

## **Caroline Town Board Meeting Minutes of November 12, 2013**

The Town Board Business meeting held on November 12, 2013 at the Caroline Town Hall was called to order at 7:00 p.m. by Supervisor Don Barber.

### **Attendance:**

Don Barber, Supervisor  
Linda Adams, Councilmember  
Aaron Snow, Councilmember  
Irene Weiser, Councilmember  
Tim Seely, Councilmember

### **Recording**

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

**Also present:** Two students from Ithaca High School came to listen to the meeting for a school project/paper that they were doing.

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### **Privilege of the Floor**

No members of the public addressed the board.

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### **Reports**

#### **Cindy Whittaker, Highway Superintendent**

No report

#### **Don Barber, Town Supervisor**

Correspondence of Note:

1. DEC Permit for 600 Road Project
2. Minutes of Dog Control meeting- consortium is looking to perform an enumeration within the next 3 years.
3. SEQRA long and short EAF (Environmental assessment Forms) has been altered. This was confirmed by Association of Towns.
4. Report from TC Finance along with mortgage tax check for \$48,862
5. Copy of HSES application for FEMA funding to stabilize Buffalo Creek
6. RFQ reply from Blue Wing for technical assistance for Clarity Connect Special Use Permit Application.

Report:

1. I have regularly stated that I had serious doubts NRCS funded project for 600 Road stream bed and bank stabilization will happening this year. NRCS has enough pull with the DEC to change a Golden rule. We just received a permit for the 600 Rd work that lasts for 1 year and gives us until 1/1/14 to work and then shut down until 5/15/14. NRCS recognizes that funding will dry up if the work is not accomplished now. Barry and Jon Negley are aware
2. Clarity Connect has not submitted Special Use Permit application yet, but still claims they will. I have contacted Town Attorney to develop a contract with Clarity Connect for construction of Phase 2.
3. Submitted Buffalo creek project FEMA grant application.
4. Developing budget information as needed
5. Met with Highway Collective Bargaining Team twice. We exchanged information.
6. Unless something unexpected happens, the Town should receive by end of year the return of capital from the Health Consortium- ~\$40,400- would go into A Fund Balance

**Frank Proto, County Representative**

Frank was attending a Public Hearing on the Tompkins County budget so he was unable to attend this meeting.

**Irene Weiser, Town Board**

No report

**Aaron Snow, Town Board**

No report

**Linda Adams, Town Board**

No report

**Tim Seely, Town Board**

No Report

**Fund Transfer****Resolution 165 of 2013**

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

**FUND TRANSFER RESOLUTION**

**Be It Resolved the Caroline Town Board makes the following 2013 Fund Transfers**

\$ 150.00	from General Fund Account A 1220.102 Bookkeeper PS to General Fund Account A 1220.4 Supervisor CE
\$ 2,624.00	from General Fund Account A 9040.8 Worker Comp to General Fund Account A 9060.8 health Insurance
\$ 2,000.00	from Highway Fund Account DA 5140.11 Misc PS OT to Highway Fund Account DA 5110.1 Road Maintenance PS
\$ 7,000.00	from Highway Fund Account DA 5112.1 Capital Imp PS to Highway Fund Account DA 5110.1 Road Maintenance PS
\$ 5,000.00	from Highway Fund Account DA 5130.2 Capital Equipment to Highway Fund Account DA 5110.4 Repair CE
\$ 10,000.00	from Highway Fund Account DA 5130.2 Capital Equipment to Highway Fund Account DA 5112.2 Capital Improvement

\$ 10,000.00 from Highway Fund Account DA 5130.2 Capital Equipment to Highway Fund Account DA 5130.4 Equipment CE

\$ 7,000.00 from Highway Fund Account DA 5130.2 Capital Equipment to Highway Fund Account DA 5142.4 Snow and Ice CE

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

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## Abstracts

### Approval of Abstracts

#### **Resolution 166 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 325 through 360 for \$29,299.28.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

#### **Resolution 167 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 20 and 21 for \$598.62.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

#### **Resolution 168 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 173 through 201 for \$54,901.49.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

#### **Resolution 169 of 2013 Community Development**

A motion was made by Mr. Barber and seconded by Ms. Weiser to approve payment for the General Fund voucher numbers 2 for \$1010.00.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

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## Approval of Minutes

### **Resolution 170 of 2013**

#### **Minutes of the Business Meeting held October 8, 2013:**

A motion was made by Mr. Barber and seconded Mr. Seely to accept the minutes of the October 8, 2013 meeting as submitted by the Town Clerk as amended.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

**Resolution 171 of 2013**

**Minutes of the Business Meeting held October 14, 2013:**

A motion was made by Mr. Barber and seconded Mr. Snow to accept the minutes of the October 14, 2013 meeting as submitted by the Town Clerk.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

**Resolutions**

**Resolution 172 of 2013**

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

The Town Board hereby establishes a date for a Public Hearing on December 3, 2013 at 7:00 p.m. to hear any and all comments on the Alternation of Fire District Boundaries between the Caroline Fire Protection District and the Brooktondale Fire District.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

**Resolution 173 of 2013**

A motion was made by Mr. Barber; seconded by Ms. Weiser

The Caroline Town Board members, hereby passes a resolution to raise the Town of Caroline dog-licensing fees to the following amounts starting January 1, 2014:

Spay and neutered dogs- \$10.00 per year per dog, with the exception of senior citizens over 65 who will be charged \$5.00 per year per dog (spay and neutered dogs only), and,

Unspay/unneutered dogs- \$22.00 per year per dog.

(Discussion below under Town Business budget).

**Adopted** Barber: Aye; Seely: Aye; Adams: Nay ; Snow: Aye; Weiser: Aye

**Resolution 174 of 2013**

A motion was made by Mr. Barber; seconded by Ms. Weiser

The Caroline Town board hereby amends the Preliminary 2014 budget:

Increase line A2544 (Dog licenses) from \$4,500 to \$5,000.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

**Resolution 175 of 2013**

A motion was made by Mr. Seely; seconded by Ms. Weiser

The Caroline Town Board members, hereby passes a resolution to move \$2500 from A1620.4 General Contractual to A1410.4 Clerk Contractual.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

**Resolution 176 of 2013**

A motion was made by Mr. Barber; seconded by Ms. Adams

The Caroline Town Board members, hereby passes a resolution to increase line DA5110.4 by \$10,000.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: nay; Weiser: Aye

**Resolution 177 of 2013**

A motion was made by Ms. Weiser; seconded by Mr. Barber

The Caroline Town hereby adopts the 2014 budget with the following amendment (requested by Councilmember Weiser) to add DA5110.1 \$1200; DA5112.1 \$200; DA 5130.1 \$900; DA5140.1 \$1200; DA5140.111 \$800; DA 5142.1 \$1200 and DA 5142.111 \$500 for a total increase to the budget of \$6000. These line items are the 2% increase to the Personnel lines.

**Adopted** Barber: Aye; Seely: Aye; Adams: Nay; Snow: Nay; Weiser: Aye

**Resolution 178 of 2013**

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

The Caroline Town hereby adopts the 2014 budget for the Town of Caroline: total amount spending is \$1,962, 985.00; anticipated revenue to raised \$534,101.00 total amount fund balance to be used \$99,600.00 Total amount of taxes to be raised is 1,330,285.00; the tax rate will be \$6.23 per \$1000 with a rate change of .40. (When added to the other budgets to be adopted, Caroline fire districts, Street Lighting, there will \$9414.00 more than the property tax cap limit).

**Adopted** Barber: Aye; Seely: Aye; Adams: Nay; Snow: Aye; Weiser: Aye

Councilmember Adams stated that she wanted it on the record that this was the only budget she had voted against adopting.

**Resolution 179 of 2013**

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

The Caroline Town hereby adopts the 2014 budget for the Town of Caroline Fire district for \$74,928.00 to be spent; \$20,000.00 to be raised; \$200.00 fund balance and total amount of tax levy is \$74,708.00 (which is a .84 decrease from last year).

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

**Resolution 180 of 2013**

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

The Caroline Town hereby adopts the 2014 budget for the Town of Caroline Street Lighting District with \$7,000.00 to be spent; \$6000.00 to be raised; \$1000 fund balance with a tax rate of 2.6 cents per \$1,000.00, which is a decrease over last year or 2.8 cents per \$1000.00.

**Adopted** Barber: Aye; Seely: Aye; Adams: Aye; Snow: Aye; Weiser: Aye

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## Town Business

### Budget Discussion:

The clerk had spoke with the supervisor about raising the dog licensing fees, and he put it on the agenda to take and present to the board. She presented the board with a spreadsheet of other Town's charges for dog licensing fees (see attachment 1). She requested an increase of \$1.50 to the Town's current dog licensing fees for the 2014 budget year. Currently the Town charges \$8.50 for spay neutered dogs; \$20.50 for unspay/unneutered dogs and Senior Citizen price of \$3.50 spay/neutered dogs and \$10.50 unspay/unneutered dogs.

Since before she took office as deputy clerk in 2009 the prices have remained unchanged. She had noted it would be an increase of 12.5 cents per month for each dog. She also noted from the spreadsheet she produced that the Town of Caroline charges less than any Town in Tompkins County.

Discussion: Councilmember Adams: We want to encourage people to get their dogs licenses and historically that is the purpose behind licensing. She discussed, and Councilmember Seely agreed that the process should not be to generate revenue but to get the dogs in the community licensed and that all unspay and unneutered dogs however should pay the same licensing fee. Councilmember Adams suggested \$9.00 for spay/ and neutered dogs (\$4.00 senior citizen charge) and \$22.00 for all unspay/unneutered dogs.

The board discussed the proposal and the majority agreed to the increase of \$1.50 for all spay and neutered dogs except with the increase to the senior citizen rate for unspay/unneutered dogs will increase to the same rate for all unspay/unneutered dogs; \$22.00 per year. The cost for Senior Citizens (65 and older) for their spay/neutered dogs will be \$5.00 per year, for residents under the age of 65, the charge for spay/neutered dogs will be \$10.00 per year, and all dogs owned or harbored in the Town of Caroline that are not spay or neutered the cost will be \$22.00 per year. The fees from dog licensing goes in part (\$1.00 each spay/neutered dog and \$3.00 each unspay/unneutered dog) to New York State Agriculture and Markets department and the rest stays with the town to help offset the (every 3 year) enumeration process as well as the cost licensing of the dogs.

NYMIR: There was a site view by Cathy Willis, from NYMIR who spoke with the clerk about security issues for the Annex Town Hall and the Historic Town Hall. Supervisor Barber asked the clerk to talk about the visit and what suggestion Ms. Willis had about security. The clerk referred to a follow up letter with Ms. Willis' findings and suggestions for addressing any security issues. Questions were raised by councilmember Adams about being secure in the annex building by having the inner doors locked. There was also other discussions about proposed security around security cameras and alarms. Councilmember Weiser spoke to the fact of all the detail work she had done by providing the town Board with different security options. She has spent a lot of time getting estimates and researching the various choices available. She proposed that the court and Town clerk look into what security selections would be feasible for making them feel secure. Councilmember Seely asked about other security issues.

Supervisor Barber said we are at this time we have remained under the tax cap by \$568.00.

Supervisor Barber spoke about wages for new employees for the Highway Department. That health insurance and retirement has increased so much that it has this year taken most of the property tax cap. He said that the Town board has been very cognizant that the health insurance is going to continue to increase and that the issue of increased cost has to be addressed. And that though looking forward employees can be required to pay a percentage toward their health insurance that there has to be a "breaking point" because if too much restriction is put on their pay then who will want to work for the Town? If, in the budget we place a 2% increase on the personnel service lines that will increase the budget by \$6000 and put us just \$5,500 over the tax cap. The money would go toward labor. If the

budget just increases by 2% then health insurance in 10 years will be about 30% of the budget. The town board has continuously reduced the highway budget in the past year. We now have enough in the budget to pay for 5.5 people but with a big capital project this year there was more money used and transferred to cover wages. The increase would help offset the cost to be paid toward health insurance. If there isn't something done then the Highway Superintendent will lose one employee and truck. **(Don please review and clarify more of this discussion.....very hard to follow with all the interjections.....which I understand was everyone trying to understand the 2% increase! Sorry, I got so far and couldn't go any further. I don't want to miss the important points.....thank you).**

Councilmember Seely talked about the fact that some of people who came out and spoke about the tax cap agreed that they would rather have an increase then lose services in the Town. The increase would be 3 cents.

**Discussion of Engineering Fee for Stream Stabilization Design at 600:** Supervisor Barber met with Barry Goodrich about the stream bank stabilization project . The Town has a contract with Soil and Water to pay them for engineering work done on the 600 road at a minimum of 7.5 % of the contract amount. Jeff Fenton came in with a proposal amount of about ½ the amount of any of the other contractor estimates. And because the grant money is based on the lowest estimate, (and the lowest estimate was about 50% of the other estimates) that the grant money will only be \$2850.00 that will be coming from the NRCS. The total to finish the project is about the \$8000. Barry Goodrich asked John Negley to invoice the project for the whole amount that the Town will take the funds to Stream Reserve account (which is currently zero) because the Town is waiting for funds to arrive from FEMA. If the funds don't arrive until after the first of the year John Negley is will to wait to receive payment.

**Discussion of Engineering Review Support for Anticipated Broad band Infrastructure Application:** Special use permit for Blue Wing. Cost not to exceed \$16,000.00 Part of the proposal was to come and spend 2 nights at a cost of \$130.00 per night. And the which there would be 68 hours to review the information presented. Which even if it decreased down to \$10,000+ which is up a significant amount from the \$2,000.00 that the board agreed upon via resolution # XX. Councilmember Seely noted that they are quoting 102 hours to review which might be excessive. And he also asked if this was the only company to send a quote. Supervisor Barber request quotes from 3 companies and 1 didn't reply, and another was too busy at this time to look at the project. Councilmember Seely was just wondering how the different companies rates compare. A professional engineer, like TG Miller, who does different work, but charges \$145.00 and hour. Councilmember Weiser suggested trying to get additional quotes to do a comparison, and Supervisor Barber said he would do so. Councilmember Seely noted that Blue Wing has excellent references and had done the Tompkins County Emergency radio system. Supervisor Barber will talk with Blue Wing , let them know their price was more than the Town expected to spend and he would be back in touch with them about negotiations.

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## Agenda

### Salute to the Flag (7:00)

**Privilege of the Floor:** Opportunity for citizens to bring forward matters of concern

*Please be prepared to make one statement not to exceed 3 minutes in length*

### Highway Superintendents Report (7:30)

### Supervisors Report (7:35)

**County Representatives Report (7:40)****Department, Committee, & Liaison Reports (7:50)****Discussion and Action Topics**

- Transfers (8:00)
- Approve Abstracts: Highway, General, Lighting (8:05)
- Approval of Minutes from October business meetings (8:15)
- Resolution to Establish Public Hearing Date for Alternation of Fire District Boundaries (8:20)
- Discussion of Dog Licensing Fee schedule
- Resolution to Adopt 2014 Town, Fire Protection, and Lighting District budgets (8:25)
- Discussion of Engineering Fee for Stream Stabilization Design at 600 Road (8:45)
- Discussion of Engineering Review Support for Anticipated Broad band Infrastructure Application (8:55)

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

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

Respectfully Submitted,

Marilou Harrington-Lawson, Town Clerk



DRAFT