

State of New York  
County of Fulton  
Town of Caroga

Minutes of the Caroga Town Board work session held on Wednesday February 24, 2016 at 7 pm at Caroga Town Hall 1840 State Highway 10 Caroga Lake NY 12032. In attendance by roll call:

Supervisor Robert Sullivan – here  
Council Member Anthony Sturchio – here  
Council Member John Glenn – arrived at 7:06  
Council Member Beth Morris – here  
Council Member Jeremy Manning – here

Also in attendance were – Lita Hillier- Bookkeeper and Secretary to the Supervisor, Steve Putman – Highway Superintendent, and six members of the public and a reporter from the Leader Herald newspaper.

Supervisor Sullivan stated the purpose of the meeting was to help the board understand the audit process as they review Mrs. Hiller – Budget Director’s books and the other departments books.

He first introduced Patricia Isabella owner of Caroga Antiques & Treasurer at 120 London Bridge Road. This year she is planning an event in Caroga – the Caroga Black Fly Festival June 4 & 5, 2016 from 10 – 5. She will invite vendors and have music and asked the town board what they could offer. She mentioned parking and porta- potties. She has helped out at a fall event in Sharon Springs and wants to model it after theirs. There were about 6500 people each day. She wants to contact tour bus companies from out of state about this event. There would be lots of artisans – she would use the list of vendors from the Sharon Springs event. She asked the board for advertising dollars. She asked to use the parking at town hall. She will contact the school to see what they would charge to shuttle people on their busses.

She would like to do a Nick Stoner Day in July or August. She went to the Adirondack Show where again there were lots of vendors. She wants to advertise all the events together. She asked what the town can bring to these venues. She asked about using the town hall location as it is across the street from the Nick Stoner Monument. She is researching battles. Mrs. Isabella wants families to come to Caroga and step back into the days of Nick Stoner. Council Member Manning suggested having a competitive element – Adirondack Olympics. A hammer in nail dash, a wheelbarrow race, lumber jack competitions. She liked the ideas.

Supervisor Sullivan suggested not scheduling her events on the day the Museum has their craft fair. He thought the town could offer some parking and one side of the road for vendors. She will have several pods – her property, Vrooman’s, the Museum. Sherman’s was also discussed.

At 7:09 Supervisor Sullivan leaves the meeting briefly to take a call.

Council Member Morris will check on the date of the Adirondack Lakers kayak event in town so they don’t conflict.

It was noted that the Peck Lake triathlon has been discontinued. A small race in Caroga was suggested. Council Member Manning noted longer races attract people from a distance away. This was an idea for the future.

The event in Sharon Springs has been going on for 6 years. The first event attracted 100 people. The artists come from Vermont and Massachusetts. She needs a shuttle for the vendors. She has hired two security guards so vendors can leave their tents up overnight. There must be sides on the tents. She wants to go to every business in town and have them put in say \$2,000.00 into a pot from which they would do a full summer advertising campaign. She would call it "Go Caroga." This could be our branding name. It will catch on.

She would like to find some young people to conduct guided hikes. A location would be identified where groups would leave from to do a hike on Saturday and Sunday at specified times. A little history about the hike and Caroga would be given. A lunch could be incorporated with this. Mrs. Isabella also stated that a waiver would be signed prior to the walk in. Supervisor Sullivan noted the chamber has a hiking map of Caroga. Another idea was a passport for Caroga which had all the business in it. The book gets stamped and has some history in it. It's like a treasure hunt and a souvenir. Her email address is [patriciaannisabella@gmail.com](mailto:patriciaannisabella@gmail.com)

Mrs. Isabella also shared that she owns the 56 acres next to Royal Mountain. She put in an application with the APA to develop the area for a motel. She has excavated 4 acres where a trailer was. She has met some people in Schenectady who do development. Council Member Sturchio noted the moto-cross races in the summer may make it noisy or they may want to stay there. She noted people could ski down the mountain to the hotel. Council Member Glenn noted at Killington in VT they have put in mountain bike trails. Another thing she would like to offer is bicycle rentals.

Tonight she came to the board to talk about the expansion to her business. They want to have craft beer and wine. They would do a presentation to pair the beverages with food, like Palatine Cheese and Chorizo Sausage made in Gloversville. She asked the board to waive the 30 day waiting period for her beer and wine license.

**RESOLUTION #2016-034 to waive the 30-day waiting period for Caroga Antiques & Treasurers** was offered by Council Member Sturchio at the Caroga Town Board work session held on Wednesday February 24, 2016 at Caroga Town Hall. **WHEREAS**, Patricia Isabella discussed with the board this evening her plans to expand her business Caroga Antiques & Treasurers at 120 London Bridge Road aka County Hwy 111 in the Town of Caroga and, **WHEREAS**, she is required to submit an application to the New York State Liquor Authority for the sale and consumption of beer and wine at her location, and **WHEREAS**, this evening she has asked the Town Board to waive the 30 waiting period required by the ABC Board, now therefore be it **RESOLVED** that the Caroga Town Board does hereby move to waive the 30-day waiting period. The motion was seconded by Council Member Manning.

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

Mrs. Hillier asked about vendors – she may know of some local authors who would want to participate in her events. Mrs. Isabella is also trying to get some writers from NYC to come up and do workshops.

At 7:26 Attorney Jeremy Wood arrived.

Supervisor Sullivan stated he would check with the towns insurance agent to see what we need exactly from Mrs. Isabella for here to use town property. He will talk to members of the fire department also for any help they could give.

Mrs. Hillier reviewed the auditing process. She began by handing out checklists for the board from the NYS Comptroller's Office. She noted some board members have already audited the Clerk and Judges books. They could use the check lists in the audit process next year. They have questions to guide them through the process. However they are not good for the big financial picture – her bookkeeping. She feels the easiest way to audit books is to take three random months – have a work session all together and do the Clerk, Tax Collector, Judge, and Code books. Match the receipts, match the bank statements, review the check numbers in order with the check register, and you have done your audit process. She thinks this would only take ½ to an hour tops. She recommended having the department heads present. The auditors recommend doing this once a year. She would also be present.

Mr. Putman looked at the garbage truck on Auctions International. He was glad he went to look at it. It was not good. The 2011 was in worse shape than our truck. They have 9 garbage trucks and they are keeping the 1990 trucks. He opened the door of the cab and it had a wooden chair for a seat. He also had a stone hit his windshield on the drive home. He would like to go to proper auctions in the future. He noted that the garbage truck needed repairs again at a cost of \$780.15. Council Member Sturchio asked about a lease option for a garbage truck. The board asked if there was a lease to own option. Mr. Putman noted the urgency to find a vehicle.

Mr. Putman has talked to some truck vendors – we have to build it our self. First a chassis is selected and then the packer unit is added. He is waiting for papers from the person who built our current garbage truck. He was asked to put together specifications for the next meeting.

We have the new small dump truck from Mangino Chevrolet. It cost \$800.00 less than the 2015 model year truck we bought last year. The truck will not have a sander. They will plow with it. He obtained three quotes for the plow: T & T Body King 411 Old Niskayuna Rd Latham NY 12110 - \$5924.00, The Roger Putman Farm/The Bobcat 2053 St Hwy 29 Johnstown NY 12095 - \$6700.00, and Arrow Head 106 Luzerne Rd Queensbury NY 12804 only had a steel plow (not stainless) for \$5800.00. He asked for a resolution to purchase the plow.

Mrs. Hillier noted the need to make a transfer to pay for the 2016 Chevy Truck.

**RESOLUTION #2016-035 to make necessary Highway fund transfers to purchase 2016 Chevrolet Dump Body Truck** was offered by Council Member Glenn at the Caroga Town Board work session held on Wednesday February 24, 2016 at 7 pm at Town hall. **WHEREAS,**

Mrs. Hillier-Bookkeeper has identified a need to transfer funds to pay for the 2016 Chevy small dump truck, now therefore be it **RESOLVED**, that the following transfer be made:

From: DA9901.9 Transfer to Reserve	\$50,000.00	
From: DA9720.61 Statuary Installment Bond	\$3,000.00	
To: DA5130 Machinery & Equipment		\$53,000.00

Supervisor Sullivan seconded the motion.

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

**RESOLTUION #2016-036 to purchase a plow from T & T for 2016 Dump Truck** was offered by Supervisor Sullivan at the Caroga Town Board work session held on Wednesday February 24, 2016 at 7 pm at Town hall. **WHEREAS**, the highway superintendent notified the board that he has the 2016 Chevy truck in the shop, and **WHEREAS**, Mr. Putman has researched and obtained 3 quotes for a plow unit for the truck those being from: T& T Body King 411 Old Niskayuna Rd Latham NY 12110 - \$5,924.00, The Roger Putman Farm/Bobcat 2053 St Hwy 29 Johnstown NY -\$6,700.00, and Arrowhead 106 Luzerne Rd Queensbury NY 12804 only had a steel plow (not stainless) for \$6,300.00, Now therefore be it **RESOLVED**, that the Caroga Town Board does hereby authorize the purchase of a plow for the new 2016 Dump Truck from T & T Body King for \$5,924.00.

Council Member Manning seconded the motion.

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

**RESOLTUION #2016-037 to cut a check for 2016 Dump Truck** was offered by Council Member Sturchio at the Caroga Town Board work session held on Wednesday February 24, 2016 at 7 pm at Town hall. **WHEREAS**, the Highway Superintendent – Steve Putman notified the board that the 2016 Chevy truck is in the shop, and **WHEREAS**, Mr. Putman needs to pay Mangino Chevrolet 4447 State Highway 30 Amsterdam NY 12010 for the truck, now therefore be it **RESOLVED**, that the Caroga Town Board does hereby authorize payment in the amount of \$46,857.31. Council Member Glenn seconded the motion.

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

Mr. Kirch asked, since this has been a mild winter could the town take money usually used for overtime to plow or to purchase salt and sand to pay for the plow or new truck. The Highway Superintendent noted you could not use the account for payroll to make purchases. The Budget Director noted any monies left over are used to offset next year's taxes. Then if there more left a reserve could be created.

Mr. Putman suggested setting the minimum of \$2,500.00 for the old 2004 Chevy pickup going up for bid at Auctions International. He feels that is what the plow is worth the truck has no value.

**RESOLUTION #2016-038 to put the 2004 Chevy pickup up for auction on Auctions**

**International** was offered by Council Member Glenn at the Wednesday February 24, 2016 Caroga town Board work session held at town hall. **WHEREAS**, Mr. Putman Highway Superintendent has taken the 2004 Chevy pickup off the road and, **WHEREAS**, it was discussed at a previous meeting to put the truck out to bid on Auctions International 11167 Big Tree Rd, East Aurora, NY 14052 Phone:(716) 656-1400, now therefore be it **RESOLVED**, that the Caroga Town Board does hereby move to put the 2004 Chevy pickup with a 9.5 Fisher Plow up for bid with Auctions International with a minimum bid of \$2,500.00 as is. Council Member Sturchio seconded the motion.

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

Lastly Mr. Putman reviewed the drainage situation on East Shore Road. He investigated and found the woman who was complaining about the condition of the road routed her drainage through our drain box without authorization. She has legally trespassed. He hopes the board to contact the Town Attorney about this. Council Member Manning asked what proof he had. The pipes come directly from her camp and into our drain box. The grates were left off for the night. He tracked down where the back hoe was rented from to do the work. He has pictures of the piping coming into our drain basin. This has compromised the town's property and the lake. He does not know what is being drained into the lake. He has since cut off their pipe and blocked it off and patched our tank for the time being. Council Member Glenn asked a question about the article in the newspaper about the lawsuit. Mr. Putman stated all he did was replaced/upgraded what was there. Supervisor Sullivan interjected that this matter will be going to our attorney so he cut the conversation off at this point.

At 7:52 pm Supervisor Sullivan made a motion to go into an executive session to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Council Member Morris seconded the motion. All board members were in favor of the motion.

At 8:46 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. Attorney Wood left the meeting at this time. There were no decisions put on the record at this time.

The Clerk asked if the board wanted to review the IT specification she drew up. She consulted with the Fulton County IT Department and Personnel. The board will put out the specification for proposals via a legal notice and posting. Supervisor Sullivan noted it could be a person or company. He stated the Bob Woods was interested in the position. The supervisor wanted to have someone with business insurance. If their work goes bad and damages our computer he felt they should have insurance. That will be added to the specifications. Council Member Glenn knows of someone to do IT work. Council Member Glenn asked if NBT Mang Insurance had made any changes to the policy regarding the deductible for equipment. He wanted it to be zero.

**RESOLUTION #2106-039 to advertise for an IT person or Company per specifications** was made by Supervisor Sullivan at the Wednesday February 24, 2016 Caroga Town Board work

session held at 1840 State Highway 10 – Caroga Town hall. WHEREAS, the board discussed the need to have an IT person to work on town equipment to:

Supply technical support for Town of Caroga computer systems and respond to the needs of the users, including training when necessary.

Install and upgrade computer hardware and/or software as required, including configuring workstations, installing switches, routers, modems, wiring, loading server, and various computer software.

Update and keep software and virus protection current.

Provide routine maintenance and minor repairs of computers and peripheral equipment.

Respond to routine questions and problems regarding the systems in use by the town.

Advise and make recommendations regarding software and hardware purchases.

Insure network integrity and security.

Insure data is protected by establishing and reviewing backup procedures including restoration of files as necessary. Provide advice on technology as it evolves to ensure the town has information and costs to evaluate purchases for the best value for their needs.

Provide proof of insurance.

Now therefore be it RESOLVED, that the town will put an advertisement in the Leader Herald newspaper and have the sealed bids opened at the next town board meeting on Wednesday March 9, 2016 at 7 pm. Council Member Glenn seconded the motion.

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

The clerk lastly conveyed a message from Mrs. Hillier for the town supervisor to sign a check this evening to pay Mangino Chevrolet or she will cut the check in the morning and Mr. Putman can bring it to his place of business for him to sign. He asked that Mr. Putman bring him the check at his workplace.

At 8:50 pm Supervisor Sullivan made a motion to adjourn. Council Member Glenn seconded the motion. All board members were in favor of the motion.

Respectfully Submitted,

Linda M. Gilbert, RMC, CMC

Caroga Town Clerk