

## **Caroline Town Board Agenda Meeting – December 4, 2012 – Minutes**

The Town Board Agenda Meeting held at the Caroline Town Hall was called to order at 7:00 PM. Supervisor Barber led the Pledge Allegiance to the Flag.

### **Attendance:**

Don Barber, Supervisor  
Dominic Frongillo, Councilmember – Absent  
Linda Adams, Councilmember  
Aaron Snow, Councilmember  
Irene Weiser, Councilmember

### **Recording**

**Secretary:** Christine Wilbur, Deputy Town Clerk

**Others present:** No one

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## **REPORTS:**

### **Don Barber, Supervisor:**

- After last month's discussion regarding safety and security, Mr. Barber contacted NYMIR's risk management department and arranged to have someone come next week – Thursday or Friday – to do building surveys and to conduct interviews to listen to issues and concerns. All staff members, Board members, and the Sheriff and State Police will all be invited and notified of the time and date. NYMIR's reps. will then make recommendations about facility needs, training, etc.
- Road Preservation Committee report: the group meets monthly to acquire information. Cindy Whittaker is involved as well. The group is planning 3 public forums – in January, Lynn Irwin will make a presentation; in February Fernando (??) of Tompkins County Transportation will talk about how freight moves through the Town; the March meeting will be a review of everything and discussion about options that are available to the committee; then work on forming a law.
- Planning Board vacancy – one vacancy, one applicant – Lois Lounsbery. Mr. Barber will ask her to attend next week's meeting to be interviewed by the Board.
- The 2013 contract with Guy Krogh for legal services will be on the agenda for next week – to authorize the supervisor to sign a contract.
- Need to establish a date for the year-end meeting – to pay bills and encumber funds; also need to schedule the Organizational Meeting. Both dates will be determined at next week's meeting.
- A number of contracts were sent out as a result of the 2013 budget – some may be back before next week's meeting – a list will be provided on the agenda and will need authorization for the

Supervisor to sign the contracts.

- The Board will need to establish a Town Hall Roof Replacement Reserve Fund. It will require a resolution that is subject to a permissive referendum and a public hearing. This item will be on the agenda for next week's meeting.

- The Tompkins County Department of Health is asking for a supporting resolution to the DEC to extend the public comment period from 30 to 90 days – to review health issues as it relates to Hydrofracking. Mr. Barber will prepare a resolution and send it out for consideration at next week's meeting.

**Aaron Snow, Councilmember**

- Youth Commission Report – Mr. Snow did not attend the meeting, but passed around the flyer for the Doug's Fish Fry fundraiser that will be held next Thursday, December 13, 2012 at East Hill Plaza. Mr. Barber reported there are two potential new members that would need to be appointed by the Town Board. Information about Youth Commission activities and issues will be included in information sent out about general town activities.

- Recreation Partnership group does not meet again until January;

- Highway Department – the 40 mph speed limit on Burns Rd. is all approved and signage is in process.

**Dominic Frongillo, Councilmember – Absent**

**Irene Weiser, Councilmember –**

- CIT Committee:

The IT position has been posted and so far, there are two applicants. The committee will develop the selection and interview criteria, and will determine how many applicants to interview.

Ms. Weiser distributed the job description for the position of Communications Support Specialist. She reviewed the duties and responsibilities. A lengthy discussion followed regarding the nature of the position and there was disagreement that the position is needed. Board members were reminded that the position and the expense have already been approved, and this discussion is to edit or revise the job description. Ms. Weiser inquired if mileage could be included, as the person would need to drive approximately 25 miles round trip to take care of the notebooks. Mr. Barber indicated that the desired wage and other amenities would be specified in the applicant's application/proposal. Further discussion regarding revision of the job description will continue at next week's business meeting.

The new copier/fax/scanner machine has been received and works great!

The Committee just learned that the Code Officer's computer needs to be replaced. The

computer he is using does not have wireless capabilities (to use new copier/fax/scanner) and is so old that his building code program cannot be updated, nor is there any backup capability. The Committee will work with him to recommend selection and purchase in this year's budget.

- Aquifer Protection Committee –

Met today – Robert Chapman and Ellen Harrison are new members; and Todd Miller from USGS is retiring but will continue on the committee. The group will begin to determine a timeline of topics to cover and establish a regular meeting date. It appears there will be inter-municipal cooperation in regard to watershed and aquifer protection issues as people from Dryden have expressed an interest in attending. Mr. Snow reported that funding from Cornell University for water testing is “dried up” and suggests the committee look for other sources to continue water testing. Ms. Adams and Ms. Weiser feel it would be a good use of town monies.

- Watershed Committee –

There was a discussion with neighbors on Belle School Rd. along with Barry Goodrich, Ms. Weiser and a County public works person regarding the creek project. Preliminary plans on work that needs to be done to repair bridges, culverts and landowner's property were discussed along with the big question of funding the project. Cindy Whittaker might want to be involved in the discussions to protect the town's infrastructure.

- Emergency Preparedness – no report

**Linda Adams, Councilmember – no report**

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**TOWN BUSINESS MEETING AGENDA ITEMS:**

- Planning Board Committee applicant interview (Lois Lounsbery)
- Guy Krogh contract for legal services for 2013
- Establish dates for year-end and organizational meetings
- Authorize Supervisor to sign various contracts
- Resolution to establish Town Hall Roof Replacement Reserve Fund
- Resolution to support TC Health Dept. request to DEC to extend public comment period
- Continue discussion of Communications Support Specialist job description

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**RESOLUTIONS:**

Resolution 180 of 2012: Minutes of the October 10, 2012 meeting:

- Mr. Barber made a motion to approve the minutes of the October 10, 2012 meeting as submitted by the Town Clerk with clarifications made to the Highway Department section about vehicle purchases, and the equipment reserve fund. Seconded by Ms. Weiser.

Adopted: Barber: Aye    Frongillo: Absent    Adams: Aye    Snow: Aye    Weiser: Aye

Resolution 181 of 2012: Minutes of the November 8, 2012 meeting:

- Mr. Barber made a motion to approve the minutes of the November 8, 2012 meeting as submitted by the Deputy Town Clerk. Seconded by Ms. Weiser:

Adopted: Barber: Aye Frongillo: Absent Adams: Aye Snow: Aye Weiser: Aye

Resolution 182 of 2012: Minutes of the November 13, 2012 meeting:

- Mr. Barber made a motion to approve the minutes of the November 13, 2012 meeting as submitted by the Town Clerk. Seconded by Mr. Snow:

Adopted: Barber: Aye Frongillo: Absent Adams: Aye Snow: Aye Weiser: Aye

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Hearing no further business, Mr. Barber made a motion to adjourn. Seconded by Mr. Snow. Carried unanimously. The meeting adjourned at 8:30 PPM.

Respectfully submitted,

Christine M. Wilbur, Deputy Town Clerk