

Caroline Town Board Agenda Meeting Minutes of July 14, 2021

The Town Board Business Meeting was held on July 14, 2021 at the Caroline Town Hall and electronically via zoom teleconference was called to order at 7:05 p.m.

Attendance:

Supervisor Mark Witmer
Councilmember John Fracchia – via zoom
Councilmember Tim Murray
Councilmember Cal Snow
Councilmember Katherine Goldberg

Recording Secretary:

Jessica L. Townsend, Town Clerk

Also Present: 2 members of the public in-person; 1 via zoom

Pledge of Allegiance was led by Supr. Witmer

Privilege-of-the-Floor

Pete Hoyt – Announced his pleasure that meetings are now in open session. However, he disagrees that masking should still be required for those that are vaccinated and recommended the board to follow the CDC guidelines. He also states that he has attended some zoning meetings and would like the commission to hold a public session so the public can weigh in on status of progress. Clm. Goldberg answered first and explained the decision was made to require masking and distancing for now because the board feels that the public may not approve of the requirement to show proof of vaccination status. They will continue to discuss this issue and determine how to move forward. Supr. Witmer also stated that the zoning meetings are transitioning to in-person meetings and the public is free to join and that all are invited to participate during privilege of the floor at the beginning of those meetings or submit comments in writing.

Robert Miegl – Came to ask the board for a remedy to his situation with a neighbor regarding a disruptive rooster and was interested in learning more about past discussions of a noise ordinance and if revisiting that was possible. He further explained his unsuccessful efforts with his neighbor to resolve this matter, including mediation. Supr. Witmer along with Clm. Goldberg and Murray commented and all agreed that most residents of Caroline were not in favor of a noise law and would not be now. They feel for Mr. Miegl's unfortunate situation with his neighbor but do not support re-examining such law at the present time.

Addition to the Agenda

Supr. Witmer called for an Executive Session at the end of the meeting to discuss a personnel matter regarding the Code Officer passing his civil service exam.

Reports

Supervisor Mark Witmer – The Town Supervisor's Report and presentation documents are [attached here](http://www.townofcaroline.org/uploads/6/2/7/8/62781479/justice_salaries_7-14-21_linear.pdf) http://www.townofcaroline.org/uploads/6/2/7/8/62781479/justice_salaries_7-14-21_linear.pdf

Town Clerk, Jessie Townsend – Report on license fees collected in June are as follows: 1 Marriage License; 34 Dog Licenses; 0 Fishing Licenses; and collected fees for 8 Building Permits. Total fees collected were \$2,069.00 less \$53.50 in non-local revenues. Check 246 to Supervisor on July 1st in the amount of \$2,015.50. Dog Census – Has received 118 responses from residents; 17 of those were new dogs that were licensed. Thanked everyone that has participated and made this census successful!

Clm. Snow, Highway Report – Les Dean’s Appreciation Luncheon is tomorrow at 12pm.

Dan Klein, County Rep. Report – State Emergency that has been in place has been removed. County sales tax reports have increased and although it is early to say, County is optimistic. ARPA Funds - Survey went out to residents asking what they would like to see the money spent on, but there was no clear answer. The terms set forth on distribution of the funds seem to be administratively very difficult. County is discussing hiring a bookkeeper just for the reporting of those funds; an estimated 22 reports for each expenditure. County Reps are considering using it for capital projects to simplify the reporting. Also discussed using it for broadband. The study that is currently underway has shown that Caroline, Danby, and Newfield are the highest underserved areas for broadband in the County. Dan will be giving his recommendation to dedicate some of the ARPA funding to broadband.

Clm. Murray – Zoning – Met on Tuesday, July 13th. The Planner presented Site Plan Law and provided a very rigorous explanation of the different purposes of the Site Plan Review and four zoning scenarios. Videos, Minutes and other documents are available for the public to review on the town website.
<http://www.townofcaroline.org/zoning-commission.html>

Further discussion regarding the Planning Board – Supr. Witmer recommended that the Planning Board members (currently 3) join the Zoning Commission given Clm. Goldberg’s report that the Planning Board is near completion of the Battery Storage Law, and that the zoning work is the top town priority. Current members have a wealth of knowledge after their work on the Comprehensive Plan. Clm. Murray and Clm. Goldberg voiced their agreement to this consolidation.

Interview with Patrick Braga for Planning Board

Supr. Witmer introduced Patrick and asked questions regarding his interest in serving on the board, if he has read the Comprehensive Plan and how he plans to integrate his urban planning knowledge to rural planning. Patrick summarized his education for the board which included a B.S. in Urban and Regional Studies from Cornell University, and a Master’s in Urban Planning with Distinction Concentration in Real Estate and Urban Development from Harford University. He just recently moved to Caroline and has been involved in many communities he has lived in. He believes he has a lot to bring to this community and has experience in affordable housing, comprehensive planning, transportation planning and community outreach among many others. He has read the town’s 2006 Comp Plan and is reading the updated 2020 Plan.

Resolutions

Resolution 114 of 2021. Merger of Planning Board Members to the Zoning Commission

A motion made by Clm. Goldberg and seconded by Clm. Murray as follows:

Whereas, the Planning Board is nearing completion of the Battery Storage Siting Law, and

Whereas, the Town has convened a Zoning Commission as required for towns considering zoning for the first time, and

Whereas, land use and land regulation has been identified by the Comprehensive Plan as fundamental to the mission and vision of the Town, and

Whereas, development of land use and land regulation consistent with the Comprehensive Plan is the primary objective of the Planning Board,

Be it so resolved, that members of the Planning Board [Wil Lawrence, Bill Podulka, and Jonathan Comstock] shall join the Zoning Commission following completion of the Battery Storage Siting Law.

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

Resolution 115 of 2021. Appointment of Patrick Bragga to the Planning Board

A motion made by Clm. Murray and seconded by Clm. Goldberg as follows:

Resolved, the Caroline Town Board hereby moves to name Patrick Braga to the Planning Board and by extension to the Zoning Commission.

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

Resolution 116 of 2021. Approval of Agreement for the Expenditure of Highway Moneys in 2021

A motion made by Supr. Witmer and was seconded by Clm. Snow

Resolved, the Caroline Town Board hereby approves of the Agreement for the Expenditure of Highway Moneys in 2021 designated for paving Chestnut Rd. and Middaugh Rd.

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

Resolution 117 of 2021. Town policy regarding keys and access to town offices and rooms.

A motion made by Supr. Witmer and seconded by Clm. Goldberg as follows:

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...”; therefore be it

Resolved, keys for town offices and rooms shall be managed by the Town Supervisor and at least one copy of each key shall be kept in the Town Supervisor’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 Supervisor. The Supervisor 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.

Please note that the original Resolution was intended for the keys to be managed by the Town Clerk as it has been in the past. After discussion surrounding the necessity of the Clerk’s involvement, Clm. Fracchia recommended that keys to town offices should be managed by the Town Supervisor. The change was unanimous by all other board members.

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

Resolution 118 of 2021. Budget Transfer

A motion made by Supr Witmer Seconded by Clm. Snow as follows:

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

\$300 from A1010.4 Town Board to A1220.4 Supervisor

\$1,000	from A1990.4 Contingency	to A1440.405 Engineering Creeks
\$2,500	from A1990.4 Contingency	to A1620.12 Maintenance

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

Resolution 119 of 2021. Approval of Vouchers for Payment of Town Bills

A motion made by Supv. Witmer and seconded by Clm. Murray as follows:

Resolved, the Caroline Town Board approves payment of vouchers for bills in the amounts of \$40,619.24 for the General Fund, \$33,269.08 for the Highway Fund, and \$236.74 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 Minutes of July 6, 2021, Business Meeting as submitted by Town Clerk, Jessica Townsend.

Historic Town Hall Items

Clm. Snow asked for a status on a Stairmaster to the History Room as requested by Barb Kone. Supr. Witmer will check with the Insurance Company to inquire about any necessary coverage.

Clm. Snow also asked for maintenance to the front porch of the Historic Town Hall and Supr. will discuss with Richard Brooks, the town's maintenance person.

Further discussion regarding the security cages for court records in the small conference room and it was unanimously agreed by the town board to move forward on the security cages.

Clm. Murray would like more information on the Justices request for a security system. Very little information about such system has not been given at this point.

Lastly, Clm. Snow recommends that the board not only review the salaries of the Justices but should be done for all town officials this budget season. The board unanimously agreed.

A motion made by Supr. Witmer and seconded by Clm. Murray to enter into Executive Session to discuss a personnel matter at 8:59 pm and ended on a motion made by Supr. Witmer and seconded by Clm. Goldberg and carried unanimously at 9:34pm

----Adjourn----

Respectfully Submitted,

Jessica L. Townsend, Town Clerk