

State of New York
County of Fulton
Town of Caroga

Minutes of a Caroga Town Board work session held Thursday September 4, 2025 at the municipal building located at 1840 State Highway #10 at 5:00 pm with the following persons in attendance by roll call.

Supervisor Ralph J. Palcovic - Here
Council Member John Glenn – Here
Council Member Barbara Deluca – Here
Council Member Richard Sturgess – Here
Council Member Matthew Cooper – Present

Also in attendance was Leigh Anne Loucks Secretary to the Supervisor and Anita Long.

Supervisor Palcovic announced there were three items on the agenda. 1) The Royal View Campground asking the board to waive the 30-day waiting period for the application of their beer and wine license. A motion was made by Councilmember Glenn and seconded by Councilmember Cooper.

Discussion: Councilmember Cooper asked if you can have a beer/wine license without a structure. The Supervisor could not answer that. Councilmember Cooper supports the project but noted there are four walls that are framed and sheathing on the roof. If they get to 30 days and they have a license without a structure is that kosher? Councilmember Sturgess thought that was up to the liquor board. Councilmember Cooper stated usually when you are trying to take a shortcut on something or accelerate something you are doing it so you can get open. Not having a structure the board would be accelerating something that is not even ready to go. Maybe this should go through the wait period. The Supervisor noted this is part of the application process, it gets the process moving. He did not think the license would be issued without some other formality. Councilmember Sturgess noted you could not get your beer/wine license until you have the health department approval. You have to show you have workers compensation insurance and a certificate of occupancy. The third party code office would issue the CO. Councilmember DeLuca asked what if the building is not up within the 30 days. If ABC already approves this do you have to wait 30 days to sell liquor? Councilmember Sturgess thought the liquor board requires you to give the town notice and they have 30 days to react. Once you have a license it was believed you didn't have to wait to sell. Basically this says the town does not contest them getting a license. Councilmember DeLuca also noted Mr. Monks had to go to the Planning Board for approval. Then he came to the town board asking for a waiver. That project was approved. The clerk stated Royal View didn't go through the process for the bar and restaurant. The campground was approved. The clerk also noted the document from Royal View didn't ask for a waiver. They stated that the town approved waiving the 30-day notice. It was also noted that no one signed the document. Supervisor Palcovic stated the language is not complete or correct but the intent was

to waive it. Councilmember Cooper stated it is debatable whether this has to go through the zoning process. It is a commercial business. It was noted the property is in two different zones R 3 and R8. Councilmember DeLuca asked if a variance was needed to put a restaurant in a residential area. Councilmember Cooper wasn't sure when it is in two districts if one requires and another does not. The blue barn was discussed as being in two districts. In that case you had to go with the most stringent one.

Councilmember Glenn made a motion to table this matter. The motion was seconded by Councilmember DeLuca. All board members were in favor of the motion. Palcovic, Glenn, DeLuca, Sturgess, Cooper.

A recommendation was made by Councilmember Cooper to have the parties involved here. He would like to see this move forward.

The second matter Supervisor Palcovic brought up was to have a public hearing for the Zeitler property at 1785 State Highway 10 at the next town board meeting to correct the zoning. From day one this was zoned conservation. A motion was seconded by Councilmember DeLuca. The clerk stated there wasn't enough time to publish a legal notice on this. A future calendar date will be set.

Supervisor Palcovic had one other piece of information. In reviewing the legal document for Verizon to put an antenna on the existing tower it was found that the zoning for parcel which is conservation was not changed. The 8.5 acres of parklands that was alienated was never taken out of conservation where cell towers are not allowed. The Supervisor also noted if we build a highway barn or a salt barn they are not recognized in conservation. It has to be corrected. There was a land swap but a step was missed Supervisor Palcovic thought. Councilmember Cooper thought a land swap could be done for where we want to put the new building. The Supervisor thought the entire parcel could be done – it has to SBL #'s.

Employee handbook. Leigh Anne Loucks took the package forwarded by NYMIR our insurance company and in her official capacity as the supervisor's secretary to review and filter the document to what is applicable to the town. This will impact all employees full and part time. The original document was 112 pages this is 43. The board will have to review the document which is in DRAFT. There will be a certification page when approved. The purpose for the handbook is because the town is lacking in policies. This will not interfere with the highway contract.

Councilmember DeLuca noted on page 6 it says unused personal time is not paid upon termination. Do they get personal time, sick time, holiday time and vacation or is it all lumped in one group as paid time off? Ms. Loucks noted this was something the board had to decide. There are mostly elected officials. There is really only one full time hired employee that is not in the highway department. Then there are part time appointed. The first thing that needs to be done is job descriptions.

Councilmember DeLuca wondered how can the board decide who is going to get paid time off if you don't have a job description? Are part time employees going to get the same amount of paid time off (PTO) as a full time employee?

Supervisor Palcovic noted the clerk provided some research and many jurisdictions do not give PTO to part time employees. There were two exceptions.

Councilmember Sturgess noted it has been our history that PTO is not given to part time. Councilmember DeLuca asked what is full time. In the draft handbook it says 40 hrs. It was noted that New York State recognizes 32 hours. It was noted the code officer is civil service employee. Civil Service has rules but nothing has ever been implemented in the town on the number of hours required. Councilmember Sturgess thought we were doing this for one employee as highway is union, and the code is under civil service. So this is for part time employees?

The handbook has the necessary prevention information for sexual harassment and work place violence. Councilmember Sturgess didn't think the disciplinary actions or who was in charge of it were outlined. Councilmember DeLuca stated it does.

Councilmember Cooper referred to page 26 which states: The Town of Caroga believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a program of Paid Time off (PTO) to all full and part time employees. Councilmember DeLuca wants to find out what the job descriptions say. How many days are people supposed to work? Some people work to get the job done. PTO does not pertain to any of the elected officials. It was noted that any civil service questions get referred to the Personnel Office. Code is appointed, and civil service. He serves at the pleasure of the board. It was asked does he get time off.

Supervisor Palcovic discussed company policies like no smoking in town vehicles and dress code.

Councilmember DeLuca thought the big thing here was PTO. But we have to have job descriptions to figure this out. Councilmember Cooper asked do we give part time employees PTO? Councilmember Sturgess replied, "No." Supervisor Palcovic stated the clerk has substantiated this, on page 26 the words "and part" were to be removed in the paragraph entitled Paid Time Off Policy. Ms. Loucks asked will the code job always be civil service, and asked if the board will provide the hours to be worked?

The clerk asked if Leigh Ann, and Joanne who are part time but salaried wouldn't then get any time off. Councilmember DeLuca asked what their job descriptions say. This would be personal time? Everything falls under PTO. The Supervisor brought up a prolonged medical event. Councilmember Cooper asked about waking up with a headache and not coming in, or having a dental appointment. Supervisor Palcovic stated we've made flexible salary positions. The minimum hours still have to be established in the job description.

Supervisor Palcovic noted the assessor has always been salaried but then there was a problem with someone not showing up and nothing was getting done. Ultimately that assessor had to be bought out of her contract. While she served at the pleasure of the board... the termination part was she wasn't doing the job. The Supervisor noted when Leigh Anne shifted her hours it came in front of the board. Because she is salaried and gets calls at other times the same with the code officer who may have to go out on a four-hour concrete pour on a Sunday, that is why it is salaried. The

clerk asked was this documented in retirement reporting. The supervisor noted he was directed last year to partake in that.

Councilmember Cooper noted we have to qualify the job descriptions by position before we go forward. "You can't relate this to an amorphous position."

Councilmember DeLuca asked if everyone did retirement reporting. The assessor noted she did when she was hourly. Councilmember Sturgess thought a salaried employee under the state is X amount of hours per week. It has to be documented. Leigh Anne stated when you are salaried normally you are paid for your expertise and getting the job done not for the hours you are there except by civil service or some other. For retirement you have to do a calendar.

Councilmember DeLuca noted in the hospital your PTO is calculated on how many hours you work. You got more PTO when full time then part time. Overtime was discussed but it is not given to salaried employees. Councilmember Sturgess stated it is expected in the salary industry that it balances itself out from week to week. A new employee time off was discussed. Most have to wait 60 – 90 days before taking time off. It was noted that when the assessor started she worked 12 hours per week. She is very accommodating to the public coming in at other times. She has to get the job done and making sure property records are updates and there is a fair and equitable roll. It comes down to the job description.

Councilmember Sturgess noted we were not going to accomplish anything with the document before him. Today he wanted to accomplish what jobs we have that will require job descriptions. Councilmember DeLuca thought the rest of the document was spot on. The thing that has to be figured out is PTO. Leigh Anne stated there needs to be a standard practices policy on vehicles. It was noted in years past the highway truck was a Vrooman's. A discussion ensued about being on call 24/7. It has to be for town business not for personal use. It was noted that multiple people use the code vehicle.

A list was made of positions that need job descriptions: Code Officer, Assessor, Bookkeeper, maintenance, highway department, MEO, Laborer, and Mechanic. It was asked by Leigh Anne why the town pays for highway employees to get their Commercial Drivers Licenses without something to retain their employment. The response was the union does this.

Other descriptions needed are golf course superintendent, golf course one and two, club house manager, proshop/retail sales, greens keeper, garbage worker, part time seasonal boat wash. Deputy Town Clerk duties, it was noted, are set by the town clerk, a second deputy duties are set by the board. Divers 1 & 2, tenders, Director – Mr. Hogan, he is looking to retire it was noted., BTI director, applicators, Lake Stewards, Summer Recreation Director, Councilors 1 & 2, bike trails manager, trail builders/maintenance, Court clerk (under court admin), Supervisor Palcovic noted if they get a paycheck the handbook applies. Deputy Hwy Superintendent, Board of Assessment Review Chairperson and general members. The clerk asked about breaking out salaries at budget time as some BAR members attend all meetings and others attend one or two. The Assessor noted in other towns its \$50.00 for the meeting and \$75 for others. Then there is the board clerk, Planning and Zoning Boards.

Councilmember Sturgess also noted that sometimes highway employees help other departments. Councilmember Glenn noted the title was changed to department of public works in the new contract, and the words related duties as directed could be added to define job duties..

Leigh Anne will contact the county for job descriptions. This project may require additional money in the budget next year.

The clerk asked about having a date on the complaint form to report sexual harassment and a place for a narrative. Leigh Anne stated anything can be put on there. Supervisor Palcovic stated once the investigation starts those things fall into place. The Supervisor noted the forms were put outside his office for employee to access. The forms go to the supervisor and the attorney will be directly involved unless another individual third party becomes involved. This is a work in process. Leigh Anne asked if the board wanted draft job descriptions emailed to them. Councilmember Sturgess asked if there is enough money in the budget for all this work. The supervisor stated there is \$1000.00 in the line item. When we are out of money we will fix the problem. This was an unanticipated project.

The clerk asked about page 5 and the use of the word company. Is the town being referred to as company or should it be town. Leigh Anne stated it will be town. The clerk asked about the use of the word Human Resources. The Supervisor noted those are discussions about appointing someone to be in charge of Human Resources. Lastly the clerk asked about the use of he/she as being politically correct. Supervisor Palcovic noted the President is doing executive orders to eliminate pronouns. The term employee will be will be used. The Supervisor noted it should always be gender neutral.

Leigh Anne asked about the additional jobs the clerk has like webmaster, registrar, and drug testing coordinator. More than one person could be in those positions in the future. Councilmember Sturgess noted contractual employees like Brian Macintosh aren't included.

At 6:12 pm Supervisor Palcovic made a motion to adjourn. The motion was seconded by Councilmember DeLuca. All board members were in favor of the motion. Palcovic, Glenn, DeLuca, Sturgess, Cooper.

Submitted by Town Clerk

Linda Gilbert, RMC, CMC