

## **Caroline Town Board Meeting Minutes of November 12, 2014**

The Town Board Business meeting held on November 12, 2014 at the Caroline Town Hall was called to order at 7:00 p.m. by the Supervisor Don Barber.

### **Attendance:**

Don Barber, Supervisor, Councilmember  
John Fracchia, Councilmember  
Irene Weiser, Councilmember  
Mark Witmer, Councilmember  
Tim Seely, Councilmember

### **Recording**

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

**Also present:** Dan Klein, County Representative; Cindy Whittaker, Highway Superintendent and Dave Herrick from TG Miller.

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### **Agenda**

#### **Discussion and Action Topics**

- Transfers – (7:45)
- Approve Abstracts: Highway, General, Lighting (7:50)
- Approval of Minutes for Sept 2, and Sept 10 (7:55)
- Resolution to Authorize Sale of One Ton truck at Municipal Auction (8:00)
- Resolution to Establish Inspection Fees for Multi-Family Unit Dwellings (8:05)
- Wellness Policy Resolution (8:10)
- Continued Budget Discussion (8:20)

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### **Privilege of the Floor**

#### **Reports**

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

##### Road Work

Patching Pot Holes

Ditching

Cutting Brush

##### Garage

Routine truck & equipment maintenance

Installing plow and sand equipment

##### Misc.

Tire Collection Day was a success despite pouring rain all day

Replaced area around storm drain in parking lot.

Took old culverts to scrap yard

## **Don Barber, Town Supervisor**

### Correspondence of Note:

1. Letter from NYSOPRHS- regarding roofing material for historic Town hall
2. Communication from Joe Wikki exploring the possibility of removing Minimum Maintenance Designation for a section of Level Green Road.
3. Notice of receipt of Buffalo Creek Application from DEC.
4. AoT Training School announcement
5. Budget request from Community Science Institute

### Report:

1. Chestnut Culvert Extension completed
2. Rec'd Broadband Infrastructure checks from Cayuga Hts \$6K, Ulysses \$6K, Danby \$6K, Schickel Rentals \$2K
3. TCCOG Facilitating Effective Meetings 11/20 & 12/18 @ 3:30 p.m.

## **Tim Seely, Town Board**

**Arborist** -Councilmember Seely will meet the arborist about the trees that are on the East side of the Historic Town Hall and at the edge of the Town property. The arborist will evaluate the trees and make a recommendation about the safety of the trees and whether he recommends removal of any of them.

**Superior Glass** –Historic Town Hall front door-There are issues with it shutting properly and staying closed-Superior Glass will evaluate and will either replace bar with a door latch mechanism or put an automatic closer or possibly both.

**Town of Ithaca** - contribution of \$14,000 to the TC Youth Commission- so they will only cut the funding by ¼ and not by ½ as originally thought.

## **John Fracchia, Town Board**

### Emergency Services

#### Volunteer Shortage Project:

- Working with Beth Harrington on initial messaging to the town and development of internet presence.

#### ES/Code Enforcement - Joint Areas of Concern:

- Met with Don Barber and Kevin McMahon and have come to agreement on protocols for identifying properties of concern as well as properties at which a fire has occurred. In the process of gathering input from fire departments and ambulance squad.

### Wellness Committee

Working with Marilou Harrington-Lawson and Cindy Whitaker to establish initial meeting to discuss scope or the committee's work.

### **Emergency Preparedness**

- No update

### **Greater Tompkins County Municipal Health Insurance Consortium**

- No update.

### **Additional Projects**

Budget Research:

- Have received data from Comptroller's Office and am analyzing change in state revenue to the town over time. Intention is to incorporate this information as part of our budgetary discussions.

### **Irene Weiser, Town Board**

There was a discussion about desk top computers needed for the clerk's office; the cost, the process involved in setting them up and the timing in conjunction with up coming tax season. Councilmember Weiser will meet with the clerk about addressing the issues and coming up with a plan to get the new computers decided upon and hopefully ordered in the near future and set up before the beginning of the 2015 tax season.

### **Mark Witmer, Town Board**

#### **Planning Board**

13 Nov, 6:30 - 8:00 pm, Caroline Town Hall. Bruce Murray, Ed Wurtz, Lois Lounsbery, Chris Payne, Isaac Robb, Andy Martin, Mark Witmer

We resolved to solicit community input *prior* to mailing survey questions. **\*Tues, 9 Dec, 7-9 pm at Caroline Town Hall** set for first event. Will advertise with posters and via town listserv. Please let your town committee members know about this.

#### **Watershed Committee**

18 Nov, 7:00-9:00 pm, Carline Town Hall. Barry Goodrich, Jackie Cassaniti, Mark Witmer

- Jackie reported on I.O. meeting. Lead on RPP update is Town of Ithaca. Floating classroom, initiated by I.O., is being transferred to Cornell's Center for Transformative Action.
- Barry briefed us on Stormwater Coalition meeting tomorrow. Contract with municipalities. Wetland mapping project to be completed by next summer. Stormwater management training.
- Buffalo Road Creek Project is proceeding: Bidders' Conference was 5 Nov, 10 am. Bid Opening was 12 Nov, 2 pm. JB's Excavation was winning bid. Lengthy discussion of timing of project and application of grant funds. [note from later correspondence from Jon Negley: he has designated \$16,600 of FLOWPA funds for Buffalo Rd. Creek work to be spent *for work completed by 31 Dec 2014 - transferred our 2014 USGS Stream Gauge funds to this, so Town will need to cover?* Flood Hazard Mitigation grant from Tompkins County is \$10,000, *to be spent on engineering only* by 15 September 2015. Timing restriction on FLOWPA funds relegates them to engineering as well. Total invoiced engineering costs are \$19,261.20, leaving \$26,600 - \$19,261.20 = **\$7,338.80** "uncaptured." Need to get partial invoice for work or materials from JB's Excavation before end of year!]

December meeting of Watershed Committee is canceled. Next meeting 20 January 2015. Rebecca Schneider to speak with us about ditching best practices and why it matters.

***Energy Independent Caroline***

24 Nov, 7:00 - 8:30 pm, Caroline Town Hall. Jonathan Comstock, Mary Alyce Kobler, Julie Hansen, Dave Ritchie, Mark Witmer

Mark summarized information from NYS Climate Smart Communities workshop on municipal GHG inventories, 27 October, Richfield Springs Town Hall. Workshop provided spreadsheets for GHG accounting and conversions. Key points:

- GHG sources in Caroline are relatively simple (no landfills, water treatment facilities, large commercial operations)
- Capturing 95% of GHG emissions is threshold for compliance with CSC
- Caroline sources: 1) stationary fuel use in town facilities, 2) mobile fuel use, 3) street lights.
- Baseline year will be year prior to installation of solar PV = 2009.

Questions: What are GHG impacts of heat pumps (- efficiency, + refrigerants?)? Septic systems? How can we keep our GHG inventory up-to-date?

Action items: Read George Frantz's GHG Inventory for Caroline (everyone). Begin data gathering and input to spreadsheet: utility data, vehicle fuel use, streetlights (Mark).

Solar Tompkins update, Jonathan: 400 contracts, > 3 MW! Installations are underway. Solar Tompkins Caroline volunteer installation check team: Dave, Mary Alyce, Jonathan, Mark.

Development of website to provide continued support for solar PV. Comparison shopping? Supported by participation installers?

Planning for Solar Tompkins in 2015: Sustainable Heating with heat pump technology. Possible inclusion of pellet stoves. Need more information. Julie suggested Jerry Cherney as a resource. Overall concept is to provide homeowners an integrated plan for envelope and energy production options.

December meeting of EIC is canceled. Next meeting 19 January 2015.

**Dan Klein, County Representative**

The Soil and Water Conservation District (SWCD) do projects to stop and prevent erosion, and have done many projects in Caroline. SWCD is getting an additional \$82,500 in the budget this year, which is one of the highest increases in the budgets comparatively (most departments are actually seeing a 1% decrease). This is going to enable them to add an extra staff person. This funding will help the Town of Caroline, where there is erosion problems by streams.

There are 3 items in the budget that give extra resources for youth in Caroline. One is the continuation of a staff person, shared with some other towns, to focus on youth employment. This position had previously been funded for just one year. Also, the Caroline youth program will be receiving an extra \$837 this year from the County. Any amount of funding will help and in addition a small increase has been budgeted for the Recreation Partnership, a popular program of activities for youth countywide.

There are also several road projects in the capital plan part of the budget that will be of interest to Caroline residents. These include ongoing work on Brooktondale Rd. and Coddington Rd. There will probably be other County-funded road projects in Caroline that will be announced in the Spring.

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**Town Business**

JB Excavation came in with the low bid on the Buffalo Road Streambank Stabilization Project. The company has done work for the Town of Caroline before so the Town is very well aware of their work

and has been pleased in the past with the job they have done .

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## **Fund Transfers**

### **Resolution 197 of 2014**

Motion made by Don Barber and seconded by Tim Seely

#### **Be It Resolved the Caroline Town Board makes the following 2014 Fund Transfers**

- \$ 600.00 from General Fund Account A 5010.11 Hwy Admin Ass't PS to General Fund Account A 3620.11 Code Enforcement Ass't PS.
- \$ 500.00 from General Fund Account A 7610.4 Programs for Aging CE to General Fund Account A 7310.4 Youth Services CE
- \$ 1,130.82 from General Fund Account A 1990.4 Contingency to General Fund Account A 7310.4 Youth Services CE
- \$ 10,000.00 from Highway Fund Account DA 5140.1 Misc PS to Highway Fund Account DA 5110.1 Repairs P.S.
- \$ 100.00 from Highway Fund Account DA 5130.1 Machinery PS to Highway Fund Account DA 5112.1 Capital Improvement P.S.
- \$ 2,614.00 from Highway Fund Account DA 5140.4 Misc CE to Highway Fund Account DA 5142.4 Snow and Ice CE

Be It Further Resolved that the Caroline Town Board makes the following Budget Amendment: Increase Highway Revenue Line DA 3501 CHIPS by \$51,114 to new total of \$189,114 and Increase Highway Appropriation line DA 5112.2 Capital Improvement by \$51,114 to new total of \$189,114.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

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## **Approval of Abstracts**

### **Resolution 198 of 2014**

#### **Streetlight Fund Abstract**

A motion was made by Don Barber and seconded by Mark Witmer to approve payment for the Streetlight Fund voucher number 20 and 21 for \$625.88.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 199 of 2014  
General Fund Abstract**

A motion was made by Don Barber and seconded by Irene Weiser to approve payment for the General Fund voucher numbers 360 through 394 for \$28,072.21

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye.

**Resolution 200 of 2014  
Highway Fund Abstract**

A motion was made by Don Barber and seconded by Mr. Fracchia to approve payment for the Highway Fund voucher numbers 182 through 202 for \$50,152.73.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

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**Approval of Minutes****Resolution 201 of 2014****Minutes of the Agenda Meeting held October 7, 2014:**

A motion was made by Don Barber and seconded John Fracchia to accept the minutes of the October 7, 2014 meeting as submitted by the Town Clerk.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 202 of 2014****Minutes of the Budget Meeting held October 13, 2014:**

A motion was made by Don Barber and seconded Mark Witmer to accept the minutes of the October 13, 2014 meeting as submitted by the Town Clerk.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 203 of 2014****Minutes of the Business Meeting held October 15, 2014:**

A motion was made by Don Barber and seconded Tim Seely to accept the minutes of the October 15, 2014 meeting as submitted by the Town Clerk.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

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**Resolutions****Resolution 204 of 2014****Authorize Sale of One Ton Truck at Municipal Auction**

A motion was made by Don Barber and seconded by Irene Weiser

Resolved, The Caroline Town Board hereby authorizes the sale of 1978 Mack Dump Serial #RD68557569

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 205 of 2014****Dog Control Contract for 2015**

A motion was made by Don Barber and seconded by Tim Seely

Resolved, the Caroline Town Board hereby authorizes the Town Supervisor to sign the Dog Control Contract with Tompkins County Animal Control for 2015.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 206 of 2014**

**Award the Contract with JB's Excavation Services**

A motion was made by Don Barber and seconded by John Fracchia

Resolved, the Caroline Town Board hereby authorizes the Town Supervisor to award the contract with JB's Excavation Services for Buffalo Road Streambank Stabilization Project.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 207 of 2014**

**2015 General and Highway Budgets for the Town of Caroline**

A motion was made by Don Barber and seconded by John Fracchia

Resolved the Caroline Town Board hereby passes the 2015 General and Highway Budget for the Town of Caroline in the amount of \$1,404,710.00

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 208 of 2014**

**2015 Fire Protection District Budget for the Town of Caroline**

A motion was made by Don Barber and seconded by Tim Seely

Resolved the Caroline Town Board hereby passes the 2015 Fire Protection District Budget for the Town of Caroline in the amount of \$75,213.00

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 209 of 2014**

**2015 Street Lighting District Budget for the Town of Caroline**

A motion was made by Don Barber and seconded by Mark Witmer

Resolved the Caroline Town Board hereby passes the 2015 Street Lighting District budget for the Town of Caroline in the amount of \$5989.00

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 210 of 2014**

**Clarity Connect Service Agreement Contract**

A motion was made by Irene Weiser and seconded by John Fracchia

Resolved, the Caroline Town Board hereby authorizes the Town Supervisor sign a Service Agreement contract with Clarity Connect.

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

**Resolution 211 of 2014**

**Clarity Connect Construction Agreement**

A motion was made by Don Barber and seconded by Irene Weiser

Resolved, the Caroline Town Board hereby authorizes the Town Supervisor to sign the Construction Agreement Contract with Clarity Connect for the amount of \$193,750.00

**Adopted** Barber: Aye; Fracchia: Aye; Witmer: Aye; Weiser: Aye Seely: Aye

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

Adjourned on a motion by Tim Seely and seconded John Fracchia at **9:20** p.m.

Respectfully Submitted,

Marilou Harrington-Lawson, Town Clerk