

Town of Caroline  
2010 Organization Meeting                      January 5, 2010

The organizational meeting of the Caroline Town Board held on January 5, 2010 at the Town Hall was called to order by Supervisor Don Barber at 7:02 p.m.

Present: Don Barber; Linda Adams; Toby McDonald; Pete Hoyt

**Resolution #1-2010                      Appointments**

Resolved, the Town Board hereby makes the following appointments:

Town Historian:	Barbara Kone
Town Records Management Officer:	Deb DeAugustine
Town Hall Custodian:	Kim Whittaker (@ \$ 13.05 /hr not to exceed 150 hrs/yr.
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
Webmaster	Katy Nicholson

Moved by: Don Barber

Seconded by: Toby McDonald

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #2-2010                      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: \$21/hr not to exceed 275 hours/year

Moved by: Toby McDonald

Seconded by: Pete Hoyt

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #3-2010                      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: Pete Hoyt

Seconded by: Linda Adams

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #4-2010                      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

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #5-2010                      Deputy Town Clerk**

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a pay rate of \$ 11.74/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

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

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**Resolution #6-2010      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: \$.50 per mile.

Moved by:      Don Barber      Seconded by: Mc Donald  
Ayes:      Barber/McDonald /Hoyt/Adams      Nays:      Abstentions:

**Resolution #7-2010      Town Board Meeting Dates**

Resolved, the Town Board shall meet and hold its business meetings throughout the year 2010 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 2010 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:      Pete Hoyt      Seconded by: Linda Adams  
Ayes:      Barber/McDonald /Hoyt/Adams      Nays:      Abstentions:

**Resolution #8-2010      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  
Ayes:      Barber/McDonald /Hoyt/Adams      Nays:      Abstentions:

**Resolution #9-2010      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  
Ayes:      Barber/McDonald /Hoyt/Adams      Nays:      Abstentions:

**Resolution #10-2010      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: Pete Hoyt  
Ayes:      Barber/McDonald /Hoyt/Adams      Nays:      Abstentions:

**Resolution #11-2010      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.

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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 United 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: Pete Hoyt

Ayes: Barber/McDonald /Hoyt/Adams

Seconded by: Linda Adams

Nays:

Abstentions:

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**Resolution #12-2010      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 < \$500.00
- j) Public Works contracts for < \$1,000.00

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



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**Resolution #17-2010      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

Further Resolved the Town Justices are authorized to employ the services of a Typist at the Pay Rate of \$11.47 /hour, and

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

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #18-2010      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

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: Pete Hoyt

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #19-2010      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

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: Pete Hoyt

Seconded by: Linda Adams

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #20-2010      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

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #21-2010      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	\$ 11,000
Court Clerk	6 hour day	3 days/week	\$ 14,963
Councilperson	2 hour day	5 days/week	\$ 2,000
Town Justice	3 hour day	5 days/week	\$ 9,880
Highway Supt	8 hour day	5 days/week	\$ 51,453

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Town Clerk	5 hour day	5 days/week	\$ 28,425
Historian	1 hour day	3 days/week	\$ 1,150
Code Enforcement Officer	6 hour day	5 days/week	\$ 38,368

Moved by: Don Barber

Seconded by: Toby McDonald

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #22-2010 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

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

Be It 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 School 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
- Ekroos 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: Pete Hoyt

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #23-2010 Designation of Electrical Inspector**

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

Moved by: Pete Hoyt

Seconded by: Linda Adams

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #24-2010 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

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #25-2010 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

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

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

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #26 –2010\***

Resolved, the Town Board hereby appoints \_\_\_\_\_ residing at \_\_\_\_\_ to a five (5) year term to the Planning Board

And Be It Further Resolved the Caroline Town Board appoints \_\_\_\_\_ residing at \_\_\_\_\_ to a four (4) year term to the Planning Board

Moved by:

Seconded by:

Ayes:

Nays:

Abstentions:

**\*No vote taken**

**Resolution #27 - 2010**

Resolved, the Town Board hereby appoints Beverly Liddington residing at White Church Rd. Brooktondale, NY 14817 to a five (5) year term to the Subdivision Review Board

Moved by: Don Barber

Seconded by: Linda Adams

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #28 - 2010**

Resolved, the Town Board hereby sets the pay rate for the Typist/Highway Assistant to the Highway Superintendent at: \$11.47 /hr not to exceed 1040 Hours per year

Moved by: Toby McDonald

Seconded by: Pete Hoyt

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #29 - 2010**

**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: Pete Hoyt

Seconded by: Linda Adams

Ayes: Barber/McDonald /Hoyt/Adams

Nays:

Abstentions:

**Resolution #30 – 2010**

**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



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**Town Business**

Discussion about items for the agenda for January 12<sup>th</sup>, 2010 business meeting

Don Barber explained about the contract with Scotland Yard; \$1870 for conceptual design, \$375 base mapping totaling \$2450, with a 50 percent discount the total would cost \$1200

Linda Adams spoke about parking at the new Town Hall Annex building and the Old Town Hall building: concerns with possible drainage problems, risk management, and parking.

Pete has concerns about spending money . He doesn't feel that the layout is highly technical, except water drainage. He inquired if there was other technical advice that should be obtained/addressed.

Don mentioned that parking spaces must be a certain size.

The bus stop will stay in same place (next to the road in front of the Old Town Hall), with the question of how many parking places are needed to accommodate the public who park and ride the bus.

Discussion of board members about parking lot layout including 2 handicap parking places and 3 reserved for the Town Hall employees and possible 12 to 20 additional parking places for the public.

Pete Hoyt, to speak with Kim Whittaker about her willingness to clean the new annex building as well as continuing with cleaning the old Town Hall and how her time would be split between the two buildings.

Toby McDonald talked with Cindy Whittaker, Highway Supervisor about any budgeted monies left over to be put in a reserve fund. Cindy told him she liked the idea if it is done at the end of the year but she is against having the funds encumbered and put in a fund early in the year. Pete and Toby would like to see the money put in a reserve fund. Linda noted you would see a track record by following the spending during the year.

**Town Board 2010 Committee discussion:**

Recreation and grounds - Pete Hoyt would like to turn over the job as he feels that he has faced serious criticism and he doesn't feel all is deserved. He expressed that if the board members didn't think he was doing a good job then it should be given to someone else. ( Linda Adams asked what criticism he had received and he declined to talk about it in detail.)

Emergency Services - ?

Website – Pete Hoyt declined

E-mail list serve- Pete Hoyt offered to work with Dominic Frongillo on the Town list serve

Library- Pete interested in helping with the Library.

Youth Commission- Pete Hoyt said he would continue to work on this committee

Water Shed Committee- Linda Adams , will continue working on the Watershed Committee.

Toby McDonald –Will work with the Highway Dept and he is all willing to join the Negotiation Committee

Dominic Frongillo- Was absent from the meeting,

**Agenda items**

- Approve Abstracts: Highway, General, Lighting
- Authorize Supervisor to Sign Landscaping Design Contract
- Authorize Supervisor to sign any returned Fire Protection District contracts

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**Adjournment**

On a motion by Barber and seconded by Hoyt, the meeting adjourned at 9:15 pm.

Respectfully Submitted,