

State of New York
County of Fulton
Town of Caroga

Minutes of a Caroga Town Board organizational meeting held Monday January 3, 2022 at the municipal building located at 1840 State Highway #10 at 3:00 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 Barbara Deluca - Here
Council Member Richard Sturgess - Here
Council Member Donald Travis - Here

Tor Shekerjian Confidential Secretary to the Supervisor facilitated the Zoom portion of the meeting. There were five persons in attendance at town hall. There were fifteen people online using Zoom.

Supervisor Horton and the Board recognized congratulated Barb Deluca as a newly elected board member. (Applause) Supervisor Horton stated that she would be a great contributor to the board.

Swearing in of officials: The Town Clerk Linda Gilbert swore in Council Members John Glenn and Barbara Deluca.

RESOLUTION #2022-001 - naming elected officials and their positions was offered by Supervisor Horton at the reorganizational meeting held Wednesday, January 3, 2022. 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 five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

RESOLUTION #2022-002 - stating organizational business – miscellaneous was offered by Supervisor Horton at the reorganizational meeting held Monday, January 3, 2022. The following information was examined:

Financial Institutions: NBT 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, and December 28, 2022 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 2022 will be \$0.58 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 Sturgess

Discussion: Supervisor Horton discussed the new federal holiday Juneteenth, and stated there wasn't a large minority population in the town. Employees were entitled to the holiday. He wondered if it should be a floating holiday. Council Member Glenn thought it was a good idea for it to be floating. Council Member Travis asked if Town hall would be closed on that day. Supervisor Horton stated town hall has to be closed on that day. The Supervisor thought about the holiday as it pertained to the highway department.

Supervisor Horton amended the resolution to take out Juneteenth as a floating day and to add Juneteenth 19th as a holiday for Town of Caroga employees.

The amendment was seconded by Council Member Sturgess

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

RESOLUTION #2022-003 - naming appointed positions for the year 2022 was offered by Supervisor Horton at the reorganizational meeting held Wednesday, January 3, 2022. The following persons are hereby appointed as officials in the Town of Caroga for the year 2022:

Sanitation Inspector & Code Enforcement Officer – Anthony Fancher
Assistant Code Enforcement Officer and Code Clerk – Jennifer Blowers
Registrar of Vital Statistics – Linda Gilbert
Dog Control – 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 – John Delesky
Weed Harvesting Coordinator – Gene Centi
Sole Assessor – Leigh Anne Loucks
Golf Course Manager – Steven Stedman

Golf Course Club House Manager – Jerry Groom III
 Planning Board Chairman – Al Kozakiewicz
 Zoning Board of Appeals Chairman – Open
 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 Bush
 Deputy Town Clerk – Judith Aldinger
 ZBA, BAR & Planning Board Clerk/Secretary – Open
 Bookkeeper & Budget Officer – Joanne Young
 Court Clerk – Thelma Subik
 Clerk to the Highway Superintendent – Kim Satterly

The Town Clerk stated she would like to be considered for the position of clerk to the highway superintendent, and not at that rate of pay. Supervisor Horton stated the highway superintendent wanted Kim Satterlee. The Supervisor stated “two years ago you were offered it and didn’t want anything to do with it, so.” The clerk stated he is coming to the town clerk now asking for things to be done. The town clerk offered to do the job for \$500.00.

Seconded by Council Member Glenn

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

Supervisor Horton stated he got this information out to the board it is just setting the pay rates for the year 2022. The Supervisor stated at budget time these salaries reflect the adjustments made to the budget. He asked the board members to take a look at the list.

RESOLUTION #2022-004 - to set pay rates for the year 2022 was offered by Supervisor Horton at the reorganizational meeting held Wednesday, January 3, 2022. The following salaries were reviewed and discussed as follows:

Highway agreement expired December 31, 2021. All other positions will be reviewed. Pay increases will be retroactive to January 1, 2022, and decreases, if any, will be effective on the date in the resolution.

Annual Salary of Elected & Appointed Officials to be paid quarterly

(1) Budget Officer	\$3,008.00 (annual)
(1) Weed Coordinator & Director	\$16,000.00 (annual)

Salary of Elected & Appointed Officials to be paid monthly

1 – Town Justice	\$1,482.08
1 – Dog Control Officer PT	\$489.08
1 – Attorney to the Town	As Billed
1 - Court Clerk	\$416.66
4 – Town Board Members	\$291.66
1 – Supervisor	\$1,250.00

Salary of Appointed Officials to be paid annually

1 – Health Officer	
1 – Historian	\$ 700.00
1 – Deputy Superintendent of Highways (in addition to contractual pay)	\$2,208.00

Salary for Elected & Appointed Officials to be paid bi-weekly

1 – Bookkeeper to Supervisor (secretary)	\$1,010.38
1 – Town Clerk/Tax Collector	\$1,467.00
1 – Registrar of Vital Statistics (annual)	\$32.15
1 – Superintendent of Highways (refuse Coordinator duties)	\$1,923.07
1 – Golf Course Superintendent	\$2,575.00
1 - Golf Course Club Manager	\$1,461.53
1 – B.T.I. Coordinator	\$633.65
1 – Youth Director	(\$5,875.00 annual)
1 – Youth Teacher	(\$1,635.00 annual)

Appointed Employees to be paid hourly

Sole Assessor	\$26.78
Confidential Secretary to the Supervisor	\$19.00
Sanitation and Code Enforcement Officer	\$26.78
Assistant Code Enforcement Officer and Code Clerk	\$25.75
Highway – Motor Equipment Operators	by contract
Highway Mechanics –	by contract
Deputy Town Clerk	\$15.91
Laborers (Golf Course I)	\$15.50
Laborers (Golf Course II)	\$15.00
Assistant to Pro Shop	\$14.00
BTI Technicians (I)	\$13.54
BTI Technicians (II)	\$13.20
Senior Divers – have worked for the town previously	\$24.00
First year starting diver rate	\$22.64
Tenders – senior	\$13.62
First year tender	\$13.23
Laborer (Janitorial)	\$15.00
Boat Wash/Lake Stewards	\$13.20
Summer Youth/Recreational	\$13.20
Summer Youth/Recreational Bus Driver	\$16.50
Summer Youth/Recreational Lifeguard	\$13.20

Appointed Employee(s) to be paid for all collection/preparation/distribution of all documentation in addition to secretarial reporting per meeting

Secretary and Clerk to the ZBA and Planning Board	\$200.00
Secretary and Clerk to the BAR	\$200.00

Seconded by Council Member Glenn

Discussion: Council Member Glenn asked if the bookkeeper was going to be an hourly rate. Supervisor Horton stated the bookkeeper has been paid biweekly and stated this is what we had budgeted for that position for the year. The clerk stated she makes \$80.00 an hour. The Supervisor stated the clerk was out of order.

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

RESOLUTION #2022-005 - to appoint Anthony Russitano to the Zoning Board of Appeals (ZBA) was offered by Supervisor Horton at the organizational meeting held Monday, January 3, 2022,

WHEREAS, the term of Doug Purcell as member of the ZBA expired December 31, 2021, and

WHEREAS, Anthony Russitano served the Town as a Town Councilman for four years, and

WHEREAS, Anthony Russitano honorably served the Town as councilman,

NOW, THEREFORE, BE IT RESOLVED that the Town of Caroga Town Board appoints Anthony Russitano, Caroga Lake NY 12032, to a five-year term on the Zoning Board of Appeals commencing January 1, 2022 through December 31, 2026.

Seconded by Council Member Travis

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

Mr. Russitano was congratulated. The Supervisor was happy to see him step up. The Supervisor stated Mr. Purcell was a very good member of the ZBA. Mr. Russitano will do a good job filling his shoes.

RESOLUTION #2022-006 - to appoint Burt Wilson to the Board of Assessment Review (BAR) was offered by Supervisor Horton at the reorganizational meeting held Monday, January 3, 2022,

WHEREAS, the term of Mark Ford Chair of the BAR expires September 30, 2024, and

WHEREAS Mark Ford submitted a letter of resignation creating a vacancy, and

WHEREAS, Burt Wilson dutifully and competently served the Town on the Planning Board for many years.

NOW, THEREFORE, BE IT RESOLVED that the Town of Caroga Town Board appoints Burt Wilson, Caroga Lake NY 12032, to complete the remaining term of Mark Ford through September 30, 2024.

Seconded by Council Member Sturgess

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

RESOLUTION #2022-007 - to appoint Al Kozakiewicz to the Planning Board was offered by Supervisor Horton at the reorganizational meeting held Monday, January 3, 2022,

WHEREAS, the term of Al Kozakiewicz as member of the Planning Board expired December 31, 2021, and

WHEREAS, Al Kozakiewicz has honorably served the Town as a member and chairman of the Planning Board,

NOW, THEREFORE, BE IT RESOLVED that the Town of Caroga Town Board appoints Al Kozakiewicz, Caroga Lake NY 12032, to a seven-year term on the Planning Board commencing January 1, 2022 through December 31, 2028,

AND BE IT FURTHER RESOLVED That Al Kozakiewicz be named Chairman of the Planning Board beginning January 1, 2022 and expiring December 31, 2022.

Seconded by Council Member Travis

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

RESOLUTION #2022-008 - to appoint Christopher Langlois of the firm of Girvin & Ferlazzo as Attorney for the Town as an Independent Contractor was offered by Council Member Glenn at the reorganizational meeting held Monday, January 3, 2022.

WHEREAS, the board discussed naming a town attorney as part of the organizational business being conducted this afternoon, and

WHEREAS, Girvin and Ferlazzo have agreed to the same terms of service as in the year 2021, namely that the monthly retainer will be \$1,050 per month for non-litigation services, and \$195 per hour for litigation services and legal services over 72 hours per year, and

WHEREAS, Girvin and Ferlazzo has dutifully and competently served the Town of Caroga.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Caroga appoints Attorney Christopher Langlois of the firm Girvin & Ferlazzo as Attorney for the Town.

Seconded by Council Member Travis

Discussion: Supervisor Horton confirmed with Council Member Glenn that the rate will remain the same.

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

Supervisor Horton stated the clerk brought up just before the meeting that the board did not reappoint John Livingston to the Board of Assessment Review. His term expired on September 30, 2021.

RESOLUTION #2022-009- to appoint John Livingston to the Board of Assessment Review (BAR) was offered by Supervisor Horton at the reorganizational meeting held Monday, January 3, 2022,

WHEREAS, the term of John Livingston of the BAR expired September 30, 2021, and

WHEREAS, Mr. Livingston is interested in continuing to serve on the Board of Assessment Review, and

WHEREAS, John Livingston has dutifully and competently served the Board of Assessment Review for several years,

NOW, THEREFORE, BE IT RESOLVED that the Town of Caroga Town Board does hereby reappoint John Livingston Caroga Lake NY 12032, to the Board of Assessment Review (BAR) for the term to run until September 30, 2026.

Seconded by Council Member Glenn

Adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

Supervisor Horton stated the last order of business was something that was done informally last year. The Supervisor wanted to appoint Town Board members to Liaison's to certain departments. The following assignments were made by Supervisor Horton.

TOWN BOARD LIAISON ASSIGNMENTS:

Golf Course – Richard Sturgess
Buildings and Grounds – Donald Travis
Environmental – Dr. John Glenn
PLRT – Barb Deluca
Codes – Scott Horton

The committee assignments were seconded by Council Member Glenn

The Committee Assignments were adopted by a vote of five Ayes: Horton, Glenn, Deluca, Sturgess, Travis

At 3:26 pm Council Member Deluca made a motion to adjourn. Supervisor Horton noted at the County meeting earlier today the newbies are always allowed to make a motion to adjourn. She has carried on a countywide tradition. The motion was seconded by third term Council Member Glenn. All board members were in favor of the motion.

Submitted by the Town Clerk

Linda M. Gilbert, RMC, CMC