

Caroline Town Board Meeting Minutes of May 1, 2018

The Town Board Agenda meeting held on May 1, 2018 at the Caroline Town Hall was called to order at 7:05 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 0 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)

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.

Review of Minutes of [April 3 Agenda Meeting](#) and [April 11 Business Meeting](#) (7:10)

Approval of Contract for Voice-over-Internet Phone System with Comm-Core, LLC (7:20)

Committee Reports (7:35)

Discussion and Agenda Items for May 9 Town Business Meeting (8:15)

Adjourn

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

Privilege of the Floor

None

Minutes

A Motion was made by Mark Witmer and Seconded by John Fracchia and agreed unanimously of the Approval of Minutes for the Agenda Meeting of April 3, 2018 and the Business Meeting of April 11, 2018.

Resolutions

Resolution #__-2018 Authorizing Supervisor to sign contract for VOIP phone system with Comm-Core, LLC.

Whereas, Comm-Core, LLC has provided a proposal for a hosted Voice-over-Internet phone system for the town and court offices with an estimated one-time installation cost of \$2,806.80 for phones and technical equipment and a monthly service fee for service hosting and 3 phone lines, of \$183.00; and

Whereas, this hosted service will allow us to cancel existing phone lines with a monthly phone cost of \$160.00 per month the Computing Center will install the equipment and recommends Comm-Core, LLC as the VOIP provider; and

Whereas, Irene Weiser, in researching phone systems over the past year, has received an estimate from another vendor for a self-hosted phone system with an estimated cost of \$8,000 and 3 other interviews with other vendors; and

Whereas, the CIT Committee recommends the VOIP technology for the phone system

Resolved, the Caroline Town Board authorizes the Supervisor to sign the Master Services Agreement with Comm-Core, LLC.

Motion made by: Irene Weiser

Seconded by: John Fraccia

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

Reports

Megan Barber, Town Board – Looking for clarity on the charge process. The Town Board discussed ways to possibly estimate costs for major maintenance on town buildings as well as equipment purchases for the highway department, and set aside costs for those things before they arise. For instance, creek restoration is a major cost but mostly has been funded in the past by federal grants but perhaps that will not be the case in the future. The Town Board then discussed

people in the town, and neighboring towns, that they could contact and possibly develop a committee for capital planning.

Megan Barber's Notes: I'd like your help to clarify the charge and to determine criteria and process for selecting work group members.

1. Town Board clarifies the charge
2. Form work groups/committees
 - o Determine criteria and process for selecting members
 - o Clarify expectations of members (their charge, amount of time expected)
 - o Get recommendations and issue invitations (public and personal)
 - o Select groups (groups will select a chair)
 - o Develop process for making decisions
3. Groups agree on process and timeline
4. Groups perform needs analysis (what equipment, building is needed, by when, how much will it cost)
5. Groups research best practices (TCOG, Town of Ithaca)
6. Groups form plans (both how to plan for current needs and how to continually assess needs in a systematic way and plan ahead)
7. Groups make recommendations to town board

Slave Burial Ground

- I met with Barbara Kone, who mentioned there is a burial ground at the Mandeville Cemetery and perhaps the stone marker could go there.
- I'm working on putting together a work plan similar to the one above and want to form a work group.

John Fracchia, Town Board – No report

Irene Weiser, Town Board – Gave a brief broadband update. The State announced that Frontier DSL and Hughes Net are considered broadband. Lee Haefele will start building out his phase II and phase III throughout parts of the town and the Speedsville area. The Attorney General's Office is suing Spectrum for Fraud.

Went to the Department of Emergency Response. Received news that AT&T is interested in expanding cellphone service in the area; looking at the tower on Taft Road.

Department of Emergency Response discussion is on May 10, 2018 from 6-8p.m. Students will be presenting their work on Emergency Response findings. Power points and reports will be available to those that are unable to attend.

Brief committee review with Ellen Harrison to discuss review of water quality protection and water quantity protection plan.

Cal Snow, Town Board – Highway Department teamsters contract came to an agreement. Town clean-up went well. Roadside trash continues to be a problem. Mr. Snow does not find the flashing yellow caution light on White Church Road to be satisfactory; would like to continue to push a different and safer method. University Sand & Gravel does not appear to be opening this spring; the town has purchased a lot of sand and gravel from them over the years. Deputy Clerk, Jessica Townsend provided the Town Board with the owner's name and will try to get a contact number regarding status.

Town Business

Susan Barr reached out to the Town Board via email inquiring about court records and where to securely store them. The board members discussed possible remedies such as storage space in the Town Hall records room, the Town of Ithaca storage facility or having the County digitize the records. The Town Supervisor, Mark Witmer, plans to talk with the Town Clerk, Marilou Harrington-Lawson, and see if there is adequate space in the town's record room to possibly store Court records. The Town Board would also like to meet with the Justices and the Court Clerk to discuss remedies.

Discussion and Agenda Items for May 9 Town Business Meeting

Subdivision/Review Board Meeting the second Tuesday of the month

Public Hearing on the Subdivision and Site Plan Local Laws Revisions; Teeker Law/Comprehensive Plan discussion; meet with the Planning Board Committee; hire planners to be involved; get a timeline; Planning Board is meeting the 2nd Thursday of the month at 6:30p.m.

Tentative Agreement with Teamsters Union Contract for Boards approval

Revised Caroline Stormwater plan for review

Approval of Minutes for February and March Business Meetings.

----**Adjourn the meeting** ----

Motion for an Executive Session to discuss tentative agreement with Teamsters.

The meeting adjourned on a motion by Mark Witmer and seconded by Councilmember John Fracchia at 8:51 p.m. and ended at 9:15p.m.

Respectfully Submitted,

Jessica Townsend, Deputy Town Clerk