

Caroline Town Board Meeting Minutes of April 1, 2014

The Town Board Business meeting held on April 1, 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: One member of the public was in attendance.

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

Public Hearing

Opened at 7:02 p.m. There was no comments from the public on the Determination of Environmental Significance of Proposed Broadband Infrastructure project. Clarity Connect –Some poles will be moved farther away from residential driveways; this is advisory and not mandatory. The Town received \$20,000 from a Park Foundation grant for this broadband project. There is a good probability of getting another \$20,000 from the Legacy Foundation which would leave the town with a balance of about \$10,000 which has been budgeted.

Closed at 7:08 p.m.

Approval of Abstracts Prior to Business meeting

Resolution 83 of 2014

General Fund Abstract

A motion was made by Mr. Barber and seconded by Mr. Seely to approve payment for the Highway and General Fund vouchers for NYS Workers Compensation payment (Highway for \$175.78 and General Account \$122.16).

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

Recind Resolution 33 Of 2014

Resolution 84 of 2014

A motion was made by Mr. Barber; seconded by Mr. Witmer

Resolved, the Caroline Town Board rescinds Resolution 33- 2014 which states: Resolved the Caroline Town Board appoints: Len Pogorzala and Alan Karasin to serve as the Town of Caroline Assessment Review Board and appoint Cal Snow as an alternate board member. The Assessment Review will take place May 13th, 2014 at 3:00 PM to 6:00 PM at the Caroline Town Hall;

and

Be It Further Resolved the Caroline Town Board appoints: Len Pogorzala and Alan Karasin to serve as the Town of Caroline Assessment Review Board and appoint Cal Snow as an alternate board member. The Assessment Review will take place May 20th, 2014 at 3:00 PM to 6:00 PM at the Caroline Town Hall.

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

Reports

Cindy Whittaker, Highway Superintendent

No report

Don Barber, Town Supervisor

Mark Witmer, Town Board

Planning Board- Present Chad Novelli, Ed Wurtz, Chris Payne, Barry Goodrich, Lois Lounsbery, Bruce Murray and Councilmember Witmer.

***Site Plan Review Local Law** Chad walked us through questions from Public Information Meeting on 27 Feb. Will discuss with town lawyer, Guy Krogh. Barry Goodrich brought a number of detailed questions. Focus was on clarifications. Discussion of including explicit statement of the Ag exemption, but don't want this to lead to listing of all exemptions. SPR focus on what IS covered.

**NB: PB planning to make edits and provide draft to Town Board a week before April 1 Agenda Meeting.

Energy Independent Caroline-Present, Steve Nicholson, Julie Hansen, Dave Ritchie and Councilmember Witmer.

***NYS Unified Solar Permitting.** Discussion proposed resolution for Caroline to adopt "Unified Solar Permitting" and response by our code officer, Kevin McMahan. Will this streamline solar adoption in Caroline and New York State? Recognition of Kevin's concerns, mainly that this permitting is limited to Solar PV (but not Solar Hot Water), requires that sites must comply with a number of criteria, and may add to paperwork by the code office. Our consensus was that the intent of the permitting is explicitly for solar PV and may facilitate permitting of those systems and that the streamline permitting process is largely intended to simplify the process for PV installers. A standard permit fee will also simplify processing and make more economical. Need to discuss further with code officers, especially comparison with current permit process. Steve will draft letter to Town Board.

*Climate Smart Communities.

EIC is the "task force," explicit in Caroline's Climate Smart Communities Resolution (2012-47).

- Existing Mission Statement: Energy Independent Caroline is a collaborative effort between residents, Town Board, and other interested people to effectively use our natural resources to achieve energy independence from fossil fuels on a municipal & residential level. Our mission is to produce power for electricity, heat, and transportation from renewable resources. To accomplish this, we initiate renewable energy projects while educating Caroline residents about energy issues in order to build commitment to reducing energy consumption.
- Green House Gas Inventory. Steve will contact George Frantz to find the most recent version of his work. Questions from here: how often do we need to conduct a GHG inventory? What is the process? Can we use building permit info? Need to develop a process. Steve will invite George Frantz to our next meeting.
- Identify Regional Coordinator for Climate Smart Communities

*Response to New York State Energy Plan, due by 30 April. Resources: EMC and TC Legislature responses. Jakobsen et al 2050 Plan. Bring comments to April meeting for development of response. Will send information to EIC membership to solicit personal responses.

Watershed Committee. Present: Molly Adams, Jackie Cassaniti, Chris Payne, Barry Goodrich, and Councilmember Witmer.

*Discussion of sites for consideration for Tompkins County Flood Hazard Mitigation. Projects fall into three categories: 1) stream bank revegetation, 2) stream bank stabilization, and 3) stream corridor assessment. Cindy Whitakker recommended one site; Barry Goodrich reviewed several sites on Six-mile Creek. Proposed sites:

1. Cindy recommended tributary (Boyer Creek) to W. Branch Owego Creek at Ekroos Rd (culvert)
2. Gilbert/Mackenzie property in Brooktondale (3-4K?)
3. Barra/Boynton logjam upstream of Caroline Elementary School
4. Grant property, Belle School Creek.
5. Upstream from Banks Rd. project

*Berm removal program of Upper Susquehanna Coalition, Jeremy Waddell. Will solicit potential berm sites from Highway Superintendent Cindy Whittaker and then get back to Jeremy Waddell for tour of sites.

*Stream Gauge Agreement with USGS, 3-year contract needs renewal this year. Partners: USGS (1/3), TC Soil & Water, Caroline, Dryden, Ithaca (town/city?). USGS contact: Lynn Szabo. We support - stream gauge data critical. Need to confirm with other towns and execute agreement.

*Wetland designation study in Dryden is now complete. Overseen by Stormwater Coalition. Support for application of approach to rest of county.

*Six-mile Creek water sampling opportunities. Next date is 18 June. Barry/CSI. Note in Old Mill.

John Fracchia, Town Board

Emergency Services

- Met with Greg Harrington from Slaterville Volunteer Ambulance to learn more about the squad and the challenges that they face. He provided me with their history and where they are today. They currently run two 12-hour shifts each weekday and 24 shifts on the weekend. Their current squad size is 10 volunteers and this remains their most pressing challenge, as volunteers must work long hours. We discussed his thoughts on increasing the volunteer base, which is challenging because of demographic changes (less farmers home during the day) and two partner working households. No firm conclusions were reached but he is supportive of seeking out new ways to approach the issue.
- Met with representatives from Speedsville Fire Department including Chief Doug Keefe and President Rick Moran to learn more about their squad and the challenges that they face. They provided me with a tour of their facilities and equipment, much of which they have custom designed to meet the unique needs of our area and weather. Volunteer numbers area a concern for them as well and they do not believe that the current situation is sustainable long term.
- In my conversations I learned that no in-town mutual aide agreement is currently in place between the fire departments, which can lead to squads from other towns being called to assist.

This may be an issue that we want to examine in terms of potential liability to the town if squads from farther away are responding to emergency events instead of town squads with closer proximity.

- Still working to set up meetings with other squads and fire commissioners. No response from Brooktondale and the districts to date.

Emergency Preparedness

- Discussed committee with Councilmember Weiser and have gathered the contact information for committee members. I am in the process of finding a time to meet and set priorities for the coming year.
- March 16 – 22 was National Flood Safety Awareness week. Received daily flood prevention communications from the National Weather Service and prepared them for distribution to community members over the town listserve and website. Will be working with Mike Ludgate to make these a sub-section of the Emergency Preparedness Committee's section so that they are available as resources to the general public.
- Sent out notice through listserve for Citizen's Preparedness Training (March 28), though was not able to attend myself.

Additional Projects

HOME Rehabilitation Grants

- Met with Ms. Christine Carreiro, Construction Grants Manager for Better Housing For Tompkins County to discuss their grant process and status of the 2012 grant. At the time of our conversation there was one project that appeared to be eligible and it was scheduled for a home inspection. The grant has many requirements, a key one being that all issues must be remediated to be up to current code (e.g. lead paint must be removed, etc.) Home inspection occurred on March 20, 2014 and the cost to fully remediate all issues was projected to far exceed the money available through the grant.

Beautification Grant

- Met with Chrys Gardener from Cornell Cooperative Extension – Tompkins and Shao (a Cornell intern) on March 31 to discuss their beautification grant. The fund provides up to \$2,000 in funding for projects, which are matched through volunteer labor.
- They reviewed the space and took measurements of some areas, for which they are going to sketch out some ideas. Projects discussed included flower and shrub beds in front of the new town hall building; a spring house over the water spigot, a community vegetable garden; and a band stand/community park area in front of the new building.
- For this grant cycle they recommended that we go forward with the flower and shrub bed projects and maybe the community vegetable garden. There is good space on the side of the new building for this and rough estimates of material costs appear to support both.
- Grants are reimbursement grants meaning that the money must be provided first.
- My plan, unless there is objection, is to continue to work on this project and ultimately submit a grant.

CIT Committee

- Met with Councilmember Weiser re; the Broadband project. Discussed the Legacy Foundation grant and we agree that it we should submit for it. Reviewed Bluewing proposal and requested that a review of Radio Frequency Exposure and location of poles be added. Received most recent draft and these issues have been evaluated and added to the report. Radio Frequency Exposure in the opinion of Bluewing is not a concern with this project and is within parameters that are considered safe by the FCC.

Tim Seely, Town Board

No report

The Joint Youth Commission

Meeting on March 11, 2014

Penny Boyton announced that the ICSD is now providing late bus transportation for Dewitt students that participate in programs after school. This can allow Caroline students without transportation to attend these programs.

Aislyn Colgen, new program manager has been hired to work with Boyton MS students.

The new annual reports for the Joint Youth Commission were presented to the board and review/revision were discussed. The final reports will be delivered to the town board.

The Joint Youth Commission 2014 budget was reviewed with commission members.

Penny has received more funding for youth employment in Caroline which and has \$4000.00 for summer of 2014.

The draft Joint Youth Commission By-laws were reviewed and comments/revisions were discussed. The draft will be voted on at the April 8th meeting and if approved will be forwarded to all participating municipalities for town board or village council approval.

The JYC needs to determine how donations can be accepted and distributed.

The JYC requests a list of Caroline businesses.

Tompkins County Recreation Partnership

Meeting on March 25, 2014

Town of Caroline needs to present letter or minutes to Janice Johnson showing that Tim Seely is the appointed representative for Caroline

An Election was held to fill the vacancy of Vice Chair and Phil Dankert of the Village of Lansing was appointed.

The board was presented the 2013 year end program registration statistics. A copy will be placed in the correspondence folder. The Town of Caroline had 161 unduplicated participants up from 138 in 2012.

Liz Vance discussed concerns about diminishing scholarship monies available from DSS. The amount of funding has been less than 50% of previous years.

The guidelines for the 2015 budget were discussed and an agreement was made to create a 0% and 3% budget for the partnership to review.

The Recreation Partnership and the ICSD have had an informal agreement to share facilities. Liz explained that this may be changing and ongoing negotiations are occurring with the school district.

The next meeting will be June 24, 2014

Irene Weiser, Town Board

Aquifer Protection Committee

Ellen Harrison has agreed to be the committee chairperson.

Committee reviewed progress to date and identified questions for our work with Steve Winkley, New York Rural Water Assn, which begins today, April 1.

Communication Information Technology Committee

Broadband – worked with BlueWings, engineering consultants, on readying their report on Clarity's special use permit proposal. Should have final report soon. Bluewing has identified a few poles with locations that need to be changed because there are structures within fall zones of the poles.

Talked w/Brightworks about billing situation. 29 hrs of work (estimated 8) I explained Town's budgetary constraints. We agreed that Town would pay the remainder of the money we encumbered for this project \$1530.

TCCOG

Cable committee moving forward- ? Complications from Comcast

Energy Plan Forum – very successful- >100 attended. YouTube video. Another forum planned for Apr 23- Tony Ingraffea and Jessica Azula

Trails project underway at County level, Tourism Council/Planning. Want to meet with communities, encourage trail development. * Caroline - mountain biking, economic development opportunities.

Don starting inter-municipal committee re: road preservation/haul routes

Town Business

Bylaws and Municipal Agreement of The Joint Youth Commission Towns of Ithaca & Caroline and the Villages of Cayuga Heights & Lansing

AUTHORITY:

The Joint Youth Commission was created by resolution of the Boards of the Towns of Ithaca and Caroline and the Villages of Cayuga Heights and Lansing in 2014 pursuant to Articles 95 and 13 of the General Municipal Law. Article 95 charges the Joint Youth Commission, herein referred to as Youth Commission, with the responsibility of coordinating youth programming within the municipalities and Article 13 enables municipalities to create joint recreation commissions which may include youth development programming.

PURPOSE:

The purpose of the Youth Commission is to recommend policies, plans, and procedures to the sponsoring municipalities in order to enable the development, implementation and coordination of effective programs that meet the recreational and developmental needs of youth.

- The Youth Commission identifies youth program needs, then contracts with authorized local agencies to implement the programs, while monitoring and supervising these agencies as they fulfill their contracts.
- The Town of Ithaca provides a vehicle for the four municipalities to receive funds from New York State, Tompkins County, United Way, and other granters designated for youth programming and channels these funds to target constituencies, thereby improving the quality of life for the youth of the respective communities.

RESPONSIBILITIES:

The Youth Commission is empowered to:

1. Assess the needs and priorities of the youth of the community and develop programs to meet these needs.
2. Analyze the existing youth service system, determine the unfilled needs and services, design programming to avoid duplication and to enlist the participation of youth who are normally not attracted to existing programming in these services.
3. Review all requests for municipal funds for youth programs and recommend to the participating municipalities programs to be operated directly by the municipalities or through contracts with qualified agencies.
4. Reassess programming periodically to assure that it is, in fact, meeting the needs for which it was originally designed.
5. Inform the public of the existence and goals and duties of the Youth Commission, so as to enlist maximum participation and support for youth programming;
6. Encourage active participation of young people through the appointment of youth members to the youth commission and/or the creation of a Youth Advisory Council.
7. Explore and evaluate a variety of sources for funding of youth programs.
8. Maintain a direct line of communication between the Commission and all of the Municipal Boards.
9. Participate in the Tompkins County Comprehensive Youth Service Plan to ensure coordination with other youth service providers and maximize utilization of available resources.
10. Recommend potential County Youth Board members for any vacant seats that occur in the Joint Youth Commission participating municipalities.

MEMBERSHIP:

1. The Youth Commission shall be comprised of 5-10 voting members.

The Town of Ithaca Board shall be represented by three members of the Youth Commission. Members shall be appointed annually by the Town Board to a two year term. One of the three members may be a representative from the Village of Cayuga Heights.

The Village of Lansing Board shall be represented by two members on the Youth Commission. Two members shall be appointed to two year terms.

The Town of Caroline shall be represented by two members on the Youth Commission. Two members shall be appointed to two year terms.

There shall be two at-large seats for representative from the community in an area related to the work of the Youth Commission (business, school, human service agency, or other as determined by the Youth Commission). Two members shall be appointed to two year terms by Youth Commission members.

There shall be a seat for at least one youth member of the Commission. A youth member (20 or younger) of the Commission may become a voting member provided he or she has attended at least four meetings in a six month period, has completed the municipal application process, is 16 years of age, and is recommended for voting membership by Youth Commission members.

In the event of a vacancy, the appropriate municipality will appoint a member to fill the unexpired term.

2. The Towns of Ithaca and Caroline and the Village of Lansing shall each appoint a non-voting liaison from the elected board to the Youth Commission for a one year term.
3. Terms for voting members begin January 1.
4. Staff from each program funded by the municipalities shall attend Commission meetings as required to report and advise the Youth Commission and to assure coordination of commission-sponsored programming.

OFFICERS:

1. The officers of the Youth Commission shall consist of a Chairperson, Vice Chairperson, and a Secretary;
2. Additional officers may be established by the Youth Commission with the approval of both Towns and the Village of Lansing, if needed to ensure the proper functioning of the Commission;
3. The Chairperson shall preside at all the meetings and discharge the duties pertaining to the office.

4. The Vice/Chairperson shall perform the duties of the Chairperson in the absence of that officer.
5. The Secretary shall keep an accurate record of all the meetings of the Commission, to be kept on file in the Commission files and at the Towns of Ithaca and Caroline and the Village of Lansing.
6. The Term of office shall be for one year. The first order of business at the first meeting of the new calendar year shall be the election of new officers nominated by the member of the Youth Commission.

MEETINGS/PROCEDURES:

1. The Youth Commission shall schedule open meetings and may establish by-laws and rules of procedure as are necessary to conduct business.
2. Roberts Rules of Order shall be the authority on all questions of Parliamentary Procedure.
3. A quorum shall consist of a simple majority of the appointed members of the Commission and a simple majority of those present shall be required to adopt recommendations.
4. The Tompkins County Youth Services Department, which may provide technical assistance to the Youth Commission, shall be designated as the mailing address for the Joint Youth Commission,.
5. Meeting notices and minutes of each meeting shall be sent to Commission members and municipal liaisons.

COMMITTEES:

1. Shall be appointed as needed by the Chair of the Commission and may include non-commission members, subject to ratification by a majority of a quorum of Commission members at a meeting of the Commission.

FISCAL AND PROGRAMMATIC AFFAIRS:

1. The Municipal Boards have the general power and control over the fiscal affairs and expenditures of the Youth Commission.
2. A set of program and funding recommendations shall be adopted by the Youth Commission, signed by the Chairperson, and recommended to the Municipal Boards by September 1st, for consideration as part of the municipal budgets for the upcoming year. Additional recommendations or changes may be submitted by the Youth Commission as needed.
3. The Town of Ithaca is designated as the fiscal agent. The municipalities shall make payments for services rendered directly to the Town. The Town of Ithaca is designated as the disbursing agent

and will be responsible for entering into contracts, payment of authorized expenditures, and submission of applications and claims.

- 4. The Youth Commission shall determine the nature and frequency of program reports to be required of Commission sponsored programs.
- 5. The Youth Commission shall report annually to the municipal boards.

AMENDMENTS:

- 1. Any and all of the aforementioned may be recommended for amendment subject to the approval of the sponsoring municipalities of the Towns of Ithaca and Caroline and the Villages of Cayuga Heights Lansing. Recommended changes must be adopted at a regular meeting of the Youth Commission by a two-thirds vote of the appointed Commission members, provided that the proposed amendment has been presented for discussion at the meeting immediately preceding the vote and mailed to all Commission members at least three days prior to the meeting at which it is to be considered for adoption.

ADOPTION:

- 1. These Operating Guidelines shall become effective upon the adoption by a two-thirds vote of the members of the Youth Commission and the approval of the sponsoring municipalities.

Approval by the Town of Caroline _____ Date _____

Approval by Village of Cayuga Heights _____ Date _____

Approval by Town of Ithaca _____ Date _____

Approval by Village of Lansing _____ Date _____

Discussion: Two voting members: Town of Ithaca, Town of Lansing, Town of Caroline and one voting member in the Village of Cayuga Heights.

Supervisor Barber talked about number 5, (under “Responsibilities”) (below) and he suggested the resolution should state the process either here or elsewhere in resolution; whether the public will be informed through legal notice, posting on the various Town websites, etc of the goals and duties .

5. Inform the public of the existence and goals and duties of the Youth Commission, so as to enlist maximum participation and support for youth programming;

Also, Supervisor Barber mentioned about adding in group assessment of the committee so that the boards would be able to view the progress. Councilmember mentioned that number 4, (under “Responsibilities”) that it says **“Reassess programming periodically to assure that it is, in fact, meeting the needs for which it was originally designed”**. And that he agreed with Supervisor Barber that a “group assessment” of the committee would be advisable. Councilmember Seeley also concurred. Councilmember Seely talked about the budget (keeping it the same-no increase) and the views from the different towns about shared services. He stated nothing was officially voted on but there was a discussion about the services going forward.

Approval of Minutes**Resolution 85 of 2014****Minutes of the Agenda Meeting held February 12, 2014:**

A motion was made by Mr. Barber and seconded Ms. Weiser to accept the minutes of the February 12, 2014 meeting as submitted by the Deputy Town Clerk.

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

Resolution 86 of 2014**Minutes of the Agenda Meeting held March 4, 2014:**

A motion was made by Mr. Barber and seconded Mr. Witmer to accept the minutes of the March 4, 2014 meeting as submitted by the Town Clerk.

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

Resolution 87 of 2014**Minutes of the Agenda Meeting held March 12, 2014:**

A motion was made by Mr. Barber and seconded Mr. Witmer to accept the minutes of the March 12, 2014 meeting as submitted by the Town Clerk and amended.

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

Town Business**Discussion: Advertising Public Hearings**

Councilmember Weiser expressed concern about Public Hearings not being made “public” enough so that people are aware of the public hearings, their dates and the information about them. The discussion included the clerk who advertises the public hearings by legal notice, in the Ithaca Journal and posting them at the Town Clerk’s office. The clerk in the past has also emailed the information to be put on the website as well as the Supervisor Barber, when the information is available in time, passes the information to be published in the Brooktondale News Letter. Because there has not been a formal process it was discussed about having the clerk pass along the legal notice to the Town Barber and councilmember Weiser and they would add additional information about the context of the Public Hearing to put on the website and list serv. The Clerk and Supervisor agreed to this arrangement proposed by Councilmember Weiser and going forward will implement the process of notifying the public.

---Adjourn---

Adjourned on a motion by Mr. Barber and seconded by Mr. Fracchia the meeting adjourned at 9:20 p.m.

Respectfully Submitted,

Marilou Harrington-Lawson, Town Clerk