

## **Caroline Town Board Business Meeting Minutes of July 10, 2019**

The meeting was called to order at 7:04 p.m. by Supervisor Witmer.

**In Attendance:** Supervisor Mark Witmer, Councilmembers John Fracchia, Cal Snow, Tim Murray, Irene Weiser

**Recording Secretary:** Becky Jordan, Deputy Clerk

**Also Present:** 6 Members of the public

Supervisor Witmer led the Pledge Allegiance to the Flag.

### **Privilege-of -the-Floor:**

Peter Hoyt – Several questions regarding the surveillance camera that is installed in the town office building and apparently encompasses the main foyer, Clerk's window, and entrance to the town offices proper. 1. Is audio recorded, or video only? If audio, a) Is there sufficient sensitivity to record conversations taking place within the Clerk's office, either in person or one side of a phone call, if the window to the Clerk's office is open? B) Is there sufficient sensitivity to pick up conversations held in the town library? C) Has written consent to audio surveillance been granted by all employees of the town who work in that building? 2. Is there a real-time feed of the surveillance and if so, who has access to that feed? 3. What is the retention period of any surveillance? 4. And finally, a general question; Are any conversations taking place in the town office building, either in person or over the phone, being monitored or recorded under any circumstances? If so, please elaborate.

Mr. Witmer responded that the security camera at the town hall is permissible and has long been considered, and that we posted a prominent notice to patrons of its presence.

Paulette Rosa – Submitted a similar inquiry regarding the video/audio recording some time ago and still awaiting response. Mentioned the Employee Handbook copyright issue again.

Jan Burton – Secured Brooktondale Community Center for Thursday October 24<sup>th</sup> for the League of Women Voters to sponsor a candidate forum. Candidates agree to guidelines in order to participate.

Question was raised of whether the date could be changed due to one candidate scheduled to be out of town.

### **Supervisor's Report**

Code Officer Greenhouse, Barry Goodrich, and I met with Dan Fuller, P.E. of NYSDEC on June 18 to discuss the National Flood Insurance Program. Discussed the Town's Flood Damage Prevention Law and procedures for reviewing and approving development in Flood Hazard Areas.

Following site meeting with DEC and T.G. Miller at Ekroos Rd/Boyer Creek, T.G. Miller is preparing a project plan to submit to DEC for permit for Water Quality Improvement Project for Boyer Creek at Ekroos Road. This will enable us to complete the culvert work and implement stream bed and bank stabilization improvements.

Met with Halco Energy (with Brooke Greenhouse and Barry Goodrich) on July 8 for initial site review for placement of geothermal loop field for the geothermal project for the Historic Town

Hall. Halco is developing a project plan for our review. Halco is also conducting detailed heating requirements assessment for the Historic Town Hall in order to inform future work on sealing and insulation of the building.

Documentation of the Town's sustainability accomplishments over the past 10 years was completed with huge assistance from Osamu Tsuda and Terry Carroll from CCE. This included the Natural Resources Inventory that they put together for us, which we will make available on the Town website. They submitted our application for designation as a Climate Smart Community on July 8.

Emily Adams has begun work as our Brighten-up Coordinator. She is planning a public meeting on July 24 to kick off the campaign.

Completed Compliance Verification Report to FEMA for Buffalo Road Creek II Stream Stabilization Project.

Computing Center repurposed a retired town computer as a centralized on-site backup for town hall computers.

#### **Committee Updates:**

Ms. Weiser – Meeting tomorrow morning at 8:00 am to discuss dry hydrants. Rick Morgan interested in dry hydrants being placed in the Caroline Center area. Slaterville also has a couple locations, Harford Rd & Flatiron Rd, they are interested in installing dry hydrants.

Mr. Snow – Highway: Ongoing ditching, paving, and typical summer work. Received a note from Realtor regarding the 0.6 acre property next door to Town Hall. Listed for \$150k but about to be lowered. Rented for \$1450/month. Sold 5 yrs ago for \$62k. Some recent improvements. The land itself could be of value to the town; egress for Fountain Manor, additional parking.

#### **Dan Klein, County Representative's Report:**

Census is coming next year. County did a preliminary, submitted a database on behalf of all the towns to the census bureau. Formed a complete count committee.

TCAT zone 2 up until now cost more to go out of town. All prices are now \$1.50. One catch – if you got on a bus here and headed out of the county line (outbound in zone 2 was free on old system, on new system \$1.50). Cheaper and simplified.

Budget – met back in April & set a goal of roughly 2%. The County's budget is being put together for legislature and should be brought forth in early September

Irene – question about property in Caroline that's foreclosed and when does the process begin for the county?

There were 3 properties in Caroline that were foreclosed. One was a wetland that was auctioned cheap and went early

### **Building Department, Code Officer Greenhouse**

1. Eleven permits were issued in June with a total valuation of over \$1,000,000.
2. Three Certificates of Compliance were issued in June.
3. Thirty-two inspections were documented in June.
4. Eleven complaints or Citizen Services were documented in June, five were completed. One item to highlight briefly was a citizen complaint of a wire down that took most of the day to figure out who was responsible. I was able to figure it out by contacting the NYS Broadband grant office. The issue was corrected that evening.
5. Due to lack of office staffing, I handled various items to assist including postage meter re-search and pricing negotiation and meeting the installer; purchasing office supplies.
6. Cancelled voip fax service on 7/3.
7. Met with Dan Fuller from DEC along with supervisor Whitmer and Barry Goodrich for a Community Assistance Visit. Our local law is incomplete. I will be working with DEC to clarify what we need to do for future Board action. DEC identified two projects that do not have records of permits being issued that I will be working on resolving. We learned that municipal projects including Town and County Highway, and school projects fall under the jurisdiction of our Town Law.
8. The permit software has been updated and will allow tracking of re-inspections.
9. I noticed a residential re-roofing project being done without a permit. The contractor was not aware a permit was needed based on past practices. He was fully supportive of our permit process, stated his desire that other municipalities copy our model and he was promptly compliant with a permit.
10. Obtained septic plan and called for Dig Safe marking to assist with geothermal planning.
11. Thank you for your comments and feedback at the Agenda Meeting regarding permit fees. I will be reviewing our fee and evaluating our fee schedule and report back to you.

**Age-Friendly Communities Update by Wil Lawrence:** The Caroline Seniors are in need of a Chair. Wil provided a handout (Correspondence Folder).

### **Resolution 119 of 2019 General Fund Abstract**

A motion was made by Mr. Witmer and seconded by Mr. Murray to approve payment for the General Fund voucher number 163 through 191 for \$21,191.75

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

### **Resolution 120 of 2019 Highway Fund Abstract**

A motion was made by Mr. Witmer and seconded by Mr. Snow to approve payment for the Highway Fund voucher number 101 through 116 for \$24,800.65

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

### **Resolution 121 of 2019 Streetlight Fund Abstract**

A motion was made by Mr. Witmer and seconded by Ms. Weiser to approve payment for the Streetlight Fund voucher number 11 through 12 for \$543.19

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

### **Resolution #122-2019 Approval of Bookkeeper & Administrative Assistant Position Description**

Motion made by Mr. Witmer and seconded by Ms. Weiser

Resolved, the Town Board hereby adopts the Position of Bookkeeper & Administrative Assistant as described in the following description:

#### **BOOKKEEPER AND ASSISTANT TO THE SUPERVISOR AND CODE OFFICER**

##### **INTRODUCTION**

The Town of Caroline is a rural town of about 3,500 people. Town Government is comprised of nine elected officials (Supervisor, four Councilmembers, Highway Superintendent, Town Clerk, and two Town Justices) and typically nine employees (Code Officer, Court Clerk, Deputy Clerk, Highway Assistant, and five Highway Employees).

The Town is seeking a qualified person for the position of Bookkeeper & Administrative Assistant, budgeted at 25 hours per week. Estimated distribution of workload is 10 hours/week payroll/accounting, 10 hours/week support to the Supervisor, and 5 hours/week support to the Code Officer, but allocation is flexible to need.

##### **DUTIES**

- Bookkeeping: process payroll and serve as the Town's benefits administrator. Maintain municipal accounting and provide monthly and annual financial documents.
- Support the Supervisor and Town Board in budget planning.
- Provide administrative support to the Supervisor: management of Town initiatives, mail, filing and organization, scheduling meetings and projects, responding to inquiries from the public.
- Provide administrative support to the Code Officer: File and track documents and fees. Assist in responding to inquiries from the public.
- Communications Support: Manage the town website, listserv, and calendar.
- Ensure office equipment is operational.
- Assist with managing equipment purchases and installation.
- Administer service visits at the town hall (IT, building and grounds maintenance).
- Assist with grant administration. Research funding opportunities for town initiatives.
- Other duties as assigned

## SUGGESTED QUALIFICATIONS:

Education in Accounting, Finance, Business Administration, or related field. At least two years experience with bookkeeping and payroll. Knowledge of municipal accounting.

Competence with Microsoft Office products (Word, Excel, PowerPoint, Access, Publisher). Experience with BAS and/or Williamson Law helpful. Experience with website content management and office management a plus.

## TYPICAL WORK ACTIVITIES

### Accounting and financial management duties

Input budget information into municipal budget software. Monitor and audit budgetary activities on a monthly basis, Prepare budget modifications, Balance and reconcile bank accounts. Prepare and distribute financial reports.

Assist with preparing the Town's annual budget and capital planning in conjunction with Department Heads and the Town Board.

Track and make debt payments and monitor debt retirement transactions.

Enter and pay vouchers for Town bills monthly.

Complete year-end processing and file the Annual Update Document (AUD) with the State Comptroller's Office. • Process and file 1099's at year-end.

### Payroll related duties

Coordinate paperwork for and processing of payroll. Execute all phases of payroll, from calculating hours and deductions to W-2 forms. Prepare a variety of reports associated with the payroll including overtime reports, earnings reports, and monthly ERS report.

Maintain files of employee benefit usage/accruals, monitor usage and inform supervisor of any problems with usage.

Prepare quarterly wage and tax reports.

### Human resource management functions in support of Town operations

Employee Handbook: Administer the Town of Caroline Employee Handbook including conducting necessary research to assist the Town Board in creating and/or revising policies and procedures. Update the Employee Handbook and distribute updates, with signed acknowledgement, to all employees.

Wage and Salary Program: Update the wage and salary program per Town Board request. Inform Department Heads and employees of revisions adopted by the Town Board.

Employee Benefits: Administer employee benefit programs, including medical insurance, NYS retirement, NYS deferred compensation program, workers' compensation, unemployment, etc. Advise employees on benefit related matters, including researching and resolving questions/issues.

New Employee Orientation: Provide orientation to employees with regard to personnel policies and procedures and benefits review. Issue the Employee Handbook, with signed acknowledgement, to new employees and review pertinent sections thereof.

Civil Service Administration: Serve as liaison with Tompkins County regarding civil service matters, including payroll certification, personnel change forms, and creation or reclassification of positions.

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

**Resolution #123-2019 Resolution to provide Parking in the Right-of-Way Warning flyer to residents along the “Back Street” of Brooktondale Road.**

Motion made by Ms. Weiser and seconded by Mr. Witmer

**Whereas**, residents along the “Back Street” portion of Brooktondale Rd, from the area of Valley Rd/Brookton’s Market to Lounsbery Rd. have petitioned the Board to develop parking restrictions along that segment of road because of the impacts of parking by people using the swimming hole and overflow parking from Brookton’s Market, and

**Whereas**, the Board has been exploring various options for how to address the parking concerns, including perhaps enacting a local law to restrict parking, but such legal remedy could not be enacted in time to address the parking concerns that are occurring now, and

**Whereas**, to help address parking concerns now, while working on a more definitive solution, the Town Board has sought a variety of interim solutions, including, as suggested by the Tompkins County Sheriff’s Department, placing “warning” flyers on vehicles parked in the right-of-way; therefore be it

**RESOLVED**, the Town Board approves such a flyer, whose language has been approved by the Town Attorney and the Tompkins County Sheriff’s Department, containing the Town of Caroline “logo” and with the following language:

“WARNING Your vehicle is parked in a right-of-way, and may be subject to fines and towing.

Pursuant to Town of Caroline Local Law 1 of 1994, Section 3, it shall be unlawful to park or leave unattended a vehicle within 25 feet of the center line of any highway located within the Town of Caroline.

Further, a vehicle parked such that any part of the vehicle is to the left of the white fog line is obstructing traffic and is subject to ticket and towing pursuant to NYS Vehicle and Traffic Law 1201A

A person whose vehicle is parked fully to the right of the white fog line is on private property and subject to trespass laws, and the vehicle may be towed.

**BROOKTON’S MARKET PATRONS**

If the Brookton’s Market parking lot is full, please park in these alternate parking areas:

B’dale Post Office, 456 B’dale Rd. B’dale Community Center, 524 Valley Rd.”

And be it further

**RESOLVED**, that the Town Board will provide copies of the flyer to residents along the “back street” which they may place upon the windshield of cars parked in the right-of-way.

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

**Resolution #124-2019 Revision to Organizational Resolution #3-2019, Appointments**

Motion made by Mr. Witmer and seconded by Mr. Fracchia

**Resolved**, the Town Board hereby makes the following revision to Resolution #3-2019 Appointments:

Zoning/Building/Fire Code Enforcement Officer: Brooke Greenhouse @ \$28.56/hr (to be increased to \$30/hr upon completion of training)

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

**Resolution #125-2019 Approval of letter of support for Finger Lakes Trail Conference's equipment grant application**

**Whereas**, the Finger Lakes Trail Conference has identified equipment needs for construction and maintenance of the Finger Lakes Trail; and

**Whereas**, the Trail Conference is submitting a grant application for these needs; and

**Whereas**, the Caroline Comprehensive Plan articulates community support for open space; and

**Whereas**, the Caroline Town Board recognizes the value of the trail system in providing access for enjoyment of natural lands; therefore be it

**Resolved**, the Caroline Town Board endorses a letter of support for the Finger Lakes Trail Conference's grant application for equipment needs.

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

**Discussion:**

**Old Business**

***Summary of Primary Changes to Caroline Employee Handbook***

408. Code of Ethics, paragraphs j and k added

501. Flex-time provision added

509. New paragraph, "Personal Cell Phone/ E-device Usage"

511. New section, "Social Media" (5<sup>th</sup> bullet point

514. FOIL records access officer, notification and access to the Supervisor and the Town Board

608. Family and Medical Leave Policy updated to allow full-time employees a maximum of 12 work weeks of unpaid leave in any 12-month period for certain family and medical reasons (mirrors federal Family and Medical Leave Act)

801. Holidays: 12 designated holidays, including a floating holiday (follows Ulysses and Tompkins County policies)

802. New benefit, Sick Leave. Sick leave earned at one day/month for full-time employees. Not cashable. May be used only once it is accrued. May be accumulated.

803. New benefit, Personal Leave. Three days per year, taken from accumulated Sick Leave. Unused Personal Leave reverts to Sick Leave at end of year.

804. New section, "Disclosure of Insurance Benefits"

805. Medical Insurance. Three employment classes based on average hours worked per week: A. Full-time = 30+ hours/week B. 20 hours/week or more, but < 30 hours/week C. < 20 hours/week  
Currently Proposed: Class A employees are eligible for the Town's Health Insurance (currently ACA Gold Plan), either individual or family, at a 15% employee contribution to premiums. CSEA Vision and Dental Insurance offered at a 50% premium contribution by the employee. Class B employees are eligible for the Town's Health Insurance (currently ACA Gold Plan), either individual or family, at a 50% employee contribution to premiums. CSEA Vision and Dental Insurance offered at a 50% premium contribution by the employee. Class C employees are eligible for the Town's Health Insurance (currently ACA Gold Plan), either individual or family, at a 100% employee contribution to premiums. CSEA Vision and Dental Insurance offered at a 100% premium contribution by the employee. Any elected official, regardless of hours worked, is eligible for CSEA Vision and Dental coverage (if adopted, need to decide premium contribution amount for official).

903. Updated as per NYS law, Non-discrimination and Harassment in the Workplace

#### **New Business**

Highway Barns Task Force – preliminary idea(s) shared, feedback received, incorporations to be made and re-discussed at a later date.

Discussion of HRA reimbursement – 2 options: debit card or Direct Pay to Medical Provider. All employees will use the same method.

The meeting adjourned on a motion by Mr. Witmer and seconded by Mr. Fracchia at 10:10 p.m.

Respectfully Submitted,

Becky Jordan, Deputy Clerk