

Caroline Town Board Meeting Minutes of April 3, 2018

The Town Board Agenda meeting held on April 3, 2018 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
Megan Barber, Councilmember
Cal Snow, Councilmember
Megan Barber, Councilmember

Recording Secretary:

Jessica 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 be prepared to make one statement not to exceed 3 minutes in length (7:05)

Interview Ellen Harrison for Subdivision Review Board (7:10)

Committee Reports (7:15)

Introduce Subdivision and Site Plan Review Laws of 2018 (8:00)

Standard Workday and Reporting Resolution (8:15)

Discussion and Agenda Items for April 11 Town Business Meeting (8:20)

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

Privilege of the Floor

None

Subdivision Review Board Interview

The Caroline Town Board interviewed Ellen Harrison for a seat on the Town of Caroline Subdivision Review Committee. Ms. Harrison gave a brief background about herself and past

employment. Ms. Harrison had questions for the Town Board regarding the Subdivision Law, Site Plan Review Law, and the distinction between the two.

Resolution 72 of 2018: Appointment of Ellen Harrison to Caroline's Subdivision Review Board

Whereas Ellen Harrison has applied for membership on Caroline's Subdivision Review Board and has satisfied board members' questions related to experience and availability for service on this board; therefore be it

Resolved, the Caroline Town Board hereby appoints Ellen Harrison to a 5-year term on the Subdivision Review Board, effective immediately and expiring on December 31, 2022.

Adopted Witmer: Aye; Fracchia: Aye; Barber: Aye; Weiser: Aye; Snow: Ay

Reports

Megan Barber, Town Board – Attended the Planning Board meeting; the next meeting is April 10; continuing research regarding the slave burial ground project. Met with Carol Kammen, County Historian, for information gathering and has plans to meet with her again for continued research.

John Fracchia, Town Board – JYC survey is in; sump pumps are replaced; discussed the website and getting Local Laws posted to website and Laser Fische. Mr. Fracchia suggested having a webpage for each Town Committee creating easy access for the public to stay informed on various discussions happening in the Town.

Building and Grounds

- Greg Harrington reports that sump pumps have failed. He is replacing them.

Communications, Information, & Technology

- Reviewing information sent to me by Councilmember Weiser re; reporting requirements for municipal websites. She came across these on the Comptroller's website.
- Received communication from residents on White Church Road re; broadband and the price that Spectrum wants to charge to run cable to their house (\$10,000). Councilmember Weiser responded and the information that she shared is concerning as is the cost quoted by Spectrum particularly since they were given a sweetheart deal by the State with seemingly little accountability.

Greater Tompkins County Municipal Health Insurance Consortium

- Attended consortium board meeting on March 22, 2018.

- Board voted to move forward with hiring a Wellness consultant to help create and promote wellness initiatives.
- Board voted to increase its catastrophic claims reserve funds to offset a higher deductible in its stop-loss insurance.
- Board voted to adopt an online enrollment policy to decrease the enrollment/changes processing time.

Joint Youth Commission

- Attended meeting of the Joint Youth Commission on March 13, 2018.
- Discussed the recent Youth Needs Assessment survey, the results of which can be downloaded at: <http://www.tompkinscountyny.gov/youth/publications>. This information will be added to the TOC website.
- Board reviewed and approved the 2017 annual report, which is submitted with this report. This will also be available on the TOC website.

Cal Snow, Town Board – Cindy Whittaker, Highway Superintendent will be at the Business Meeting next week to discuss many things. The highway payroll comes with a correction side letter and Mr. Snow believes that it is inappropriate and not necessary. Mr. Witmer said that he will discuss the side letter with our bookkeeper, Stephanie Mulinos. Speed limit on town roads has been a topic of conversation and there are a number of roads in the Town where the speed limit should be lowered; ATV Trail Riders group is set to come to next week's Business Meeting to discuss the possibility of opening a portion of selected roads in the Town of Caroline for use of ATV and Snowmobiles. Mr. Snow asked if there were any updates regarding street lighting and where the new LED lights are going, the replacement of the ones we have and/or additional street lights being put up or taken down throughout the Town; tree work to be done on Central Chapel Road Cemetery in upcoming weeks.

Irene Weiser, Town Board – Attended a conference last month in connection to the Fire Districts. Tossed around ideas regarding clusters of the various Fire Departments (Brooktondale, Slaterville and Speedsville) in working together to cover certain areas in the Town.

Resolutions

Resolution 73 of 2018

Establishing Standard Work Day and Reporting Records of Activity (ROAs) and Pay Rates for Elected and Appointed Personnel

A motion was made by Mark Witmer and seconded by Megan Barber.

Resolved, the Town Board hereby establishes the following standard workdays and reports average days worked per month based on recent 3-month ROAs for each person,

as required for determination of retirement benefits for Town Officials, and their annual salaries for 2018:

<u>Position, Name</u>	<u>Days/mo.</u>	<u>St'd</u> <u>Workday</u>	<u>Term Ends</u>	<u>Salary</u>	<u>Reporting System</u>
Supervisor, Mark Witmer	19.79	6 hrs.	12/31/2019	\$18,580.00	ROA
Town Justice, Susan Barr	4.15	6 hrs.	12/31/2021	\$11,408.00	ROA
Hwy. Supt., Cynthia D. Whittaker	18.84	8 hrs.	12/31/2019	\$63,461.00	ROA
Town Clerk, M. Harrington-Lawson	18.78	6 hrs.	12/31/2019	\$33,137.00	ROA
Code Officer, Kevin McMahan	23.24	6 hrs.	Appointed	\$46,800.00	ROA
Councilperson, John Fracchia	3.37	6 hrs.	12/31/2021	\$2,296.00	ROA

And Be It Further Resolved, this resolution amends Resolutions #24 and #80 of 2018;

And Be It Further Resolved, the Town shall require, for each position where the employee is part of the NYS Retirement System, a ROA 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 Be It Further Resolved, upon adoption, this resolution shall be posted on the town website for a period of at least 30 days and, within 15 days following 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.

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

Town Business

Agenda items for next week's Business Meeting:

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

Please be prepared to make one statement not to exceed 3 minutes in length

Additions or Deletions from Agenda

Interview Katherine Goldberg-Forrest for Planning Board (7:05)

Northern Tioga ATV Riders Presentation (7:20)

Supervisor's Report (7:35)

Town Clerk's Report (7:45)

County Representative's Report (7:55)

Highway Superintendent's Report (8:05)

Department, Committee, & Liaison Updates (8:15)

Discussion and Action Topics

- **Transfers (8:20)**
- **Approve Abstracts: Highway, General, Lighting (8:25)**
- **Approval of minutes (8:30)**
- **Review 2017 Annual Financial Update Document and First-quarter 2018 Financials (8:35)**
- **Schedule Public Hearing on Subdivision and Site Plan Review Laws (8:50)**
- **Training Credits for Review and Planning Board Members (8:55):**
 - o **Resolution providing 2 hours of training credit for Review and Planning Board members attending Land Use Authority and Environmental Review by C.J. Randall on July 13, 2017.**
 - o **Resolution providing 2 hours of training credit for Review and Planning Board members attending Effective Meeting Training by Don Barber on February 8, 2018.**
 - o **Resolution providing 2 hours of training credit for Review and Planning Board members attending Green Building Workshop for Local Decision-makers on April 30, May 11, or May 17, 2018.**

Motion for an Executive Session to discuss Contract Negotiations.

The meeting adjourned on a motion by Mark Witmer and seconded by Councilmember John Fracchia at 9:20 p.m. and ended at 9:55p.m.

---Adjourn the meeting ---

Respectfully Submitted,

Jessica Townsend, Deputy Town Clerk