

Resolution #1-2017 Appointments

Resolved, the Town Board hereby makes the following appointments:

Town Historian: Barbara Kone @ \$1,339/ yr
Town Records Management Officer: Marilou Harrington-Lawson
Town Hall Custodian: Kelly Parker @ \$14.63/hr, not to exceed 150 hrs/yr
Dog Control: Tompkins County Animal Control
Zoning/Building/Fire Code Enforcement Officer: Kevin McMahon
Communication Support Specialist Michael Ludgate
Building Maintenance Person Greg Harrington @ \$14.63/hr, not to exceed 50 hrs/yr

Moved by: Mark Witmer Seconded by: John Fracchia
Ayes: Nays: Abstentions:

Resolution #2-2017 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: \$22.95/hr not to exceed 225 hours/year

Moved by: Gary Reinbolt Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

Resolution #3-2017 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: Cal Snow Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution #4-2017 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: John Fracchia Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution #5-2017 Deputy Town Clerk

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a starting pay rate of
\$14.63/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: Mark Witmer Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #6-2017 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: \$0.535 per mile (2017 IRS mileage rate).

Moved by: Gary Reinbolt Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

Resolution #7-2017 Town Board Meeting Dates

Resolved, the Town Board shall meet and hold its business meetings throughout the year 2017 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 2nd Wednesday of each month, after the first Tuesday, at 6:30 PM, unless otherwise specified by an official resolution, and

Further Resolved, the Town Board shall meet and hold its Agenda and Committee Reports Meeting throughout the year 2017 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 1st Tuesday of each month at 6:30 PM, unless otherwise specified by an official resolution.

Moved by: Cal Snow Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

Resolution #8-2017 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: Joh Fracchia Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution #9-2017 Posting of Legal Notice

Resolved, in addition to posting a Legal Notice in the Ithaca Journal, the Town Clerk shall collaborate with the Town Supervisor to develop a notice about the public hearing that will include the following information: Purpose, Date, Time and Location of the public hearing; a brief description of the action that is being contemplated and its importance to the community; all relevant documentation; instructions for participation in the public hearing; and an address and email address to which comments may be sent if the public is not able to attend the hearing.

Moved by: Mark Witmer Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #10-2017 Town Board Meeting Minutes

Resolved, the official minutes of the Town Board shall be prepared and distributed by the Town Clerk 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, Communication Support Specialist, Town Bookkeeper, Attorney for the Town, and posted on the Notice Board inside the Town Hall.; and

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Further Resolved, the Town Communication Support Specialist will post minutes on the Town website and hard copies in the Town notebooks at the Caroline Library, Brookton Market, Dandy-Mart, and the Speedsville General Store.

Moved by: Gary Reinbolt Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

Resolution #11-2017 Town Board Meeting Rules of Procedure

Resolved, the Caroline Town Board will conduct business using Robert's Rules of Order

Moved by: Cal Snow Seconded by: Mark Witmer
Ayes: Nays: Abstentions:

Resolution #12-2017 Privilege of the Floor

Resolved, the Town Board adopts the attached protocol for citizen participation at Town Board meetings

Moved by: John Fracchia Seconded by: Gary Reinbolt
Ayes: Nays: Abstentions:

Resolution #13-2017 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: Mark Witmer Seconded by: Gary Reinbolt
Ayes: Nays: Abstentions:

Resolution #14-2017 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 investments 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

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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.

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Moved by: Gary Reinbolt

Seconded by: Cal Snow

Ayes: all

Nays:

Abstentions:

Resolution #15-2017 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 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 written/fax quotes from 2 vendors.
- c) Documentation of quotations for items less than \$1,000 in value as left to the discretion of the purchaser.

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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 written/fax 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: Cal Snow Seconded by: John Fracchia Mark to table it
Ayes: Nays: Abstentions:

Resolution #16-2017 Petty Cash

Resolved, the Town Clerk's petty cash fund of \$400.00 is extended for the year 2017, and
Further resolved, the Court Clerk's petty cash fund of \$200.00 is extended for the year 2017.

Moved by: John Fracchia Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Amend 600 and 400 Gary and John \$600 and \$400

Resolution #17-2017 Payment of Utility Bills and Medical Insurance Premiums Prior to Audit

Resolved, the Supervisor is authorized to pay utility bills, credit card, and health insurance premiums 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: Mark Witmer Seconded by: John Fracchia
Ayes: Nays: Abstentions:

Resolution #18-2017 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: Gary Reinbolt Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #19-2017 Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting on January 14, 2017 at 8:30 AM, at the Caroline Town Hall for the purposes of auditing the Supervisor's, Clerk's, and Justice Court's books for the year 2016.

Moved by: Cal Snow Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution #20-2017 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 at an annual salary of \$18,353; and

Further Resolved the Town Justices are authorized to employ the services of a Typist at the Pay Rate of \$14.63/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: John Fracchia Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

Resolution #21-2017 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

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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: Mark Witmer Seconded by: Cal Snow
Ayes: all Nays: Abstentions:

Resolution #22-2017 Appointment of Delegates to the Association of Towns Meeting

Resolved, the Town’s delegate to the Annual Association of Town’s Meeting shall be Councilmember Cal Snow, and the alternate delegate shall be Councilmember Gary Reinbolt; 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: Gary Reinbolt Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #23-2017 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

Quarterly: Councilpersons

Annually: Historian

Voucher: Town Hall Custodian and all other employees, if any, not listed above

Moved by: Cal snow Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #24-2017 Establishing Standard Work Day and Reporting and Pay Rates for Elected and Appointed Personnel

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

Position Name	Days/month	St'd workday	Term Ends	Salary	Reporting System
Supervisor, Mark C. Witmer	27.69	6 hours	12/31/2017	\$ 18,216.00	ROA
Town Justice, Harold Phoenix	5.55	6 hours	12/31/2017	\$ 11,184.00	ROA
Town Justice, Susan Barr	5.55	6 hours	12/31/2019	\$ 11,184.00	ROA
Highway Supt, Cindy Whittaker	30.00	8 hours	12/31/2019	\$ 62,217.00	ROA
Town Clerk, Marilou Harrington-Lawson	27.69	6 hours	12/31/2019	\$ 32,487.00	ROA
Code Officer Kevin McMahan	27.69	6 hours	12/31/2017	\$ 42,992.00	ROA
Councilperson, John Fracchia	5.55	6 hours	12/31/2017	\$ 2,251.00	ROA

And Be It Further Resolved that, the Town shall require, for each position where the employee is part of the NYS Retirement System, a “Record of Activity” of actual time worked or, in the case where actual

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hour record is not required, the official holding the office shall submit to the Town Clerk a record of his or her activities for a period of three consecutive months at least once during their term of appointment.

Moved by: John Fracchia Seconded by: Cal Snow
Ayes: all Nays: Abstentions:

Resolution #25 - 2017 Part-time Employee Five-year Continuous Service Benefit

Resolved, part-time hourly employees (half-time or more) who have served continuously for five years will receive a 5% wage increase on their fifth anniversary date, and will be entitled to paid holidays henceforth, prorated to their work day.

Moved by: Mark Witmer Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #26 - 2017 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

Further Resolved that the following Road and Road Sections are hereby determined to meet the Seasonal Road Criteria and 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 0.306 miles from 76 Rd and continuing 0.230 miles
- Gulf Creek Rd. starting 0.222 miles from South Rd. and continuing to end
- Hammond Hill Rd. starting 0.493 miles from Harford Rd and continuing to end
- Hurd Rd. entire length (0.57 miles)
- Lackawanna Rd. starting from Beaver Creek Rd. and continuing 0.14 miles
- Leonard Rd. entire length (1.19 miles)
- Level Green Rd. starting 0.041 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 0.788 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 0.473 miles)
- Vandemark Rd. starting from Brooktondale Rd. and continuing 730 feet.

Moved by: Gary Reinbolt Seconded by: Cal Snow
Ayes: all Nays: Abstentions:

Resolution #27 - 2017 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, Commonwealth Electric Inspection Services, Inc., and The Inspector LLC as the Electrical Inspectors for the Town.

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Moved by: Cal Snow Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution #28 - 2017 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: John Fracchia Seconded by: Cal Snow
Ayes: all Nays: Abstentions:

Resolution #29 - 2017 Health Insurance

Resolved, the Town Board offers Greater Tompkins County Health Insurance Consortium Platinum Health Insurance to the offices of Town Clerk and Highway Superintendent at no cost to these officers, and

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: Mark Witmer Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution # 30 - 2017 Policy for Handling Accident Claims against the Town

Whereas, the Town maintains insurance policies to provide financial protection for accidents; and

Whereas, the Town is a member of the New York Municipal Insurance Reciprocal (NYMIR) under which liability risk is managed by Wright Risk Management; and

Whereas evaluation of accidents by the insurer and risk management company provides an objective evaluation of cause and assignment of responsibility; and

Whereas, objective assessment of accidents by the insurer provides constructive information for minimizing future accident risks; and

Whereas, processing of accident claims through our insurer provides fiscal protection to the Town from current and future liability risks; therefore, be it

Resolved, that any Town officer, employee, or agent who is involved in any incident or accident which may or could result in a claim against the Town shall promptly report the nature and details of such incident or accident to both their department head and to the town supervisor, and promptly thereafter submit a written summary of such report; and be it further

Resolved, the town supervisor (or department head, with notification to the town supervisor) shall provide prompt written notice to the Town's insurer, Bailey Place Insurance, whenever there is an incident or accident that has the likelihood of being the subject of a claim or suit; and be it further

Resolved, that any claim against the Town arising from, or in relation to, the alleged negligent or tortious acts of the Town or its officers, employees, and agents, shall be subject to the notice and claim requirements of the New York State General Municipal Law (such as § 50-e), and any contract-based or

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related claims shall be subject to the notice and claim requirements of New York State Town Law (such as § 90), and nothing in this resolution shall waive or alter such federal or New York State mandated procedures or requirements as may apply, and no new claim, cause of action, right, or procedure or form of notice is authorized or created hereby.

~~Also Resolved to incorporate by referenced “first aid” policy as letter 2009 from Don Barber to Volunteer Fire Companies, and is hereby applicable to the Town Employees.~~

Moved by: Gary Reinbolt Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #31 - 2017 Water Alarm Contract

Resolved, the Town Board hereby appoints John Fracchia to be the contact person for water level alarm notification.

Moved by: Cal Snow Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

Resolution #32 – 2017 Highway Administration Assistant

Resolved, the Town Board hereby sets the pay rate for the Typist/Highway Assistant to the Highway Superintendent at: \$14.63/hour, not to exceed 1000 Hours per year

Moved by: John Fracchia Seconded by: Cal Snow
Ayes: all Nays: Abstentions:

Resolution #33 - 2017 Town Fire Wardens

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: Mark Witmer Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution #34 – 2017 Allowing Town Highway Department to Participate in County Bids

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 Article 5-G Section 119-o 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-o 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”

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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: Gary Reinbolt Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution # 35 - 2017 Appointment of Attorney for the Town

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

Moved by: Cal Snow Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution # 36 - 2017 Tompkins County Council of Governments Representative and Alternate

RESOLVED, the Caroline Town Board appoints Irene Weiser to be its Designated Representative to the Tompkins County Council of Governments and Mark Witmer as Alternate Designated Representative.

Moved by: John Fracchia Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution # 37 - 2017 Tompkins Health Consortium Director and Alternate

RESOLVED, that the Caroline Town Board appoints John Fracchia to be its Designated Representative to the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors and Cindy Whittaker as Alternate Representative.

Moved by: Mark Witmer Seconded by: Cal Snow
Ayes: all Nays: Abstentions:

Resolution # 38 – 2017 Tompkins County Recreation Partnership Representative and Alternate

RESOLVED, that the Caroline Town Board appoints Karyn Scott to be its representative to the Tompkins County Recreation Partnership and _____ as Alternate Representative.

Moved by: Gary Reinbolt Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #39 - 2017 Stormwater Coalition Representative

RESOLVED, that the Caroline Town Board appoints Barry Goodrich to be its representative to the Tompkins County Stormwater Coalition.

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Moved by: Cal Snow Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

Resolution #40 - 2017 Computing and IT Services

RESOLVED, that The Computing Center, 15 Thornwood Drive, will provide Information Technology services to the town.

Moved by: John Fracchia Seconded by: Mark Witmer
Ayes: all Nays: Abstentions:

#41 Moved by: Mark Witmer

Resolution #42 – 2017 Use of Town Property

RESOLVED, that the use of town property for purposes of commerce is prohibited without prior written approval from the Town of Caroline Supervisor; and be it

FURTHER RESOLVED, that requests to use town property for purposes of commerce must be made in writing to the Town Clerk and contain the date(s) requested, the intended use of the space, and the name, phone number, and e-mail address of a contact person, no later than 3 weeks in advance of the intended use.

Moved by: Gary Reinbolt Seconded by: John Fracchia
Ayes: all Nays: Abstentions

~~Resolution # 43 – 2017 – Flag at half staff to honor the memory and service of deceased current or former elected town official~~

~~**RESOLVED**, that the flag of the United States located at the town hall shall be flown at half staff for a period of 48 hours in memoriam beginning on the day immediately following notification.~~

~~— Moved by: Cal Snow Seconded by: Mark Witmer
— Ayes: Nays: Abstentions~~

~~Tabled for further clarification of federal code~~

Resolution #43 – 2017

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

Moved by: John Fracchia Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution # 44 of 2017

NOTICE of PERMISSIVE REFERENDUM

Town Hall Improvements Reserve Fund

PLEASE TAKE NOTICE that the Caroline Town Board at a meeting thereof, adopted a resolution dated January 3, 2017, whereby the Town Board,

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, the Caroline Town Board hereby establishes a capital reserve fund designated as the "Town Hall Improvements Reserve Fund" (hereinafter "Reserve Fund"). The purpose of the Reserve Fund is to accumulate moneys to finance the cost of this capital improvement for exterior painting, building envelope, and heating system improvements to the Historic Town Hall.

This resolution is subject to permissive referendum as required by subdivision 4 of Section 6-c of General Municipal Law (GML). The Town Clerk is hereby requested to notify the public of this resolution.

When this resolution becomes official, the chief fiscal officer is hereby directed to transfer \$30,000 from the 2017 Caroline Town Budget Expenditure Account A1620.43 Town Hall Reserve to the Town Hall Improvements Reserve Fund Account A231, and hereby secure the moneys of this Reserve Fund in the manner provided by Section 10 of the GML. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the GML, and consistent with the investment policy of the Town of Caroline. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, showing cash balance and schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditure of the Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without approval of this governing board.

The Reserve Fund, so identified, will be allocated in said manner unless a petition signed by the required number of qualified electors of the Town of Caroline is received on or before _____ 2017, protesting such resolution and requesting a referendum thereupon.

Dated: _____, 2017

Moved by:	Mark Witmer	Seconded by:	John Fracchia
Ayes:	all	Nays:	Abstentions:

Town of Caroline

Organizational

January 3, 2017

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Caroline Broadband Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is to support the buildout of broadband infrastructure in Caroline.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Caroline. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

Moved by: Mark Witmer Seconded by: Gary Reinbolt
Ayes: all Nays: Abstentions:

Resolution #46 of 2017

Town Barn General Account Reserve Fund

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, on December 9, 2015, the Caroline Town Board established a capital reserve fund known as the “Town Barn General Account Reserve Fund. The purpose of this Reserve Fund is to accumulate funds to finance the cost of this capital improvement for the replacement construction of the Town Barn.

The Chief Fiscal Officer is hereby directed to transfer 2016 budgeted funds of \$60,000 to the Town Barn General Account Reserve Fund.

Moved by: Mark Witmer Seconded by: John Fracchia
Ayes: all Nays: Abstentions:

Resolution #47 of 2017

**CAROLINE TOWN BOARD MEETING
BUDGET MODIFICATION RESOLUTION**

Be It Resolved the Caroline Town Board makes the following 2016 Budget Modifications:

To balance \$29,301.87 deficit in Highway Fund Account DA 5110.1 General Repairs PS:

- 1 \$ 384.04 from DA5110.11 General Repairs OT to DA5110.1 General Repairs PS
- 2 \$ 5,533.43 from DA5130.1 Machinery PS to DA5110.1 General Repairs PS
- 3 \$ 449.52 from DA5130.11 Machinery OT to DA5110.1 General Repairs PS
- 4 \$ 11,035.63 from DA5140.1 Misc. PS to DA5110.1 General Repairs PS
- 5 \$ 11,899.25 from DA5142.1 Snow Removal PS to DA5110.1 General Repairs PS
- \$29,301.87 TOTAL**

To balance \$3,584.09 deficit in Highway Fund Account DA5112.1 Improvements PS:

- 6 \$ 695.65 from DA5112.11 Improvements OT to DA5112.1 Improvements PS
- 7 \$ 1,125.46 from DA5140.11 Misc. OT to DA5112.1 Improvements PS
- 8 \$ 1,762.98 from DA5142.11 Snow Removal OT to DA5112.1 Improvements PS
- \$3,584.09 TOTAL**

To fund Highway Fund Account DA5142.1 Snow Removal PS for year-end snow removal services:

- 9 \$ 6,000.00 from DA 5140.111 Misc. Sick/Vac/Holiday to DA5142.1 Snow Removal PS
- 10 \$ 2,000.00 from DA 5142.11 Snow Removal OT to DA5142.1 Snow Removal PS
- \$8,000.00 TOTAL**

To cover \$87,283.99 FEMA reimbursement expenditure (Voucher #3037, 2/2016):

- 11 \$ 4,020.00 from A1440.406 Engineering USGS to DA5110.41 FEMA CE
- 12 \$ 12,840.26 from A1990.4 Contingency to DA5110.41 FEMA CE
- 13 \$ 56,000.00 from A4540.4 Ambulance CE to DA5110.41 FEMA CE
- 14 \$ 3,880.00 from A5020.4 Highway Engineering CE to DA5110.41 FEMA CE
- 15 \$ 4,063.44 from A5132.4 Garage CE to DA5110.41 FEMA CE
- 16 \$ 6,480.29 from DA5112.2 Improvements EQ to DA5110.41 FEMA CE
- \$ 87,283.99 TOTAL**

To balance year-end accounts:

- 17 \$ 406.87 from A9060.8 Medical Insurance to A9030.8 Social Security.
- 18 \$ 257.06 from A9060.8 Medical Insurance to A9060.81 Health Insurance Buy-back

Town of Caroline

Organizational

January 3, 2017

19 \$ 0.08 from A1010.4 Town Board CE to A1010.1 Town Board PS

20 \$ 637.77 from DA9030.8 Social Security to DA9040.8 Workers Compensation

Moved by: Mark Witmer Seconded by: Gary Reinbolt

Ayes: all Nays: Abstentions:

Resolution #48 of 2017

Encumbrance Resolution

Resolved, the Caroline Town Board hereby authorizes the Supervisor to Encumber 2016 funds to be spent in 2017 as follows:

December 2016 health insurance premiums:

\$12,300.00 from General Fund Account **A9060.8** Employee Benefits Medical Insurance

\$600.00 from Highway Fund Account **DA9060.8** Employee Benefits Medical Insurance

Purchase of code manual in 2016:

\$938.08 from General Fund Account **A3620.4** Safety Inspection CE

Records management work:

\$1,261.00 from General Fund Account **A1460.1** Records Managements

2016 Gnomon copy expenses to Planning Board:

\$80.00 from General Fund Account **A8020.4** Planning CE

End-of-year 2016 town hall maintenance by Greg Harrington:

\$200.00 from General Fund Account **A1620.12** Town Hall Maintenance PS

Moved by: Mark Witmer Seconded by: John Fracchia

Ayes: all Nays: Abstentions:

Adjourn at 8:40 pm