

State of New York  
County of Fulton  
Town of Caroga

Minutes of a Caroga Town Board work session held on Tuesday September 18, 2016 at 7:30 pm at the Caroga Municipal Building 1840 State Highway 10 Caroga Lake NY . Deputy Supervisor Sturchio called the meeting to order at 7:30 pm with the roll being called. The salute to the flag followed.

Deputy Supervisor Sturchio – Here  
Council Member Glenn – Here  
Council Member Morris – Here  
Council Member Manning – Here

Other Department heads in attendance were Lita Hillier – Bookkeeper & Budget Director, Steve Putman – Highway Superintendent, and Don Travis – Building Maintenance. There were four members of the public in attendance.

Deputy Supervisor Sturchio noted this was a work session for the board and that there would not be any comment from the public taken this evening.

Mrs. Hillier noted that she put a 3% increase for salaries unless the department head requested something different on the budget sheet.

The board reviewed the Highway Superintendent salary on page 4 no changes were made. Mr. Putman noted he has check other towns and read in the Profile Magazine for Highway Superintendents that highways clerks are paid much more that what he has in his budget. This comes out of the general fund.

Mr. Putman did discuss with the board his thoughts about hiring part time help. If there were a winter storm on a Monday or Wednesday when garbage is scheduled to be picked up and two of his men were sick or on vacation he would be stuck to get all the work done. He does have a protocol in place for the men to get vacation time. He would use the funds during both summer and winter if he needed to but only when needed. Any unused funds at the end of the year would go back into the fund balance. The rate of pay suggested would be that of an MEO as that is the level of work they would be doing. Two new line items were created DA5142.11 and DA5110.11 for part time help. The winter and summer line item will each have \$10,000.00 on them.

The board discussed the raises the highway employees received last year. Mrs. Hillier noted they received a 14 – 15% increase. It was thought that increases for 2017 were also discussed last year. The minutes of the meeting will be reviewed and the information brought to the next meeting.

Council Member Manning asked if Mr. Putman would ever consider picking up garbage in Rockwood. They used to contract with the City of Johnstown. Mrs. Hillier noted the county

now has a truck that can be used to pick up garbage and recycling at the same time. She thought maybe the county would be offering this service county wide in the future.

The County Highway Superintendent Mr. Yost recently discussed having the town mow the county roads. Nothing has been formally set. That would have to go through the Board of Supervisors first. The board discussed the salaries of the highway employees. A 2% raise was set at this time. It was noted that last year they received more vacation, sick, and personal time, as well as an increase in longevity.

Line item DA5112.2 Capital outlay is always a wash. This is where the CHIPS money is in the budget. All of the funds received are paid out each year.

Council Member Glen asked about the age of the trucks currently used at the highway department. Mr. Putman noted the oldest truck is the 2012 Freightliner. Next are the two small dump trucks which are 2015 & 2016. And the newest truck is a 2016. We need to have 3 large trucks to clear the highways. They are also used in the summer as dump trucks. Mr. Putman noted his truck is four years old and has 50,000 miles on it. It was in the shop last week at Brown's Ford to repair the Turbo which was under warrantee. Mr. Putman was asked to get the value of trucks. The board wants to be kept informed as to when the best time is to trade out vehicles.

Mrs. Hillier noted other towns such as Broadalbin and Ephratah bond for a new truck every three years. They put \$14,000.00 into a reserve each year. They also have a capitol plan with \$66,000.00 for machinery as a line item. It was noted the town currently has an equipment reserve of \$50,000.00. The board would like to start now for next year. Mr. Putman did not put in a request for any new equipment this year.

Mrs. Hillier was asked how much overtime was paid out in the last 10 years. She will look up the information for the board.

Council Member Glenn asked about the status of the Salt/Sand storage barn. Mr. Putman stated it is on hold. He knows of two other towns that are in the process of putting up these structures. He wants to know which structures are approved by the Adirondack Park Agency and Dept. of Environmental Conservation. Mr. Putman still has to talk to the neighbors near the cell tower which is where it was thought the storage shed would be built. Then Council Member Sturchio and Mr. Putman visited a storage unit as a nearby prison. Mr. Putman was unable to obtain prints for that structure. He may contact the Office of General Services for the information. He noted the 8 acres have already been mapped for any wetlands by the Adirondack Park Agency.

The board discussed each line item on page 9 with the only change possible was DA9089.8 uniforms. That is where the safety clothing is paid for out of as well as the yearly clothing allotment for the Highway department. Mr. Putman placed an order today totaling \$1,500.00. It is mandatory that the men wear the proper clothing year round to be in compliance with state laws.

The board next reviewed page 1 of the proposed 2017 Budget. The town board personal services remained the same. It was noted there are two new board members and two members who have already served 2 years. A1010.4 CE is used for training and supplies, mileage etc. Council Member Morris noted she may want to attend a conference in Lake Placid next year to see about any grant money which may be available for the Sherman's Property. An additional \$800.00 was placed on A1010.4. The line item 1010.41 Grant Writing would be reduced by \$800.00.

It was noted that there should not be any changes to the budget after it is adopted. The last date to adopt the budget is November 20<sup>th</sup>. The board usually has a public hearing on the budget at the regular November monthly meeting. If there are any major changes after the public hearing the board would have to hold another public hearing.

Justices: Mrs. Hillier reviewed the budget sheets. The Judge asked for a 15.3% increase and the Clerk a 19.1% increase. Mr. Subik noted to the budget director that many years ago there were two justices. When Mr. Hayner retired all of the duties and responsibilities became that of the sole town justice. The salary was never changed to compensate the extra workload. Council Member Morris stated that she wanted to recuse herself from this decision because the judge and clerk are her aunt and uncle in law. The town clerk noted an increased workload each week she has members of the public coming into her office with questions about court. The judge and clerk make themselves available to speak to the people. It was noted that other judges do not answer their phone at 3 or 4 in the morning but Justice Subik does. He arraigns people for other courts frequently. The board discussed the salary requests. Council Member Glenn suggested giving ½ of what was asked for this year and the other ½ next year. The line A1110.1 was placed at \$14,000.00. The line A1110.11 Clerk was placed at \$3,000.00. Several members of the public noted the number of hours this department works and the paperwork involved. The Clerk noted the years of experience of the Judge and Clerk. She did not know how many more years they will continue to serve the public. The board discussed A1110.4 Contractual Expenses for the justices it was increased to \$3,000.00.

Supervisor Personal Services A1220.1 – Mrs. Hillier noted the Town Supervisor earns \$10,529 the balance on the line item was her salary \$24,002.00 that had a 3% increase but was to be changed to a 2% increase. Line A1220.2 Supervisor Equipment was at \$2,000.00 with the thought that a new computer is needed. The former supervisor used his own laptop. It was noted that a new printer was recently purchased for the supervisor's office. The line A1220.2 was reduced to \$1,000.00.

Deputy Supervisor Sturchio asked Mrs. Hillier about direct deposit for town employees. She stated that it is a difficult process. There are five or more different banks to deal with. If it was just one or two it would be easier. She stated it was a headache to deal with the local credit union.

Budget A1340.1 Personal Services was given a 2% increase over last year.

Assessor: Personal Services – It was noted that the town will have a new Assessor next year. Council Member Manning wanted to look at other salaries in the county. The board discussed a salary and set a 20 hour work week with a salary of \$20,000.00. The Assessment Review Board did not receive an increase this year. They meet once a year on one or two days for a few hours. The board reviewed the other personal services listed under Assessor. It was noted that Jennifer Blowers works for the Code Officer. They are two separate line items the code budget is listed under Safety Inspection on page 3 A3620.11. The personal services data collector A1355.12 was placed at zero. Assessors Personal Services – Clerk A1355.13 was placed at \$5,000.00 The Assessment Review Board Clerk Contractual Expenses was decreased to \$200.00. It was noted that the line item A1355.4 Contractual Expenses for 2015 was \$12,009.66 it was so high due to the subcontractor doing work in the field. It was noted that the new assessor would need to attend training and there would be associated expenses. Mrs. Hillier noted Mrs. Parker may be available to put in some time to do some training with the new assessor.

The board discussed setting the next meeting. It was noted that a notice was placed in the Leader Herald setting a tentative date of Wednesday October 26<sup>th</sup> at 7:30 pm for the next budget meeting. The board wanted to interview a candidate for the Assessor position and set the meeting to begin at 7 pm on Oct. 26<sup>th</sup>. The board anticipates beginning the meeting by going into an executive session. It was noted that Council Member Glenn may be a few minutes late for the meeting.

At 9:39 pm Council member Glenn made a motion to recess the budget meeting this evening. Deputy Supervisor Sturchio seconded the motion. All board members were in favor of the motion.

Respectfully submitted,

Linda M. Gilbert RMC, CMC  
Town Clerk/Collector