

Caroline Town Board Business Meeting Minutes of August 14, 2019

The Town Board Business meeting held on August 14, 2019 at the Caroline Town Hall was called to order at 7:06 p.m. by Supervisor Mark Witmer.

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

Recording Secretary: Becky Jordan, Deputy Clerk

Also Present: 2 Members of the public

Mr. Witmer led the Pledge Allegiance to the Flag.

Privilege-of -the-Floor: No Comments

Additions or Deletions from Agenda - None

Supervisor's Report

Correspondence of Note

Received a letter from Monika Roth, Ag educator with Tompkins County Cooperative Extension that Ag District #1 in the Towns of Lansing, Groton, Dryden, Caroline, and parts of Ithaca and Danby is under required 8-year review. Municipalities and landowners may propose a modification of the district boundaries by filing a proposal with Monika by the last day of August. A map of the district is available at CCE and at the County Planning website.

The NYS Municipal Workers' Compensation Alliance (the Town's W/C provider) performed a loss control evaluation at the Town Hall and Highway Barns in July. They had no recommendations to report.

Supervisor's Notes

Having received a complete application, the Town's Review Board held a Public Hearing yesterday, August 13, on a proposed AT&T cell tower at 340 Bald Hill Road. The documents for that project can be found on the Town's website under the "Current Topic" tab. The Review Board will hold their next meeting on this proposal next Tuesday, August 20, at 8 pm at the Old Town Hall.

We are working with the NYSDEC to get permits and an approved plan for completion of the culvert work on Boyer Creek at Ekroos Road. Permitting is required on this protected part of the stream. We understand the urgency to protect the good work completed last fall and to finish the culvert and stream stabilization work and are doing our part to keep the process moving forward. Thanks especially to local residents for their patience. We are looking forward to making this a lasting, robust project that will protect the stream and road. This project is being supported by a Water Quality Improvement Grant from the NYSDEC to promote stream stability and passage for aquatic organisms.

You may have noticed some excavation on the town hall grounds. We have clean fill material available for the taking. The front lawn area along Route 79 was excavated to place a geothermal loop field that will circulate fluid that will enable heat transfer between the Old Town Hall and the earth. The excavators discovered a lot of past building materials in the ground. Halco is working to complete the project by September 1st. It will provide renewable heating and cooling for the Old Town Hall. We will be installing the Bioretention project once the geothermal is complete, as well as making parking improvements.

Committee Reports:

Mr. Snow - Highway report forthcoming. Bald Hill minimum maintenance section: Requesting no driveways in or around snow plow turnarounds. 0.46 miles requires minimum road maintenance. \$160k in CHIPS funds still available. State share reimbursements received. Usual maintenance and upkeep ongoing.

Building Department

1. Seven permits were issued with a total valuation of \$55,000.
2. Thirteen Certificates of Compliance were issued.
3. Seventy-five inspections were documented.
4. Seventeen complaints or Citizen Services were documented, seventeen were closed.
5. General assistance with Town Hall geothermal system.
6. Created new permit for window replacements due to lack of knowledge and compliance with code requirements for safety glazing (tempered glass) and window opening limit devices.
7. Attended NYS Ground Source Heat Pump Advisory Committee meeting. Provided feedback from CEO perspective supplemented by my experience as a contractor. NYS believes tens or hundreds of thousands of these systems need to be installed by 2050 and is working through NYSERDA to create a state-wide permit process. Two key insights in discussion are the need for an HVAC permit, so geothermal is not made harder to permit than other systems and the need to consider an exemption from design when a conventional system is replaced by a multi-stage, high-efficiency HVAC system since it is automatically more efficient. Future meetings will be held via conference call.
8. Reporting inspection results to applicant and homeowner is working well, most appreciate the updates.
9. A new code is expected in 2020 and printed books will not be provided, I plan to budget for a hard-copy of some of the code volumes that are used most frequently.
10. I received information from DEC about our need to fix our local law for floodplains and asked for guidance on the best approach to take to present the Board with information to consider, I hope to have that for next meeting to discuss.

Resolution ___ of 2019 Budget Transfer

A motion was made by Mark Witmer and seconded by Councilmember Snow to approve the following budget transfer:

\$8,500.00 from A1989.4 Other Government Support to A1420.4 Legal Contractual

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

Resolution ___ of 2019 General Fund Abstract

A motion was made by Mark Witmer and seconded by Councilmember Fracchia to approve payment for the General Fund voucher number 192 through 227 for \$24,258.09

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

Resolution ___ of 2019 Highway Fund Abstract

A motion was made by Mark Witmer and seconded by Councilmember Snow to approve payment for the Highway Fund voucher number 117 through 140 for \$51,448.79

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

Resolution ___ of 2019 Streetlight Fund Abstract

A motion was made by Mark Witmer and seconded by Councilmember Weiser to approve payment for the Streetlight Fund voucher number 13 through 14 for \$572.92

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

Resolution #___ - 2019. Support at the Town Hall from the Bookkeeper and Assistant to the Supervisor

Whereas, there is a need at the Town Hall for additional support staff as the Town Clerk has taken an extended leave of absence and the First Deputy Town Clerk has limited availability; and

Whereas, the Town is in the process of hiring a Bookkeeper and Assistant to the Supervisor; therefore be it

Resolved, that the Bookkeeper and Assistant to the Supervisor shall provide supplemental support at the Town Hall to address accounting and public service needs.

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

Resolution #____-2019 Resolution To Establish A Highway Facilities Task Force

Motion by Councilmember Fracchia seconded by Councilmember Weiser

Whereas the condition of the Town of Caroline's Highway Department facilities upon evaluation by two Code Enforcement Officers and an independent architectural and engineering firm was found to be, structurally, at the end of its useful life,

And whereas the current facility is insufficient to accommodate modern highway equipment and storage needs,

Therefore be it resolved that the Town of Caroline will establish a Highway Facilities Task Force to assess, research, and recommend a plan of action to the Caroline Town Board for the establishment of new highway facilities.

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

Discussion:

Summary of Primary Proposed 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"

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

Old Business

ATV Club feels they provided everything asked of and has not heard back from town.

Motion made by Mr. Witmer and seconded by Councilmember Murray to move to executive session at 9:09 pm to discuss legal matters on personnel issues.

The meeting adjourned on a motion by Mr. Witmer and seconded by Councilmember Murray at 9:45 p.m.

Respectfully Submitted,

Becky Jordan, Deputy Clerk