

Caroline Town Board Meeting Minutes of June 5, 2018

The Town Board Agenda meeting held on June 5, 2018 at the Caroline Town Hall was called to order at 7:10 p.m. by Supervisor Mark Witmer.

Attendance:

Mark Witmer, Supervisor
John Fracchia, Councilmember
Megan Barber, Councilmember
Cal Snow, Councilmember
Megan Barber, Councilmember

Recording Secretary:

Jessica L. Townsend, First Deputy Clerk

Also present was 1 member of the public

Agenda

Salute to the Flag (7:00)

Privilege of the Floor: Opportunity for citizens to bring forward matters of concern

Please plan your comments not to exceed three minutes in length

Committee Reports (7:10)

Discussion of Code Office Position (7:45)

Discussion and Agenda Items for June 13 Town Business Meeting (8:00)

Adjourn

Privilege of the Floor Policy at Caroline 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; written input is also welcome.

* 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.

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

Privilege of the Floor

Don Barber – Collectively, the town board is responsible for dealing with town issues. The phone systems have been an issue that has went on too long. Some issues need to be delegated to the appropriate parties so that things get handled in a timely manner.

Town Topics

Phone System – Mr. Witmer announced that the new phone system will be installed next Tuesday. There was a brief discussion on a timeline between when the new systems are going in, being installed, and ultimately in working order.

Public Discussion - Megan Barber suggested limiting people to a 3-minute speech during the public meetings. If the board feels that the topic has gone on too long, they will advise the person speaking to submit the rest of their statement/questions to the Town Clerk and the Town Board will respond at a later date.

ATV Riders – Ms. Weiser was looking for an update on the ATV Riders. The town board had asked the ATV President, Bob Mix, to put together a list of the section of the roads they are asking to ride on, speed limits, time of day to ride, etc. To date, no board member has received any word back from Mr. Mix. Cal Snow had left a note with Bob Mix regarding an update and hasn't heard anything back yet. Part of the decision to open specific roads, is the board's desire to know the need to ride on roadway, what roads do they specifically want to open, how many homes are on those roads and are they for or against the idea, how many vehicles travel on those roads approximately? Those are questions that still need to be answered. Cal will follow up with Bob Mix again and try to get an update.

Town Website – When there is a request to do an update to the Town's website, Becky Jordan is the one to post/update on the website. Mark is wondering if Irene or John could help her out on getting the website more structured, and establish a process for posting/management.

Subdivision Review Law

Mr. Witmer presented the board members with an outline on editing/correcting the Subdivision Review Law and the Site Plan Review. The additions/corrections that he is addressing are mainly grammatical. It will be put on the agenda and will be voted on at next week's business meeting.

Reports

Megan Barber, Councilmember

Planning Board

- Joan Jurkowicz, Tompkins County Planning Administrator, spoke to the board with options and recommendations about how to go about revising the comprehensive plan.
- Board is beginning to plan out how we want to structure the revision and what process we want to use to complete the revision (community forums, hiring someone, etc.)

Enslaved People's Burial Ground

- I reached out to Noelle Powers, Caroline resident and member of SURJ (Showing Up for Racial Justice), about working with me on this and she has agreed. We are both reaching out to other residents to put together a small working group.
- We agreed that marking and recognizing the places where enslaved people were buried would be most meaningful and possible after patient but persistent work to build relationships and engage residents' thinking about racial justice.
- We're meeting again on June 8.

Capital Planning

- I reviewed the New York State Local Government Management Guide to Multiyear Capital Planning (https://www.osc.state.ny.us/localgov/pubs/lgmg/capital_planning.pdf), which lays out a clear approach. Upon review of this guide, I think that the help we need (volunteer or paid) is someone with a strong financial management background.
- I reached out to Bill Podulka for recommendations of working group members – he has not yet sent any.
- I reached out to Tim Seely and Chris Payne to invite their participation and have not heard back yet.
- I emailed David Orr. He responded with some resources very specific to managing highway departments.

John Fracchia, Councilmember – None

Cal Snow, Councilmember – Mr. Snow suggested adding some additional lighting on the Town Hall building, the Historical building and perhaps other lighting on the property. Supervisor Witmer is open to adding beautification after other projects that are in the works and near completion. He is focusing on getting the park & ride and new bus shelter in place. Additionally, a water retention project is in the works for some time this year.

Irene Weiser, Councilmember – Ms. Weiser gave a brief report on Emergency Services. Swift 911. Is an alert system that anyone can sign up for and get a notification via text, email, or automated voice message. You would receive this alert to notify you during various emergency situations such as road closures, weather, and other warnings throughout the town and county. Emergency Services are looking for recruitments.

AQUIFER meeting next week. She will send any revisions to the board members.

Discussion of Code Office Position

Code Enforcement Officer, Kevin McMahon's last day will be June 21, 2018. Since his resignation, the Town of Harford has decided to join on with the Town of Virgil, making the two townships left responsible for the new Code Officer being Caroline and Richford. Because the position is a civil-service job, the County will advertise that job opening.

Irene Weiser questioned what we would do for interim if we do not have anyone hired by June 21, 2018. Mr. Witmer is reaching out to neighboring towns to see if they would be willing to help Caroline until a new Officer is hired,

Irene Weiser suggested getting a committee together to help look for someone. Mr. Witmer will reach out to those on the Subdivision Committee and see if they would be willing to help or know of anyone that would be interested in the position.

Discussion and Agenda Items for June 13 Town Business Meeting

Pride Flag - Irene Weiser will bring forward a Resolution to recognize Gay Pride month by hanging the LGBT Pride flag for the month of June. The Town Board will do some research and put together a policy for the Resolution at next week's business meeting.

Highway Superintendent – Cindy Whittaker will be retiring at the end of the year. The board feels at that time, they should discuss making the position of Highway Superintendent an appointed position, not an elected position. The board will hold a public forum to speak to the public and explain the importance of that position and finding someone who has a high level of expertise in equipment and budget management. The board believes it would be beneficial to make that position appointed. The board then briefly discussed the same regarding the Town Clerk position.

---Adjourn the meeting ---

The meeting adjourned on a motion by Mark Witmer and seconded by Councilmember Megan Barber at 9:35pm.

Respectfully Submitted,

Jessica L. Townsend, Deputy Town Clerk