

## **Caroline Town Board Business Meeting Minutes of December 12, 2018**

The Town Board Business Meeting held on December 12, 2018 at the Caroline Town Hall was called to order at 7:06 p.m. by Supervisor Mark Witmer.

**Attendance:** Mark Witmer, Supervisor  
John Fracchia, Councilmember  
Irene Weiser, Councilmember  
Cal Snow, Councilmember  
Megan Barber, Councilmember

**Recording Secretary:** Marilou Harrington-Lawson, Town Clerk

**Also Present:** 1 people of the public attended

Supervisor Mark Witmer led the Pledge Allegiance to the Flag.

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### **Privilege-of -the-Floor:**

No one spoke under privilege of the floor

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### **Additions or Deletions from Agenda**

Supervisor Mark Witmer – He would like to add a Resolution authorizing the Supervisor to sign the 2019 Fire Protection Contract with Speedville Volunteer Fire and a similar Resolution for the Brooktondale Fire District.

He will also be offering a Resolution to expend funds from our DA234 Health Insurance Reserve Fund and requesting that the Town Clerk send out Notice of Permissive Referendum.

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### **Reports**

#### **Mark Witmer, Town Supervisor – Correspondence of Note**

- NYSEG sent notice of their LED streetlight conversion program. Details forthcoming.
- Haele TV sent notice of 2019 increases of \$2.75/mo for Basic Cable and \$1.50/mo for Digital Cable.
- Memo from Jason Molino re. Plastic Bag Legislation Review. The County will be studying other communities that have enacted plastic bag regulations and evaluating outcomes, conducting community engagement on this issue, developing performance metrics, and generating a written recommendation from this work. It is on the agenda for the January 2019 TCCOG meeting. The goal is to have a recommendation for PDEQ (Planning, Development, Environmental Quality) Committee by May/June 2019.

- Letter of gratitude from Barbara Lifton regarding our Resolution #132 endorsing the New York Health Act. She has been a co-sponsor of the New York Health Act Bill A4738 since her first year in the Assembly in 2003.
- Letter of acknowledgement of receipt of Resolution #132 from Assembly Minority Leader Brian Kolb and initiation of legal review.
- 3rd Quarter Sales Tax Report from Rick Snyder, T.C. Director of Finance: Overall increase for the quarter over 2017 of 10.74% for towns and villages. Caroline received 2nd Mortgage Tax distribution of \$18,640.

#### Supervisor's Notes

- 2019 Adopted Budget completed. Tax levy amounts provided to Tompkins County Assessment Office. Tax notices were reviewed and approved, with assistance from Deputy Clerk Townsend.
- RFP for Town Hall Parking and Bioretention Feature advertised on Dec 1. Pre-bid Conference was held on December 6. John Andersson (PE) provided the engineering design; Donald Harner of T.G. Miller developed RFP.
- Working with Lifetime Benefits Solutions to complete enrollment of employees in HRAs.
- Energy Independent Caroline: interviewed Jonathan Bates for Brighten-up Coordinator. Recommended evaluation of Historic Town Hall for geothermal via ducted system. Also recommended town purchase of solar electricity from a local solar farm, Nexamp.
- Gerry Wiley has added information at the Heat Smart meetings.

Councilmember Irene Weiser - Starting a revolving loan fund through the Clean Energy award money, for people to make energy improvements to their homes. Would like some of the mortgage tax to continue to add to that loan fund. She would also like to try to find another way to use the home improvement money to help people with things that affect energy use such as broken windows, a broken water pump, and other things.

#### **Brooke Greenhouse, Code Officer – None**

**Marilou Harrington-Lawson, Town Clerk** – For the month of November, the Clerk's Office received \$1,257.00 for fees relating to 4 Conservation Licenses, 37 Dog Licenses, 3 Building Permits, 1 Marriage License and 1 Marriage Transcript. Busy with the end-of-year invoices, billing statements. The Clerk's Office will be closed the starting Monday, December 24<sup>th</sup> and reopening on Wednesday, January 2<sup>nd</sup> to prepare for tax season. Still waiting for the issue with the parking lot (Park & Ride) to be resolved. The parking lot is full during work hours for Park & Ride and offers no spaces for residents to come in and pay their bill/taxes. Lastly, would like to ask town officials who turn in vouchers to please do so at least a few days ahead of the board meeting. The office had received numerous bills that were turned in 30 minutes before the office closed today.

Councilmember Irene Weiser suggested maybe putting together a booklet that had basic information that everyone could refer to. Supervisor Mark Witmer suggested adding a resolution

during the Organizational Meeting regarding the submission of vouchers. It was encouraged that everyone turns in their invoices/receipts, and/or reimbursements to the Town Clerk's timelier.

Councilmember Irene Weiser asked the Town Clerk if there were still complaints coming into the clerk's office regarding the code office. Town Clerk Marilou Harrington-Lawson responded that the complaints have slowed down but is still receiving them from time to time. Believes the code officer could improve by returning phone calls more efficiently. Supervisor Mark Witmer states that code officer, Brooke Greenhouse is aware of the issue and is committed to improving his office. Councilmember Irene Weiser stated that she hasn't seen any written monthly reports like the previous code officer provided for review and would like Mr. Greenhouse to start submitting his time and reporting his activities to the town board. Councilmember Irene Weiser raised question about management of the code office and added that the town board should be setting what hours they want, in terms of numbers and times for his office to be staffed. Supervisor Witmer agrees but adds it should be in consultation with Mr. Greenhouse. Councilmember Weiser also made note that it is not about a person, Mr. Greenhouse has been doing fabulous in other arenas, just making sure that the hours that are set are working for the public. Councilmember Megan Barber added that she agrees a monthly report would be helpful. Councilmember John Fracchia suggested that the board provide the public with a feedback/comment link on the town's website, so residents can freely express questions/concerns to the town board.

**Cindy Whittaker, Highway Superintendent** – (was provided at last week's Agenda Meeting)

**Irene Weiser, Councilmember** – None

**Megan Barber, Councilmember** – Planning Board Protecting Natural Resources Meeting is at the Brooktondale Fire Hall at 7:00pm tomorrow night. ADHOC Flag committee met last night. Working hard, aimed to get recommendation to board sometime in January 2019.

**John Fracchia, Councilmember** – Requested the survey he provided in November be completed by town officials who had not yet turned them in.

**Cal Snow, Councilmember** –. None

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### **Discussion and Action Topics**

Supervisor Mark Witmer - Will send the town board a copy of the November Trial Balance. A copy was left in the correspondence file, but he would also send it electronically.

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**Resolutions****Resolution \_\_\_\_ of 2018  
Budget Transfers**

A motion made by Mark Witmer and seconded by John Fracchia  
Resolved, the Caroline Town Board makes the following 2019 Budget Transfers:

Amount		From		To	
\$ 17.41		A1990.4	Contingency	A1220.4	Supervisor CE
\$ 894.25		A1990.4	Contingency	A1420.4	Legal CE
\$ 209.76		A1990.4	Contingency	A1620.2	Town Hall EQ
\$ 2,289.03		A1990.4	Contingency	A1620.4	Town Hall CE
\$ 1,754.46		A1440.405	Eng-creeks	A1620.41	Town Hall IT
\$ 754.19		A1440.405	Eng-creeks	A3310.4	Traffic Contr. CE
\$ 477.96		A1440.405	Eng-creeks	A3620.4	Code CE
\$ 298.00		A1440.405	Eng-creeks	A8810.4	Cemeteries
\$ 34,883.46		DA5130.2	Mach.EQ	DA5130.4	Mach. CE
\$ 156.10		DA5130.2	Mach.EQ	DA5130.4	Mach. CE
\$ 11,170.88		DA5130.2	Mach.EQ	DA5142.4	Snow CE
\$ 7,995.81		DA5112.2	Improv.	DA5142.4	Snow CE

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

**Resolution \_\_\_\_ of 2018  
General Fund Abstract**

A motion was made by Mark Witmer and seconded by Megan Barber to approve payment for the  
General Fund voucher number 331 through 365 for \$41,650.34

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

**Resolution \_\_\_\_ of 2018  
Highway Fund Abstract**

A motion was made by Mark Witmer and seconded by Irene Weiser to approve payment for the  
Highway Fund voucher number 233 through 254 for \$111,968.33

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

**Resolution \_\_\_\_ of 2018**  
**Streetlight Fund Abstract**

A motion was made by Mark Witmer and seconded by Irene Weiser to approve payment for the Streetlight Fund voucher number 22 through 23 for \$651.05

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

**Resolution \_\_\_\_ of 2018**  
**Agenda Minutes of December 4, 2018**

A motion was made by Mark Witmer and seconded by John Fracchia to approve the minutes of December 4, 2018 as offered by Deputy Clerk, Jessica L. Townsend

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Abstain; Snow: Aye; Barber: Aye

**Resolution \_\_\_\_ of 2018**  
**Resolution to hire Jonathan Bates**

A motion was made by Mark Witmer and seconded by Resolved, the Caroline Town Board agrees to hire Jonathan Bates as Brighten-up Caroline Coordinator pending the review and approval of the contract terms by Energy Independent Caroline.

After a brief discussion, it was determined that the position was not announced publicly and because of that, this Resolution was not moved. This position will be advertised.

**Resolution \_\_\_\_ of 2018**  
**Bioretention Contract**

A motion was made by Mark Witmer and seconded by John Fracchia Resolved, the Caroline Town Board hereby authorizing Supervisor to sign contract for funds for Town Hall Stormwater Bioretention Feature with the Tompkins County Soil & Water Conservation District

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

**Resolution \_\_\_\_ of 2018**  
**End-of-year Billing Meeting**

A motion was made by Mark Witmer and seconded by Cal Snow Resolved, the Caroline Town Board hereby set the end-of-year bill-paying meeting for 4:30pm on Friday, December 28<sup>th</sup>, 2018.

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

**Resolution \_\_\_\_ of 2018  
2019 Organizational Meeting**

A motion was made by Mark Witmer and seconded by Irene Weiser  
Resolved, the Caroline Town Board hereby sets the 2019 Organizational Meeting for 7:00pm on  
Wednesday, January 2<sup>nd</sup>, 2019.

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

**Resolution \_\_\_\_ of 2018  
Speedsville Contract**

A motion was made by Mark Witmer and seconded by Cal Snow  
Resolved, the Caroline Town Board hereby authorizes the Supervisor Mark Witmer to sign the  
contract for Speedsville Fire Company in the amount of \$56,200.00

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

**Resolution \_\_\_\_ of 2018  
Brooktondale Contract**

A motion was made by Mark Witmer and seconded by Irene Weiser  
Resolved, the Caroline Town Board hereby the Supervisor Mark Witmer to sign the contract for  
Brooktondale Fire District in the amount \$19,693.00

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

**Resolution \_\_\_\_ of 2018  
Transfer of funds to utilize Health Insurance Reserve Funds**

A motion was made by Mark Witmer and seconded by Megan Barber  
Resolved, the Caroline Town Board hereby agrees to utilize health insurance reserve funds from  
DA234 Health Insurance Reserve Fund to pay for Employee Health Care

**Whereas**, Reserve Fund DA234 was established to provide funds for health insurance costs to  
the town with highway employee retirements; and

**Whereas**, those anticipated retirements have occurred; and

**Whereas**, health insurance costs for highway employees have exceeded the 2018 budget;  
therefore

**Be it Resolved**, the Caroline Town Board hereby authorizes the transfer of \$18,666.86 from  
DA234 Health Insurance Reserve Fund to Expenditure Account DA9060.8 Employee Benefits  
Medical Insurance for the purpose of paying 2018 Health Insurance for Town Employees. The  
establishment of the transfer becomes official upon completion of permissive referendum.

This resolution is subject to permissive referendum pursuant to the Local Finance Law and Town Law Article 7, and the funds so identified will be so expended for such reason unless a petition signed by the required number of qualified electors of the Town of Caroline is received on or before 9:00 A.M. January 16, 2019, protesting such resolution and requesting a referendum thereupon.

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

---Adjourn---

A motion to adjourn made by Mark Witmer, seconded by John Fracchia and carried unanimously at **8:16** p.m.

Respectfully Submitted,

Marilou Harrington- Lawson, Town Clerk  
Jessica L. Townsend, Deputy Clerk