

The Town Board Agenda meeting held on August 6, 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 - Absent
Linda Adams, Councilmember
Aaron Snow, Councilmember
Irene Weiser, Councilmember

Recording

Secretary: Christine Wilbur, Deputy Town Clerk

Also present: No members of the public were present

Supervisor Barber led the Pledge Allegiance to the Flag

Mr. Barber announced that Chuck Bartosch from Clarity Connect would be coming at 8:30 PM to discuss the broadband project.

Privilege of the Floor

There were no members of the public who addressed the board.

Committee Reports

Don Barber, Supervisor:

- Mr. Barber reported on two legal issues facing the town – one relating to a motor vehicle crash and one small claims case;
- After a brief discussion regarding Finalizing the Banks Road Stream Mitigation project, Mr. Barber made a motion to approve a payment to Tompkins County Soil and Water for \$44,850.00 that will put the Town of Caroline in line to receive final payment from FEMA for the project. Seconded by Ms. Weiser. Carried unanimously.
- Correspondence – the Town of Caroline has filed Notices of Intent with NYS Office of Emergency Management for Hazard Mitigation Projects for Buffalo Rd., Ekross Rd., and Six Mile Creek from Creamery to Boiceville Rds. We are asking them for financial consideration for all three projects.
- Mr. Barber reported that Board Member Dominic Frongillo is resigning from the Board effective 8/15/2013 to pursue an employment opportunity in Germany. The Board discussed how to fill (or not fill) the vacancy for the remainder of his term, at the end of 2013. Considerations are budget deliberations and highway department union negotiations. The Board can appoint a replacement from applications from interested parties. Most felt it was desirable to appoint a replacement – maybe someone who has previous budget and negotiating experience, or someone who would like the experience of public service. Applications could be received and an appointment made in September; the replacement would receive compensation through December. Supervisor Barber would also need to appoint a new Deputy Supervisor. It was noted that the Deputy Supervisor can be any member of the Town and does not have to be a member of the board.
- The Town Board may have a joint meeting with the Planning Board, in conjunction with next week's regular business meeting, for the purpose of reviewing the final draft of the Site Plan Review document. Mr. Barber will send information ahead of time to Board members by e-mail.

- Mr. Bartosch will be coming to the Board requesting a single permit for the whole broadband project (as opposed to individual permits for each pole).
- At this point in the meeting, Mr. Bartosch arrived to speak about the Broadband project. He and the Board discussed the following items related to the project:
 - o History of how and why the Town of Caroline was dropped from the original proposal;
 - o Under the current plan, could get 97% of unserved residents;
 - o Permitting process;
 - o Easements that need to be obtained and the method to obtain them;
 - o Configuration and location of poles;
 - o Time frame for all aspects of the project – probably January or February 2014 before complete;
 - o Cost for those who want service and installation of service will be prioritized by those who sign up ahead of time;
 - o The possibility of donations for the project from other municipalities;
 - o Health risks are slight and negligible.

Aaron Snow, Town Board:

- Youth Commission or Recreation Partnership – no report.

Mr. Barber reported that a new proposal that includes the Town of Caroline will be brought forward – is not yet public. Ms. Weiser reported that the Caroline Youth Commission is currently conducting a survey to assess the needs of Caroline youth – currently there have been 50 surveys completed.

- Watershed Committee – Mr. Snow will report next week. Board members discussed the Belle School Rd. project that is unraveling quickly due to a permitting process problem. Mr. Barber asked Mr. Goodrich to summarize the process so far so we can do a better job in communication and expectation.

Dominic Frongillo, Town Board: Absent

Irene Weiser, Town Board:

- The Town of Caroline is participating, along with Towns of Ithaca, Danby, Dryden, and Ulysses, to discuss a joint application for a Cleaner/Greener Planning Grant from NYSERDA. The idea is to encourage homeowners to get home energy/efficiency studies done that will assist them when they are selling their homes - to get an energy efficiency disclosure. This application may need support from the town, but no financial commitment. Interns from Cooperation Extension are writing the proposal that is due August 12th.
- Security System – Ms. Weiser had a security system sales rep. come and look at security needs for town buildings and she is getting some prevailing wage info. for a project. When they looked at the basement of the historic town hall, it was noted that water was dripping from the insulation in the ceiling of the basement into water sensor and fire alarm sensors. Discussion followed regarding the problem and Mr. Snow will work with Chad Novelli to try to mitigate the problem. Chad is contracted to do some other work in that building and might be able to add it to the scope of his project.
- Brightworks Computer Consulting – has received high marks with some challenges in communication; they recently helped with a phone system problem, are installing software to

work remotely, found malware and inappropriate programs on the library computer (installed some protective measures); offsite back-up management is still an issue.

- A lengthy discussion followed regarding how computer work is paid for ancillary programs – i.e. court, library, history center, etc. When is it the Town’s responsibility and when is it the program’s responsibility to pay for repairs, installation? Supervisor Barber reported that it is the program’s responsibility, within their budgets, to get this work done and if they run out of money, they need to approach the board – just like any other aspect of their programs. The Town is their “landlord” and needs to provide reliable internet and phone systems and if they want it moved or upgraded, that’s their responsibility
- E-mail – there still is the issue of board members using personal e-mails and not on the town e-mail system. The town attorney’s recommendation was that board members should not be using personal e-mail addresses and that all e-mail business conducted on behalf of the town is part of the public record, required to be archived, and is foible. The CIT committee chose to spend money on the backup system this year, and will direct funding to do e-mail installation in 2014.
- Mr. Frongillo has asked to keep his Town e-mail account active after he leaves office. Board members discussed the pros and cons of his request, and came to a consensus that once he resigns, he should no longer have access to his Town e-mail account.
- Aquifer Protection – Ms. Weiser reported on status of current projects as well as the group’s desire to expand their charge (prompted by reviewing Town of Danby Laws). After a lengthy discussion of current duties, other committee’s work, etc. Ms. Weiser was asked to bring forth a specific request, as it was not clear what exactly the Board needed to do. Ms. Adams suggested that updated flood maps would be a good project to pursue.
- Emergency Management – Ms. Weiser reported about meetings and development of an emergency management plan for the town. She spoke about a number of items that need to be determined - i.e. chain of command, location of resources needed during emergencies, mou’s etc. Ms. Weiser was advised that a committee should be established and that previous plans be reviewed and/or updated.

Linda Adams, Town Board: No report

Adjourn

Hearing no further business, Mr. Barber made a motion to adjourn. Seconded by Ms. Weiser. Carried unanimously. The meeting adjourned at 9:50 p.m.

Respectfully Submitted,

Christine Wilbur, Deputy Town Clerk

