

Caroline Town Board Meeting Minutes of March 4, 2014

The Town Board Business meeting held on March 4, 2014 at the Caroline Town Hall was called to order at 7:00 p.m. by Supervisor Don Barber.

Attendance:

Don Barber, Supervisor
John Fracchia, Councilmember
Irene Weiser, Councilmember
Mark Witmer, Councilmember
Tim Seely, Councilmember

Recording

Secretary: Marilou Harrington-Lawson, Town Clerk

Also present: No members of the public were in attendance

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

Reports

Cindy Whittaker, Highway Superintendent

No report

Don Barber, Town Supervisor

Correspondence of Note:

1. Tompkins County has agreed that Town of Caroline should be lead agency for SUP SEQR process
2. Letter from TCCCE- introducing Beautification Grant
3. Email from Clarity Connect about possible changes to scope of work for Broadband project
4. Email from IC faculty regarding amphibian crossing on Thomas Road- Irene please coordinate a response with Cindy
5. Email from Bluewing that they accepted the conditions we placed in our authorization resolution of 2/12/14

Report:

1. Attended Association of Towns Training and Annual Meeting- was exposed to a planning protocol called World café which is designed to reduce barriers to open communication of divergent points of view
2. Worked in concert with Planning Board to present Site Plan Review on 2/27/14.
3. Road Preservation Committee is making progress with the items identified by G. Krogh to strengthen the draft Local law.
4. Mediation set for April 3rd for CBA

John Fracchia, Town Board

Recreation Partnership

- Received and reviewed orientation materials from Janice Johnson including; 2013 annual report.

- Wrote to Janice Johnson to let her know of changes in liaison roles amongst council members and copied Councilmember Seely so that they can begin to connect.
- Forwarded orientation documents and notes from January Recreation Partnership Board meeting to Councilmember Seely for his information.

Building and Grounds

- Met with Supervisor Barber on February 3, 2014 to discuss key duties, ongoing maintenance issues, assessments of properties, inventories, and projects in pipeline. Received documents relating to on-going maintenance, past evaluations, etc. Also discussed on-going cleaning and grounds care contracts. Will share with Councilmember Seely.

Emergency Services

- Met with Supervisor Barber on February 3, 2014 to discuss key duties, projects in pipeline, and key initiatives.
- Wrote to Chiefs of Brooktondale, Slaterville, and Speedsville Fire Departments, as well as Fire Protection Districts to introduce myself and request meetings to discuss issues of mutual interest.

Additional Projects

HOME Rehabilitation Grants

- Wrote to Ms. Christine Carreiro, Construction Grants Manager for Better Housing For Tompkins County as follow-up to her letter to Supervisor Barber. Wrote to her on 15 February asking to meet so that I can learn more about the initiative and what steps might be taken to better inform our community members of the resource. Sent a follow-up note on 24 February. Received message on 3 March that she has been writing me, but messages have not been received. Will follow-up with phone call.

CIT Committee

- Attended meeting to review and evaluate Digital Towpath e-mail and CMS systems as possible solutions for Town of Caroline. After review and comparison with Microsoft 365, the committee determined that it was not the preferred system.
- Took initial look at grant potential of Legacy Foundation as recommended by Supervisor Barber. Reviewed website and have sense of what is required for the application. Will draft initial request. Spring applications are due by April 15, 2014.

Dan Klein, County Representative

Absent

Irene Weiser, Town Board

AQUIFER PROTECTION COMMITTEE

The committee continues to meet 2x/month.

Corresponding with Steve Winkly NYRWA re: questions on protecting aquifer volume. Considering how town would identify qualified hydrologist/consultant and how to work with developer on such. Reviewing existing town laws to see how Aquifer Protection law would fit in.

Barry Goodrich will be meeting with the Planning Board about the Site Plan Review Law and coordinating it with the Watershed and Storm Water laws.

There is a question on how to incorporate or reference Site Plan Review law and Aquifer Protection Law so that they work in concert with each other. The Site Plan Review law references the Mississippi Aquifer law.

COMMUNICATIONS INFORMATION AND TECHNOLOGY COMMITTEE

Broadband –

Chuck Bartosh has suggested some possible changes to Clarity’s Special Use Permit (SUP) – taller and fatter poles, and running electric above ground rather than burrowing beneath the road. This would cost more. 21 min. If the electric is run above the ground that would be less expensive. Would the cost offset one another?

Bluewings has been engaged as engineering consultant to evaluate Clarity’s SUP. They requested additional info from Chuck – coverage maps for each individual pole and a bit more technical info. They said changes proposed by Chuck (above) will not impact their study. They are currently assessing if they have all the info they need from Chuck and will be in touch soon with remarks.

Brightworks

Wiring project in Historic Town Hall and Annex complete. Now have secure office systems and separate public wireless system.

Phones installed in History Room and Judge’s desk. Still need to add to phone tree menu.

Email - Committee reviewed Digital Towpath system for email and archiving. Doesn’t provide as much needed functionality as Office 365 system. Committee recommends Office 365. Marilou was in attendance at the meeting and agrees that Office 365 provides best approach.

Decision re: email retention – Clerk has authority to determine best method for email retention – sifting through all emails on an ongoing basis to determine whether they are “records” (as defined by the state) or save all emails and sift through if/when requested by FOIL. Marilou has chosen the “hoarding”

method – keep all emails archived and sift through them if/when there is a request to produce.

Next steps: Find company to install/migrate to Office 365. Committee will review options and make recommendation.

New Item – Bookkeeper computer

As we learned at Annual Audit – our bookkeeper’s computer is dying, and is shared with her daughter. Committee recommends that Town buy a computer to be placed in the Board Member office (by code officer) for use by Bookkeeper. Very concerned that Town info should be on Town owned machine, w/o other users.

Don- gave his opinion on having the computer password protected.

Discussed security issue with her personal computer

CIT policy-

NYMER talk with about risk

Comptroller security issues

Website update – watch for requests from Michael Ludgate re content for your bio and committee pages.

Town Mailing – goal – send out flyer in March to all property owners, plus hand deliver to large apt complexes with info on Town Board, Committees, Listserv, Notebooks. Ideas for how to reach other renters?

TCCOG

Forum on Governor’s Energy Plan – March 5th 6:30pm, Borg Warner Room, TCPL

Resolution to form Sustainability task force passed – participation from Caroline?

Tax Cap Committee – Supervisor Barber working with Joe Mareane, Liz Thomas and others.

Mark Witmer, Town Board

Joint Youth Commission

February 11th meeting-Amie Hendrix, Rich DePaolo, Mark Mahoney, Sandie Grooms, and other members attended the meeting.

Councilmember Tim Seely will be working with the Youth Commission and taking Councilmember Mark Witmer place as the liaison.

Considering new by-laws

Voting members from Caroline Doreen Smith and Deb Rivera

LEARNING WEB UPDATES

Isha Tohill, Program Coordinator from The Learning Web submitted her Jan 2014 report and gave a brief summary to the group.

1. Career Exploration and Apprenticeship Activities: students request areas skill set for which they are seeking experience/opportunities. Learning Web then seeks opportunities. Examples: medicine,

architecture, robotics, "high-energy?," human services, social work, animal care/veterinary (horses), ambulance, technology, computers.

Active participants in January: 2 Cayuga Heights, 8 Lansing, 20 Ithaca students.

2. Volunteer Community Service Program: Boynton Middle School. 6-8th grades. Will soon visit SPCA, Wood's Earth Living Classroom, Northeast KIDS COUNT.

HIRING PROCESS FOR YOUTH DEVELOPMENT POSITION

Aislyn ??? has been hired. Will replace Beth ? and partner with Penny Boynton.

ANNUAL REPORT

Discussion, mainly about formatting and wording of JYC and Caroline 2013 Brochures for Annual Report. Please review.

UPDATES OF PUBLIC/PRIVATE PARTNERSHIPS.

Goal of 10 additional private-sector partners this year. Do we have a list of Caroline businesses that we can forward to YC. (60 existing partnerships in JYC area). Letter to businesses in Caroline explaining this great opportunity and seeking donations to support. (? Wonder if initially it makes sense to focus solely on partnership to encourage active engagement).

BY-LAWS/OPERATING PROCEDURES

Some review of merged sections created by Sandie. Discussion of Membership: proposed:

3 Ithaca

2 Caroline

2 Lansing

2 At-large

Initial proposal to have 3 Caroline members changed to 2 to balance with Lansing.

Planning Board, 13 Feb 2014: Chad Novelli, Ed Wurtz, Bruce Murray, Chris Payne

Discussion of next Public Hearing on Site Plan Review Law – how to make clear the intent and scope of the law. Some points that should be addressed at the Hearing:

- What is the purpose of the law?
- Need to emphasize that this gives us a “seat at the table,” which we currently do not have.
- Point out the number of towns in New York State that have zoning (71%), comprehensive plans (71%), and site plan review (68%).
- Recommended approach: Are the criteria that SPR will review reasonable?
- Address input from first meeting (minimize vague language, like “adverse,” and “unreasonable”)
- Specify Prime Agricultural Soil for Caroline
- Reference to Stormwater Law, existing local laws.

Caroline Watershed Committee

The committee met on February 18th with Barry Goodrich, Chris Payne, Mark Witmer

Discussed with Barry Goodrich, Jeremy Waddell's wetland restoration presentation from January meeting. Upper Susquehanna Coalition has grant for berm removal. Molly summarized key points in Jan minutes. Project is focused on berm removal to reconnect streams and rivers with their floodplains/wetlands. Jeremy had suggested giving us a tour. Chris noted that Cindy Whittaker said at Feb Business Meeting that she knows of a number of berms that should be removed.

Projects for this spring and summer:

1. Buffalo Rd. creek project to minimize erosion damage. Initiated by Caroline Hwy. Dept. T.G. Miller is doing the engineering work. Barry said that the project is funded; we will find out source(s). Our first cross-vein project was done at base of Buffalo Hill behind Rick Rosoff's home, 13 or so years ago.

Discussion of potential future projects or issues.

Barry: Suspects EPA wants DEC to control P by putting out TMDL limits. Cayuga is only Finger Lake on the 303D list, strictly for P. Barry suspects P limitations will be imposed on Caroline.

Sources: fertilizers (homes and farms), septic, tributary erosion

Barry feels that tributaries are the biggest source.

NRCS was funding agency for Old 600 work.

FLOOD HAZARD MITIGATION: TOMPKINS COUNTY

Tompkins County has \$25,000 allocated annually. We need to submit project proposals for Caroline to Tompkins County by end of March. Last year money was allocated to assessment of South Road in Trumansbury.

Discussion of a number of potential projects, mainly on stretches of Six Mile Creek (Slaterville to

Middaugh, several places in Brooktondale), and also continuation of Belle School Creek stream stabilization.

We will need to assess risks to town and homeowners

Solicit berm-removal proposals and other projects from Cindy Whittaker; invite her to our March 18 meeting. Forward proposals to town board for submission to Tompkins County by end of month.

Agreement for Services with Tompkins County Soil and Water

Barry has noted several amendments to agreement. Need to sign and submit.

Membership in Stormwater Coalition (Angel Hinickle, Chair): \$1,500. Helps us meet requirement of MS4. (Municipal Septic Sewer???)

Energy Independent Caroline: no meeting called this month. Next meeting, Monday, 17 March, 7 pm at town hall. (Agenda items: NYS Universal Solar Permit, Climate Smart Community goals, 2014 EIC goals, reenergizing EIC).

Approval of Minutes

Resolution xx of 2014

Minutes of the Organizational Meeting held January 2, 2014:

A motion was made by Mr. Barber and seconded Ms. Weiser to accept the minutes of the January 2, 2013 meeting as submitted by the Town Clerk as amended.

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

A few corrections –will adopt minutes at 3/12 meeting.

Resolution 73 of 2014

Minutes of the Business Meeting held January 8, 2014:

A motion was made by Mr. Barber and seconded Mr. Seely to accept the minutes of the January 8, 2014 meeting as submitted by the Town Clerk as amended.

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

Resolution 74 of 2014

Minutes of the Agenda Meeting held February 4, 2014:

A motion was made by Mr. Barber and seconded Ms. Weiser to accept the minutes of the February 4, 2014 meeting as submitted by the Town Clerk as amended.

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

----Adjourn----

Adjourned on a motion by Mr. Barber and seconded by Mr. Fracchia the meeting adjourned at 8:43 p.m.

Respectfully Submitted,

Marilou Harrington-Lawson, Town Clerk