

## **Caroline Town Board Meeting of April 11, 2018**

The Town Board Agenda meeting held on April 11, 2018 at the Caroline Town Hall was called to order at 7:02 p.m. by Supervisor Mark Witmer.

### **Attendance:**

Mark Witmer, Supervisor  
John Fracchia, Councilmember  
Irene Weiser, Councilmember  
Calvin Snow, Councilmember  
Megan Barber, Councilmember

### **Recording**

**Secretary:** Jessica Townsend, Deputy Town Clerk

**Also present:** 11 people of the public attended

### **Privilege of the Floor Policy at Caroline Town Board Meetings**

- Privilege-of-the-Floor is offered at the beginning of town meetings as an opportunity for individuals to provide input to the town board. Speakers have up to three minutes, subject to modification depending upon time constraints of a particular meeting. Each citizen is provided one speaking opportunity per meeting; written input is also welcome.
- Comments should be directed to the town board. The Supervisor or Councilpersons may answer questions brought forward or defer to allow for further research and thought.
- Respectful discourse is required.

---

### **Privilege of the Floor**

Pete Hoyt – Questioned if town laws do not put additional restrictions but provide guidelines. Would like to see what these local laws say compared to what state laws say.

Frank Proto – TCAT board directors retained strategic plan. Wanted to share a list of individuals to invite including stakeholders. Residents invited to attend the public transportation meeting at GIAC May 3, 2018 at 4:00pm; Hoping for a 5, 10 and 20-year look; consultants will be in attendance. Mr. Proto also discussed economic opportunity that zones 13 areas where TCAD federal money is going; Town of Caroline was not included. Town Planning Board Committee meeting next week to discuss the process of the comprehensive plan. Mr. Proto is hoping to attend and urges town officials to get up to speed. There was an NYS Ag Market meeting on March 17 regarding Planning, asked if anyone from the Town Board or Planning Board attended (4 hours credit) The Town Board believed that Code Officer, Kevin McMahon may have attended a similar meeting.

---

### **Interview Katherine Goldberg-Forrest for Planning Board**

Ms. Goldberg-Forrest gave a brief description as to why she is interested in being on the Planning Board; she gave background on herself as well as prior work experience. She has a background in social work. She works with individuals as they go through issues such as the loss of finances, death, healthcare issues, and other highly emotional crisis. She believes that the most needed skill sets include mindfulness, patience, listening, a critical eye for policy and paperwork. Also she believes that long-term planning is important.

---

### **Northern Tioga ATV Riders Presentation**

Bob Mix, President of Northern Tioga ATV Riders Club asks that the Town Board open Town Roads to ATV and UTV traffic. Neighboring Towns have opened their roads to ATV and UTV's such as Town of Candor and Town of Berkshire (opened their roads about 12 years ago) and are asking Caroline to

follow similar rules in allowing such vehicles to be on Town Roads. Some of the rules would include prohibiting State Land use, setting maximum speed limit on roads to 20MPH, to wear proper safety gear at all times, setting a time to be on the roads (suggested 9:00am – 9:00pm, maybe 10:00PM on Friday and Saturdays) The Club pays for all signage and is provided insurance through NYSORVA. Requesting that Town Roads (excluding County Roads) be opened for all residents to use. New York State requires ATV owners to register and insure the vehicles yet they cannot legally be on the road to go visit with or help a neighbor plow their driveway, as many ATV owners use them to plow snow. Discussed perhaps opening only certain seasonal roads or specific sections of road in order to travel legally to get from one trail to another. The Town Board is looking to gather more information as to what roads they would like to have access to and would need to do more research on the ATV/UTV laws in New York State before they would consider a possible Local Law.

---

## Reports

### **Mark Witmer, Town Supervisor – *Supervisor's Notes:***

- Final review of updated Subdivision and Site Plan Review Laws.
- Cornell Environmental Psychology class attended our March Energy Independent Caroline meeting. They are preparing to do their Brighten-up Caroline LED outreach on one of the latter two weekends in April. They will distribute flyers in advance to homes they plan to visit, letting residents know about this opportunity to provide feedback on what measures would help them move forward to reduce home energy use and costs.
- Watershed Committee is reviewing Caroline's Stormwater Protection Plan, updated in 2016, to make final edits and bring forward for adoption.
- Buffalo Road Creek Stream Stabilization II on target for start May 15th.
- BridgeNY application submitted for Ekroos Road culvert replacement.
- Working on RFP development for Air-sourced Heat Pumps in the Historic Town Hall.
- Requested estimate for re-siding and wrapping the Historic Town Hall.
- Met with Terry Carroll on developing a Greenhouse Gas Inventory and Natural Resource Inventory for Caroline in next few months. These actions will set the stage for developing effective Climate Action Planning. They are also Climate Smart Community actions.
- Transit Services Committee (TCAT): presentation on "Emergency Ride Home" plan to encourage bus ridership by Anna Cook, Ithaca Car Share. Bus, carpool/vanpool, bicycle, and pedestrian commuters would be eligible. "Mobility as a Service" presentation.
- Our ChargePoint EV Charging Station is fully operational. Watch out for mud. Park-N-Ride parking and sidewalk plan in development.
- Phones are on the blink.
- Equipment cabinet and floor outlets installed in Town Hall.
- Highway Superintendent Whittaker and I will attend Watershed Summit in Seneca Falls on April 19.
- Haefele TV placing poles on Flat Iron Road; Lee Haefele reported that they received full funding for Round III proposal.

**Marilou Harrington-Lawson, Town Clerk** – The Clerk's Office has added an additional hour to the schedule. Now opening at 8:00am rather than 9:00am. Opening an hour earlier will hopefully make it more convenient for residents. Positive feedback given so far. New spring hours: Monday, Tuesday and

Thursday 8:00am – 3:00pm and Wednesday 8:00am - 1:00pm.

**County Representative Report** – Dan Kline, County Representative – Road construction to be done starting this Spring on the intersection of Burns Road and Coddington Road. Reconstructing that entire intersection as it has the highest level of accidents due to blind spot, trees and brush to be removed also to help with visibility. Project will continue throughout the summer and fall. There is a flashing amber light that has been set up on White Church Road before the sharp curve in hopes of cautioning drivers to reduce speed as there have been many accidents at that location. The Board of Assessment review is coming up at Caroline Town Hall on May 7, 2018. Last year there were only approximately 10 people that showed up.

**Cindy Whittaker, Highway Superintendent – *Superintendent's Notes:***

**Roadwork**

All seasonal roads are open

Have started grading roads

Patching potholes

Fallen Tree & Brush Clean Up

Truck Clean

Repairing shoulders

**Equipment**

The Dodge one ton is no longer under warranty and needs to be replaced this year. It has recently had some costly repairs, and we use it daily for snow removal, patching, work zone signs etc. We have tried to replace these trucks on the two-year replacement schedule which keeps it under warranty. It is a 2014 which makes it two years passed the replacement schedule. We buy these under state contract and send the old truck to auction in which we have always received good sale price. The 2015 would be on next year's schedule and the pickup the following year.

**Misc.**

Cautiously removing snow equipment from trucks

Junk cleanup will begin April 23 through April 28<sup>th</sup>

I have spoken with some of the ATV's riders club members about opening certain town roads and the town passing a law similar to the Town of Candor and Berkshire. ATV's are required to be licensed and insured and follow all vehicle and traffic laws.

There have been several road names stolen recently around town, they are costly to replace and now that we don't have a local ambulance service responding to, these signs could add on time in an emergency.

The towns insurance company has asked that the old garage be demolished because is not safe to be in. We store signs, tires, barricades, barrels and numerous other items. We have at least three estimates for materials to put up an enclosed lean two off the side of the new building with a small garage door. The labor would be done in house when time allows. The lumber excluding the concrete floor and small garage door would be approximately \$6400. The money would come out of 2018 budget.

**Irene Weiser, Town Board** – Discussion on phone system.

**Cal Snow, Town Board** – No Report

**Megan Barber, Town Board** – No Report

## Resolutions

### Resolution 74 of 2018 Highway Fund Abstract

A motion was made by Mark Witmer and Seconded by Cal Snow to approve payment for the Highway Fund voucher numbers 61 through 77 for \$62,069.28

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

### Resolution 75 of 2018 General Fund Abstract

A motion was made by Mark Witmer and seconded by John Fracchia to approve payment for the General Fund voucher numbers 93 through 121 for \$11,529.57

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

### Resolution 76 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 7 for \$519.00

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

Supervisor Mark Witmer offered summary of 2017 Annual Financial Update Document, noting Reserve Fund balances and General and Highway Funds balances.

### Resolution 77 of 2018 Establishing Standard Work Day and Reporting Records of Activity (ROAs) and Pay Rates for Elected and Appointed Personnel

**Resolved**, the Town Board hereby establishes the following standard workdays and reports average days worked per month based on recent 3-month ROAs for each person, as required for determination of retirement benefits for Town Officials, and their annual salaries for 2018:

| <u>Position, Name</u>            | <u>Days/mo.</u> | <u>St'd</u> | <u>Term Ends</u> | <u>Salary</u> | <u>Reporting System</u> |
|----------------------------------|-----------------|-------------|------------------|---------------|-------------------------|
|                                  | <u>Workday</u>  |             |                  |               |                         |
| Supervisor, Mark Witmer          | 19.79           | 6 hrs.      | 12/31/2019       | \$18,580.00   | ROA                     |
| Town Justice, Susan Barr         | 4.15            | 6 hrs.      | 12/31/2021       | \$11,408.00   | ROA                     |
| Hwy. Supt., Cynthia D. Whittaker | 20.12           | 8 hrs.      | 12/31/2019       | \$63,461.00   | ROA                     |
| Town Clerk, M. Harrington-Lawson | 18.78           | 6 hrs.      | 12/31/2019       | \$33,137.00   | ROA                     |
| Code Officer, Kevin McMahon      | 23.24           | 6 hrs.      | Appointed        | \$46,800.00   | ROA                     |
| Councilperson, John Fracchia     | 3.37            | 6 hrs.      | 12/31/2021       | \$2,296.00    | ROA                     |

**And Be It Further Resolved**, the Town shall require, for each position where the employee is part of the NYS Retirement System, a ROA of actual time worked or, in the case where actual hour record is not required, the official holding the office shall submit to the Town Clerk a record of his or her activities for a

period of three consecutive months at least once during their term of appointment;

**And Be It Further Resolved**, upon adoption, this resolution shall be posted on the town website for a period of at least 30 days and, within 15 days following this posting, a Certified Copy of the Resolution and an Affidavit of Posting shall be submitted by mail or online (<http://www.osc.state.ny.us/retire/employers/eaor/index.htm>) to the Office of the State Comptroller.

Moved by:                      Seconded by:  
Ayes:                              Nays:                              Abstentions:

**----Adjourn----**

A motion made by John Fracchia, seconded by Mark Witmer to move to executive session to discuss contract negotiations with Highway Bargaining Unit at 9:38pm.

A motion to leave executive session made by Mark Witmer, seconded by John Fracchia.

A second motion to adjourn made by Mark Witmer and seconded by John Fracchia at 10:00 p.m.

Respectfully Submitted,

Jessica L. Townsend, Deputy Town Clerk