor Palcovic suggested having a call list of employees. They would be paid overtime. Mr. Voght noted they get overtime if called in now. The Highway Superintendent named James Brady as Deputy Highway Superintendent. Council Member Sturgess hoped this did not create any animosity promoting one person then demote them. The highway Superintendent stated they have already talked about this today with his guys. Council Member Glenn asked why Shane could not be put in temporarily pending the local law. The Supervisor stated we would not be in compliance. Mr. Voght asked why highway employees have been hired (any employee) from out of town before this. He asked why it is done in Mayfield. The response was they may have local laws. Council Member DeLuca read from the Highway Superintendent manual. "The town board establishes the position, then the deputy must be a resident of the town, unless the town board has adopted a local law. The Deputy Highway Superintendent is appointed by and serves at the pleasure of the Highway Superintendent. If however the highway superintendent fails to appoint such deputy within five days after the establishment of the office of deputy, or within five days after a vacancy occurs in the office the town board has the power to appoint." The question of paying the Deputy Hwy Superintendent was again asked. Mr. Voght stated it is prorated. This is paid at the end of the year.

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION #2024-004 to set the salaries of the elected, appointed, and seasonal employees for the year 2024** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024.

**WHEREAS**, the bookkeeper created this list of the salaries to be paid in the year 2024 bi-weekly, annually, and monthly, and

**WHEREAS**, the Supervisor read the resolution without stating the salary the first time through and,

**WHEREAS**, a second reading of the list was done by Supervisor Palcovic stating the salary as annual and or bi-weekly, now therefore be it

**RESOLVED**, that the Caroga Town Board does hereby move to set the salaries as read by Supervisor Palcovic as follows:

**(Appointed)**

	<b>Bi-weekly</b>
Clerk \$48,000/annual	\$1,846.15/ bi-weekly
Registrar \$860 / Annual	\$ 33.07/ bi-weekly
Bookkeeper \$27,870/annual	\$1,071.92/ bi-weekly
Budget \$3,195/ Annual	\$ 122.88/ bi-weekly
BTI director - \$16,970/Annual	\$ 652.69/ bi-weekly
Highway Superintendent \$60,000/annual	\$2,307.69/ bi-weekly
Golf Superintendent \$68,960/annual	\$2,652.00/ bi-weekly
Codes Enforcer \$ 57,680/ annual	\$2,218.46/bi-weekly

**Monthly**

Councilman (4) \$3,600/ annual	\$ 300.00/ month
Justice - \$22,000/ annual	\$1,833.33/ month
Court clerk - \$9,000/ annual	\$ 750.00/ month
Supervisor - \$18,000/ annual	\$1,500/ month
Dog Warden \$5,869/ annual	\$ 489.09/ month
Highway Secretary - \$2,412/annual	\$ 201.00/ month

**Seasonal**

Recreation trail manager	\$16,000/ annual
Youth Director	\$6,051/ annual
Youth Lead Teacher	\$2,163/ annual
WEED director	\$16,000/ annual
Boat Wash Coordinator	\$2,300/ annual

**Yearly**

Webmaster	\$700/ annual
Historian	\$800/ annual
Deputy Highway Superintendent	\$2,318 / Annual

## Hourly

**Bi-Weekly (year-round)**

Deputy Clerk	\$16.90/ hr.
Sole Assessor	\$28.40/hr.
Building Maintenance	\$16.00/ hr.
Confidential Secretary	\$19.57/hr.
Codes Secretary - \$	\$15.00/ hr.
Highway – MEO	by contract
Highway – Mechanic	by contract
Zoning Clerk	TBD
Planning Clerk	TBD

**Seasonal**

BTI Tech (I)	\$15.00/hr.
BTI Tech (II)	\$15.50/hr.
Laborer (Golf Course I)	\$15.90/hr.
Laborer (Golf Course II)	\$16.40/hr.
Pro Shop Manager	\$19.00/hr.
Assistant to Pro Shop	\$18.00/hr.
(added) Pro Shop	\$15.00 hr.
First year Diver	\$23.50/ hr.
Senior Diver	\$25.30/ hr.
Lead Diver-	\$26.10/ hr.
Shift Diver	\$25.80/ hr.
Tenders- first year	\$15.00/hr.
Tenders- senior	\$15.40/hr.
Boat Wash/Stewards	\$15.00/hr.
Summer Youth/Recreational	\$15.00/hr.
Summer Youth/Bus Driver	set by school district

Summer Youth/ Lifeguard \$15.50/hr.

Council Member Sturgess added the Pro Shop employee at \$15.00 per hour. The clerk stated that a new clerk is expected for the Planning & Zoning board and duties are being redistributed. She asked to discuss this with the board and not to set this salary yet.

There was no second on the resolution.

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION #2024 – 005 to appoint Town Attorney Chris Langlois of the firm Girvin & Ferlazzo of 20 Corporate Woods Blvd. Albany NY 12211** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024.

**WHEREAS**, the Caroga Town Board desires to appoint a town attorney for the year 2024, now therefore be it

**RESOLVED**, that the Caroga Town Board does hereby move to appoint the firm of Girvin and Ferlazzo of 20 Corporate Woods Blvd. Albany NY 12211 with Attorney Christopher Langlois representing matters for the town.

Seconded by Council Member Glenn

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION #2024 - 006 to make the following transfers as necessary to maintain a balanced budget for 2023** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024.

**WHEREAS**, the bookkeeper has identified a need to make a budget transfer to maintain a balanced budget, now therefore be it

**RESOLVED**, that the following transfer be made.

From: A1010.41 Grant Writing C/E \$ 1,900.00  
To A1220.4 Supervisor C/E \$ 1,900.00

Seconded by Council Member Sturgess

Discussion: Council Member Sturgess asked about this being for 2023. The supervisor replied this is a closeout. Council Member Sturgess asked what it was for. The Supervisor stated the bookkeeper did not tell him.

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION#2024 - 07 to reappoint Planning Board Member Roderick Gilmour whose term shall run until December 31, 2030** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024.

**WHEREAS**, the term of Roderick Gilmour expired on December 31, 2023, and

**WHEREAS**, the Caroga Town Board desires to reappoint this volunteer Planning Board Member, now therefore be it

**RESOLVED**, that the Caroga Town Board does hereby move to reappoint Roderick Gilmour of the Town of Caroga to serve until December 31, 2030.

Seconded by Council Member Glenn

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION #2024-08 to reappoint Zoning Board of Appeals Member John Byrnes whose term shall run until December 31, 2028** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024.

**WHEREAS**, the term of John Byrnes expired on December 31, 2023, and

**WHEREAS**, the Caroga Town Board desires to reappoint this volunteer Zoning Board of Appeals Member, now therefore be it

**RESOLVED**, that the Caroga Town Board does hereby move to reappoint John Byrnes of the Town of Caroga to serve until December 31, 2028.

Seconded by Council Members Cooper & DeLuca

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

**RESOLUTION 2024-009 to appoint a Board of Assessment Review Member Chris Zimick of Caroga Lake to serve from October 1, 2023 – to September 30, 2028** was offered by Supervisor Palcovic at the organizational meeting held Thursday, January 4, 2024.

**WHEREAS**, the term of Cathy Wallace on the Board of Assessment Review expired on September 30, 2023, and

**WHEREAS**, the Caroga Town Board desires to appoint Chris Zimick of the Town of Caroga, now therefore be it

**RESOLVED**, that Chris Zimick shall serve on the Board of Assessment Review until September 30, 2028.

Seconded by Council Member DeLuca

Discussion: Council Member Sturgess asked if there was an open seat. Supervisor Palcovic replied, yes.

Adopted by a vote of 5 Ayes, Palcovic, Glenn, DeLuca, Cooper, Sturgess

Supervisor Palcovic announced the Town Board Liaison Assignments as follows:

Golf Course – Richard Sturgess

Buildings and Grounds – Matthew Cooper

Environmental – John Glenn

CTC – Barbara Deluca

Codes – Ralph Palcovic

Highway & Equipment Matthew Cooper

At 6:36 pm Council Member DeLuca made a motion to adjourn. The motion was seconded by Council Member Glenn.

Council Member Sturgess asked if the board was going to discuss planning Board members at the next meeting. Supervisor Palcovic stated the community is stepping up for all of our volunteer boards that help conduct business in the town of Caroga. There seem to be a lot of different candidates for a lot of different positions. A very positive move on behalf of the public. In reflection the supervisor noted many years ago it would be hard to get somebody for a Planning Board or Zoning Board but we have a lot of citizens stepping up to participate in the town activities, which is a very positive move.

Supervisor Palcovic repeated that the zoom meetings will be back on board as soon as we can and continue the program that seemed to work very successful for the public. He noted the meetings will start at 6:30 pm so people have time to get home. This was brought up to him.

All Board members were in favor of the motion to adjourn, Palcovic, Glenn, DeLuca, Cooper, Sturgess.

Submitted by the Town Clerk,

Linda Gilbert, RMC, CMC