

## CAROLINE TOWN BOARD BUSINESS MEETING

Wednesday, July 14, 2021, 7 pm

The Caroline Town Board Business Meeting scheduled for July 14, 2021 at 7 pm will be held in-person at the Historic Town Hall (2670 Slaterville Road) and electronically via Zoom teleconference.

***COVID SAFETY: Please note that the current Town of Caroline policy is that masking and social distancing is required for in-person attendees. We have chosen to maintain these measures to enhance public safety during ongoing COVID-19 pandemic. Federal and state guidelines have eased, but concerns remain about new variants arising against which current vaccines have unknown efficacy and transmission will rise in the fall and winter months. We feel that the additional benefit of these simple measures each of us can take to protect others is well worth the small inconvenience. We are making every effort to make the Town Hall meeting space as safe as possible for in-person attendees.***

Members of the public may listen to and/or view the meeting remotely by following the web and telephone instructions below. Minutes of the meeting and video recordings will be posted on the [Town of Caroline website](#). Comments may be provided at Privilege of the Floor during the Zoom meeting, by email ([clerk@townofcaroline.org](mailto:clerk@townofcaroline.org)), or by mail (P.O. Box 136, Slaterville Springs, NY 14881).

### INSTRUCTIONS TO ATTEND THE VIRTUAL ZOOM MEETING (<https://zoom.us>)

Direct Link: <https://us02web.zoom.us/j/86148710458>

Without a Zoom account: <https://zoom.us/join>; enter Meeting ID: 861 4871 0458

Phone dial-in: +1 929 205 6099 US (New York)

Find your local number (if not NY): <https://us04web.zoom.us/u/fmNjGEmu4>

***By phone press \*6 to mute/unmute, \*9 to raise hand during meeting***

### ***Business Meeting***

*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*

Supervisor's Report

Town Clerk's Report

Highway Superintendent's Report

County Representative's Report

Department, Committee, & Liaison Updates

Discussion and Action Topics

- Interview with Patrick Braga for Planning Board
- Resolution to approve Agreement for the Expenditure of Highway Moneys in 2021
- Resolution on Town policy for key management<sup>1</sup>
- Transfers
- Resolution to approve vouchers for payment of town bills
- Approval of [July 6 Minutes](#)

——Adjourn——

<sup>1</sup>Resolution\_\_\_\_\_ of 2021. Town policy on management of keys and access to town offices and rooms.

Whereas, the Town wishes to clarify its policy regarding control and management of buildings and building spaces for town officials and personnel; and

Whereas, Article 4, Section 64 (General Powers of Town Boards) of New York State Town Law places responsibility in the Town Board for the “management, custody and control of all town lands, buildings and property of the town...”; and

Whereas, the Office of the New York State Comptroller recommends that Town’s adopt management and operational policies; therefore be it

Resolved, keys for town offices and rooms shall be managed by the Town Clerk and at least one copy of each key shall be kept in the Town Clerk’s office for future duplication and to provide access for fire emergencies and building maintenance; and further be it

Resolved, orders for lock changes shall be approved by the Town Supervisor; and further be it

Resolved, this policy shall be incorporated as an additional paragraph into the Town’s Employee Handbook, Section 519 Town Property, under Operation Policies as follows:

**Management and Custody of Town Spaces** - Keys for town offices and rooms shall be managed by the Town Clerk. The Clerk shall retain at least one copy of all keys for future distribution, access by fire officials for inspections or emergencies, and access by town officials for building maintenance and operational needs. Service requests for lock changes shall be approved the Town Supervisor.