

Caroline Town Board Business Meeting Minutes of January 9, 2019

The Town Board Business Meeting held on January 9, 2019 at the Caroline Town Hall was called to order at 7:06 p.m. by Supervisor Mark Witmer.

Attendance: Mark Witmer, Supervisor
John Fracchia, Councilmember
Irene Weiser, Councilmember – Absent
Cal Snow, Councilmember
Tim Murray, Councilmember

Recording Secretary: Paulette Rosa, Town Clerk

Also Present: 4 people of the public attended

Supervisor Mark Witmer led the Pledge Allegiance to the Flag.

Privilege-of -the-Floor:

Audience member – asked the board for information about electric cars, and how the charging station work. Supervisor Witmer gave a general response that and how the town got it. Mark explained that the owner charges the car at night but if it needs a charge while out, these stations help you to do that. The price is set by the owner of the station. For the one that's in our town, set on Midline Road, the town sets the price which for us is \$.15 kwh, roughly 1/3 price of gasoline.

Additions/Deletions to Agenda

Supervisor Witmer states that he will be presenting a Resolution later in the meeting amending 2018 encumbrances.

Discussion

Supervisor Mark Witmer introduced Jeremy Boylan of Bailey Place Insurance to provide insurance information. Mr. Boylan provided Mark with the insurance binder and presented the town board a handout highlighting the insurance policy. The town has worked with the NYMIR (municipal insurance) program for many years. Mr. Boylan started by going over the premium changes; most didn't change from 2018 to 2019 this year; a .5% increase was mostly attributed to workers comp increase and that was due to an increase in salaries. Further discussion and explanation while reviewing the towns insurance policy.

The board had no other questions and thanked Jeremy for his time and putting the summary together.

Reports

Mark Witmer, Town Supervisor – Supervisor Report is as follows:

- Attended Tompkins County EV-Accelerator Program wrap-up meeting on Dec 11. Number of charging stations tripled in 2018; number of charging events increased by 400%. Main goal of the program was to increase availability and awareness of electric vehicles, their affordability, and their low operating costs.
- Contract for town hall parking and bioretention project pending.
- Received Water Quality Improvement Project grant for Boyer Creek at Ekroos Road in amount of \$247,568. Working with Highway Superintendent Cindy Whittaker, T.G. Miller, DOT, and DEC to develop plan and begin process.
- Energy Independent Caroline: met with Terry Carroll and Osamu Tsuda regarding assistance with the Town achieving Climate Smart Community designation. Will propose EIC as task force to facilitate the data gathering. Committee will be meeting this week to review Brighten-up Caroline Program Coordinator advertisement.

Brooke Greenhouse, Code Officer – None

Paulette Rosa, Substitute Clerk – Discussion regarding money collected during tax time and whether the town clerk could scan in checks received to have less to take to the bank. It was noted by Supervisor Witmer that the clerk had said in the past that there is enough cash that comes in that requires a daily deposit and a trip to the bank anyway.

Cindy Whittaker, Highway Superintendent – Routine maintenance and snow and ice removal.

Irene Weiser, Councilmember – Absent. No report.

Tim Murray, Councilmember –

John Fracchia, Councilmember – Health Care Consortium continues to grow.

Cal Snow, Councilmember – Asked about the Flag Policy and if there will be anyone that will take the place of Megan Barber (former board member). Supervisor Witmer stated that he spoke with Ms. Barber and she recommend that Kathy Mix, committee chair take over. The committee hoped to have their recommendation by the first Agenda Meeting in January but hasn't heard anything yet. Councilmember Snow will follow-up with Kathy and Mike Moran, another committee member.

Dan Klein, Tompkins County Representative – Absent. No report.

Discussion and Action Topics

Supervisor Witmer noted that there is the event for the Planning Board at the Speedsville Fire Department on Saturday, January 12, 2019 at 5pm.

Resolutions

Resolution _____ of 2019 Amending 2018 Encumbrances

A motion made by Mark Witmer and seconded by John Fracchia
Resolved, the Caroline Town Board makes the following amendment to the following:

Encumbrance of 2018 Funds

Resolved, the Caroline Town Board rescinds Resolution 178 of 2018; and further be it

Resolved, The Caroline Town Board makes the following 2018 Encumbrances:

\$62,000 from DA 5130.2 Machinery EQ (new truck)
\$141.55 from A3620.4 Code Office CE (code office forms)
\$950.00 from A1670.4 Print/Mail (property tax mailing)
\$220.00 from A1410.4 Town Clerk CE (2 chairs)
\$200.02 from A1220.4 Supervisor CE (bookkeeper end-of-year mileage)

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

Resolution _____ of 2019 2018 Budget Amendment

A motion was made by Mark Witmer and seconded by Tim Murray
Resolved, the Caroline Town Board hereby makes the following amendment to the following:

2018 Budget Amendments

Resolved, the Caroline Town Board rescinds Resolution 179 of 2018; and further be it

Resolved, The Caroline Town Board makes the following 2018 Budget Amendments:

\$1,990.19 Increase A3005 Mortgage Tax
\$1,990.19 Increase A9060.8 Medical Insurance
\$11,300 Increase DA2300 Intergovernmental Services
\$11,300 Increase DA5110.4 General Repairs CE

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

Resolution _____ of 2019 2018 Budget Transfer

A motion made by Mark Witmer and seconded by Cal Snow
Resolved, the Caroline Town Board hereby makes the following change to the following:

2018 Transfers

Resolved, the Caroline Town Board rescinds Resolution 180 of 2018; and further be it

Resolved, The Caroline Town Board makes the following 2018 Transfers:

\$292.50	From A1990.4 Contingency	To A1220.4 Supervisor CE
\$1,200	From A8020.4 Planning CE	To A1420.4 Legal CE
\$1,890.09	From A1220.103 Super. Asst PS	A1410.101 Deputy Clerk
\$350	From A1990.4 Contingency	A1620.41 Town Hall IT
\$346.02	From A1220.103 Super. Asst PS	A5010.1 Town Board PS
\$438.77	From A1110.1 Justices PS	A1010.1 Town Board PS
\$9,065.92	From DA5140.1 Misc PS	DA5110.1 Gen. Rep. PS
\$3,831.45	From DA5112.1 Improv. PS	DA5110.1 Gen. Rep. PS
\$1,837.85	From DA5140.111 Misc. Vac/Sick/Hol	DA5110.1 Gen. Rep. PS
\$2,248.22	From DA5110.4 Gen. Rep. CE	DA5130.4 Mach. CE
\$6,832.75	From DA5140.111 Misc. Vac/Sick/Hol	DA5142.1 Snow Rem. PS
\$6,569.64	From DA5110.4 Gen. Rep. CE	DA5142.4 Snow Rem. CE
\$52,291	From DA5112.2 Improv. EQ	DA5130.2 Mach EQ
\$4,946	From A1990.4 Contingency	DA5130.2 Mach EQ
\$4,763	From DA5110.4 Gen. Rep. CE	DA5130.2 Mach EQ
\$8,035.99	From DA9010.8 Retirement	DA9060.8 Med. Ins.
\$3,529.83	From DA9030.8 Soc. Sec.	DA9060.8 Med. Ins.
\$1,940.86	From DA9040.8 Workers Comp	DA9060.8 Med. Ins.
\$25,952.17	From DA5110.4 Gen. Rep. CE	DA5142.4 Snow Rem. CE

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

Resolution ____ of 2019

Establishing fees for Stormwater Management Applications

A motion made by Mark Witmer and seconded by John Fracchia Resolved, the Caroline Town Board hereby makes the following: Establishing Additional Fees For Local Law No. 1 of 2013 “A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code”

Whereas, Local Law No. 1 of 2013 “A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code” provides for the establishment and adjustment from time to time of fees; and

Whereas, construction activities without a permit when required and/or the issuance of Stop Work Orders require additional cost, time, effort and difficulty that would not be otherwise necessary; and

Whereas, the Town Code Enforcement Officer has recommended the following fees based on his research and judgement:

CONSTRUCTION WITHOUT A PERMIT:

- Residential re-roofing \$25
- Additions, decks, garages \$50
- Manufactured homes \$75
- New residential homes \$150 per dwelling unit

-Commercial work \$300

ISSUANCE OF STOP WORK ORDER PER ARTICLE 6:

Includes up to two site visits for notice and/or compliance verification \$150

Therefore be it Resolved, that the Town of Caroline hereby establishes the above fees in addition to any other fees already established, and

Be It Further Resolved, that these fees shall take effect immediately.

Discussion: Code Officer Brooke Greenhouse gave his explanation on how he came to these recommendations of fees. When people don't follow the process, it causes extra time and work for the code office. He has been in correspondence with and has received feedback from the town attorney. Mr. Greenhouse believes that this is a good way to remind people to participate in a compliant manner and to save the town the cost of him having to give step-by-step instructions that at times can take a great amount of time. Believes the fees are conservative.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

Resolution ___ of 2019

Establishing Fees For Local Law No. 2 of 2007 "Stormwater Management and Erosion and Sediment Control"

A motion made by Mark Witmer and seconded by Tim Murray Resolved, the Caroline Town Board

Whereas, Local Law No. 2 of 2007 "Stormwater Management and Erosion and Sediment Control" provides for the establishment and adjustment from time to time of fees; and

Whereas, Submission of a Notification of Land Disturbance, review and Certification of Erosion Control Plans, Basic SWPPPs and Full SWPPPs require review, site visits and coordination of other consultants, etc., outside of the basic administration of the Law; and

Whereas, late submissions and issuance of Stop Work Orders require additional cost, time, effort and difficulty that would not otherwise be necessary; and

Whereas, the Town Code Enforcement Officer has recommended the following fees based on research and judgement:

-Submission of Notification of Land Disturbance	\$35.00
-Review of brief written plan for erosion control exceeding 1 hour	\$35.00
-Review of Basic SWPPP	\$200
-Review of Full SWPP	\$350

-Review fees include up to two site inspections. Additional inspections by the SMO or CEO will be billed at the prevailing rate including one-way travel time.

-As provided for in the Local Law, the applicant shall be responsible for review, inspections, maintenance, etc. performed by or for the Town at prevailing rates.

-Submission of Notification of Land Disturbance
after work has started \$150 or 100% of
Review fee,
whichever is greater

-Issuance of a Stop Work Order via Certified Mail \$150
(includes up to two site visits)

-For purposes of the aforementioned Local Law, the “prevailing rate” of the SMO and CEO are established at \$40 per hour. (30-minute increments)

Therefore be it Resolved, that the Town of Caroline hereby establishes the above fees in addition to any other fees already established, and

Be It Further Resolved, that these fees shall take effect immediately.

Discussion: Code Officer, Brooke Greenhouse explained that part of this is to establish fees themselves that had not yet been established but clearly should be part of the law. Services provided by the SMO and/or CEO (which are one in the same for the Town of Caroline) are billable within certain parameters. There are two prevailing rates. One is for the engineer charges but doesn't find that any rate for the SMO/CEO. Therefore, it is his recommendation- to establish that as set forth in the Resolution. Mr. Greenhouse found that some towns do not have a fee. But the towns that do have fees, have a much higher rate than the rate recommended above. Further discussion on language and clarification in the Resolution.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Abstain; Murray: Aye

**Resolution ____ of 2019
Streetlight Fund Abstract**

A motion was made by Mark Witmer and seconded by Cal Snow to approve payment for the Streetlight Fund voucher number 1 for \$530.43

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Abstain; Murray: Aye

**Resolution ____ of 2019
Speedsville Fire Company's Worker's Comp Coverage**

A motion was made by Mark Witmer and seconded by Cal Snow Resolved, the Caroline Town Board hereby agrees to make payment of \$7,479 to provide Worker's Comp coverage for the Speedsville Fire Company

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

**Resolution ____ of 2019
General Fund Abstract**

A motion was made by Mark Witmer and seconded by Tim Murray to approve payment for the General Fund voucher number 1 through 20 for \$61,160.36

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

**Resolution ____ of 2019
Highway Fund Abstract**

A motion was made by Mark Witmer and seconded by Cal Snow to approve payment for the Highway Fund voucher number 1 through 13 for \$47,758.21

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

**Resolution ____ of 2019
Business Meeting Minutes of November 14, 2018, December 12, 2018 and December 20, 2018**

A motion was made by Mark Witmer and seconded by Cal Snow to approve the minutes of November 14, 2018, December 12, 2018 and December 20, 2018 as offered by Deputy Clerk, Jessica L. Townsend

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

**Resolution ____ of 2019
Agreement with TC Soil & Water for review of stormwater management plans**

A motion was made by Mark Witmer and seconded by John Fracchia Resolved, the Caroline Town Board hereby authorizes Supervisor to sign Agreement for Services with Tompkins County Soil & Water Conservation District for review of stormwater management plans.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

**Resolution ____ of 2019
Brooktondale GML 199-o Agreement**

A motion was made by Mark Witmer and seconded by John Fracchia Resolved, the Caroline Town Board hereby authorize Supervisor to sign GML 199-o Agreement for Cooperative Procurement and Reimbursement of Insurance Premiums with the Brooktondale Fire District for 2019 Workers Compensation insurance.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

Resolution ___ of 2019
Slaterville Fire District GML 199-o Agreement

A motion was made by Mark Witmer and seconded by Tim Murray Resolved, the Caroline Town Board hereby authorize Supervisor to sign GML 199-o Agreement for Cooperative Procurement and Reimbursement of Insurance Premiums with the Brooktondale Fire District for 2019 Workers Compensation insurance.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Absent; Snow: Aye; Murray: Aye

Executive Session was called by a motion made by Mark Witmer and seconded by Tim Murray to discuss the potential acquisition of real property and was carried unanimously at 9:29 p.m.

---Adjourn---

Respectfully Submitted,

Jessica L. Townsend, Deputy Clerk
Marilou Harrington- Lawson, Town Clerk