Caroline Town Board Business Meeting and Budget Workshop Minutes of October 12, 2022

**** This meeting was recorded and has been posted on the Town of Caroline webpage****

The Town Board Business meeting was held hybrid at the Caroline Town Hall and was called to order at 7:02 p.m. by Supr. Witmer.

Attendance:
Supervisor Mark Witmer
Councilmember Cal Snow
Councilmember Tim Murray
Councilmember Katherine Goldberg (zoom)
Councilmember Kate Kelley-Mackenzie

Absent:
None

Recording Secretary:
Jessica L. Townsend, Town Clerk

Also Present: Hwy Supt, Bob Spencer and Judge Reinbolt
1 members of the public in-person; 7 members of public via zoom

Supr. Witmer led Pledge to the Flag

Privilege-of-the-Floor

None

Reports

Supervisor Witmer – Correspondence of Note:

- Letter from Kim Case requesting information from the town board on retirement benefits for highway employees
- From Rod Howe, Chair of TCCOG Energy Subcommittee: October 24, 6:30-7:45 pm, Solar Developers and Municipalities - Solar Developers will share their perspectives on best approaches to working with municipalities and how solar development is changing in Tompkins County (https://us06web.zoom.us/j/84416814569).

Supervisor's Notes:

- Attended Greater Tompkins Municipal Health Consortium board meeting on September 22 at TC3. The Board adopted a 6.5% premium increase for 2023.
- Ms. Townsend and I met with Tompkins Trust to discuss practices and recommendations for fraud protection.
- Clm. Snow and I will be meeting at the Historic Town Hall with Susan Holland and Steve Gibian on Oct 19 to discuss planning and funding for building improvements.
- Met with Shawn Roes from Comp Alliance to discuss Workers' Compensation insurance.
- Ekroos Road/Boyer Creek project bids due October 13.
- Broadband: Clp. Kelley-MacKenzie and I met with Ray Burger to discuss broadband planning options. County broadband initiative will be topic at Oct 27 TCCOG meeting.
- Brighten Up Caroline: obtained proposals for LED lighting conversion at Slaterville and Brooktondale Fire Departments from Pleasant Valley Electric and have submitted to NYSERDA for approval. Speedsville Fire Station has already installed LED lighting.
- Attended October Speedsville Fire Company meeting. Discussed community geothermal feasibility initiative for Speedsville hamlet.

- TCCOG Emergency Services Planning Subcommittee: Tompkins County legislature is considering a budget request for an EMS Manager to develop countywide first-response system.

Town Clerk, Jessie Townsend – The following collection fees for September were: 45 dog renewals, 15 building permits, 7 hunting licenses, 1 impoundment fee, and 1 marriage transcript. Report was submitted to Supr. on October 4th with check# 286 in the amount of $1,886.05. Also mentioned Tomp. Co. Rabies Clinic being held this Saturday from 11am – 2pm at the TCAT Bus Garage. Preregistration is recommended but not required.

Highway Supt, Bob Spencer – Completed the Bald Hill Rd project. Highway will shift to winter hours (Mon-Fri 8am-2:30pm) beginning Nov. 11th. The new Loader should arrive in the next few weeks.

Clm. Kelly-Mackenzie – Currently writing a grant for the Town to submit to the Tompkins County for the Community Grant Fund. This is an opportunity for local municipalities and other small businesses to apply for recovery from losses due to COVID. Information regarding the Tompkins County Community Grant Fund can be found on the Town website.

Clm. Murray – The next Zoning Meetings are scheduled for Tuesday, Oct. 18th, Tuesday, Oct. 25th and again on Nov. 1st. The Commission hopes to have the draft wrapped up and have another Public Information Session sometime in November.

Discussion with Judge Reinbolt regarding collaborative projects and court security

Judge Reinbolt spoke to the board about past grants for the Court and a current grant that he and Judge Barr would like to secure for a security system for the Court. The Town Board agreed but also wanted the system for the Town Hall. The Board passed a Resolution to support a security system that could both serve the Court and the Town Hall. If the grant was denied because of the collaborative project, then the Board agreed and has budgeted for such security system. The Judges object to this.

Further discussion regarding lock changes and the necessity to regain access to the shared building for maintenance and emergency purposes.

Clm. Goldberg shared that this is an unworkable situation and recommended mediation between the Board and the Judges. She added that Town Officials have to get access back to their shared space and that it is her recommendation that any further projects for the Court be haulted until collaborative work can resume. Does not consider asking the Court to secure documents in their space is an illegitimate request. We are a small town and have shared space and is not willing to give this anymore time.

Clm. Kelley Mackenzie – Agreed with Clm. Goldberg and further shared her disappointment that they could not have had a joint discussion about collaborative work.

Clm. Murray – Gave a brief background on past circumstances and the necessity to collaborate on town projects and, in particular, a security system that functions for both buildings. He, again addressed the need for access to all areas in the building and his willingness to provide whatever secure cabinets or other means the Court needs to store and secure its confidential records.

Resolution 106 of 2022. Old Town Hall access

Motion by: Murray Second: Goldberg

Whereas, the Towns Personnel Policy stipulates that the Town Supervisor holds keys for all town offices and building spaces;

Resolved, the Caroline Town Board authorizes the changing of the locks to the Court Offices and the small conference room;
Further resolved, the Court shall be given an opportunity to request equipment to secure confidential files.

Motion carried.
Ayes: Witmer, Murray, Goldberg, Kelley-Mackenzie
Nays: Snow

Review of RFP for Highway Facilities Project at 852/866 Valley Rd

Supr. Witmer briefly summarized the RFP for the new highway barns project. Supt. Spencer had several changes to make after reviewing the document at the meeting. After discussion regarding modification recommendations, the Board agreed to revisit at next month's meeting.

Tabled.

Approval of Minutes

The Town Board reviewed and approved the Agenda Minutes of October 5, 2022, as submitted by Town Clerk, Jessie Townsend.

Resolutions

Resolution 107 of 2022. Budget Transfers:

Motion by: Witmer Second: Snow

The Caroline Town Board hereby authorizes the following budget transfers:

Amount	From	To
$200	A1010.4 Town Board CE	A14804 Public Info. CE
$700	A1010.4 Town Board CE	A1920.4 Munic. Dues
$100	A1010.4 Town Board CE	A3620.4 Safety Insp. CE
$800	A5132.2 Garage EQ	A5132.4 Garage CE
$400	A7510.410 History Room CE	A7510.4 Historian CE
$34,527 (or current balance)	A234 Heath Insurance Reserve	DA9060.8 Med. Ins.

Motion carried.
Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie
Nays: None

Resolution 108 of 2022. Budget Amendment:

Motion by: Witmer Second: Murray

The Caroline Town Board hereby authorizes the following budget adjustment:

Amount	From	To
$198,930	Increase DA5112.2	Increase DA3501

Motion carried.
Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie
Nays: None

Resolution 109 of 2022. Approval of Vouchers for Payment of Town Bills

Motion by: Witmer Second: Snow

Resolved, the Caroline Town Board approves payment of vouchers for bills in the amounts of $12,262.57 for the General Fund, $202,697.74 for the Highway Fund, and $512.74 for the Streetlight Fund.

Motion carried.
Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie
Nays: None

Budget Workshop #1

Highway Budget (DA lines)

Creation of a fuel account line (DA5110.41). This account is budgeted at $75,000. This is based on this year's cost of fuel.

There was initially a decrease in Road Repair (DA5110.4) and Snow & Ice (DA5142.4). Supr. Witmer made this change based on the deduction of fuel from these lines. Supt. Spencer disputed the decrease in these lines, adding that materials are expected to increase by approximately 17% next year. He recommended keeping those lines flat.

Personal Services increase of 2%. This is for all union employees.

New Equipment (DA5130.2): This was based on a replacement schedule of the Town Pickup, a One-Ton and a $50,000 installment for 10-Wheeler lease.

Revenue Line DA2665. Proposed budget is set at $85,000 – Bob asked for that to be lowered to $65,000. This is due to keeping the current spreader on the one-ton, rather than selling it with the one-ton and then the need to repurchase one again. After discussing, the line was kept flat at $85,000.

Supr. Witmer called for a motion to enter Executive Session and was seconded by Clm. Murray at 9:12pm to discuss a personnel matter and was carried unanimously. A motion by Supr. Witmer to exit Executive Session and adjourn the meeting and seconded by Clm. Snow at 10:05p.m. and was carried unanimously.

----Adjourn----

Respectfully Submitted,

Jessie Townsend, Town Clerk