

State of New York  
County of Fulton  
Town of Caroga

Minutes of the Reorganizational Caroga Town Board meeting held Wednesday January 2, 2008 at the municipal building located at 1840 State Highway #10 at 7:00 pm with the following persons in attendance by Roll Call:

Supervisor Gary Gifford Sr. - Here  
Councilman Ralph Palcovic - Here  
Councilman Robert Sprung - Here  
Council Member Valerie Scribner - Here  
Councilman Robert Sullivan - Here

Other town officials in attendance were Stephen Jennings – Golf Pro-Greenskeeper-Manager, Mike Heberer – Code Enforcement Officer, and Joseph Insogna – Highway Superintendent.

The first order of business was the swearing in of officials. Linda M. Gilbert – Town Clerk/Tax Collector swore into office Joseph Insogna – Highway Superintendent 1/1/08 to 12/31/09, Robert Sullivan – Councilman 1/1/08 to 12/31/11, Ralph Palcovic – Councilman 1/1/08 to 12/31/11 and Gary W. Gifford Sr. – Town Supervisor 1/1/08 to 12/31/09. Refreshments will be served after the meeting.

**RESOLUTION Naming Appointed Positions for the year 2008 #2008-001**

Offered by Councilman Palcovic

Seconded by Councilman Sprung

**WHEREAS**, the Caroga Town Board held its Reorganizational meeting on Wednesday January 2, 2008 at 7:00 pm and

**WHEREAS**, the following information was examined and reviewed by the Caroga Town Board, now therefore be it

**RESOLVED**, that the following persons are hereby appointed as officials in the Town of Caroga for the year 2008:

Sanitation Inspector – Michael Heberer  
Code Enforcement Officer – Michael Heberer  
Registrar of Vital Statistics - Linda Gilbert  
Dog Control (Animal Control Officer) - Howard Dutcher  
Health Officer - Dr. John Glenn  
Youth Director – Desire Hines  
Historian - Inger Mc Daniel  
Building Maintenance Staff – Richard Springstead  
B.T.I. Coordinator – Candace Dean  
Weed Harvesting Coordinator - Jack DeWeese  
Sole Assessor – Katherine Hillock appointment to run until 9-30-2013

Attorney to the Town -  
Golf Professional/Greenskeeper/Manager - Steve Jennings  
Planning Board Chairman – Douglas Smith  
Zoning Board Chairman – Pete Welker  
On site Deputy to Assessor - LoriAnn Lewis  
Deputy Town Supervisor – Ralph Palcovic  
Deputy Highway Superintendent – Robert Stock  
Deputy Town Clerk – Constance Konik  
ZBA & Planning Clerk – Linda Gilbert  
Code Enforcement Clerk – Sandra Pavlus

Discussion: It was asked if there is a contract with the Town Attorney. The contract will be distributed to the board members. The appointment of Town Attorney was not made at this time pending a meeting with him.

Adopted by the following roll call vote:

Council Member Scribner - Aye  
Councilman Sullivan – Aye  
Supervisor Gifford - Aye  
Councilman Palcovic – Aye  
Councilman Sprung - Aye

**RESOLUTION – Naming Elected Officials and their Positions #2008-002**

Offered by Council Member Scribner

Seconded by Councilman Palcovic

**WHEREAS**, the Caroga Town Board held its Reorganizational meeting on Wednesday January 2, 2008 at 7:00pm and

**WHEREAS**, the Caroga Town Board did examine and review the list of the elected officials and their titles, now therefore be it

**RESOLVED**, that the following are hereby listed as the elected officials, in the Town of Caroga for the year 2008 as follows:

Supervisor – Gary W. Gifford Sr.  
Highway Superintendent – Joseph Insogna  
Town Clerk/Tax Collector/Registrar/Records Management Officer - Linda Gilbert  
Town Justice - James Subik  
Councilman – Robert Sullivan  
Councilman – Ralph Palcovic  
Councilman – Robert Sprung  
Council Member – Valerie Scribner

Adopted by the following vote:

Supervisor Gifford - Aye  
Councilman Palcovic – Aye  
Councilman Sprung - Aye  
Council Member Scribner - Aye  
Councilman Sullivan – Aye

**RESOLUTION to set yearly salaries and hourly rates for the year 2008 #2008 - 003**

Offered by Councilman Sprung

Seconded by Council member Scribner

**WHEREAS**, the Caroga Town Board held its Reorganizational meeting on Wednesday January 2, 2008 at 7:00 pm and

**WHEREAS**, the town board desires to set the salaries of Elected, and Appointed Officials in the Town of Caroga, Now therefore be it

**RESOLVED**, that the following yearly salaries and hourly rates as amended for elected and appointed officials, in the Town of Caroga for the year 2008:

**Salary Elected & appointed Officials to be paid quarterly:**

(4) Town Board Members	\$3,044.00 ea,
(1) Budget Officer	\$4,820.00

**Salary Elected & appointed Officials to be paid monthly:**

(1) Town Justice	\$12,086.00
(1) Dog Control Officer PT	\$ 4,699.00
(1) Attorney to the Town (paid monthly by contract)	\$
(1) Court Clerk	\$ 2,185.00

**Salary Appointed Officials to be paid annually:**

(1) Health Officer (paid annually by contract)	\$ 1,540.00
(1) Historian	\$ 567.00
(1) Assessment Review Board (Chairman)	\$ 375.00
(4) Assessment Review Board Members	\$ 284.00 ea.
(1) Deputy Superintendent of Highways	\$ 1,454.00
(1) Weed Coordinator	\$ 819.00
Ski Chaperones (Youth Program; paid by voucher)	\$ 100.00 ea.

**Salary Elected & appointed Officials to be paid bi-weekly:**

(1) Supervisor	\$ 9,740.00
(1) Deputy Supervisor	\$ .00
(1) Bookkeeper to Supervisor (secretary)	\$18,654.00
(1) Town Clerk/Tax Collector	\$27,253.00
(1) Sole Assessor	\$ 4,000.00
(1) On Site Deputy Assessor	\$20,000.00

(1) Unpaid Deputy Town Clerk	\$ .00
(1) Registrar of Vital Statistics	\$ 550.00
(1) Superintendent of Highways (refuse Coordinator duties)	\$40,067.00
(1) Greenskeeper (Manager/Golf Pro)	\$35,153.00
(1) B.T.I. Coordinator	\$12,808.00
(1) Youth Director	\$ 2,627.00
(1) Math Teacher	\$ 1,708.00
(1) Reading Teacher	\$ 1,708.00
(4) Youth Aid	\$ 1,273.00each
(1) Bus Driver	\$ 1,272.00
(1) Youth Aid – Head councilor	\$ 1,475.00
(3) Youth Aid	\$ 1,223.00

**Appointed Employees to be paid hourly:**

(1) Clerk PT (assessment Review Board) not to exceed \$300.00 per year	\$10.92
Laborers (Refuse/Highway; full-time)	\$12.15
Laborers (Refuse/Highway; part-time)	\$12.02
(1) Deputy Town Clerk -Not to exceed \$9,000.00 per year	\$ 8.75
Laborers (Golf Course I)	\$ 9.42
Laborers (Golf Course II start of 3 <sup>rd</sup> yr./after 2 summers)	\$12.02
Assistant to Golf Professional (Pro Shop I)	\$ 9.42
Assistant to Golf Professional (Pro Shop II start of 3 <sup>rd</sup> yr./after 2 summers)	\$10.27
BTI technicians (I)	\$ 8.93
BTI Technicians (II)	\$10.11
(1) Clerk PT (Code Enforcement) (Not to exceed \$6,695.00)	\$10.61
(2) Divers	\$18.33
(1) Tender	\$10.71
(1) Code Enforcement Officers (PT)	\$18.58
(1) Laborer (Janitorial)	\$11.00
(1) Planning & Zoning Secretary	\$ 9.02

**Discussion:** Ski chaperone are not town employees they are paid by voucher – no raise given. It was asked how many hours does the Code Enforcement Officer work? Mr. Heberer responded 35 - 40 per pay period. Supervisor Gifford asked the board to consider why across the board do new hires get an increase the same as someone who has been in the job for a period of time. He felt there should be an established base rate of pay for new hires. Councilman Palcovic thought there were some jobs already with a base rate. It was agreed that returning employees should be compensated. Councilman Palcovic used the term benchmarking to describe salaries being set.

Adopted by the following roll call vote:

- Councilman Sullivan – Aye
- Supervisor Gifford - Aye
- Councilman Palcovic – Aye
- Councilman Sprung - Aye
- Council Member Scribner - Aye

**RESOLUTION stating Organizational Business - Miscellaneous**

**#2008 - 004**

Offered by Councilman Sullivan

Seconded by Council Member Scribner

**WHEREAS**, the Caroga Town Board held its Reorganizational meeting on Wednesday January 2, 2008 at 7:00 pm and

**WHEREAS**, the following information was examined and reviewed by the Caroga Town Board, now therefore be it

**RESOLVED**, that the following information is hereby offered for the purpose of conducting business in the Town of Caroga for the year 2008:

Financial Institution:

NBT 142 N. Comrie Ave. Johnstown NY

That the Regular meetings of the Town Board of the Town of Caroga will be held on the second Wednesday of each month at 7:00 p.m.

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, gasoline, oil, salaries, contract, insurance etc. when due. Pay quarterly salaries of elected officials on the same day as the second bi-weekly payroll of the following months - March, June, September, and December.

That Gas Mileage for the year 2008 will be \$0.50 per mile

That the Highway Superintendent is authorized to spend \$1,500.00 without authorization - keeping within budget appropriations.

The Official Newspaper - Leader Herald

The Rate for Election Inspector for the year 2008

Primary Day - \$100.00

Election Day - \$150.00

\$10.00 per hour for any broken days

Payment for mileage is \$0.50 per mile. A rate of \$25.00 has been set for attending school. The chairman is paid and extra \$25.00 as they must take the books back and perform extra work.

If an elected or appointed official is going to go on vacation or to a seminar, etc. for more than 48 hours, the Supervisor or Town Clerk should be notified and it should be marked on a calendar in the Town Clerk's office.

Discussion: Council Member Scribner asked if the board would change the day of the meeting to Tuesday. Some board members were not in favor of the change. A motion to change was not seconded.

Adopted by the following roll call vote:

Supervisor Gifford - Aye  
Councilman Palcovic – Aye  
Councilman Sprung - Aye  
Council Member Scribner - Aye  
Councilman Sullivan – Aye

**RESOLUTION Setting the benefit package for the Highway Department #2008 - 005**

Offered by Council Member Scribner

Seconded by Councilman Sprung

**WHEREAS**, the Caroga Town Board held its Reorganizational meeting on Wednesday January 2, 2008 at 7:00 pm and

**WHEREAS**, the Supervisor did discuss with the highway superintendent the salaries and benefits for the year 2008 for the Highway Department Employees, now therefore be it

**RESOLVED**, that the Caroga Town Board does hereby set the salaries and benefits for the Caroga Highway Department for the year 2008 as follows:

Regular Laborer - \$12.15 per hour for the year 2008  
Motor Equipment Operators – MEO’s - \$14.19 per hour for the year 2008  
Mechanics - \$14.60 per hour for the year 2008

Starting January 1, 1990 and each year thereafter, each employee will receive \$50.00 longevity per year for each year of service with the Town of Caroga to be paid December 15th of each year. In the event that an employee leaves employment with the Town of Caroga during a calendar year they would receive their longevity pro-rated for that particular year. They would receive \$25.00 up until July first and the full \$50.00 thereafter till December 31st.

In the event that an employee terminates employment with the Town of Caroga and then is re-hired they will start from day one with the \$50.00 longevity.

New employees have 5 days pay held back. Employees are paid on Friday's bi-weekly. They will be paid one and a half times for any hours actually worked over 40 hours in any pay period covering 7 days Monday - Sunday.

When an employee works on a holiday, the employee is to be paid for the holiday plus one and a half times their hourly rate for hours worked for the day.

**FRINGE BENEFITS - HOLIDAYS - 11 PAID** - New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, General Election Day, Veterans Day, Thanksgiving Day, Christmas Day, Floating Holidays are: Columbus Day and Martin Luther King Day.

PERSONAL DAYS - Two paid personal days per year; to be used within the year.

VACATION DAYS - One day per month after six (6) months employment with the Town, but not to exceed 24 accumulated days at any time. The employee must request and get approval from the Highway Superintendent prior to taking vacation time.

SICK DAYS - One day every two months after six months of employment with the Town (six per year), not to exceed twenty accumulated sick days at any time.

CLOTHING ALLOWANCE - \$225.00 per year clothing allowance per person for the highway personnel to be paid on March first of each year.

COUNTY COMPENSATION - COUNTY PAID - 100%

HEALTH INSURANCE – Empire Blue Cross Blue Shield (Family plan) TOWN PAID 100%

NEW YORK STATE RETIREMENT PLAN 75-C TIER 1,2,3, & 4.

UNUSED SICK TIME - Employees who do not utilize any sick time in a calendar year shall be paid \$200.00. Such payment shall be paid in the first payroll in January in the succeeding year.

Discussion: Council Member Scribner suggested looking into an incentive buyout plan for employees who could have insurance through their spouse. It was noted that if sick days can not accumulate more than 20 days.

Adopted by the following roll call vote:

Councilman Palcovic – Aye  
Councilman Sprung - Aye  
Council Member Scribner - Aye  
Councilman Sullivan – Aye  
Supervisor Gifford – Aye

**RESOLUTION to Contract with Stephen Jennings for his services as the Nick Stoner Municipal Golf Course Greenskeeper, Course Manager, and Golf Pro #2008-006**

Offered by Councilman Palcovic

Seconded by Council Member Scribner

**WHEREAS**, the Caroga Town Board held its regular monthly meeting on January 2, 2008, and

**WHEREAS**, the Board did discuss their desire to renew the contract with Stephen Jennings,  
Now therefore be it

**RESOLVED**, that the Town Board of the Town of Caroga desires to enter into an agreement with Stephen Jennings to act as the Golf pro, Greenskeeper, Course Manager of the Nick Stoner Municipal Golf Course for the year 2008 as follows:

This Agreement made the 2<sup>nd</sup> day of January 2008 by and between the Town and Stephen Jennings:

**WHEREAS**, The Town of Caroga, a duly incorporated municipality existing in the County of Fulton, New York State owns and operates a golf course, including a pro shop, a summer residential apartment and attendant rooms and buildings, and

**WHEREAS**, the Town Board of the Town of Caroga (hereinafter the Town) desires to have its municipal golf course professionally managed, its greens and fairways capably maintained and the services of a qualified golf professional available to its customers, and

**WHEREAS**, Stephen Jennings (hereafter Mr. Jennings) possesses the prerequisite qualifications to perform all the above services, and

**WHEREAS**, Mr. Jennings desires to enter into an agreement with the Town to act as the Manager of the municipal golf course, its Greenskeeper and golf pro, for hire, and

**WHEREAS**, Mr. Jennings wishes to use the summer residence and space in the attendant real estate to place vending machines, retail golf –related merchandise, and store and rent golf carts,

**THEREFORE**

That, in return for the use of these premises and other good and valuable considerations and compensations, the receipt of which is hereby mutually acknowledged by the parties, who agrees as follows:

1. That the Town agrees to pay Stephen Jennings for his services as Course manager, Greenskeeper, and Golf Pro the sum of thirty three thousand one hundred and thirty five dollars (\$35,153.00) to be paid Bi-Weekly from January 1, 2008 through December 31, 2008 in twenty-four installments.
2. Stephen Jennings agrees to his employment in this capacity for this amount, paid under these terms, and the other considerations extended to him.
3. Stephen Jennings agrees to keep all necessary licenses and certifications updated and that he will notify the Town Board of any additional instruction or training, the need of which might arise, whether required for his position or as voluntary enhancement to it.
4. The Town agrees to pay Stephen Jennings New York State retirement contribution and family health insurance coverage, the carrier of which is at the town's discretion.
5. The Town will allow Stephen Jennings the use of the residential apartment above the pro shop during the tenure of this agreement.

6. The town agrees to allocate to Stephen Jennings the space in and around the clubhouse for vending machines, the storage and maintenance of golf carts and the display of retail golf-related items.
7. Mr. Jennings agrees to provide the Town Supervisor with a copy of his comprehensive Liability Insurance policy, naming the Town as additional insured.
8. Mr. Jennings agrees to provide the Town Board with a list of proposed new hires each year, to become Town employees, when applicable.
9. Mr. Jennings agrees to execute his duties as course manager, Greenskeeper, and resident golf pro in a capable and professional manner, those duties shall include, but are not limited to:
  - a. the sale of memberships and tickets (supplied by the Town)
  - b. to record said memberships and any tournaments that record to be broken down into the number of members and non-members playing.
  - c. to record all locker rentals
  - d. to make available a starter, when required
  - e. to give a minimum of two seminars for students at the Wheelerville School each spring
  - f. to submit a weekly sales reconciliation form to the supervisor, the form to be supplied by the Town of Caroga
  - g. to provide and maintain a non-member log of players
10. The Town agrees to provide maintenance and custodial services to the course.
11. The town assumes no liability nor responsibility for the condition of or potential damage to the golf carts.
12. Any and all existing or future concessions are the responsibility of Mr. Jennings with the prior approval of the Town Board.

Adopted by the following roll call vote:

Councilman Sprung - Aye  
Council Member Scribner - Aye  
Councilman Sullivan – Aye  
Supervisor Gifford – Aye  
Councilman Palcovic – Aye

Discussion: Councilman Sprung asked if he is licensed to apply pesticides. Mr. Jennings responded that he is licensed each year.

Supervisor Gifford set the following committees for the year 2008.

Buildings and Grounds – Councilman Palcovic & Councilman Sullivan  
Salt & Sand – Supervisor Gifford  
Park Creation – Council Member Scribner & Councilman Robert Sprung  
Golf Course – Supervisor Gifford & Council Member Scribner  
Cell Phone Service - Council Member Scribner & Chris Ackerknecht

Supervisor Gifford noted that the town website [carogalakeny.com](http://carogalakeny.com) is available with lots of information. He will also be available to the public on a regular basis on Saturdays from 9 – noon at least and also from 3:30 or 4:00 till 6 pm daily at town hall. He may cut back on hours if there is no activity. He encourages public input.

At 8:03 pm Councilman Sprung made a motion to adjourn. Councilman Sullivan seconded the motion. All board members were in favor.

Respectfully Submitted,

Linda M. Gilbert – RMC  
Caroga Town Clerk