

### **Caroline Town Board Agenda Meeting Minutes of June 1, 2022**

The Town Board Meeting was held hybrid at the Caroline Town Hall and was called to order at 7:04 p.m. by Supr. Witmer. *This meeting was recorded and posted to the town website.*

#### **Attendance:**

Supervisor Mark Witmer  
Councilmember Cal Snow  
Councilmember Tim Murray – *via zoom*  
Councilmember Katherine Goldberg  
Councilmember Kate Kelley-Mackenzie

#### **Recording Secretary:**

Jessie Townsend, Town Clerk

**Also Present:** 8 members of the public via zoom, and 9 members of the public in-person.

Supervisor Witmer opened the meeting and led the Pledge of Allegiance.

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#### **Privilege of the Floor**

*Pete Hoyt* – Recommended revising the Privilege-of-the-Floor policy to allow for speakers to address the Board before and after the meeting. The Town of Richford does this and it gives the speakers an opportunity to address the Board after their discussions of that meeting. He finds it to be a positive change that wouldn't necessarily add too much extra time to the meeting and help the Board stay on task.

*Todd Schmit* – Gave thanks for being part of the Capital Equipment Planning Committee. They are working to put together a plan for future purchasing of highway equipment. He asked the Board to give explicit directive to this group, after some confusion about what they are charged to do in this committee. Typically the Board sets the tasks for a group and that had not been done to his knowledge. During the second meeting of this committee, they included discussion of the new highway building, specifically that Site 1 has been chosen for the grounds, and if this is not something that they should not be reviewing, they need that instruction.

Supr. Witmer agreed and has this on the agenda tonight.

*Bruce Murray* – Regarding the new highway building, the Town celebrates its success in being a “green” community. Restoring the current highway building is not cost effective and in no way promotes energy savings. The building should be at the best location possible, not the cheapest. The building will be around for decades and should be looking at the long-term. Regarding the Excavator Rental, the money that is being spent for a rental of this equipment could have been used as a down payment for the purchase of one and is poor spending. Regarding the proposed Local Law, he hopes this is just a discussion and not a decision that is being made immediately. The Board should allow everyone time to read, research, and understand this law before a vote.

Supr. Witmer responded that they are looking into the long-term possibilities for the new highway facilities.

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**Introduction of a *Local Law Authorizing the Town's Public Bodies to Use Videoconferencing Technology to Participate in Public Meetings***

Supr. Witmer introduced the local law and encouraged everyone to read the law thoroughly. He described the law and explained that this will still require a quorum to be physically present at meetings and that remote attendance is allowed under certain conditions. Along with the law, the Board will need to adopt a set of rules to specify the requirement of the bodies to participate remotely. This is slightly different than the Open Meetings Law, which allowed remote participation as long the member advertise where they will be and allow the public to attend at such location. The current law is due to expire on June 9<sup>th</sup> Would regret not allowing subcommittees to participate remotely. Clm. Goldberg shared that, in her opinion, teleconferencing is now a tool that we have four our town and, COVID aside, anyone that chooses to participate in a meeting of the town should be able to. She also added that there should not have to be extraordinary measures in place, as it reads now, to allow for remote attendance as that would cause restrictions down the road. They also agreed that it should be drafted to allow advisory committees to meet virtually as well. Supr. Witmer explained that this law was modified from a model from the Association of Towns. He proposed updating the policy as they see fit and he will put forward a resolution at next week's Business Meeting.

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**Discussion of Highway Capital Planning Committee and Highway Facilities Committee**

*Capital Equipment Planning Committee* – Supr. Witmer read the following proposed Resolution:

Resolved, the Caroline Town Board hereby establishes the *Capital Equipment Planning Committee* to develop recommendations to the Town Board for cost-effective strategies for acquisition and management of needed highway equipment by the Town of Caroline Highway Department. What are the equipment priorities? Evaluation of purchasing and reselling on a rotation cycle - which equipment and what is the recommended rotation cycle? What opportunities are there for purchasing of used equipment? Evaluation of owning versus renting or borrowing from municipal partners, which would involve consideration of frequency of use. The goal is to establish a highway equipment management process that is most cost-effective and that provides predictability and stability in annual budgeting.

The Board discussed the resolution and Clm. Snow explained that he and Hwy, Supt. Spencer have put a very well-rounded group together to achieve these tasks. He shared his frustration and feels overwhelmed by this process. He wants to do his part to support our Highway Superintendent as best as possible. Supr. Witmer explained that he is only trying to define the tasks and does not to obstruct the current committee. Board continued to discuss the proposed resolution and Supt. Witmer stated that he will revise based on feedback he received from the board: (1) that the items/questions here are not necessarily exhaustive (2) that this is a super-important part of town operations, and that (3) prudent capital planning is essential for developing a responsible, forward-looking plan for maintaining a quality highway equipment fleet. A revised resolution to follow.

*Highway Facilities Planning Committee* - Mark described the process through Phase I that has been completed. Clm. Snow has recommended considering these two committees combine. A highway facilities committee was originally established under prior Board member, John Fracchia. Clm. Murray shared his desire to be more informed throughout the next phase and recommends having the board be more engaged in the process. The Board discussed adding members of the Board to the committee or whether the Board in its entirety, along with Hwy. Supt. Spencer take the lead and dissolve the committee

altogether. Supr. Witmer will work on the RFP to hire an engineering firm to begin Phase II of the project.

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**Committee Reports**

**Cm. Murray** – *Zoning Commission* – Have finished reviewing Articles 1-4 of the proposed draft. All draft Articles are available to view on the town website and paper copies will soon be available to pick up at the Clerk’s Office. Two Information meetings are set to be held in June, one virtually on June 28<sup>th</sup> from 7pm - 9pm, and the other in-person on June 30<sup>th</sup> at the Brooktondale Fire Hall at 5:30pm. Next meeting is scheduled for Tuesday, June 7<sup>th</sup>.

**Cm. Goldberg** – *Ag. Committee* – Due to a conflict in scheduling, the Ag Committee will be meeting tomorrow night at 7pm at the Brookton’s Market. There was a lack in communication during the scheduling and she asked that each committee coordinate and designate times that do not conflict with other meetings and to notify all parties involved so that everyone is aware of the situation and the conclusion of the resolved schedule. Tomorrow they will be discussing ag items that they received from the Zoning Commission in response to some correspondence the two groups have had.

**Cm. Kelley-Mackenzie** – Attended the Ithaca Transportation Council Meeting. Is excited about Grant opportunities and programs for promoting safe roads. They also discussed how they can get ideas and information together to begin the exhaustive process. Had asked if the road stripping could be used as a tool and Bob disagreed that this would help in slowing traffic, as well as many other rules that would prevent them for doing that. Further discussion regarding speed limit signs and petitions that have been submitted asking for speed reductions. The Board intends on completed the necessary forms and sending off to the County for their analysis. Also discussed the “Your Speed is Sign” that the Town owns and because it is not currently operational, should investigate getting that available for display. Bob made clear that those signs can only be posted on Town roads and that he has no authority on County or State roads. He also recommended the Board draft a letter to the Sheriff’s Department requesting speed monitoring as this would be the most effective way to slow drivers down. Kate strongly recommended that they should begin developing a plan to help promote safety to the pedestrians, bikers and farmers that share these roads.

**Cm. Snow** – Will be attending the Cornell Local Roads Program is next week with Bob. He hopes to learn more information regarding purchasing planning among other things. Starting on Monday, Steve Gibian will begin shooting grade at the Old Town Hall to begin that project. Cemeteries were mowed for Memorial Day. The Capital Committee Meeting tomorrow at 5:30pm at the Old Town Hall.

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**Resolutions**

***Resolution 76 of 2022. Set Public Hearing for Local Law***

Motion by: Witmer      Seconded: Kelley-Mackenzie

Resolved, the Caroline Town Board hereby sets the Public Hearing for a Local Law Authorizing the Town’s Public Bodies to Use Videoconferencing Technology to Participate in Public Meetings to be held on Wednesday, June 8<sup>th</sup> at the beginning of the Business Meeting.

**Motion carried.**

**Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie**

**Nays: none**

***Resolution 77 of 2022. Appointment of Capital Equipment Committee Members***

Motion by: Witmer      Seconded: Kelley-Mackenzie

Resolved, the Caroline Town Board hereby appoints the following members to the Capital Equipment Committee: Cal Snow as Liaison, Todd Schmit, Barry Goodrich, Len Pogorzala, Kenny Hammond, Ed Kirtland, Pete Hoyt, and Highway Superintendent, ad hoc.

**Motion carried.**

**Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie**

**Nays: None**

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**Approval of Minutes**

The Town Board reviewed and approved the Business Meeting Minutes of May 11, 2022, as submitted by Town Clerk, Jessie Townsend.

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**Agenda items for June Business Meeting**

Capital Equipment Report

Approval of 284 Agreement

Resolution for Town Protocol for Remote Attendance

Resolution to hire new Code Officer

Resolution to authorize the Zoning Commission to continue services of CP&EA

**---Adjourn the meeting ---**

The meeting adjourned on a motion by Supr. Witmer and seconded by Clm. Murray at 8:55 p.m. and was carried unanimously.

Respectfully Submitted,

Jessie Townsend, Town Clerk