

State of New York
County of Fulton
Town of Caroga

Minutes of the Caroga Town Board year end meeting held on January 30, 2025 (postponed from 1/29/25 due to a power outage) at 6:00 pm at Town hall with the following board members in attendance by roll call.

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

Also in attendance were Kimberly Walker Dailey – incoming board member, custodian Mike Voght, and Alyssa Groom.

Supervisor Palcovic stated that this evening the board would complete resolutions and pay bills.

RESOLUTION #2025-136 to make the following transfers as necessary to maintain a balanced budget: was offered by Supervisor Palcovic at the year-end meeting held on January 30, 2025.

To: A1440.4 Engineers	\$ 27,600.00	
From: A7145.1 Trails P/S		\$ 27,600.00
To: A1620.4 Building C/E	\$ 3,200.00	
From: A7145.1 Trails P/S		\$ 3,200.00
To: A1620.42 Golf Building C/E	\$ 50.00	
From: A6410.41 Golf Publicity		\$ 50.00
To: A5132.4 Garage C/E	\$ 1,600.00	
From: A7145.1 Trails P/S		\$ 1,600.00
To: A7180.4 Golf Course C/E	\$ 2,000.00	
From: A7145.1 Trails P/S		\$ 2,000.00
To: A8020.41 Comprehensive Plan	\$5,300.00	
From: A7145.1 Trails P/S		\$ 5,300.00
To: DA5120.4 Bridges	\$ 7,500.00	
From: DA5110.4 General Repairs C/E		\$ 7,500.00
To: DA95130.4 Machinery C/E	\$ 2,000.00	
From: DA5110.4 General Repairs C/E		\$ 2,000.00

Seconded by Council Member Glenn

Discussion: Council member Cooper questioned all the transfers that came from the trail's personal serves. Did that come from grant money? It was around 51K. Supervisor Palcovic reviews the report he received from the bookkeeper. He was not sure what grant money had come in. Council member Cooper stated the grant money was for three years for the trails. Council member Cooper asked if we could use that money for these other things if it was a grant for developing our trail system.

The resolution was made contingent upon pending review of the line item A7145.1 by the bookkeeper. Supervisor Palcovic stated he was not aware of the transfers tonight until the clerk brought the list to his attention.

Adopted by a vote of three (3) Ayes: Palcovic, Glenn, Cooper

RESOLUTION #2025-137 a resolution to properly maintain our codes with the latest version of the International Building Codes and updated Federal Emergency Management Agency (FEMA) Flood plain determinations was offered by Supervisor Palcovic at the year-end meeting held on January 30, 2025.

WHEREAS, the Town of Caroga, Town Board is required to utilize the latest enforceable codes for compliance and construction uniformity to approved regulations, and

WHEREAS, the Town of Caroga is required to adopt the latest update of the FEMA flood plain determinations for the safety of the residents in potential flood plain zones, and

WHEREAS, Code Enforcement Officer, Anthony Fancher must utilize the most current and up to date compliance documents for enforcement, now therefore be it

RESOLVED, that the Town of Caroga will adopt for use the 2025 Uniform Building Codes also known as the international building code and the updated 2025 version of the FEMA floodplain document and maps.

Seconded by Council Member Cooper

Discussion: Council Member Glenn asked if the code officer had to go out to all of sites and see if they fall within the flood plain. Council Member Cooper noted that there was a map with roughly 220 properties within Caroga Lake that fall within that. Supervisor Palcovic noted that any new construction on the lake front has to have an engineered certified elevation in conjunction with the Caroga dam. Council Member Cooper talked to the code officer about this and stated that the town does not have to adopt this by law. "If you don't adopt it the town assumes liability for anything that is outside of that." The Supervisor noted the large volume of construction going on,

on Canada Lake especially in the neighborhood of Jung Road. He noted during hurricane Irene the peninsula of Canada Lake was under water as was Kasson Drive, and East Shore Road.

Adopted by a vote of three (3) Ayes: Palcovic, Glenn, Cooper

RESOLUTION #2025-138 to hire Alyssa Groom as a second Deputy Town Clerk was offered by Supervisor Palcovic at the year-end meeting held on January 30, 2025.

WHEREAS, Town Clerk, Linda Gilbert has determined that a second deputy town clerk would benefit the workings of the Town Clerk's office, and

WHEREAS, the second Deputy Town Clerk would start on January 2, 2026, and so a salary would need to be set that being \$16.25 per hour, now therefore be it

RESOLVED, that Alyssa Groom of Vrooman Road Caroga Lake NY 12032 is hereby appointed as Second Deputy Town Clerk of the Town of Caroga.

Seconded by Council Member Cooper

Discussion: Council Member Cooper preferred to have the whole board here. The board then discussed the date of the organizational meeting. Council Member Glenn thought we could use that number in the interim. The clerk did not want to have someone working without a resolution. The schedule will be Deputy Clerk Judy Aldinger will work Monday and Friday's and Alyssa will work Tuesday, Wednesday, Thursday. Council Member Cooper thought this could have been done at the December meeting. The clerk suggested ratifying this at the January meeting.

Adopted by a vote of three (3) Ayes: Palcovic, Glenn, Cooper

Supervisor Palcovic mentioned having an executive session but there were only three board members present. It is about the real estate court case that we are dealing with.

A motion to pay the bills as presented for audit was offered by Council Member Glenn. The motion was seconded by Council Member Cooper.

Council Member/Supervisor Elect Glenn set the organizational meeting for January 14th, 2026, at 6:30 pm. He also requested a caucus of the incoming board and outgoing board if there anything they have to talk emergently about. Supervisor Palcovic stated during the caucus he could give out who is in charge of what, and including who is appointed the deputy supervisor. Supervisor Palcovic stated that "no other business can be conducted during that time." The clerk questioned decisions in the caucus? Supervisor Palcovic stated it still has to come back for ratification. The clerk stated it's like an executive session for one political party.

All board members were in favor of the motion to pay the bills: Palcovic, Glenn, Cooper.

A discussion ensued on a date for the caucus. Incoming board member Walker-Dailey stated she was not available on Thursdays. Council Member Cooper noted that he plays cards on Tuesday evenings. Council Member Glenn/ incoming Supervisor Glenn was looking for a recap on where we stand with everything and upcoming matters/concerns.

The board discussed another date for the organizational meeting and for a caucus. Supervisor Palcovic noted all of the sheets were already printed out for appointments and salaries. The clerk thought the board had to convene in public and then go into a caucus. Supervisor Palcovic stated at the county they had a caucus off site without having a public board meeting. Thursday January 8th at 6:30 is the organizational meeting. The town board meeting will be on January 14, 2026. The caucus will be after the organizational meeting. Council Member Glenn wanted to know where we were on the two capital projects.

Supervisor Palcovic personally thanked Mr. Voght for all of his outstanding work ethic, and support. He has picked up the slack in this building. The supervisor gave his thanks. (applause) Mr. Voght stated he was going to be missed. Supervisor Palcovic thanked everybody else in the building, Linda, Joanne, Codes, Steve. He had developed a very good relationship with all of our staff members. “We are harmonizing in a go forward mode.” Supervisor Palcovic stated that Mr. Cooper has been an immense help in every respect. It has been a very busy two years.

The clerk stated and it was productive as well. She thanked Supervisor Palcovic. It has been a joy to have someone who checks in every day and communicates. It’s been very positive.

Supervisor Palcovic noted the barn project was completed. It took two years to get there, and we are juggling the club house building. It is in a go forward mode. There is a good relationship with the engineers CT Male. Council Member Glenn asked about a document to put the project out to bid. Supervisor Palcovic stated CT Male will hire a general contractor to sub the project out. They will put out a RFP Request for Proposals. Council Members Sturgess and Cooper have been kept informed on every step of this.

Supervisor Palcovic stated it is busy up here. The clerk can attest to that. “I might come back someday.”

At 6:32 pm Supervisor made a motion to adjourn. Council Member Cooper seconded the motion. All board members were in favor of the motion, Palcovic, Glenn, Cooper.

Submitted by Caroga Town Clerk

Linda Gilbert, RMC, CMC

General- voucher # 462 – 476 \$44,537.24 Prepaid voucher #'s 355 – 368 \$22,861.85

General Park voucher #'s 101-103 \$1,544.85 Highway voucher #'s 215 -224 \$13,393.09

Golf renovation Voucher #'s 10-11 \$19,882.04