

On May 14, 2013 at 6:15 PM., Board Members Weiser and Snow, along with Supervisor Barber, conducted an audit of the Supervisor's financial records for the past year with Town Accountant Charmagne Rungay. The following items were reviewed and discussed:

- A review of hourly and salaried employees' records, highway department employees – variable according to terms of the contract. Mr. Snow asked questions about how benefit time is accrued and recorded. Ms. Weiser asked how the process works that actually ends up with printing checks.

- Ms. Rungay explained various processes including bank deposits, payment of payroll taxes, how budget transfers are determined and made, and accessibility of bank statements and accounts.

Ms. Weiser asked questions about the computer program that she uses – MAPS – Municipal Accounting Program Software, and how it works. Ms. Rungay recommends that a different accounting program should be considered. MAPS is a one-man business, with no backup. Ms. Rungay backs up her files on a memory stick. Ms. Weiser inquired if there are other programs out there that she would recommend. Williamson Law is one; however, the current BAS system that is being used for all other financial aspects may now have the ability to also handle payroll – which is what she would recommend if it is true.

Revenues, quarterly reports, payroll tax reports - were discussed and described. They discussed the process for receiving monies, bank deposits, etc.

Ms. Weiser asked how the supervisor is held accountable for checks that are given to him by the Town Clerk for monthly receipts. Currently these checks are made out in his name – historically, that's how it's always been done. Ms. Rungay recommended that the Town Clerk make the checks out to The Town of Caroline and not made out to him personally. Ms. Rungay reconciles bank statements but does not have access to manipulate funds within accounts. Board members can have access to bank statements if they wish; however, all information they might want to see is contained in the monthly trial balances.

The audit of the Supervisor's financial records concluded at 6:50 PM.

Caroline Town Board Meeting Minutes of May 14, 2013

The Town Board Business meeting held on May 14, 2013 at the Caroline Town Hall was called to order at 7:00 p.m. by Supervisor Don Barber.

Attendance:

Don Barber, Supervisor
Dominic Frongillo, Councilmember
Linda Adams, Councilmember-Absent
Aaron Snow, Councilmember
Irene Weiser, Councilmember

Recording

Secretary: Christine Wilbur, Deputy Town Clerk

Also present: John Fraccia and Dan Klein; 2 other members of the public arrived later in the meeting
Supervisor Barber led the pledge allegiance to the flag.

The order of the agenda was changed to accommodate the Town Accountant, who was present for the audit, to take the abstracts with her for processing after the Board voted on them.

Resolution XX of 2013

Fund Transfer: Be It Resolved the Caroline Town Board makes the following 2013 Fund Transfers
The motion was made by Mr. Barber and seconded by Mr. Snow:

\$ 3,000.00 from Highway Fund Account DA 5140.1 Miscellaneous PS to Highway Fund Account
DA5112.1 Capital Improvement PS, and

\$10,000.00 from Highway Fund Account DA5110.4 Repairs CE to Highway Fund Account DA
5142.4 Snow and Ice CED

Adopted: Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser

**Resolution XX of 2013: Be it resolved to Amend Resolution #14-2013: Payment of Utility and
Phone Bills Prior to Audit:** The motion was made by Mr. Barber and seconded by Mr. Frongillo:

Resolved, the Supervisor is authorized to pay utility bills and phone bills without audit by the Town
Board to avoid late charges, and

Further resolved, the Town Clerk shall show the details of said bills at the audit following their payment
so the Town Board may be aware of their contents and totals.

Adopted: Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser

Approval of Abstracts**Resolution xx of 2013
General Fund Abstract**

A motion was made by Mr. Barber and seconded by Mr. Snow to approve payment for the General Fund
voucher numbers 120 through 152 in the amount of \$24,646.73. It was noted that an accounting of the
receipts and billing for the Solarize project will be provided on a regular basis.

Adopted: Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser: Aye

**Resolution xx of 2013
Streetlight Fund Abstract**

A motion was made by Mr. Barber and seconded by Ms. Weiser to approve payment for the Streetlight
Fund voucher numbers 10 and 11 for \$546.53.

Adopted: Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser: Aye

**Resolution xx of 2013
Highway Fund Abstract**

A motion was made by Mr. Barber and seconded by Ms. Weiser to approve payment for the Highway
Fund voucher numbers 66 through 84 in the amount of \$59,942.72.

Adopted: Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser: Aye

Privilege of the Floor –

- Mr. Klein reported the County Board continues to discuss the broadband issue.

Reports

Cindy Whittaker, Highway Superintendent: Given by Ms. Weiser (Ms. Whittaker's Report is copied below)

Town of Caroline Highway Department: Superintendent's Report: May 2013

Roadwork

Cutting brush

Patching potholes

Grading

Ditching

Misc.

2010 Pick-up sold for \$20000. @ Municipal Auction in Palmyra

Clean-up week

31.94 Tons taken to Tompkins Co. Solid Waste

7.85 Tons Scrap Metal / Check Received \$ 2735.53

2.84 Tons TVs

1.21 Tons Tin

Clean up week was a huge success. Board members expressed their astonishment at the amount of trash picked up!

Ms. Whittaker will be away on vacation from May 16 – June 5th. Ms. Whittaker indicated that she will attempt to fill her part time office vacancy when she comes back.

Don Barber, Town Supervisor

Correspondence of Note:

- Memo from T.C. Finance – sales tax is up 2.15% and the first half mortgage tax payment amounted to 75% of what was budgeted. We use this revenue as a credit toward the County portion of the tax bill for Town of Caroline Residents. Board members discussed why it is applied in that manner. It is to the greatest benefit of the taxpayer.
- FEMA Payment for Beaver Creek received – 2 yrs. late
- Youth Services meeting handouts – follow up meeting is on May 22nd – Mr. Barber and Mr. Snow will attend. Mr. Barber believes this is a great opportunity for an intermunicipal agreement.

Report:

- Applied for close-out reimbursement from FEMA for Banks Rd. – receipt was acknowledged by SEMO;
- - Applied for funding extension for NRCS for project at 600 Rd. stream bed and bank stabilization;
- Road Preservation Committee made good progress on developing an Excel spreadsheet to help enforcement and applicants/developers determine if their project will exceed loading thresholds and also local law language;
- Met with Finger Lake Land Trust – they could present a forum for conservation easements, and other landowner interests for taxation purposes – brainstorm items that could be covered. Highest and best use are the key factors. Information can be obtained from the County Clerk's office.

- Mr. Barber announced that he was re-elected as president of NYMIR for another 2 year term.
- Closed on Bond Anticipation Note – this is the final year for the Office Building principal: \$62,500, interest rate is 2%.

Frank Proto, County Representative – no report.

Aaron Snow, Town Board – no report.

Dominic Frongillo, Town Board – no report.

Irene Weiser, Town Board

- Ms. Weiser reported that an event – What’s in Your Watershed – will take place here at the Town Hall on June 5th at 7 PM. Presenters from CSI, Tompkins County, City of Ithaca, and Town of Caroline will talk about several topics such as creek monitoring, storm water conservation, erosion prevention for homeowners, and other topics. Notice will be given on Town Announcements.
- The MS4 report is almost complete – one more piece needed; then by June to the State. She informed Mr. Snow that municipalities will be on their own next year to write reports, that support from the Soil and Water Coalition has been dissolved by the State. The public hearing (sponsored by Tompkins County) will be held on May 20th at the TCAT facility at 4:15 PM.
- Belle School Rd. project – Jon Negley may have finished plans for that. She discussed the possibility of the Town and Tompkins County working together on the project (financially) – i.e. the town could purchase the rock, etc. The Watershed Committee needs to determine the public vs. private interest regarding this project.
- The Aquifer Protection Committee made decision to meet twice a month to continue to develop the law. They will meet the 1st and 3rd Tuesdays from 3-5 PM.

Deputy Clerk – Christine Wilbur addressed the Board regarding edits and clarifications to minutes. She asked that when Board members read their reports (verbatim) that they provide a copy for the minutes. When providing edits or clarifications to discussions reported in the minutes, the Clerk’s office will correct any inaccuracies based on facts that contribute to the legitimacy of the statement; however, discussions will be reported in a summation and will not be edited for clarifications of what the Board member thought they should have said, wanted to say or didn’t mean to say. The Clerk’s office will attempt to reconcile these discrepancies based on notes taken and the recordings made.

At this time, the Board had further discussions of amendments and additions to Local Law #1 of 2006: A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code, for establishing a proposed new local law and schedule a public hearing.

The Board had a thorough discussion of additions and amendments last week with several items sent to the town attorney. The following is a summary of further board discussion and the attorney’s response.

- Article 16: it IS necessary to give notice in three different ways as stated in Section 1610;
- Emergencies are taken into consideration at the discretion of the Code Enforcement Officer;
- Discussion of exemption of agricultural buildings – they are not necessarily exempt, but are covered by the Department of Agriculture and Markets as well. Clarification of the overlap will be researched;
- Character of Neighborhood issue – the town attorney suggested alternate wording but recommends the section be left in and leave it to the Subdivision Review Board to determine if it

becomes an issue. Ms. Weiser would like to see that language taken out;

- Comments from the Code Enforcement Officer – Article 4, Section 402 (1)- the square footage for exemption should be 144 square feet (not 100 square feet) – in order to be consistent with State Code;
- Section 606 – the group to address appeals to is the Subdivision Review Board (not the Subdivision Review Appeals Board) – take out the word “appeals” in all references to the name of the Board;
- A number of sections refer to a building permit – it should also include a storm water permit;

Resolution xx of 2013:

At this time, Mr. Barber offered a resolution to make the changes as noted above to the Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code and to subsequently establish a public hearing to present same as Local Law #1 of 2013. Seconded by Mr. Frongillo.

Ms. Weiser made a motion to amend the resolution to allow for a change in wording to Section 1810(5) (i) to read: Whether a change will create a detriment to nearby properties by the granting of the variance or waiver. The amendment was seconded by Mr. Barber and carried unanimously.

The vote on the resolution as amended was as follows:

Adopted: Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser: Aye

The only question that remains is the issue of the Department of Agriculture and Markets vs. a local town law. Mr. Barber will contact them and report back; but the public hearing can still be scheduled.

Mr. Barber made a motion to establish the public hearing for proposed Local Law #1 of 2013 to be held at the beginning of the Town Board meeting on June 4th at 7 PM. Seconded by Mr. Frongillo. Carried unanimously.

A copy of the proposed law as amended will be available on the Town website.

Further discussion items were as follows:

- Public Notice of Town Hall outside water potability: Mr. Barber discussed the history of testing the water. When the gas station on the property was closed and tanks removed, the water was tested at that time; and the Health Department regularly tested the water until a couple of years ago, but they lost funding for that purpose. Everything we know about the water is fine; however, the town attorney has recommended we post a sign that says the water is not being tested. After a lengthy discussion, Board members decided to have the water tested on quarterly basis paid for by the Town. The cost is about \$15-\$20 a time. In the meantime, Mr. Barber will check with NYMIR about the issue and continue the discussion at a future meeting. Ms. Weiser will see if the Aquifer Committee could make a recommendation about contaminants that we could/should be testing for, beyond e-coli.

- Universal Broadband in Caroline: Ms. Weiser reported she is still waiting for a response to the FOIL request for the grant application from Clarity Connect. The Board had a lengthy discussion on the next step to take. Before potential funding sources are investigated, a survey of town residents will be taken to determine desire and interest of residents, and to find out if they are willing to help finance the project. If the survey is positive, the next step would be to hire a consultant to look at feasibility of the project and costs. Ms. Weiser feels the survey should be delivered door-to-door, not as a mailing. Mr. Fraccia, from the audience, suggested that the Board might have other funding opportunities if the

project was targeting emergency management - cell phone (towers) for use for emergencies. Currently, cell phone coverage is limited, at best.

- Discussion of changes to Caroline Lighting District – Mr. Frongillo sent the Board an e-mail he received from Veronique Domaratsky, a Brooktondale resident, who is interested to reduce lighting costs and questioned why we need to pay for lights at intersections in Brooktondale, and are they necessary. Mr. Barber provided a history of the lighting situation in the Town – that it was a hot topic over the years for and against the lights. The question has come up several times over the years, and Mr. Barber feels the \$6,000 per year cost to NYSEG is a small price to pay for the difficult and convoluted process it would take to reverse the establishment of the lighting district. It ends up to be a safety issue for pedestrians and generates many emotions – residents like the lights, but don't want to pay for them; so the Town Board decided to pay for them through the budget process. If Board members are interested to read some of the history of this issue, they can look in Box #14 in the Town Clerk's Records room. The only way to dissolve the lighting district is through a mandatory referendum and a local law.

Resolutions:

Resolution xx of 2013: Resolved, the Town Board authorizes Chad Novelli to perform repair work as described by Taitem Engineering for repair of the fire escape from the second floor of the Historic Town Hall in the amount of \$425.00.

The motion was made by Mr. Barber and seconded by Ms. Weiser.

Adopted: Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser: Aye

Resolution xx of 2013: Resolved, the Caroline Town Board hereby authorizes Computel Consultants to file a claim on the Town's behalf to cover underpaid franchise fees from Time Warner Cable.

The motion was made by Mr. Barber and seconded by Mr. Snow.

Mr. Barber indicated the town attorney has recommended we file this claim. The proceeds from the claim are split between Computel and the Town with no additional fees for the process. Mr. Barber indicated that other Towns have filed the same claims but was unsure of their success in collecting.

In response to a question raised by Mr. Snow, Mr. Barber reported that these types of issues are addressed in the TCCOG meetings.

Adopted Barber: Aye; Frongillo: Aye; Adams: Absent; Snow: Aye; Weiser: Aye

At 8:50 PM, Mr. Barber made a motion to move into Executive Session to discuss a real estate matter. Seconded by Mr. Frongillo. Carried unanimously.

At 9:13 PM, Mr. Barber made a motion to move out of Executive Session. Seconded by Mr. Frongillo. Carried unanimously.

Hearing no other business, Mr. Barber made a motion to adjourn. Seconded by Ms. Weiser. Carried unanimously. The meeting adjourned at 9:13 PM.

Respectfully submitted,

Christine Wilbur, Deputy Town Clerk