

Caroline Town Board Meeting - Minutes February 5, 2013

The Town Board Agenda meeting held on February 5, 2013 at the Caroline Town Hall was called to order at 7:00 p.m. by Supervisor Don Barber.

Attendance:

Don Barber, Supervisor
Dominic Frongillo, Councilmember
Linda Adams, Councilmember
Aaron Snow, Councilmember
Irene Weiser, Councilmember

Recording

Secretary: Christine Wilbur, Deputy Town Clerk

Also present: 1 member of the public

Supervisor Barber led the Pledge Allegiance to the Flag.

Privilege of the Floor

Dan Kline – Town of Danby – is attending the meeting to observe.

Reports:

Don Barber, Supervisor: Reported on the following items:

- The Audit of the Town Clerk will take place this Saturday at 8 AM; The Court audit will take place prior to the Business Meeting next Tuesday at 6:15.
- The Board discussed the meeting schedule for the Town Hall. Any Board member or Town staff person who has access to the Google Calendar can post meetings. A general policy regarding meetings was established in March 2008.
- At the Business Meeting next Tuesday, the Board will be asked to authorize the Town Supervisor to sign a contract with the Brooktondale Fire Protection District for 2013 for \$16,126.
- Also on the agenda for next week are the annual resolutions to be considered by the Association of Towns. Mr. Barber will send them to the Board electronically and asked that all read them ahead of time and either be prepared for a specific discussion, or to express consent. He will convey the Board's wishes at the Association meeting on February 20th.
- Supervisor Barber will draw up a resolution to reflect an increase in building code fees for new residential construction as recommended by the Town Code Enforcement Officer, Kevin McMahon. This resolution will be presented at next week's Business Meeting. If Board members have questions or concerns, please get in touch with Kevin prior to next week.

- A letter was received from Assemblyman Michael Kearns requesting support of asking NYS to codify that any parcel in foreclosure – to add requirements for lending institutions to notify the municipality where the property is located. This is to assist local officials that may need to deal with abandoned properties. This item will be brought up on a future agenda.
- Also for discussion on Tuesday, is a need to possibly amend a Local Law that deals with dangerous buildings. There has been a complaint filed with the Code Enforcement Officer of a dangerous building. In pursuing the matter, the Town Attorney has noted that the local law does not provide due process for the owner and probably would not stand up in court. His (Town Attorney) recommendation is to possibly modify the local law. Mr. Barber will provide all background information to Board members

for discussion at a future meeting. He urged Board members to not get this confused with a “junk” law – this is about unsafe, abandoned buildings.

Aaron Snow, Town Board:

- Mr. Snow reported that Ms. Weiser is finalizing the pamphlet and a survey that will be mailed to Town residents regarding the Youth Commission.

- Mr. Snow inquired if there is a way to put a link on the Town website that would go to the Old Mill Newsletter produced by the Brooktondale Community Center. Ms. Weiser said that could be incorporated when the Town’s website is revamped, but not at the current time.

- The Youth Commission looks forward to receiving and reviewing completed surveys – Mr. Snow does not know the timeline but will make a report to the Board.

- Mr. Snow reported the Youth Commission needs to have the Board appoint two new members: Jen Soprano and Sue Funicelli. Mr. Barber will provide a resolution at next week’s Business Meeting. Also related: Mr. Barber received a contract from Cornell Cooperative Extension to pay the Youth Commission Manager, Penny Boynton. This will be on the agenda for next week as well.

- Recreation Partnership – Mr. Snow will be attending the next meeting on March 26th. He read highlights from the minutes of their last meeting, which discussed the meeting schedule, budget guidelines (due June 25th), and how a change in the minimum wage will be a big factor in the budgeting process. Mr. Snow would like a representative from the program to make a presentation to the Board – maybe at the March 5th agenda meeting.

- Watershed Committee – did not attend the last meeting – the next meeting will be held on February 21st.

- Mr. Snow, along with all other Board members, discussed an interest in food safety and promoting and boosting local food production. It could become a sub-committee under the Planning Board – like Energy Independent Caroline - could be something like “Food” Independent Caroline. Many people in the area are interested in education and support networks for things like food preservation, hunting, fishing, composting, worm keeping, as well as other topics. All agreed that this topic would be further discussed at a future meeting.

- Mr. Snow reported there will be a meeting on Sunday, Feb. 10th at 2 PM at the Brooktondale Community Center to discuss the erection of an exterior basketball court at BCC, if anyone is interested in attending.

Dominic Frongillo, Town Board:

- TCCOG – no meeting;

- Planning Board – sent out draft site plan review document to the sub-division review committee;

- Energy Independent Caroline – working on the Solarize program – picked up Danby – working on RFP project – by mid-February – working on public education campaign – community meetings – talking points.

- Mr. Frongillo and Mr. Snow met to discuss the final wording on the Solarize resolution, but are not yet finished;

- Community Service Award – seeking membership committee;

Irene Weiser, Town Board:

- Watershed Committee did not meet in January;
 - Aquifer Protection Committee – met today – developed a tentative syllabus – topics and timetables – that the committee will address; today they started working and thinking about the first round in March. The Health Dept. will speak about wells and septic systems. She will send a copy of the “working” syllabus to Board members. She reported it is a very ambitious group – time line – by early fall (research & learning) then craft law –they will meet 2 x/month. People from Dryden participating – intermunicipal cooperative agreements – may include Danby at some point and Roxie from City will attend when she can.
 - CIT Committee – very busy – received 8 applications for the IT Support Services position. The Committee chose 4 to interview – 1 withdrew, and the committee (along with the Town Clerk) interviewed the 3 others. From those interviewed, the group chose Bright Works - an IT services business in Ithaca as the desired candidate, and made an offer. We are now waiting for them to deliver contract, which the Town Attorney needs to review. Depending on when the contract is received and reviewed, it could be on agenda next week. Board members discussed particulars like availability and insurance. Ms. Weiser will ask NYMIR to review the insurance to see if there are any gaps. Ms. Weiser was very pleased with the work of the committee and the process.
- Youth Commission mailing – finalized a brochure – reformatting information and will be send to “Every door direct” (a post office term) – to every household in our zip codes. There will be 2,000 pieces printed at Gnomon and Youth Commission participants will prepare the pamphlets and surveys for mailing.
- Ms. Weiser reported that a job announcement was sent out for the Communications Support Specialist – to post content to website, manage notebooks, etc. – a week ago but has received no interest so far.
 - Emergency Services – met with Brooktondale Fire last month – things are good there – handled smoothly – not a lot of issues – they have money – planning banquet – smooth operation. Need more volunteers – Ms. Weiser told them of a tuition-paid program for volunteers who go to community colleges. She talked with Pat Brhel about writing a story and reporting on the tuition program and the need for volunteers.
 - Hazard Mitigation Project with the County – winding down – report soon – will provide a foundation for local project planning.
 - Security – Ms. Weiser has been communicating with the Tompkins County Procurement Office about writing an RFP (Request for Proposals) for the items we are interested in for the Town. As it turns out, it is quite a complicated procedure, and depending on the total amount of the project, we could do an RFQ – Request for Proposals– that does not have as many requirements. She is currently waiting for a callback from the County Facilities Department to gather more information. It is apparent that this will not be a quick and easy process, will take time, and she continues to work on the project.
- Ms. Weiser also received information about buying things for the Town through NYS contract – like copy paper and highway department uniforms. We might get better pricing. In addition, the Computing Center offers State contract pricing for computer purchases, as does Dell Direct.

Linda Adams, Town Board: No report.

Approval of Minutes

Resolution #48 of 2013:

Ms. Weiser made a motion to defer approval of minutes of the meetings for December 28, 2012, January

2, 2013 and January 8, 2013 meetings to the Business Meeting to be held on February 12, 2013, in order to have time for review. Seconded by Mr. Frongillo.

Adopted: Barber: Aye; Frongillo: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

Adjourn

Hearing no further business, Mr. Barber made a motion to adjourn. Seconded by Ms. Weiser. The meeting adjourned at 8:30 PM.

Respectfully Submitted,

Christine Wilbur, Deputy Town Clerk