

## **Caroline Town Board Agenda Meeting Minutes of July 3, 2018**

The Town Board Agenda meeting held on July 3, 2018 at the Caroline Town Hall was called to order at 7:06 p.m. by Supervisor Mark Witmer.

### **Attendance:**

Mark Witmer, Supervisor  
John Fracchia, Councilmember  
Irene Weiser, Councilmember - Absent  
Cal Snow, Councilmember  
Megan Barber, Councilmember

### **Recording Secretary:**

Jessica L. Townsend, First Deputy Clerk

Also present was 1 member of the public

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

### **Privilege of the Floor**

None

### **Committee Reports**

**John Fracchia, Councilmember** – Mr. Fracchia gave a brief update on the Greater Tompkins County Municipal Health Insurance Consortium renewal. Don Barber was re-appointed as Executive Director. He also discussed the Broadband coverage in Caroline. His written report follows.

### **Building and Grounds**

- No Update

### **Communications, Information, & Technology**

- Met with Becky Jordan, re; website. We are going to schedule time to discuss content and do some training.
- Will be starting a website content audit and reaching out to Board members and committees, re; site content, particularly as it relates to areas they manage. Next step will likely involve a public feedback mechanism.
- Researched Phase 3 Broadband coverage in Caroline which includes the following awards: Clarity Connect (\$118,154/23 addresses), Haefele (\$48,377/19 addresses),

Hughes Network (\$13,703/82 addresses). Hughes is particularly notable because it is \$49.99/month with unlimited data, but significantly lower speeds if the data plan is breached.

- Wrote to the Broadband Commission to request information about timelines and progress for Phase 2 and 3 buildouts. Also inquired about potential additional funding for areas that remain unserved after these and information about requirements stemming from the Charter/Time Warner merger.

### **Greater Tompkins County Municipal Health Insurance Consortium**

- Reviewed and signed off on the Consortium audit submitted to the Department of Financial Services. The audit highlighted some areas for the Consortium to address, but they were relatively minor and were rapidly attended to.
- Attended the Board of Directors meeting on June 28, 2018
- Board voted to move renew contract of Executive Director, Don Barber
- Board voted to hire Michelle Berry as a consultant to the Own Your Own Health Committee.
- The Board passed a resolution to make adjustments to the actuarial value of the Consortium's silver plan, which will result in some increases to deductible levels. The amount the Joint Committee recommended should stabilize the plan's deductible level for 2-3 years.
- The Board voted to approve exploration about participating in a Municipal Healthcare Finance Cooperative, which could allow the Consortium to significantly reduce the costs of Stop-Loss insurance.

### **Joint Youth Commission**

- Attended meeting of the Joint Youth Commission on June 12, 2018
- Funding requests were sent out by Amie Hendrix, Director of the Tompkins County Youth Services Department and will be discussed at the next meeting.
- Have recommended that the JYC provide us their budget request in August if possible.

**Cal Snow, Councilmember** – None

**Megan Barber, Councilmember** – Has had two responses for Capital Planning.

**Irene Weiser, Councilmember** – Absent

**Mark Witmer, Supervisor** – Attended the Planning Board meeting last night, July 2. They discussed work tasks and how to divide the work. They had a lengthy discussion about public forums going forward and how the board wants to function and take/use public opinions. The next meeting will be August 6, 2018 at 7:00 p.m. at the Brooktondale Community Center.

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### **Discussion and Agenda Items for July 13, Town Business Meeting**

Code Enforcement Officer Position – The CEO position has been listed as an hourly rate position. The job is posted at 30 hours per week and that covers the Town of Caroline and the Town of Richford at a rate of \$25-\$30/per hour. George Kibbe will be interviewing on Thursday, July 5, 2018 at 9:00 a.m. for the Code Enforcement Officer position. Mr. Witmer invited all town board members to attend, if possible. John Fracchia states he is available to attend. There has been one other inquiry and hopes to have another interview lined up for next week.

New York Health Plan - Judith Jones email regarding the NY health plan. They are looking for a letter of support. She will be coming to the Business Meeting to present the plan and have a 10-minute Q&A with board members and the public.

Solar and Wind Laws Proposal – C.J. Randall, LEED AP ND, has been asked to help the Town in preparing a standalone Solar Energy Local Law/Wind Energy Facilities Local Law and/or amendment to existing draft Site Plan Review Local Law. She may also help facilitate public meetings, training sessions with the board to gather data and draft land use regulations. She has provided a proposal of fees. The board members discussed the tasks and hourly fee she has outlined and agreed that the proposal is fair. Mr. Witmer will reach out to C.J. and see if she would be willing to come to the next board meeting to discuss further.

Cemetery Proposal - Caleb Scott sent an article to the board regarding sheep grazing in cemeteries. Mr. Witmer will contact the Division of Cemeteries for more information and perhaps use in the Town, starting in one or two cemeteries in Caroline at first and see how things go.

Town Hall Parking Lot - John Anderson, P.E. surveyed the parking lot at the Caroline Town Hall/Court House. The board reviewed and discussed the survey map. All agreed that the preliminary map looked outstanding.

Employee Handbook - Looking at updating the Employee Handbook for the Town. The estimated cost to update the handbook is \$900-\$1,200.

Flag Policy - Last month the board passed the Rainbow Flag Resolution and proposed a flag policy going forward. Guy Krogh provided the board with a recently developed policy, The Lansing Flag Policy. On June 20<sup>th</sup> the Town of Lansing passed a policy and the board discussed reviewing that and perhaps using that policy as a foundation/template going forward. Mark Witmer: should the town develop a policy for displaying flags and banners at the town? Megan Barber: We should develop a policy and making a citizen committee is the way to do it. John Fracchia: Ithaca College has a flag policy and he will get a copy of that for the board to review. John Fracchia: Agrees that we need a policy. Cal Snow: Thinks we should get the lighting on the existing flag pole looking better. The board then discussed having a separate flag pole. Mark Witmer supports using the existing flag pole as the pole to fly all flags. All board members are in support of forming a committee and have a policy in place by January 1, 2019.

Elected and Appointed Positions – A lengthy discussion regarding converting two of the elected town officials to appointed positions and the timeline for doing so. The Highway Superintendent and the Town Clerk are the two positions that are up for discussion. A handout summary of pros and cons was handed out and the board discussed both the pros and cons of changing those two positions from elected to appointed. Cal Snow thinks that the public will not be in support of changing the elected positions to appointed. He believes residents will look at this as a “power grab” from the board. Mark Witmer expressed his desire to inform residents why it is that this change would be appropriate at this time. For the Highway Superintendent position, it allows the board to select a person based on qualifications. Mr. Witmer would introduce two different laws, one for the Highway Superintendent position and one for the Town Clerk position. Mr. Snow asked if there were other townships that had appointed positions and Ms. Barber found a list of towns in New York that appoint the two positions. The town board will introduce the discussion at next week’s Business Meeting and then on August 7<sup>th</sup> meeting, have an information session. It will then be voted on at the public hearing on August 15<sup>th</sup>.

Trail update – no new information.

---Adjourn the meeting ---

The meeting adjourned on a motion by Mark Witmer and seconded by Councilmember Cal Snow at 9:07 p.m.

Respectfully Submitted,

Jessica L. Townsend, Deputy Town Clerk