

Caroline Town Board Business Meeting Minutes of May 12, 2021

The Town Board Special Meeting was held electronically via Zoom teleconference on May 12, 2021 beginning at 7:03 p.m. hosted by Supervisor Witmer.

Attendance: Mark Witmer, Supervisor
John Fracchia, Councilmember
Cal Snow, Councilmember
Tim Murray, Councilmember
Katherine Goldberg, Councilmember

Recording Secretary: Jessie Townsend, Town Clerk

Also Present: Highway Superintendent, Bob Spencer; Tompkins County Legislature Representative, Dan Klein and 3 members of the public attended the teleconference.

Privilege-of-the-Floor

None

Additions or Deletions to Agenda

Discussion with Hwy Supt. regarding new Loader purchase proposal.

Reports

Wil Lawrence – Broadband update – Continuing communication with Tomp Co Planning regarding Broadband study. Candor and Newark Valley Schools

Supervisor Mark Witmer – The Town Supervisor's Report is as follows:

Supervisor's Notes

Planner interviews. Conducted Zoom interviews with three proposers for planning support for the Zoning Commission.

Clean Energy Communities Brighten Up Caroline Grant: LED bulb distribution outreach and distribution officially culminated on April 24 after two mailings. We distributed 7,000 LED bulbs and home energy savings information packets to 750 homes. Thanks to our project coordinator, Emily Adams, who spearheaded this huge successful effort. Bulbs are temporarily available through the Town Clerk's office. LED streetlight installation is pending.

Watershed Committee: Discussed developing a model ditch remodeling project for Caroline.

Angel Hinickle has recruited David Orr at Cornell Local Roads and is working with Superintendent Spencer to identify a candidate ditch/road section (too deep, incising, and/or a suspended culvert).

René Carver has installed the AV system in the Historic Town Hall for hybrid in-person/remote meetings. We will be doing a test-run soon.

Town Clerk, Jessie Townsend – Report on license fees collected in April are as follows: 1 Marriage License; 28 Dog Licenses; 1 Fishing License; and 6 Building Permit fees. Total fees collected were \$1679.70 less \$94.84 in non-local revenues. Check 240 to Supervisor on May 6th in the amount of \$1,584.86.

Hwy Supt., Bob Spencer – Junk Clean-up week was successful with a total of 24 10-wheeler loads of junk disposed of. He has recently listed various old equipment on Auction International. He has an

emergency work permit pending on Central Chapel Rd where a wash-out occurred on Monday. Tompkins County is removing rock from 76 Rd narrows this week. The vacancy position will be posted on Tompkins County job listing within the next couple of days.

Dan Klein, County Rep. Report – County has started its budget process. Legislature has set a goal of 1.89% increase in the tax levy. That is equivalent to a \$24 increase for medium priced home in Tompkins County, a medium-priced home in Tompkins County is approximately \$200,000. Tax Cap estimate is 2.3%. This is just preliminary and could change in the fall. Redistricting – Every 10 years after the Census, the County redistricts. Town of Enfield, Dryden, and Ithaca, as well as others, are split into several districts. He is asking that Caroline district stays whole rather than be split into separate districts, as he believes it is beneficial to the town.

Cltm. Murray – Court is applying for a grant for security cameras.

Highway Barn Report & Recommendation

Cltm. Fracchia prepared and forwarded the Board an Executive Summary earlier this week. He summarized that report and shared detail of the 3 finalist firms that were interviewed. The highway team evaluated those interviews and based on the RFQ's and history and expertise of the Firms, LaBerge was ultimately the company they are recommending. LaBerge has in-house grant funding assistance and municipal building consulting is one of their specialty areas. Stage 1 will give a full evaluation of current site or future where the future site will be and a sketch of what type of facility we want to have built. Stage 2 will be the actual design of the structure, putting out a bid for construction and the financing for the new building.

Resolution 97 of 2021. Agreement with LaBerge for Stage 1 Consulting Services

A motion made by Cltm. Fracchia and seconded by Cltm. Snow as follows:

Whereas, the current Highway Department facility is over 50 years old and through evaluations by both the Town of Caroline Code Officer as well as an independently contracted engineering firm has been assessed to be beyond its useful life as well as presenting structural concerns which cannot be easily or cost effectively remediated, AND

Whereas the facility is no longer able to accommodate the size of modern highway equipment, house the number of vehicles possessed by the town, leverage current environmental best practices including energy use, AND

Whereas it has been assessed that it would be a cost savings to the Town of Caroline's taxpayers to construct a modern, sustainable facility, that can accommodate grown over the next several decades, BE IT RESOLVED That the Town of Caroline Board authorizes the Town to enter into an agreement with LaBerge in the amount of \$18,900, for Stage 1 consulting services as outlined in the RFQ of December 2020 to begin the steps needed for the development of a new Highway Department facility

Passed: Witmer: Aye; Fracchia: Aye; Snow: Aye; Murray: Aye; Goldberg: Aye

New Loader Purchase discussion

Bob had sent the Board a quote for a new Loader and described some current needs of the 16-year-old Loader including tires that cost approximately \$10,000. He proposed that they purchase using funds in the new equipment line this year. Bob and the Board further discussed Capital Planning. Bob and Supv. Witmer will work together on a Capital Plan to better understand the equipment needs of the highway department.

Planning Consultant Recommendation

Resolution 98 of 2021. Planning Consultant Recommendation

A motion made by Supervisor Witmer and seconded by Councilmember Murray as follows:

Whereas, the Planner Interview Committee (Councilmember Tim Murray, Zoning Commission Chair Jean McPheeters, and Supervisor Witmer) has vetted proposals for Planning Services to support the work of the Town's Zoning Commission; and

Whereas, we reviewed five proposals and conducted interviews with the three top choices by Zoom teleconference; and

Whereas, we find that Community Planning & Environmental Associates (CP&EA) presented an excellent, well considered proposal; and

Whereas, CP&EA demonstrated by past projects and in conversation an excellent knowledge of land use tools and ability to steward and support the Zoning Commission's work; and

Whereas, CP&EA's focus is on helping small rural New York towns implement appropriate regulations to protect and promote the community's vision; and

Whereas, we judged CP&EA to have the necessary personnel and skills to support our Zoning Commission's work at a competitive cost; therefore be it

Resolved, the Planner Interview Committee hereby recommends contracting with Community Planning & Environmental Associates, Ms. Nan Stolzenburg, Principal Owner and Planner, to facilitate the Zoning Commission's work in drafting a zoning plan appropriate for Caroline.

Passed: Witmer: Aye; Fracchia: Aye; Snow: Nay; Murray: Aye; Goldberg: Aye

Introduction of Land Use Moratorium Extension Local Law and Resolution for Public Hearing

Supervisor Witmer introduced the Land Use Moratorium Extension. Further discussion regarding the current Moratorium which will expire in early June and the necessity to extend.

Resolution 99 of 2021. Public Hearing on Land Use Moratorium Extension

A motion made by Supervisor Witmer and seconded by Councilmember Murray to schedule a Public Hearing on Land Use Moratorium Extension set for June 1, 2021 at 7:00pm.

Passed: Witmer: Aye; Fracchia: Aye; Snow: Aye; Murray: Aye; Goldberg: Aye

Resolution 100 of 2021. Adoption of Public Employer Health Emergency Plan for Town of Caroline

A motion made by Supervisor Witmer and seconded by Councilmember Snow as follows:

Whereas, this plan has been developed in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements; and

Whereas, this plan has been developed with the input of Teamsters Local 317 (Highway Unit) (approved April 21, 2021), as required by the amended New York State Labor Law; therefore be it

Resolved, the Caroline Town Board hereby adopts the Town of Caroline Public Employer Health Emergency Plan.

Passed: Witmer: Aye; Fracchia: Aye; Snow: Aye; Murray: Aye; Goldberg: Aye

Resolution 101 of 2021. Formation of a Town of Caroline Agriculture Advisory Committee

A motion made by Councilmember Goldberg and seconded by Councilmember Supervisor Witmer as follows:

Whereas, the Comprehensive Plan recognizes the value of agriculture to the economy and character of the Town; and

Whereas, agricultural livelihoods from dairy and other farms have dramatically declined in the Town in the past 50 years; and

Whereas, the Caroline Town Board wishes to explore ways that local government can support agriculture in the Town; and

Whereas, residents have expressed interest in forming an agricultural advisory committee to investigate and recommend measures to support local agriculture and food justice issues; therefore be it

Resolved, the Caroline Town Board hereby establishes a Local Agriculture Advisory Committee whose members shall be appointed by the Town Board to one-year terms at the Town's Organizational Meeting; and further be it

Resolved, the Caroline Town Board hereby solicits applications for membership on this committee (name, phone, email, statement of interest in serving on this committee) by email to clerk@townofcaroline.org or by the Volunteer Application Form under Documents on the town website.

Passed: Witmer: Aye; Fracchia: Aye; Snow: Aye; Murray: Aye; Goldberg: Aye

Resolution 102 of 2021. Budget Amendments

A motion made by Supv Witmer and Seconded by Councilmember Murray as follows:

Resolved, the Caroline Town Board makes the following 2021 budget amendments:

\$15,000 Increase A2770 (or as appropriate, Tompkins County broadband contribution)

Increase A8989.4 Community Services.

Passed: Witmer: Aye; Fracchia: Aye; Snow: Aye; Murray: Aye; Goldberg: Aye

Resolution 103 of 2021. Budget Transfer

A motion made by Supervisor Witmer and seconded by Councilmember Fracchia as follows:

Resolved, the Caroline Town Board makes the following 2021 budget transfer:

\$20,188.52 Transfer from A232 Broadband Reserve Fund to A8989.4 Community Services

Passed: Witmer: Aye; Fracchia: Aye; Snow: Aye; Murray: Aye; Goldberg: Aye

Resolution 104 of 2021. Approval of Vouchers for Payment of Town Bills

A motion made by Supervisor Witmer and seconded by Councilmember Snow as follows:

Resolved, the Caroline Town Board approves payment of vouchers for April bills in the amounts of \$25,958.34 for the General Fund, \$24566.07 for the Highway Fund, and \$231.82 for the Streetlight Fund.

Passed: Witmer: Aye; Fracchia: Aye; Snow: Aye; Murray: Aye; Goldberg: Aye

Approval of Minutes

The Town Board reviewed and approved the Agenda Minutes of April 6, 2021 as submitted by Town Clerk, Jessica Townsend and was carried unanimously.

A motion to adjourn by Supervisor Witmer and seconded by Councilmember Murray and carried unanimously at 8:45pm

---Adjourn---

Respectfully Submitted,

Jessica L. Townsend, Town Clerk