Town of Caroline
Organizational Meeting, January 2, 2008

The organizational meeting of the Caroline Town Board held on January 2, 2008 at the Town Hall was called to order by Supervisor Don Barber at 7:00 p.m.

Resolution 1-1 of 2008 Appointments

Resolved, the Town Board hereby makes the following appointments:

Town Historian:	Barbara Kone
Town Records Management Officer:	Deb DeAugistine
Town Hall Custodian:	Kim Whittaker (@ $ 12.30 /hr not to exceed 2 hrs/wk.
Youth Services Coordinator:	Cornell Cooperative Extension of Tompkins County
Dog Control:	SPCA of Tompkins County
Zoning/Building/Fire Code Enforcement Officer:	John Daniels
Deputy Historian	Pat Bhrel

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-2 of 2008 Town Bookkeeper

Resolved, the Supervisor is hereby authorized to designate a Town Bookkeeper, and further
Resolved, the Supervisor is authorized to list the bookkeeper on the Town Surety Insurance Policy, and further
Resolved the Bookkeeper pay rate is: $20/hr not to exceed 275 hours/year

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-3 of 2008 Deputy Supervisor

Resolved, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in His/Her absence.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-4 of 2008 Deputy Highway Superintendent

Resolved, the Town Board establishes the Office of Deputy Highway Superintendent to act for and in place of the Highway Superintendent in His/Her absence.

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-5 of 2008 Deputy Town Clerk

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a pay rate of $ 11.07/hr., and further
Resolved, the responsibilities of this Office are to assist the Town Clerk in Records Management, tax collection, producing meeting minutes, to act for and in place of the Clerk in His/Her absence.

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-6 of 2008 Reimbursed mileage rate

Resolved, the reimbursement rate to be paid to Town Officials and Employees for the use of their personal vehicles for Town business is: $.505 per mile.

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-7 of 2008 Town Board Meeting Dates

Resolved, the Town Board shall meet and hold its business meetings throughout the year 2008 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the second Tuesday of each month at 7:00 PM unless otherwise specified by an official resolution, and further

Resolved, the Town Board shall meet and hold its Abstract and Committee Reports Meeting throughout the year 2008 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the first Tuesday of each month at 7:00 PM unless otherwise specified by an official resolution.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-8 of 2008 Official Newspaper

Resolved, the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the Official Newspaper of the Town of Caroline

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-9 of 2008 Town Board Meeting Minutes

Resolved, copies of the official minutes of the Town Board, prepared and distributed by the Town Clerk, shall be distributed to each Town Board member, Town Justices, Highway Superintendent, Building Code Enforcement Officer, Chair of the Subdivision Review Board, Chair of the Planning Board, County Representative, Brookton Market Store, Dandy Mini Mart (Slaterville), Speedsville Grocery, the editor of the Brooktondale Community Newsletter, Webmaster at townofcaroline.org, Town Bookkeeper, Attorney for the Town, and posted on the Notice Boards (outside and inside the Town Hall).

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-10 of 2008 Official Bank and Depository

Resolved, the Tompkins Trust Company, a bank doing business in Tompkins County, is hereby designated as the official bank and depository of the Town.

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-11 of 2008 Investment Policy

Resolved, that the objectives of the investment policy of the Town of Caroline are: to minimize risk; to ensure that the investments mature when the cash is required to finance operations; and to ensure a competitive rate of return. In accordance with this policy, the Supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposits issued by a bank or trust company authorized to do business in New York State,
- Time Deposit Accounts in a bank or a trust company authorized to do business in New York State,
- Obligations of New York State,
- Obligations of the United States Government, and/or
- Repurchase Agreements limited to obligations of the United States or agencies of the United States where in principal and interest are guaranteed by the United States of America.

All other Local Government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investment made pursuant to this investment policy shall comply with the following conditions:

1. Collateralization

a. Certificates of Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporations or by obligations of New York State or obligations of the Unites States or obligations of federal agencies the principal and interest of which are guaranteed by the United States or obligations of New York State local governments.

Collateral shall be delivered to the Town of Caroline or to a custodial bank as designated by the Town of Caroline. The Market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than quarterly.

b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

2. Delivery of Securities.

a. Payment shall be made by or on behalf of the Town of Caroline for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposits, and other purchased securities upon delivery thereof to the custodial bank. All transactions shall be confirmed in writing.

3. Written Contracts

a. Written contracts may be required for the purchase of all certificates of deposits.

4. Designation of Custodial Bank

a. The Tompkins Trust Company, chartered by the State of New York, is designated to act as custodial bank for the Town of Caroline's investments.

5. Financial Strength of Institutions

a. All trading partners must be credit worthy. Their financial statements shall be reviewed annually by the Supervisor to determine satisfactory financial strength. The Supervisor may rely on Credit Rating Agencies to determine credit worthiness.

b. Investments in time deposits and certificates of deposits are to be made with banks or trust companies. Their annual reports should be reviewed by the Supervisor to determine satisfactory financial strength.

6. Operations, Audit and Reporting

a. The Supervisor shall authorize the purchase or sale and execute contracts for certificates of deposits on behalf of the Town of Caroline.

b. Within 61 days of the end of the fiscal year or at such other times as requested by the Caroline Town Board, the Supervisor shall prepare and submit to the Town Board an investment report detailing current investments and income and such other matters as the Supervisor deems appropriate.

At least annually, at the Organizational meeting of the Caroline Town Board, the board shall review and amend, if necessary, these investment policies.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-12 of 2008 Procurement Policy

Whereas, Section 104-b of General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of (GML) Section 103 or any other law, now therefore be it

Resolved, that the Town of Caroline does hereby adopt the following procurement policies and procedures:

Guideline 1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract.

Guideline 2. Once that determination is made, a good faith effort shall be made to determine whether it is known or can be reasonably projected if the aggregate amount to be spent in a fiscal year on the item, supply, or service would make it subject to competitive bidding. The information gathered and conclusion reached shall be documented and attached to all vouchers related to the purchase of this item, supply, or service.

Guideline 3. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances, however, documentation to this effect must be attached to the voucher for subsections a,c,d,e, h below:

a) Items to be purchased under an existing State or County contract
b) Acquisition of professional services

c) Emergencies
d) Sole source items
e) Goods purchased from agencies for the blind or severely handicapped,
f) Goods purchased from correctional facilities
g) Goods purchased from another governmental agency
h) Goods purchased at an auction
i) Goods purchased for < $250.00
j) Public Works contracts for < $500.00

Guideline 4. All purchases of items, services, supplies or equipment which will exceed $10,000 in a the fiscal year and/or public works contracts that exceed $20,000 shall be formally bid pursuant to Section 103 of GML.

Guideline 5. All purchases of items, services, supplies or equipment:
a) Less than $10,000, but greater than or equal to $5,000 require a written request for proposal (RFP) and written/fax quotes from 3 vendors.
b) Less than $5,000 but greater than or equal to $1,000 require verbal or faxed quotes from 2 vendors.
c) Documentation of quotations for items less than $1,000 in value as left to the discretion of the purchaser.

Guideline 6. All purchases of public works contracts:
a) Less than $20,000, but greater than or equal to $10,000 require a written request for proposal (RFP) and written/fax quotes from 3 vendors.
b) Less than $10,000 but greater than or equal to $3,000 require verbal or faxed quotes from 2 vendors.
c) Documentation of quotations for items less than $3,000 in value as left to the discretion of the purchaser.

Guideline 7. Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and written/fax/oral quotes received. All information gathered in complying with this procedure shall be preserved and filed with the voucher for this purchase.

Guideline 8. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made to obtain proposals and attach such documentation to the voucher for this purchase. In no event shall the inability to obtain the number of proposals or quotations be an impediment to the procurement. All information gathered in complying with this procedure shall be preserved and filed with the voucher for this purchase.

Guideline 9. The lowest responsible proposal or quotation shall be awarded, unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make the award to other than the lowest bidder. Such written justification shall be attached to the voucher for purchase. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the voucher for purchase.

Guideline 10. If an emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare, or property of the municipality, then the procurement of goods and services will be at the discretion of the proper department head with the documentation as to the nature of the emergency to be filed with the Town Clerk within five (5) working days of such procurement.

Guideline 11. When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following must be shown: Unique benefits of items needed; no other product/service can compare; cost is reasonable as compared to product offered; and there is no competition available.

Guideline 12. This policy shall be reviewed annually by the Town Board at its Organizational meeting or as soon after as is practical.

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-13 of 2008 Petty Cash

Resolved, the Town Clerk's petty cash fund of $200.00 is extended for the year 2008, and be it further
Resolved, the Court Clerk's petty cash fund of $200.00 is extended for the year 2008.

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-14 of 2008 Payment of Utility and Medical Insurance Premiums Prior to Audit

Resolved, the Supervisor is authorized to pay utility bills and insurance premiums to Blue Cross/ Blue Shield without audit by the Town Board to avoid late charges, and further

Resolved, the Town Clerk shall show the details of said bills at the audit following their payment so the Town Board may be aware of their contents and totals.

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-15 of 2008 Detailed Invoices Accepted In Lieu of Certified Vouchers

Resolved, the Town of Caroline does not require certified vouchers from any vendor submitting detailed invoices to the Town for payment.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-16 of 2008 Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting on January 19, 2008 at 9 a.m., at the Caroline Town Hall for the purposes of auditing the Supervisor's, Clerk's, and Justice Court books for the year 2007.

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-17 of 2008 Court Clerk, Typist, and Stenographer

Resolved, the Town Justices are authorized to employ the services of a Court Clerk to assist in administration and bookkeeping, and be it further

Resolved the Town Justices are authorized to employ the services of a Typist at the Pay Rate of $10.30 /hour, and be it further

Resolved, the Town Justices are authorized to employ the services of a court stenographer for trial purposes whenever deemed necessary.

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-18 of 2008 Resolution to Accept the Supervisor's Annual report to the Comptroller in lieu of an Annual Financial Report.

Resolved, the Town Board hereby authorizes the Supervisor to submit a copy of the Annual report to the State Comptroller's Office as soon as available in lieu of filing a financial report, and be it further

Resolved, the Town Clerk shall cause to be published, in the Official Newspaper, notice that a copy of such report is on file in the Clerk's Office and is available for public inspection.

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-19 of 2008 Appointment of Delegates to the Association of Towns Meeting

Resolved, the Town's delegate to the Annual Association of Town's Meeting shall be Don Barber, and the alternate delegate shall be Dominic Frongillo, and be it further

Resolved, the Town Board authorizes the attendance of any Town Officer at this meeting and the payment of the actual and necessary expenses in doing so.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-20 of 2008 Payroll Periods

Resolved, the Town Board hereby establishes the following payroll periods:

Bi-weekly:	Supervisor, Town Clerk, Highway Superintendent, Justices, Court Clerk, Code Enforcement Officer
Bi-weekly:	Deputy Clerk, Typists, Bookkeeper, and Highway Department Staff
Semi-annually:	Councilpersons
Annually:	Historian
Voucher:	Town Hall Custodian and all other employees, if any, not listed above

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-21 of 2008 Establishing Standard Work Day and Pay Rates for Elected and Appointed Personnel

Resolved, the Town Board hereby establishes the following standard work days, as required for determination of retirement benefits for Town Officials, and their annual salaries:

Supervisor	4 hour day	5 days/week	$ 10,400
Court Clerk	6 hour day	3 days/week	$ 13,950
Councilperson	2 hour day	5 days/week	$ 2,000
Town Justice	3 hour day	5 days/week	$ 9,500
Highway Supt	8 hour day	5 days/week	$ 48,500
Town Clerk	5 hour day	5 days/week	$ 18576
Historian	1 hour day	3 days/week	$ 1,050
Code Enforcement Officer	6 hour day	5 days/week	$ 37,250

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-22 of 2008 Seasonal Limited Use Highways

Resolved, the Town Board hereby authorizes the Highway Superintendent to designate and post Town roads sections that are without residences or commercial building that would be dependent on such highways for access, as seasonal limited use highways. Appropriate posting authorizes temporary discontinuance of snow and ice removal and maintenance from December 1st until April 1st as provided in Highway Law Section 205-a, and be it further

Resolved, seasonal limited use highways must be posted by November 1st, as provided in Highway Law Section 205-a. and be if further

Resolved that the following Road and Road Sections are hereby determined to meet the Seasonal road criteria an will be posted as Seasonal roads:

Bald Hill Road starting from Brearly Hill Rd. and continuing 1.743 miles
Beaver Creek Road starting from Perkins Rd. and continuing to 117 Beaver Creek Road
Downey Rd. Starting from Chestnut Rd and continuing 1.520 miles
Ekross Rd. starting .306 miles from 76 Rd and continuing.230 miles
Gulf Creek Rd. starting .222 miles from South Rd. and continuing to end
Hammond Hill Rd. starting .493 miles from Harford Rd and continuing to end
Hurd Rd. Entire length (.57 miles)
Lackawanna Rd. starting from Beaver Creek Rd. and continuing .14 miles
Leonard Rd. Entire length (1.19 miles)
Level Green Rd. starting .041 miles from 76 Rd. and continuing 1.087 miles
Shindagin Hollow Rd. starting .564 miles from Central Chapel rd. and continuing to end
Smith Rd. starting .788 miles from 76 Rd and continuing to end
Speed Hill Rd. starting at Minimum Maintenance sign at bottom of road and continuing to intersection with Bailor Rd Extension (approximately .473 miles)
Vandermark Road starting from Brooktondale Rd. and continuing 730 feet.

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-23 of 2008 Designation of Electrical Inspector

Resolved, the Town Board upon receiving insurance certificates of $2 million liability and National Electric Code Certification, hereby designates the New York Board of Fire Underwriters, Atlantic-Inland, and Commonwealth Electric Inspection Services, Inc. as the Electrical Inspectors for the Town.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-24 of 2008 Returned Check Fee

Resolved, that the Town Board imposes a charge of $25 for each check tendered as payment and returned for insufficient funds.

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-25 of 2008 Health Insurance

Resolved, the Town Board offers Blue Cross/Blue Shield EPO 11 Health Insurance to the offices of Town Clerk and Highway Superintendent at no cost to these officers, and be it further

Resolved, the Town Clerk and Highway Superintendent can add other family members to this policy at their own expense, and be it further

Resolved, all other elected and appointed officials can be added to this policy at their own expense.

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-26 of 2008

Resolved, the Town Board hereby appoints Susan Barr of 368 Brooktondale Road to a five (5) year term to the Planning Board.

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-27 of 2008

Resolved, the Town Board hereby appoints Rich Andersson of 476 Brooktondale Road to a five (5) year term to the Subdivision Review Board.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-28 of 2008

Resolved, the Town Board hereby sets the pay rate for the Typist/Highway Assistant to the Highway Superintendent at: $10.50 /hr not to exceed 550 Hours per year

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-29 of 2008

Resolved, that the Supervisor appoint the Fire Chiefs and Company Captains of the Brooktondale, Slaterville, and Speedsville Volunteer Fire Companies as Fire Wardens.

Moved by: Don Barber Seconded by: Toby McDonald
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-30 of 2008

Whereas, the Office of the State Comptroller has ruled that Counties may no longer extend their bids for public work (services) to political subdivisions; and

Whereas, General Municipal Law Section 119-0 provides that municipalities may enter into cooperative purchasing agreements to jointly bid needed services, including with the County; and

Whereas, General Municipal Law Article 5-G, Section 119-0 states that "any agreement entered into hereunder shall be approved by each participating Municipal Corporation or district by a majority vote of its governing body," now therefore be it

Resolved, that the Town of Caroline be and hereby is authorized to participate in cooperative agreements with the County for purchasing the following non-exclusive list of highway materials and services as required for the operation of the Town Highway Department: Liquid Bituminous Materials; Vegetation Control; Calcium Chloride Solution; Recycling of Bituminous Materials; Installation of Subsurface Drainage; Installation of Guide Rails; Bridge Repair; Traffic Line Painting; and Steel Sheet Piling; and it is further

Resolved, that the Town reserves the right to participate in the State bid if the State bid is lower.

Moved by: Toby McDonald Seconded by: Dominic Frongillo
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution #1-31 of 2008

Resolved, that the Attorney for the Town be Guy K. Krogh, and that he and his firm be consulted on an as-needed basis.

Moved by: Dominic Frongillo Seconded by: Linda Adams
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Resolution 1-32 of 2008

Resolved, that these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.

Moved by: Linda Adams Seconded by: Don Barber
Passed: Barber: aye; McDonald: aye; Frongillo: aye; Adams: aye

Town Business
Town board members volunteered for committee liaison assignments

Agenda for meeting of January 8, 2008
Local law for tax exemption adjustment for senior citizens and persons with disabilities
Appoint town board member to sign-off on small cities block grant (besides supervisor)
Post office representative presentation
Employee manual
Illicit discharge local law, set public hearing date

On a motion, the meeting adjourned at 10:19 p.m.

Respectfully Submitted,

Debra DeAugistine
Town Clerk