

Caroline Town Board Agenda Meeting Minutes of March 5, 2019

The Town Board Agenda meeting held on March 5, 2019 at the Caroline Town Hall was called to order at 7:04 p.m. by Supervisor Mark Witmer.

Attendance:

Mark Witmer, Supervisor
John Fracchia, Councilmember
Irene Weiser, Councilmember
Cal Snow, Councilmember
Tim Murray, Councilmember

Recording Secretary: Jessica L. Townsend, Deputy Clerk

Submitted by: Becky Jordan, Deputy Clerk

Also present: 1 member of the public

Mr. Witmer started the meeting with the Pledge of Allegiance to the Flag.

Privilege-of-the-Floor

None

Supervisor Witmer shared a summary from Jurassic Parliament titled 'Four fundamental guidelines for successful meetings. A discussion followed regarding ideas on how to better structure future board meetings.

Committee Reports

Irene Weiser, Councilmember – I reached out to an attorney who led Fire Commissioner Training. I asked him for estimates (time and cost) for reviewing and if needed revising the Town's contracts with our Fire Districts
And also estimates to advise us on how to provide town-wide EMS rescue service, helping us develop an RFP.

John Fracchia, Councilmember – Has concerns about the Highway Department building. Conditions continue to worsen, he worries the building and/or structure is unsafe. He has asked CEO Greenhouse to review and report on the building issues. CIT update; he has put some data together from his survey he had sent out to some town employees. Most reported they save most documents on OneDrive. Councilmember Fracchia has talked to Gary at the Computing Center and it was suggested to get some computers on schedule for updating. Reported Barbara Lifton stated Haefle was pulled from the area. Health Care Consortium is considering reconstructing its board as interest is increasing. Whatever the proposal is, the municipalities involved will need to sign off and he will report back when he gets more info on this. Also, he has talked with a Rep at City of Ithaca to compare Town/City Employee Handbooks. They are also updating theirs but the current one is similar to ours.

Cal Snow, Councilmember – Attended Association of Towns meeting. Topics included Building Codes and Town Clerk Offices. He had an opportunity to learn about those offices and has learned how much is involved to run those offices. Exhibitors have offered to look at Hwy structure and give suggestions/recommendations. Brooktondale Cemetery owners are going to step away in 2020. He suggests the board should start thinking about this now and recommends a meeting with Mr. Quick to discuss the matter at an upcoming meeting.

Tim Murray, Councilmember – Planning Board; processing discussions from the past few open meetings that were held. There was a suggestion on creating a Caroline Agriculture Committee. One topic was the lack of farms; conservation easements? One suggestion is installing a Defibrillator in the Historic Building. How Dryden went about getting state land taxed? Resolution recommending old growth forest management for county forests is something that Dan Klein is involved in.

Mark Witmer, Supervisor – Spoke about the Brooktondale Fire Company property and if that property would be an appropriate spot for a new highway department to be built.

Watershed Committee Report – Roadside pickup was proposed to be start on April 27, and that may be the time of the Annual junk clean-up week at the Highway Dept. Code Enforcement

Officer Brooke Greenhouse has completed his training. His salary will now be \$30.00/hr.

Updates to Caroline Employee Handbook

This discussion will continue at next week's business meeting.

Town Board Discussion

Town Bookkeeper Stephanie Mulinos submitted her resignation. She will stay on until someone new comes into the position and is trained properly, although she would like to make the transition before September. Discussion followed regarding the still open positions of an Assistant to the Supervisor and a Code Office Assistant. At one time there was a discussion about having an office management position, and the town board discussed strategies on how these positions could fold together somehow.

Councilmember Irene Weiser – List of issues with the Clerk's Office. Wants it on the Record. Wants the Comptrollers Office to be notified. Needs to be addressed and respond to these issues.

Supervisor talked with comptroller office. Was told this was a board oversight. Red Flag for stalling audit.

John take an action to produce reports, audit, credit card receipts. Agrees to do an independent audit. Foil request; potential of liability for the town is too great. Wants to call the Clerk in to discuss these issues. Recommends reporting to the town board whenever FOIL requests come in.

Discussion regarding contacting Guy Krogh regarding Audits, being out of work for an undisclosed amount of time.

Resolutions**Resolution 70 of 2019****2018 Transfers:**

A motion made by Mark Witmer and seconded by John Fracchia to make a 2018 Transfer
Resolved, the Caroline Town Board makes the following 2018 Transfers:

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\$156.10	From DA5110.4 General Repairs CE	To DA5140.4 Misc CE
\$2,701.39	From DA5142.11 Snow Removal OT	To DA5142.1 Snow Removal PS
\$2,262.28	From DA5140.111 Misc Sick/Vac/Hol	To DA5142.1 Snow Removal PS
\$686.45	From DA9060.8 Medical Ins	To DA9030.8 Social Security

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Aye; Snow: Aye; Murray: Aye

Resolution 71 of 2019**Records Access Officers**

A motion made by Mark Witmer and seconded by Seconded by Councilmember Murray

BE IT RESOLVED, the Deputy Town Clerk, shall serve as the Town's Records Access Officer. Records Access Officer shall be responsible for coordinating responses to Freedom of Information Requests. The Town Board shall be notified of all Freedom of Information Requests at the time that they are received and at the time they are fulfilled.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Aye; Snow: Aye; Murray: Aye

Resolution 72 of 2019**Petty Cash**

A motion made by Mark Witmer and Seconded by Councilmember Weiser

BE IT RESOLVED, the Town Clerk and Deputy Town Clerk shall each be provided a petty cash fund of \$200 for the remainder of 2019

FURTHER BE IT RESOLVED, they shall each will be provided with a lockable cash box and receipts ledger for all petty cash transaction;

FURTHER BE IT RESOLVED, the Town Supervisor shall audit such lockable cash box at least once a month.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Aye; Snow: Aye; Murray: Aye

Resolution 73 of 2019
Keys to the Supervisor

A motion made by Mark Witmer and Seconded by Councilmember Fracchia

The Town Board moves the Town Clerk to provide a key to the Clerk's Office and Records Room to the Town Supervisor by March 7th, 2019.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Aye; Snow: Aye; Murray: Aye

Resolution 74 of 2019
Fiscal Oversight

A motion made by Councilmember Fracchia and Seconded by Mr. Witmer

Whereas, the Town of Caroline Council is charged with fiscal oversight of all town resources, which includes a mandatory annual audit of all town departments, and

Whereas, the Town of Caroline Council has on two separate occasions scheduled an audit with the Town Clerk, both of which were cancelled by the Town Clerk, and

Whereas, attempts by the Town of Caroline Council to reschedule the audit have been met with no response, and

Whereas, January credit card statements show unexplained charges to the Home Shopping Network and the Slaterville Dandy Mart, for which requested receipts or explanations have not been received, and

Whereas, the Town of Caroline Council has requested monthly reports from the Office of the Town Clerk which have not been received since September of 2018,

Therefore be it resolved that the Town of Caroline Council requests and authorizes an independent financial audit of the financial records of the Office of the Town Clerk

And be it further resolved, that the Town of Caroline Council authorizes the Town Supervisor to cancel the credit card of the Town Clerk

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Aye; Snow: Aye; Murray: Aye

Discussion and agenda items for March 13 Town Business Meeting

- Resolution to Town Hall grounds project to terminate the contract with Carson.
- Wil Lawrence will be present to give her monthly report on the Age Friendly Community.
- Carbon fee & dividend presentation by Citizens Climate Lobby
- Climate Smart Resiliency Plan review

----Adjourn the meeting ----

The meeting adjourned on a motion by Mark Witmer and seconded by Councilmember at 10:28 p.m.

Respectfully Submitted,

Becky Jordan, Deputy Clerk