

State of New York
County of Fulton
Town of Caroga

Minutes of the Caroga Town Board organizational meeting held Monday January 2, 2023 at the municipal building located at 1840 State Highway #10 at 10:00 am with the following persons in attendance by roll call. The flag salute followed.

Supervisor Scott Horton - Here
Council Member John Glenn – Here
Council Member Barbara DeLuca – Here
Council Member Richard Sturgess – Here
Council Member Donald Travis – Here

Supervisor Horton opened the meeting by commenting on the lovely weather. This brief meeting today is the organizational meeting. He stated there may be one change to the agenda which he will mention as we go through it.

RESOLUTION:

RESOLUTION #2023-001 - naming elected officials and their positions was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023. The Town Board reviewed the list of elected officials as follows:

Supervisor – Scott Horton
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 – Donald Travis

Seconded by Council Member Sturgess

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

RESOLUTION #2023-002 - stating organizational business – miscellaneous was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023. 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 6:00 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 2023 will be \$0.625 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 (floating day).

Seconded by Council Member Glenn

The Highway Superintendent, Mr. Voght stated that Martin Luther King Day is a floating holiday for the highway department.

Amended by Council Member Glenn to have Martin Luther King Day a floating holiday for the Highway department. Supervisor Horton stated it was probably moot because it would be in the highway contract. Council Member Glenn retracted the amendment.

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

RESOLUTION #2023-003 - naming appointed positions for the year 2023 was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023. The following persons are hereby appointed as officials in the Town of Caroga for the year 2023:

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 – Tor Shekerjian

Confidential Secretary to the Town Supervisor – Tor Shekerjian

Building Maintenance – Robert Thompson

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 – vacant
 Planning Board Chairman – Al Kozakiewicz
 Zoning Board of Appeals Chairman – Anthony Russitano
 Alternate Members to the Planning Board – Open
 Alternate Member to the Zoning Board of Appeals – Open
 Deputy Town Supervisor – Dr. John Glenn
 Deputy Highway Superintendent – Jason Busch
 Deputy Town Clerk – Judith Aldinger
 ZBA, BAR & Planning Board Clerk/Secretary – Laura Nealon
 Bookkeeper & Budget Officer – Joanne Young
 Court Clerk – Thelma Subik
 Clerk to the Highway Superintendent – Kim Satterly
 Recreational Trails Manager – Jeremy Manning
 Boat Stewards and Boat Wash Coordinator – John Olm

Seconded by Council Member Sturgess

Mr. Kunath was introduced to the board after his title and name was read during the reading of the resolution. Mr. Delesky has been doing the supervisory job for eight years. Mr. Kunath has worked for the town for six years. He is very conscientious in his paperwork. Recently Mr. Delesky sent a letter to the Department of Environmental Conservation (DEC) recommending him for his commercial applicators license that DEC approves. Mr. Delesky would like him to replace him and also wants to work with him for a couple of months training our new applicator, and him in his new position with all of the paperwork. He thinks he will do a good job for the town. (Applause)

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

Supervisor Horton offered the end of year 2022 budget modifications.

RESOLUTION #2023-004 to make the following transfers as necessary to maintain a balanced budget was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023.

From: A1220.12 Secretary to Supervisor	\$	75.00		
To: A1220.4 Supervisor C/E			\$	75.00
From: A4020.41 Records C/E	\$	15.00		
From A1410.11 Deputy Town Clerk	\$	50.00		
To: A1410.4 Town Clerk C/E			\$	65.00
From: A4050.1 BTI P/S	\$	62.00		
To: A4050.4 BTI C/E			\$	62.00
From: A8160.4 Garbage C/E	\$	1,090.00		
To: A8160.1 Garbage P/S			\$	1,090.00

Seconded by Council Member Glenn

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

RESOLUTION #2023-005 to contract with the James A Brennan Memorial Humane Society for the year 2023 was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023.

WHEREAS, the Town of Caroga received the annual contract with the James A. Brennan Memorial Humane Society, and

WHEREAS, Supervisor Horton did review the contract noticing one change in the contract from the previous year, and

WHEREAS, the contract did increase in price to \$750.00, now therefore be it

RESOLVED, that the Caroga Town Board does hereby move to contract with the James A Brennan Memorial Humane Society for the year 2023.

Seconded by Council Member Glenn

Supervisor Horton stated a budget resolution will be coming up as the town had only budgeted \$600.00 for 2023 for the line.

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

RESOLUTION #2023-006 to amend the 2023 budget as follows: was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023.

WHEREAS, due to an increase in the James A. Brennan Memorial Humane Society contract for the year 2023 the following budget amendment is necessary to maintain a balanced budget.

To: A35201.4	\$150.00
From: A1990.4 Contingency	\$150.00

Seconded by Council Member Glenn

Supervisor Horton stated the town did not have the figure during budget time. The town just received the contract last week.

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

RESOLUTION #2023-007 to approve the annual agreement with the Adirondack Park Local Government Review Board was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023.

WHEREAS, the town received an agreement from Gerald W. Delaney of the Adirondack Park Local Government Review Board to represent its interests of local governments of the Adirondacks, and

WHEREAS, the town agrees to pay the review board the sum of Three Hundred Dollars (\$300.00) and will give periodic reports on the activities of the Adirondack Park Agency especially as such activities affect the residents of the town, now therefore be it

RESOLVED, that the Caroga Town Board does hereby move to approve the agreement and to authorize Town Supervisor Scott Horton to sign said agreement.

Seconded by Council Member Sturgess

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

Supervisor Horton stated we are very fortunate, our Code Enforcement Officer in emergency situations has helped out with plowing and running the heavy equipment – the front-end loader. He keeps the parking lot at town hall cleared and he also does the fire department. Since the highway department is responsible for keeping the roads clean, Supervisor Horton stated there were talks with the fire department and it would be an added expense for them. The Supervisor stated that Anthony is not paid any additional money and it saves the Fire Company so they don't have to go out and contract for the service. It is a little bit of fuel and keeps the Fire Company open and operating in an effective manner. Mr. Delesky stated they do a good job. This saves the taxpayers money. Supervisor Horton stated, "It doesn't matter which pocket you take it out of." Therefore, Supervisor Horton noted that Mr. Fancher operates non-CDL required piece of town equipment on the road for the highway department to assist with emergency snow removal as necessary, and to insure to our insurance company that we are taking all of the necessary precautions, Supervisor Horton asked that Anthony Fancher be added to the random drug testing pool.

Council Member DeLuca asked if this was allowed under the highway contract. Supervisor Horton replied it is not a union contract.

Supervisor Horton announced the Town Board Liaison Assignments as follows:

Golf Course – Richard Sturgess

Buildings and Grounds – Donald Travis

Environmental – Dr. John Glenn

CTC – Barb Deluca

Codes – Scott Horton

RESOLUTION #2023-008 to set the salaries of the elected, appointed, and seasonal employees for the year 2023 was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023.

WHEREAS, Supervisor Horton asked the board to review the agenda where the salaries were listed and stated these were the budgeted amounts, and

WHEREAS, there was a question about the secretary for codes and the Supervisor stated it was just a place holder and nobody has been appointed to that position, and it was noted under seasonal the title should be Boat Stewards, and Boat Wash Coordinator, and

Salaries (Appointed)

Bi-weekly		
Clerk	\$39,300/annual	\$1,511.54/ bi-weekly
Registrar	\$836 / Annual	\$ 32.15/ bi-weekly
Bookkeeper	\$27,060/annual	\$1,040.70/ bi-weekly
Budget	\$3,100/ Annual	\$ 119.23/ bi-weekly
BTI director -	\$16,475/Annual	\$ 633.65/ bi-weekly
Highway Superintendent	\$51,500/annual	\$1,980.76/ bi-weekly
Golf Superintendent	\$68,960/annual	\$2,652.00/ bi-weekly
Codes Enforcer	\$ 56,000/ annual	\$2,153.84/bi-weekly
Monthly		
Councilman (4)	\$3,600/ annual	\$ 300/ month
Justice -	\$18,320/ annual	\$1,526.67/ month
Court clerk -	\$5,150/ annual	\$ 429.17/ month
Supervisor -	\$15,450/ annual	\$1,287.50/ month
Dog Warden	\$5,869/ annual	\$ 489.09/ month
Highway Secretary -	\$2,342	\$ 195.16/ month

Seasonal

Recreation trail manager	\$15,000/ annual
Youth Director	\$6,051/ annual
Youth Lead Teacher	\$2,163/ annual
WEED director -	\$16,000/ annual
Boat Wash Coordinator	\$2,000/ annual

Yearly

Webmaster	\$515/ annual
Historian	\$700/ annual
Deputy Highway Superintendent	\$2,318 / Annual

Hourly Bi-Weekly (year-round)

Deputy Clerk	\$16.38/ hr.
Sole Assessor -	\$27.58/hr.
Building Maintenance	\$15.45/ hr.
Confidential Secretary	\$18.54/hr.
Codes Secretary - \$	\$15.00/ hr.
Highway – MEO	by contract
Highway – Mechanic	by contract
Zoning Clerk	\$200/ meeting
Planning Clerk	\$200/meeting
Seasonal	
BTI Tech (I)	\$14.20/hr.

BTI Tech (II)	\$14.50/hr.
Laborer (Golf Course I)	\$15.45/hr.
Laborer (Golf Course II)	\$15.97/hr.
Pro Shop Manager	\$18.00/hr.
Assistant to Pro Shop	\$14.40/hr.
First year Diver	\$23.31/ hr.
Senior Diver	\$24.72/ hr.
Lead Diver-	\$25.22/ hr.
Shift Diver	\$24.97/ hr.
Tenders- first year	\$14.20/hr.
Tenders- senior	\$14.60/hr.
Boat Wash/Stewards	\$14.20/hr.
Summer Youth/Recreational	\$14.20/hr.
Summer Youth/Bus Driver	set by school district
Summer Youth/ Lifeguard	\$14.70/hr.

Council Member Glenn Seconded the resolution after resolution #2023-009 was created.

Discussion: Supervisor Horton stated the only reason we were meeting today was so that these salaries could be paid tomorrow.

Council Member Sturgess stated that he remembers that a head counselor was added last year to the summer recreation program. He asked if that position was listed. Council Member DeLuca thought it was something that got put in the budget. Supervisor Horton stated he did not have a salary for that. Council Member Sturgess would like to have that from the bookkeeper for the next meeting. The salary was not broken out in the budget. Council Member Sturgess thought there was a fifty or seventy-five cent difference in the pay rate from the regular councilor position.

Council Member Travis spoke earlier to the clerk about the minimum wage going up. The rate is now \$14.20. Council Member Travis had thought it was \$14.60 so these salaries are right on.

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

RESOLUTION #2023 -009 to amend resolution #2023-003 to include naming the Webmaster was offered by Supervisor Horton at the organizational meeting held Monday, January 2, 2023.

WHEREAS, the clerk asked if the Webmaster position was named earlier in the meeting and

WHEREAS, Supervisor Horton stated it was left out of Resolution #2023-003, now therefore be it

RESOLVED, that Resolution #2023 be amended to add the webmaster below boat stewards and boat wash coordinator naming Linda Gilbert as the Webmaster.

Seconded by Council Member Sturgess

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

Council Member Glenn received a notice from Marcus Harazin regarding Lakes Management. In the email he was reminded to list Mr. Olm in the naming of appointed personal and to list the salary. Mr. Harazin also wondered if the members of the lakes management committee or if the same ones would continue. Supervisor Horton stated the heads of the department do that. It has been tradition. Council Member Sturgess stated that is what we pay him for.

The good news was about reducing the costs to the town. After the last board meeting Mr. Harazin contacted Cathy Mc Glynn the director of the Invasive Species program from DEC again to request that DEC support the placement of an additional steward from their regional grant for coverage across the Adirondacks. The Adirondack Watershed Institute (AWI) has recently been awarded a 5-year contract to perform this function once again. Over the past few years, they have placed 2 stewards in Caroga. One at the Campsite launch and one at the launch at West Lake. At our request this season DEC is going to recognize our boat wash as an official inspection certification site and will place an additional steward there. This will provide 3 stewards for Caroga in 2023 and reduce the costs to the town.

Last week Mr. Harazin contacted the DEC to see when the new state requests for proposals of invasive species funding would be coming out. She stated that it could be very soon and urged us to get our information line up so we are ready to go. This will probably be a competitive application for 3 years of funding.

Supervisor Horton noted what is important is that we are looking at funding that we did not anticipate during the budget season. Council Member Glenn continued to read from the correspondence from Mr. Harazin. "This means that at the regular January meeting the Town Board should pass a resolution authorizing the Town to apply for any available funding through the NYS Department of Environmental Conservation Program for Invasive Species. Including funding for Programs for Aquatic Invasive Species Spread Prevention and Aquatic and Terrestrial Invasive Species Control." Council Member Sturgess suggested making the resolution now.

RESOLUTION #2023 -010 to authorize the town to apply for any available funding through New York State Department of Environmental Conservation for Invasive Species was offered by Council Member Glenn at the organizational meeting held Monday, January 2, 2023.

WHEREAS, the Town of Caroga is a town located wholly within the Adirondack Park, and

WHEREAS, the Town of Caroga has seven lakes within its borders which are used year-round recreationally by our residents and transient persons from out of the area, and

WHEREAS, the Town of Caroga first established an invasive species prevention program on July 10, 1984, and

WHEREAS, this town board as well as previous administrations and committees have dedicated countless hours to discussing invasives, specifically Eurasian Milfoil, which is prevalent in East Caroga Lake, a lake which is connected by a channel to West Caroga Lake the Town of Caroga, and

WHEREAS, the town spends close to \$200,000.00 annually on environmental programs to prevent the spread of invasive species both Aquatic and Terrestrial, which has been a burden to the taxpayers, now therefore be it

RESOLVED, that the Caroga Town Board does hereby support the efforts of the Weed Harvesting Coordinator, the Boat Steward and Boat Wash coordinator and their committee with this resolution to apply for funding from the New York State Department of Environmental Conservation for the prevention of Invasive Species in order to facilitate the continued boater education, prevention, and removal of invasive species in the Town of Caroga.

Seconded by Council Member Sturgess

Adopted by a vote of 5 Ayes: Horton, Glenn, DeLuca, Sturgess, Travis

Mr. Harazin did go on the portal and he has full access so he can apply for the grant.

Council Member Travis asked about the code officer being salaried and wondered if he would get paid to do the snow removal. Supervisor Horton stated he does not receive an extra compensation. Council Member Sturgess stated if he is not working at town hall it is the same money.

At 10:30 am Council Member DeLuca made a motion to adjourn. The motion was seconded by Council Member Travis. All board members were in favor of the motion.

Submitted by the Town Clerk

Linda Gilbert, RMC, CMC