

Caroline Town Board Meeting Minutes of January 3, 2024

The Town Board Organizational and Agenda Meeting was held hybrid on January 3, 2024, at the Caroline Town Hall, and was called to order at 7:03 by Supervisor Mark Witmer

Attendance:

Supervisor Mark Witmer
Councilmember Cal Snow
Councilmember Tim Murray
Councilmember Kate Kelley-Mackenzie
Councilmember Michele Brown

Also Present:

Recording Secretary:

Jessie Townsend, Town Clerk

Public Attendance: 3 in-person, and 4 via zoom

Supr. Witmer opened with the Pledge to the Flag.

Privilege-of-the-Floor

Irene Weiser – Congratulated the board members that were re-elected. Appreciates the way they conducted their campaign. Being re-elected demonstrates that the majority of the town does support zoning. Listed a number of other important projects that are underway and thanked them for their commitment to the town and the hard work still to come.

2024 ORGANIZATIONAL RESOLUTIONS

Resolution 1 of 2024. Town Board Meeting Rules of Procedure

Resolved, the Caroline Town Board will conduct business using the principles of Robert’s Rules of Order, with the following guidelines:

Meeting Decorum and Responsibilities:

1. We are all equals at the table and are elected to serve the Town. We must at all times strive to make our meetings cordial and honorable. Recognizing our fallibility as humans, we acknowledge that adherence to meeting rules of procedure will facilitate a constructive meeting atmosphere and process. We therefore commit to the principles and practices of Robert’s Rules of Order.
2. Our communications with each other and the public must acknowledge the dignity or worth of other persons and points of view.
3. Each board member shall have an opportunity to speak once before speaking a second time; the presider (typically the Supervisor) shall guide this if needed. Adherence to this process will promote equal participation by members, a thoughtful pace that promotes well considered dialogue and curtails emotional reactions and mitigates against interruption.

Agenda Meeting:

1. Committee Reports.
2. Introduction of resolutions to be considered at the Business Meeting
3. Typical Public Hearing venue
4. Resolutions may be brought forward for matters considered to be time-sensitive and should be included on the meeting agenda if not pro-forma

5. Setting of agenda items for the Business Meeting. The Supervisor shall establish the order of the Business Meeting Agenda

Business Meeting:

1. Follow established agenda (items may be added)
2. Reports from department heads and County Legislator.
3. Opportunity for Committee Report updates
4. Resolutions taken in order and must be moved and seconded prior to discussion.

Between Meetings:

1. By Friday preceding the Business Meeting, the Supervisor shall post the agenda with resolutions on the website and send to the Webmaster for distribution on the town listserv (abstract approvals, transfers, and budget amendments are typically added later, as well as pro-forma actions like approval of annual contracts).
2. The Clerk shall prepare and compile the Vouchers for payment of bills at the Business Meeting.
3. Three Town Board Members shall inspect and sign-off on each voucher for accuracy and legitimacy.
4. The Supervisor shall prepare the monthly statement of town accounts and prepare the budget amendment and transfer resolutions.

General:

1. Opportunity for the public to address the Town Board during Privilege-of-the-Floor is at the discretion of the Board and may be provided at any meeting. Expectations are provided by the Town's Privilege-of-the-Floor Policy (Organizational Resolution #2).
2. To the extent possible, authors of resolutions shall distribute their draft resolution for review and feedback to the full board prior to public posting of the meeting's agenda.
3. Resolutions introduced for a public meeting (board actions, town policies, local laws, etc.) are products of the town board's internal deliberations, intended for review and feedback from the public and further discussion by the board during public session.
4. If prepared, review of meeting minutes shall occur at the next meeting of the Town Board to facilitate the review process, respect and assist the Clerk's management of meeting records, and enhance provision of information about Town Board activities and initiatives to the public.
5. Public Hearings and Informational Presentations may be scheduled for either monthly meeting; items of business will typically be scheduled for the Business Meeting but may be scheduled for the Agenda Meeting if considered urgent.
6. Submission of written committee and department head reports prior to the meeting is encouraged in order to facilitate discussion.

Resolution 2 of 2024. Privilege-of-the-Floor

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

- Privilege-of-the-Floor is offered at the beginning of town meetings as an opportunity for individuals to provide input to the town board. Speakers have up to three minutes, subject to modification depending upon time constraints of a particular meeting. Each citizen is provided one speaking opportunity per meeting and unused time may not be transferred to another speaker. Written input is also welcome.
- Speakers agree not to speak about Town staff personnel matters. Personnel matters should be directed to the appropriate Supervisor or Department Head.
- Comments should be directed to the town board. The Supervisor or Councilpersons may answer questions brought forward or defer to allow for further research and thought.
- Respectful discourse is required.

Resolution 3 of 2024. Appointments

Resolved, the Town Board hereby makes the following appointments:

- Town Historian: Barbara Kone @ \$1,632/ yr
- Town Deputy Historian: Jennifer Johnson @ \$814/yr
- Town Records Management Officer: Jessie Townsend
- Town Hall Custodian: Ida Besemer @ \$18.45/hr
- Town Hall Maintenance: Richard Brooks @ \$18.45/hr
- Dog Control: Tompkins County Animal Control
- Code Enforcement Officer: Clifford Babson
- Communication Support Specialist: Michael Ludgate
- Information Aide: Chris Wilbur @ \$19.20/hr, not to exceed 287 hrs/year

Resolution 4 of 2024. 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 \$27.28/hr, not to exceed 1300 hours/year.

Resolution 5 of 2024. 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.

Resolution 6 of 2024. 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.

Resolution 7 of 2024. Deputy Town Clerk

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a starting pay rate of \$18.45/hr.; and
 Further Resolved, the responsibilities of this Office are to assist the Town Clerk in Records Management, tax collection, producing meeting minutes, and to act for and in place of the Clerk in His/Her absence.

Resolution 8 of 2024. 2024 Salaries and Wages

Resolved, the Caroline Town Board hereby affirms the following 2024 salaries and wages:

Position	2023 salary	hourly rate (if applicable)
Town Board		

January Organizational & Agenda Meeting – Recorded and Posted on Website

Town Supervisor	\$21,659	
Bookkeeper/Assistant to Supervisor		\$27.28
Councilperson	\$2,961 each	
Town Clerk		
Town Clerk	\$40,685	
Deputy Clerk		\$18.45
Informational Aide		\$19.72
Town Court		
Town Justice	\$16,211 each	
Court Clerk		\$22.43
Building Code Enforcement		
Code Enforcement Officer		\$30.20
Buildings & Grounds		
Maintenance		\$18.45
Cleaning		\$18.45
Town History Center		
Town Historian	\$1,632	
Deputy Historian	\$814	
Highway		
Highway Superintendent	\$73,979	
Assistant to Hwy. Superintendent		\$18.45

Working Foreman		\$26.15 per Union Contract
Heavy Motor Equip. Operator		\$25.48 per Union Contract
Laborer		\$18.98 per Union Contract

Resolution 9 of 2024. Reimbursed Mileage Rates

Resolved, the reimbursement rate to be paid to Town Officials and Employees for the use of their personal vehicles for Town business is the current IRS mileage rate for business purposes.

Resolution 10 of 2024. Town Board Meeting Dates

Resolved, the Town Board shall hold its Monthly Board Meetings throughout the year 2024 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the first and third Wednesdays of each month at 7:00 PM, unless otherwise specified by an official resolution, and

Further Resolved, the first Monthly Board Meeting shall be the Agenda Meeting and the second Monthly Board Meeting shall be the Business Meeting (see Resolution 1 of 2024).

Resolution 11 of 2024. Town of Caroline Videoconferencing Policy

Resolved, members of Public Bodies may attend and participate in Public Meetings by videoconference under Extraordinary Circumstances with adherence to specified requirements (see [Town of Caroline Videoconferencing Policy](#)); and

Further Resolved, Town of Caroline Public Meetings will be hybrid, conducted in-person and by Zoom videoconference, using the following meeting information:

Join: <https://zoom.us/j/7142580644?pwd=MIJXbzJWZVZQa2VbaHF3NkIKUGxLQT09>

Meeting ID: 714 258 0644

Passcode: xd3U0n

One tap mobile +19292056099,,7142580644# US (New York)

Dial by your location +1 929 205 6099 US (New York)

Resolution 12 of 2024. 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.

Resolution 13 of 2024. Posting of Legal Notice of Public Hearings

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.

Resolution 14 of 2024. Town Board Meeting Minutes

Resolved, minutes of the Town Board meetings shall be prepared by the Town Clerk and distributed to Town Board members for approval.

Resolution 15 of 2024. Official Bank and Depository

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

Resolution 16 of 2024. 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 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.

Resolution 17 of 2024. 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 over \$20,000 in a fiscal year and/or public works contracts over \$35,000 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.

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.

Resolution 18 of 2024. Petty Cash

Resolved, the Town Clerk’s petty cash fund is \$400.00 for the year 2024, and
Further Resolved, the Court Clerk’s petty cash fund is \$400.00 for the year 2024.

Resolution 19 of 2024. 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.

Resolution 20 of 2024. 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.

Resolution 21 of 2024. Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting on January 24, 2024 (tentative) for the purposes of auditing the Supervisor’s, Clerk’s, and Justice Court’s books for the year 2024.

Resolution 22 of 2024. 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 a pay rate of \$22.43/hr; and
Further Resolved, the Town Justices are authorized to employ the services of a Typist at the Pay Rate of \$18.45/hour; and
Further Resolved, the Town Justices are authorized to employ the services of a court stenographer for trial purposes whenever deemed necessary.

Resolution 23 of 2024. 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.

Resolution 24 of 2024. Appointment of Delegates to the Association of Towns Meeting

Resolved, the Town’s delegate to the Annual Association of Town’s Meeting shall be Mark Witmer, and the alternate delegate shall be TBD; 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.

Resolution 25 of 2024. 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, Maintenance Person, Town Hall Custodian, and Highway Department Staff
Quarterly: Councilpersons
Annually: Historian, Deputy Historian

Resolution 26 of 2024. Establishing Standard Work Day and Reporting and Pay Rates for Elected and Appointed Personnel

Resolved, 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 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; and

Further Resolved, upon adoption, the Standard Workday Resolution shall be posted on the town website and within 15 days of this posting a Certified Copy of the Resolution and an Affidavit of Posting shall be submitted by mail or online (<http://www.osc.state.ny.us/retire/employers/eaor/index.htm>) to the office of the state comptroller.

Resolution 27 of 2024. Part-time Employee Five-year Continuous Service Benefit

Resolved, part-time employees will receive a 5% wage increase for each five-year period of continuous service with the Town.

Resolution 28 of 2024. 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 buildings 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. 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.

Resolution 29 of 2024. 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.

Resolution 30 of 2024. Returned Check Fee

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

Resolution 31 of 2024. Health Insurance

Resolved, the Town Board offers Greater Tompkins County Health Insurance Consortium Health Insurance to the offices of Supervisor, Town Clerk, and Highway Superintendent, provided they work a minimum of thirty hours per week on average, as per the Caroline Employee Handbook, and

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

Resolution 32 of 2024. Water Alarm Contract

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

Resolution 33 of 2024. Town Fire Wardens

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

Resolution 34 of 2024. 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”

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

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

Resolution 35 of 2024. Appointment of Attorney for the Town

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

Resolution 36 of 2024. Tompkins County Council of Governments Representative and Alternate

Resolved, the Caroline Town Board appoints Mark Witmer to be its Designated Representative to the Tompkins County Council of Governments and Kate Kelley-Mackenzie as Alternate Designated Representative.

Resolution 37 of 2024. Tompkins Health Consortium Director and Alternate

Resolved, the Caroline Town Board appoints Mark Witmer to be its Designated Representative to the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors and Velvet Lyke as Alternate Representative.

Resolution 38 of 2024. Tompkins County Recreation Partnership Representative and Alternate

Resolved, the Caroline Town Board appoints TBD to be its representative to the Tompkins County Recreation Partnership and TBD as Alternate Representative.

Resolution 39 of 2024. Tompkins County Joint Youth Commission Representatives

Resolved, the Caroline Town Board appoints Evelyn Karnes and TBD to be its representatives to the Tompkins County Joint Youth Commission.

Resolution 40 of 2024. Stormwater Coalition Representative

Resolved, that the Caroline Town Board appoints Cal Snow as its representative to the Tompkins County Stormwater Coalition.

Resolution 41 of 2024. Environmental Management Council Representative

Resolved, the Caroline Town Board appoints Steve Nicholson as its representative to the Tompkins County Environmental Management Council.

Resolution 42 of 2024. Planning Board Chairperson

Resolved, the Caroline Town Board appoints Bill Podulka as Chairperson of the Planning Board.

Resolution 43 -2024 Review Board Chairperson

Resolved, that the Caroline Town Board appoints Craig Modisher as Chairperson of the Review Board.

Resolution 44 of 2024. Computing and IT Services

Resolved, that Synergy IT Solutions (formerly, The Computing Center), 15 Thornwood Drive, will provide Information Technology services to the town.

Resolution 45 of 2024. Policies for Town Announcements

Resolved, the Caroline Town Board adopts the following guidelines for posting of Town Announcements to the Town List-serve and Website by town officers, employees, departments, or advisory committees:

- The purpose is public distribution of official town meeting agendas, public service information, and special notices of events or information.
- Messages must pertain to sanctioned activities of town government, committees, and departments (not private groups, businesses, or persons).
- Permissible content includes meeting agendas and minutes, special meeting or event notices, special announcements, volunteer opportunities or vacancies on town boards or committees, and emergency information.
- Statements of town policy or position must be approved by the Town Board.
- Content must be factual and nonpartisan.

Resolution 46 of 2024. 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.

Resolution 47 of 2024 FOIL Records

Resolved, the Records Access Officer shall maintain a record of FOIL requests received and completed, to be made available to the Town Board.

Resolution 48 of 2024. Organizational Resolutions Subject to Amendment

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

Resolution 49 of 2024 Approve Organizational Resolutions 1-48 by Consent Agenda

Motion by: Witmer Second: Kelley-Mackenzie
Resolved, the Caroline Town Board hereby approves Resolutions 1-48 are approved by consent agenda.

Motion Carried.
Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown
Nays: None

Resolution 50 of 2024. Setting a Public Hearing on Local Law to Adopt a Town of Caroline Zoning Law and Initiating Required Referrals.

Motion by: Witmer Second: Murray
WHEREAS, The Town Board of the Town of Caroline created a Zoning Commission by Resolution 64 on February 10, 2021, and subsequently accepted the Final Report of the Zoning Commission to the Town Board in April 2023; and
WHEREAS, the Town Board of the Town of Caroline, by Resolution 101 on August 18, 2023, determined that adoption of a zoning law is a Type I Action and initiated the required environmental review pursuant to 6 NYCRR Part 617; and
WHEREAS, the Town Board of the Town of Caroline referred the proposed local law to the New York State Department of Agriculture and Markets, conducted a review of the Zoning Commission’s proposed zoning regulations, and reviewed and updated the draft zoning law through December 2023; and
WHEREAS, the zoning regulations in this local law are proposed to implement the 2021 Town of Caroline Comprehensive Plan that established the vision and goals established by the Community; and
WHEREAS, the zoning law is proposed in the form of a Local Law pursuant to the authority and power granted to the Town Board and the Town by Articles 2 and 3 of the New York State Municipal Home Rule Law and by Article 2 of the New York State Statute of Local Governments; and
WHEREAS, a proposed new local law to adopt zoning regulations for the Town of Caroline entitled “[Local Law Adopting the Town of Caroline Zoning Law](#)” has now been introduced as Local Law ___ of 2024 (www.townofcaroline.org); therefore be it

RESOLVED, the Town Board hereby sets a public hearing to be held on February 14, 2024, at 7:00 pm at the Caroline Town Hall and by Zoom, and directs the Town Clerk to duly notice this hearing as required by New York State Town Law (notice below); and further be it

RESOLVED, the final draft zoning law shall immediately be submitted to the Tompkins County Department of Planning and Sustainability for review as required by General Municipal Law § 239-m and -n; and further be it

RESOLVED, the final draft zoning law shall be immediately sent to all interested agencies as identified in Resolution 101 of 2023 of August 18, 2023, SEQRA Review of the proposed Caroline Zoning Law; and further be it

RESOLVED, Resolution 131 of December 20, 2023, “Resolution to set Public Hearing on Proposed Zoning Law” is hereby rescinded.

Motion Carried.

Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown

Nays: None

NOTICE OF A PUBLIC HEARING UPON PROPOSED LOCAL LAW #2 OF 2024

A LOCAL LAW ADOPTING THE TOWN OF CAROLINE ZONING LAW

Please take notice that a public hearing will be held on February 14, 2024, at 7:00 pm, at the Caroline Town Hall, 2670 Slaterville Road, P.O. Box 136, Slaterville Springs, New York, 14881, and by Zoom teleconference (Zoom invitation at town home page: www.townofcaroline.org), for the purpose of receiving public comment upon the proposed Local Law #2 of 2024, a local law to adopt a zoning law for the Town of Caroline. The public purpose of this law is to advance the goals of the Town of Caroline’s Comprehensive Plan. The proposed zoning law is available for review at the Town Clerk’s Office and posted at the Town of Caroline home page (www.townofcaroline.org). Comments may also be submitted in advance to the Town Clerk at the address above or by email (clerk@townofcaroline.org).

Dated: January 3, 2024, By Order of the Town Board

Jessica Townsend, Town Clerk, Town of Caroline

Approval of Minutes of December Business Meeting

The Caroline Town Board approved the Minutes of the December Agenda Meeting and the December Business Meeting as prepared by Town Clerk, Jessie Townsend

Agenda Items for January Business Meeting

Discuss and Vote on Battery Energy Storage Law (Local Law #1 of 2024)

Discussion on Highway Facilities project

Review and discuss Broadband Feasibility Study

A Motion to adjourn the meeting was made by Supr. Witmer and seconded by Clm. Snow and carried unanimously at 8:33PM.

----Meeting Adjourned----

Respectfully Submitted,

Jessie Townsend