

Caroline Town Board Meeting Minutes of February 28, 2024

The Town Board Business Meeting was held hybrid at the Caroline Town Hall and was called to order at 7:01 p.m. by Supr. Witmer

Attendance:

Supervisor Mark Witmer
Councilmember Cal Snow – via zoom
Councilmember Tim Murray
Councilmember Kate Kelley-Mackenzie
Councilmember Michele Brown

Also Present:

Highway Superintendent, Bobby Spencer

Recording Secretary:

Jessie Townsend, Town Clerk

Public Present: 2 **Zoom:** 3

Supr. Witmer opened the meeting with a Pledge to the Flag.

Privilege-of-the-Floor

None

Committee Reports

Supr. Mark Witmer – Supr. Witmer provided the following:

Correspondence of Note:

- Received Negative Declaration of Environmental Impact and Notice of Complete Application from NYSDEC for proposal by H.L. Robinson Sand and Gravel, LLC for importation of aggregate from other permitted mining sites. 30-day comment period.
- Notice of 90-day appeal period beginning February 1, 2024, on updated FEMA flood insurance rate maps.

Supervisor's Notes:

- Attended the 2024 Annual Meeting & Training of the NYS Association of Towns. Attended sessions on budgeting best practices, the new annual financial report, new state and federal wetlands protections, emergency medical services, and challenges and opportunities of the NYS Climate Law (CLCPA).
- NYSDEC Water Quality Improvement Project award of \$359,148 for culvert replacements on Braley Hill and South Roads. Thanks to Hwy. Superintendent Spencer and Angel Hinickle from T.C. Soil & Water for a successful grant application.
- Zoning Law review
- ***Please note that the Town Board is seeking volunteers for town committees/boards:*** Review Board, Planning Board, and we expect to be appointing a three-member Zoning Board of Appeals in the near future. See Article XI Zoning Board of Appeals and Article XII Review Board of the Town's Zoning Law (www.townofcaroline.org). If you are interested in serving on one of these town volunteer boards, please send a letter describing your background, relevant experience, and reason for applying.

Code Officer, Cliff Babson – January Report of Permits/Inspections were submitted to Supr. Witmer on February 23rd, a copy of which can be found attached at the end of Town Minutes.

Town Clerk, Jessie Townsend – Tax Collection - Met the Town tax warrant on February 8th and collected just over \$2.2M in January. Completed County Return documents and submitted them to the County Budget Dept along with payment #1 of \$450,000 on February 22nd. Met with Ace Security and Lisa (IT) this morning to install the software for the cameras on the exterior of the Town Hall buildings. Will be meeting with the Court Clerk sometime next week to assist with the setup for the Court Offices.

Highway Supt., Bobby Spencer – Picked up the new one-ton last week. Received notice that the 10-wheeler truck that was ordered last year will be delivered late this year or early next year – hopes to have more details on delivery date over the next few months. Began framing work on the addition to an outbuilding at the Town Barns. Will be working with Mark to create a detailed list of site requests for Labella.

Discussion on trade in plan for the Loader program

Bobby spoke to the Board seeking authorization to trade in the 2022 L90 Loader for a new 2024 L90 Loader. As part of the Loader program, he was able to secure a final price of \$39,948. This trade was anticipated and included in this year's budget, as the current machine is due for servicing and out of warranty.

Resolution 67 of 2024. Approval of Loader Trade-in and Purchase of New

Motion by: Witmer Second: Murray

Resolved, the Caroline Town Board hereby authorizes the trade-in of the 2022 L90 Loader and purchase of a new 2024 L90 Loader having a total cost amount of \$39,948.00.

Motion carried.

Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown

Nays: None

Discussion and changes on Public Hearing Comments

Following the Public Hearing, Supr. Witmer outlined his proposed changes. The Board read through each of the items he offered, discussed, agreed, and approved of edits as follows:

Definitions

Revise Bed-and-Breakfast: change one-family to Single-family Dwelling

Cemetery: Property used for human interment

Cemeteries, Pet: define and add to Use Table – P in all districts.

Floodplain: revise

Laundry and Car Wash – eliminate both

Subdivision: revise - define minor, major and lot line adjustments

Districts

Caroline Hamlet – eliminate and designate as Ag/Rural

Uses

Bakery – change from X to SPR in Ag/Rural

Formula Business – X in Caroline Center and Speedsville.

Townhouses – eliminate from Single/Two-family Dwellings; revise Multifamily Dwellings and

Townhouses of 4/- units (P in all districts); Multifamily Dwellings and Townhouses of 5/+ (SPR in all)

Sawmill – part of Farm Operation: change to P in all districts

Car Wash – strike (removed this and Laundry)

Wetland – revise

Section 5 Development Standards

Language revisions made to the following Sections:

5.1.B

5.1.E

5.2.A

5.2.A.1

5.3.F

5.3.G.2.a.

Section 6 Supplementary Standards (for non-residential and business building design)

Language revisions made to the following Sections:

6.1.B.

6.1.B.1.

6.2.1.E.: delete “and windowless”

6.2.7.B.1

6.2.7.G.

6.2.8.E.

6.2.13: The Review Board may require...

6.3: Trademarked Architecture and Formula Business Design – delete former section 6.3.A. reformat B as follows: Formula-based Architectural Styles. Formula-based businesses shall be allowed only...

Section 7 Site Plan Review

7.1

7.2.C.10

7.4.A.6.f.

7.6.A.5.a

7.8.C

7.9.C and 8.2: change to 30 days

In closing, Supr. Witmer explained that with the changes made to the proposed law this evening, a new Public Hearing will be required. This Hearing will be scheduled at the March Agenda Meeting next week.

Resolution 68 of 2024, Appoint Mike Brown as Caroline CSC Task Force Coordinator for EIC

Motion: Witmer Second: Snow

WHEREAS, the Town of Caroline pledged to be a Climate Smart Community in 2012, designating Energy Independent Caroline as the Town’s Climate Smart Communities Task Force (Resolution 47-2012); and

WHEREAS, the New York State Department of Environmental Conservation recommends that the Town Board should designate a Climate Smart Communities Task Force Coordinator as the primary contact and director for Task Force actions; therefore be it

RESOLVED, the Town Board hereby appoints Michael Brown as the Town’s Climate Smart Communities Task Force Coordinator; and further be it

RESOLVED, the Climate Smart Communities Task Force Coordinator shall provide primary support to:

- Gather information on energy use
- Coordinate the greenhouse gas inventory
- Research existing programs or policies

- Gather information on available funding sources

Motion carried.

Ayes: Witmer, Snow, Murray, Kelley-Mackenzie

Nays: None

Abstain: Brown

Resolution 69 of 2024. NYCLASS Municipal Cooperation Resolution

Motion: Witmer Second: Murray

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis; and

WHEREAS the Town of Caroline wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019; and

WHEREAS the Town of Caroline wishes to satisfy the safety and liquidity needs of their funds; Now, therefore, it is hereby RESOLVED as follows: That Mark Witmer, Supervisor of the Town of Caroline is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

Resolution to be Certified by Town Clerk and signed and dated by Town Supervisor

Motion carried.

Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown

Nays: None

Resolution 70 of 2024. Approval of Vouchers for Payment of Town Bills

Motion by: Witmer Second: Kelley-Mackenzie

Resolved, the Caroline Town Board approves payment of audited vouchers with the following totals for each fund: A Fund: \$43,702.11; DA Fund: \$61,724.15; SL Fund: \$470.82; and SF Fund: \$87,499.00

Motion carried.

Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown

Nays: None

Approval of Minutes

The Town Board approved the Minutes of February Agenda Meeting and the February 13th Special Meeting, as prepared and submitted by Town Clerk, Jessie Townsend.

A motion to adjourn the meeting was made by Supr. Witmer and seconded by Clm. Kelley-Mackenzie and carried unanimously at 9:13p.m.

----Meeting Adjourned----