

State of New York
County of Fulton
Town of Caroga

Minutes of a Caroga Town Board year end meeting held Wednesday December 29, 2021 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 Scott Horton - Here
Council Member John Glenn – Here
Council Member James Long – Here -via Zoom
Council Member Richard Sturgess - Here
Council Member Donald Travis – Here

Tor Shekerjian Confidential Secretary to the Supervisor facilitated the zoom meeting. There were 22 people in attendance using zoom and 3 in person attendees.

Supervisor Horton stated the purpose of the meeting was for the year end paying of the bills primarily there were a couple of other agenda items.

Supervisor Horton made a motion to waive the reading of the minutes of the December 8th meeting. The motion was seconded by Council Member Glenn. All board members were in favor of the motion.

Supervisor Horton wanted to take care of the business at hand and then at the end of the meeting talk about the 25 home test kits and 500 N95 masks delivered to the town. He wanted to come up with a policy on how to distribute these. “This is the first of a series of deliveries.” The town does not know how many will be coming to them.

RESOLUTIONS: The Supervisor stated in the budget we had budgeted the \$10,000.00 to the highway equipment reserve fund. He asked if anyone had any questions on the transfers.

RESOLUTION #2021-0134 to make the following transfers as necessary to maintain a balanced budget and transfer money to the highway equipment reserve fund: as attached was offered by Supervisor Horton at the December 29th 2021 year end meeting.

WHEREAS, the bookkeeper Joanne Young submitted a list of transfers necessary to maintain a balanced budget, now therefore be it

RESOLVED, that the following transfers be made to maintain a balanced budget.

To: A1410.11 Deputy Town Clerk	\$550.00	
From: A1410.4 Clerk C/E		\$ 550.00
To: A3310.4 Traffic Control	\$ 150.00	
From A1620.4 Buildings C/E		\$ 150.00

To A5132.4 Garage C/E	\$4,000.00	
From A1620.4 Buildings C/E		\$4,000.00
To A7180.2 Golf Equipment	\$72,000.00	
From A7180.4 Golf C/E		\$72,000.00
To: A9030.8 SS/Med	\$6,500.00	
From A9050.81 Golf Unemployment		\$6,500.00
To: A9060.81 Golf Health Ins	\$ 5,000.00	
From: A9060.8 General Health		\$ 5,000.00
To: A5182.4 Street Lighting	\$1,100.00	
From: A1620.4 Building C/E		\$1,100.00
To: A8160.41 Landfill Testing	\$ 400.00	
From: A8160.4 Garbage C/E		\$ 400.00
To: A8091.41 Weed C/E	\$1,400.00	
From A8090.13 Weed Divers P.S.		\$1,400.00
To: A9010.8 Retirement	\$8,250.00	
From: A9050.8 Unemployment		\$2,000.00
A9060.8 Health Insurance		\$6,250.00
To: A7180.12 GC laborer	\$3,000.00	
From A7180.13 Club house laborer		\$3,000.00

To fund the Highway Equipment Reserve as per the 2021 budget for \$10,000.

Seconded by Council Member Long

Discussion: the board was given a few moments to review the transfers.

Adopted by a roll call vote as follows:

Supervisor Scott Horton - Aye

Council Member John Glenn - Yes

Council Member James Long - Aye

Council Member Richard Sturgess - Yes

Council Member Donald Travis - Yes

The clerk asked if the amounts were going to be read into the minutes. The Supervisor stated he did not want to take the time to read them all. "It says attached."

RESOLUTION # 2021-135 to authorize the repairs to the weed harvest machine in the amount of \$4,805.24 was offered by Supervisor Horton at the December 29th 2021 year end meeting.

WHEREAS, Supervisor Horton stated this was talked about several times, now therefore be it

RESOLVED, that the Caroga Town Board does hereby move to authorize the repairs to the weed harvest machine in the amount of \$4,805.24.

Seconded by Council Member Glenn

Discussion; Supervisor Horton explained it was for deck repair and some miscellaneous repairs. They are going to replace the wood support structures with aluminum so there will not be rotting issues.

Adopted by a roll call vote as follows:

Council Member John Glenn - Yes

Council Member James Long - Aye

Council Member Richard Sturgess - Yes

Council Member Donald Travis - Yes

Supervisor Scott Horton - Aye

RESOLUTION # 2021-136 to enter into the annual contract for services with the Fulton County Planning Department for 2022 was offered by Supervisor Horton at the December 29th 2021 year end meeting.

WHEREAS, Supervisor Horton stated the contract has 10 free hours of service and a maximum of \$1,500.00 of service that we use on an as needed basis for the year, and

WHEREAS, the Supervisor noted we did not use that amount of money this last year. and

WHEREAS, this is a contract that the town signs with Fulton County Planning every single year. Now therefore be it

RESOLVED, that the Caroga Town Board does hereby move to enter into the annual contract for services with the Fulton County Planning Department for 2022

Seconded by Council Member Long

Discussion: Council Member Glenn asked if the town did not use the \$1,500.00 worth of services this year would it roll over to next year. Supervisor Horton responded. "no." It is a contract of services. If you don't use it you don't pay for it. The reason the \$1,500 is there is if

you start spending money and you start to approach that number Fulton County Planning will let us know we are close to the limit then there would have to be a board resolution to go on not.

Adopted by a roll call vote as follows:

Council Member James Long - Aye

Council Member Richard Sturgess - Yes

Council Member Donald Travis - Yes

Supervisor Scott Horton - Aye

Council Member John Glenn - Yes

RESOLUTION # 2021-137 to allow the Sole Assessor to use the 2021 property tax exemption rolls for 2022 without the need for the applicant to resubmit a renewal application as per Governor Hochal executive order 11.1 dated December 26, 2021 was offered by Supervisor Horton at the December 29th 2021 year end meeting.

WHEREAS, the Assessor Leigh Ann Loucks notified the supervisor of executive order 11.1 dated December 26, 2021, now therefore be it

RESOLVED, the Sole Assessor to use the 2021 property tax exemption rolls for 2022 without the need for the applicant to resubmit a renewal application as per Governor Hochal executive order 11.1 dated December 26, 2021.

Seconded by Council Member Long

Discussion: Supervisor Horton stated we did the same thing last year. This is a COVID executive order.

Adopted by a roll call vote as follows:

Council Member Richard Sturgess - Yes

Council Member Donald Travis - Yes

Supervisor Scott Horton - Aye

Council Member John Glenn - Yes

Council Member James Long - Aye

RESOLUTION # 2021-138 to amend resolution 2021-118 to correct the 2022 budget cover sheet fund balance appropriated reserve to \$277,477.00. Note: the budget sheet has \$277,477.00, but the resolution erroneously has \$277,977 in the resolution was offered by Supervisor Horton at the December 29th 2021 year end meeting.

WHEREAS, Supervisor Horton stated after the budget goes to the county it comes back and we found there was a \$500.00 discrepancy, so the town will be using \$500.00 less of the budget, now therefore be it

RESOLVED, that the Caroga Town Board does hereby move to amend resolution 2021-118 to correct the 2022 budget cover sheet fund balance appropriated reserve to \$277,477.00.

Seconded by Council Member Long

Adopted by a roll call vote as follows:

Council Member Donald Travis - Yes

Supervisor Scott Horton - Aye

Council Member John Glenn - Yes

Council Member James Long - Aye

Council Member Richard Sturgess - Yes

Council Member Long stated he was seconding..... Supervisor Horton stated the bills as presented for audit. Council Member Long stated he thought the supervisor was going to do the full set of transfers. Supervisor Horton responded, "We did those."

Supervisor Horton stated at the last meeting the town requested that all bills be presented to the town by the 28th which was yesterday. We are on a cash basis. This year end meeting is primarily to do just this. To pay the bills as presented. Council Member Glenn seconded the motion.

Adopted by a roll call vote as follows:

Supervisor Scott Horton - Aye

Council Member John Glenn - Yes

Council Member James Long - Abstained

Council Member Richard Sturgess – Yes

Council Member Donald Travis - Yes

The clerk stated she should have submitted a voucher for the final payment for work on the website. The Supervisor stated he told the bookkeeper to pay a prorated amount since the clerk was not named the webmaster until May of 2021. The clerk was paid less than \$360.00. The clerk stated that she had been working on the site since December of 2020. That is when the town paid Chris Woodruff \$729.00 to purchase the website license for the next three years. She requested to be paid for the entire year. Council Member Long and Doug Purcell found the site up prior to it going live. Council Member Long stated the virtual website he saw was just copy of his website, grabbed without his permission. The clerk stated it was the template and significantly changed.

RESOLUTION #2021 - 139 to pay Linda Gilbert retroactively till the first of the year as webmaster to compensate for the difference from May until the end of the year and include January, February, March and April was offered by Supervisor Horton at the December 29th 2021 year end meeting.

WHEREAS, the Town Clerk, Linda Gilbert discussed with the board payment for the work done on the town website during the year 2021, now therefore be it

RESOLVED, that the Town Clerk shall be retroactively paid as the webmaster and compensated until the end of the year and including the months of January, February, March and April.

Seconded by Council Member Glenn.

Discussion: The Supervisor asked for the dollar amount. The total was \$360.00. The clerk noted the amount the bookkeeper paid her in the last pay period. The amount of \$109.59 was figured to be the amount owed to the clerk.

Adopted by a roll call vote as follows:

Council Member John Glenn - Yes
Council Member James Long - Aye
Council Member Richard Sturgess – Yes
Council Member Donald Travis - Yes
Supervisor Scott Horton - Aye

Supervisor Horton made a motion to accept the minutes of the December 8, 2021 meeting. Council Member Sturgess seconded the motion.

Adopted by a roll call vote as follows:

Council Member James Long – Nay stating he just received the revised final minutes
Council Member Richard Sturgess – Yes
Council Member Donald Travis - Yes
Supervisor Scott Horton - Aye
Council Member John Glenn - Yes

Supervisor Horton stated there was an important piece of business to talk about. It was the proper allocation for the at home test kits the town received from the county, and the 500 N95 masks. The Supervisor suggested keeping 10 or 15 of the kits for the town employees business. He stated we have highway workers who are unvaccinated and the staff at town hall. We have services to provide to the town. He stated more will be coming but we don't know when. The Supervisor thought the town should keep 100 of the masks and noted they could be reused. Council Member (Dr.) Glenn stated they could be cleaned or decontaminated. Keeping 100 masks for town employee was another suggestion made. The Supervisor stated the town is not set up to distribute these items and no guidelines were being provided to the town.

Supervisor Horton opened the floor to the public for 10 minutes to only to comment on this particular subject only. Mr. Shekerjian Personal Secretary to the Supervisor and Zoom facilitator advised the public on how to be recognized to speak.

Barbara Deluca Council Member elect gave her personal opinion. She thought it would be smart to do research before making a decision in regard to the number of cases of COVID in the County vs. what others are doing to hand them out. She thought it was important to have guidelines.

Supervisor Horton stated all municipalities were given X amounts of masks and test kits. He believed we should be using them for our community. The Supervisor noted the County Health Department will not give the number of COVID cases by county or any personal information. Supervisor Horton did not want people who were symptomatic coming to Town Hall to pick up home test kits. since these would be distributed probably by the Town Clerk and that he felt that it put the town Clerk in medical jeopardy.. With that in mind the Supervisor did not know what research the town could do. Council Member Elect Deluca stated there should be controls in place before there is distribution. She stated we have to protect the people that are handing these out. The clerk would not hand the items out personally but they would be placed outside of her office. The type and accuracy of the test kits was discussed. Council Member

Sturgess asked why the county is putting this on the town. Supervisor Horton stated the town is required by the federal government, through the state government, through the county government to distribute them. Council Member Sturgess suggested throwing them in a box and they will be gone. He wondered how difficult it was for people to get tested.

Council Members Travis & Glenn suggested keeping 15 tests and 100 masks. With the rest being distributed first come first serve. Calling ahead was suggested and a limit one per person.

Shirley Holliday stated they should be employees only. She thought people could get tested other places.

Supervisor Horton stated we are being asked to do something that we should not have to do. Council Member Glenn noted schools have kits to test the kids if they are sick. Council Member Sturgess suggested having the clerk put a few masks on the table every day with a test kit or people could call.

Lori Mott wondered why the town would not put these items over at the clinic. The Supervisor stated because that would have the town downloading the items to a private entities. This is supposed to be done through the government. He noted it was difficult without guidelines.

Council Member Sturgess suggested the matter be tabled until the first of the year. He stated the town is not trained to do this and agreed with Ms. Mott.

Council Member Glenn suggested getting guidelines from Fulton County Public Health.

Supervisor Horton stated the town will hang on to them for five days with hopes there is some clarity to come out of this. The town may get some ideas from other town supervisors. He did not want to put our employees at risk, or make the town a medical center which we are not. This matter will be taken up at the organizational meeting.

At 6:33 pm Council Member Long made a motion to adjourn.

Council Member Glenn asked if any old business was going to be discussed. Supervisor Horton replied in the negative.

Council member Sturgess seconded the motion. All board members were in favor of the motion.

The Supervisor wished everyone a Happy New Year.

Submitted by the Town Clerk

Linda Gilbert, RMC, CMC

General #'s 400 - 435 \$25,156.01

Highway #'s 144 – 158 \$20,679.24