

**Town of Caroline Organizational Meeting
January 4, 2016**

The Town Board Organizational Meeting was called to order at 7:10 p.m. by Supervisor Mark Witmer.

Attendance: Mark Witmer, Supervisor
John Fracchia, Councilmember
Irene Weiser, Councilmember
Gary Reinbolt, Councilmember

Recording

Secretary: Debra DeAugustine, Acting Deputy Town Clerk

Privilege of the Floor

Carl Campbell was present to speak about his and others' interest in getting the ambulance back up and running. He stated that if the town board is going to start a new ambulance company, there are 10 to 12 former members who would step forward. He said there are many safety issues to address, both at the Slaterville Fire Company and the ambulance building.

Ms. Weiser said it wouldn't come back on the town because the fire company is their own independent corporation.

Mr. Campbell said he was the fire chief of Slaterville three years ago, but is now with the Brooktondale Fire Company as are eight other former Slaterville fire fighters. He knows at least 10 EMTs who would be willing to come back, four of whom are paid EMTs at Bangs. He also mentioned that Slaterville is buying a new fire truck.

Ms. Weiser asked him whether he thought we needed two fire companies within three miles of each other. The state is very interested in consolidation.

Mr. Campbell said it's not uncommon, but it would be an option to merge. Many fire companies are merging. He wouldn't have a problem with it.

Resolution #1-2016 Appointments

Resolved, the Town Board hereby makes the following appointments:

Town Historian:	Barbara Kone @ \$1,313/ year
Deputy Historian:	Jennifer Johnson, unpaid
Town Records Management Officer:	Marilou Harrington-Lawson
Town Hall Custodian:	Kelly Parker @ \$14.34/hour, not to exceed 150 hours/year
Dog Control:	Tompkins County Animal Control
Zoning/Building/Fire Code Enforcement Officer:	Kevin McMahan
Communication Support Specialist	Michael Ludgate
Building Maintenance Person	Mat Barker @ \$14.34/hour, not to exceed 50 hours/year

Moved by: Mark Witmer

Seconded by: John Fracchia

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #2-2016 Town Bookkeeper

Resolved, the Supervisor is hereby authorized to designate a Town Bookkeeper, and

Further Resolved, the Supervisor is authorized to list the bookkeeper on the Town Surety Insurance Policy, and

Further Resolved the Bookkeeper pay rate is: \$22.50/hour not to exceed 225 hours/year.

Moved by: John Fracchia
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Gary Reinbolt

Resolution #3-2016 Deputy Supervisor

Resolved, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in his/her absence, and

Be it further Resolved, that the Supervisor may delegate specific tasks on a compensated basis from time to time.

Moved by: Gary Reinbolt
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Irene Weiser

Resolution #4-2016 Deputy Highway Superintendent

Resolved, the Town Board establishes the Office of Deputy Highway Superintendent to act for and in place of the Highway Superintendent in his/her absence.

Moved by: Irene Weiser
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Mark Witmer

Resolution #5-2016 Deputy Town Clerk

Whereas, at a meeting held on January 13, 2016, the Caroline Town Board adopted Resolution 2016-51 amending the pay rate of the Deputy Town Clerk, now therefore be it

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a pay rate of \$14.77/hour, and be it further

Resolved, the responsibilities of this office are to assist the Town Clerk in records management, tax collection, producing meeting minutes, and to act for and in place of the Clerk in his/her absence.

Moved by: Mark Witmer
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: John Fracchia

Resolution #6-2016 Reimbursed mileage rate

Resolved, the reimbursement rate to be paid to Town Officials and Employees for the use of their personal vehicles for Town business will follow that specified by the IRS (www.irs.gov/Tax-Professionals/Standard-Mileage-Rates).

Moved by: John Fracchia
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Gary Reinbolt

Resolution #7-2016 Town Board Meeting Dates

Resolved, the Town Board shall meet and hold its business meetings throughout the year 2016 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 2nd Wednesday of each month, after the first Tuesday, at 7:00 PM unless otherwise specified by an official resolution, and

Further Resolved, the Town Board shall meet and hold its Agenda and Committee Reports Meeting throughout the year 2016 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 1st Tuesday of each month at 7:00 PM unless otherwise specified by an official resolution.

Moved by: Gary Reinbolt
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Irene Weiser

Resolution #8-2016 Official Newspaper

Resolved, the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the Official Newspaper of the Town of Caroline.

Moved by: Irene Weiser
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Mark Witmer

Resolution #9-2016 Posting of Legal Notice

Resolved, in addition to posting a Legal Notice in the Ithaca Journal, the Town Clerk shall collaborate with the Town Supervisor to develop a notice about the public hearing that will include, at a minimum, the following information: Purpose, Date, Time and Location of the public hearing; a brief description of the action that is being contemplated and its importance to the community; all relevant documentation; instructions for participation in the public hearing and an address and email address to which comments may be sent if the public is not able to attend the hearing.

Moved by: Mark Witmer
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: John Fracchia

Resolution #10-2016 Town Board Meeting Minutes

Resolved, copies of the official minutes of the Town Board shall be prepared and distributed by the Town Clerk to each Town Board member, Town Justices, Highway Superintendent, Building Code Enforcement Officer, Chair of the Subdivision Review Board, Chair of the Planning Board, County Representative, Communication Support Specialist, Town Bookkeeper, Attorney for the Town, and posted on the Notice Board inside the Town Hall, and

Be It Further Resolved that, the Town Communication Support Specialist will post minutes on the Town website and hard copies in the Town notebooks at the Caroline Library, Brooktons Market, Dandy-Mart, and the Speedsville General Store.

Moved by: John Fracchia
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Mark Witmer

Discussion

Ms. Weiser wondered whether the notebooks at the three stores and the library are used and suggested doing away with them, with the exception of the copy at the library. Mr. Ludgate delivers minutes, updated agendas, and resolutions every month. They've tried to keep data on usage by putting on cover sheets asking people to sign in and say that they're looking at them, but no one does. They've asked the clerks at the stores, but they don't keep track. So it's not clear that they're used. There's an expense involved. It's about an hour and a half to two hours of Mr. Ludgate's job. Occasionally, it's more than once per month. He's paid \$20 per hour plus mileage (a 22-mile loop). She suggested limiting it to the Caroline Library. She suggested Mr. Ludgate leave a cover sheet saying that if people want them back, they should let us know. She thought that Mr. Ludgate's time and the money we pay would be better used on the web site. She said that with the new web site, there will be more work for him.

Mr. Witmer said he likes the notebooks a lot. They're well organized and he likes the fact that they're out there at these locations throughout the town. He likes it much better than using a computer. It doesn't take much usage for him to think they're justified.

Mr. Reinbolt thought that in terms of marketing, it sends a positive message in terms of transparency and openness that the town is willing to provide the information. It's \$600 per year. If they aren't used, however, they should be done away with.

Mr. Fracchia said that one of the ways we could find out whether people are reading them is to use Ms. Weiser's suggestion of taking them away and leaving a note instead asking, do you miss these?, and then putting them back if they are missed. He said it would be worth trying for three months.

Ms. Weiser suggested Mr. Witmer could distribute them to Speedsville, leaving the copying and distribution to Brooktondale and Slaterville to Mr. Ludgate.

Mr. Witmer said he would be willing to do that.

Ms. Weiser noted that she's the one who started the practice. During the time we were deliberating a moratorium on gas drilling, people were upset that they didn't know what was going on. So it was decided to have the information available at community locations. Having done them, she's at a point of questioning whether they're used.

Mr. Witmer said it's not like a novel: you won't see people sitting and reading them for four hours. They might just peruse them while drinking their coffee.

Mr. Fracchia said it's more philosophical than practical. We can say that they're readily accessible in the far reaches of our community. He suggested continuing the practice and revisiting the issue in six months.

Mr. Witmer said he'll deliver them to Speedsville and talk to Carina at the Speedsville store.

Resolution #11-2016 Town Board Meeting Rules of Procedure

Resolved, the Caroline Town Board will conduct business using Robert's Rules of Order.

Moved by: Gary Reinbolt

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #12-2016 Privilege of the Floor

Resolved, the Town Board adopts the attached protocol for citizen participation at Town Board meetings.

Moved by: Irene Weiser

Seconded by: John Fracchia

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #13-2016 Official Bank and Depository

Resolved, the Tompkins Trust Company, a bank doing business in Tompkins County, is hereby designated as the official bank and depository of the Town.

Moved by: Mark Witmer

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #14-2016 Investment Policy

Resolved, that the objectives of the investment policy of the Town of Caroline are: to minimize risk; to ensure that the investments mature when the cash is required to finance operations; and to ensure a competitive rate of return. In accordance with this policy, the Supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposits issued by a bank or trust company authorized to do business in New York State,
- Time Deposit Accounts in a bank or a trust company authorized to do business in New York State,
- Obligations of New York State,
- Obligations of the United States Government, and/or
- Repurchase Agreements limited to obligations of the United States or agencies of the United States where in principal and interest are guaranteed by the United States of America.

All other Local Government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investment made pursuant to this investment policy shall comply with the following conditions.

1. Collateralization

- a. Certificates of Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporations or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States or obligations of New York State local governments.

Collateral shall be delivered to the Town of Caroline or to a custodial bank as designated by the Town of Caroline. The Market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than quarterly.

- b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

2. Delivery of Securities

- a. Payment shall be made by or on behalf of the Town of Caroline for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposits, and other purchased securities upon delivery thereof to the custodial bank. All transactions shall be confirmed in writing.

3. Written Contracts

- a. Written contracts may be required for the purchase of all certificates of deposits.

4. Designation of Custodial Bank

- a. The Tompkins Trust Company, chartered by the State of New York, is designated to act as custodial bank for the Town of Caroline's investments.

5. Financial Strength of Institutions

- a. All trading partners must be credit worthy. Their financial statements shall be reviewed annually by the Supervisor to determine satisfactory financial strength. The Supervisor may rely on Credit Rating Agencies to determine credit worthiness.
- b. Investments in time deposits and certificates of deposits are to be made with banks or trust companies. Their annual reports should be reviewed by the Supervisor to determine satisfactory financial strength.

6. Operations, Audit and Reporting

- a. The Supervisor shall authorize the purchase or sale and execute contracts for certificates of deposits on behalf of the Town of Caroline.
- b. Within 61 days of the end of the fiscal year or at such other times as requested by the Caroline Town Board, the Supervisor shall prepare and submit to the Town Board an investment report detailing current investments and income and such other matters as the Supervisor deems appropriate.

At least annually, at the Organizational meeting of the Caroline Town Board, the board shall review and amend, if necessary, these investment policies.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Moved by: John Fracchia

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #15-2016 Procurement Policy

Whereas, Section 104-b of General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of (GML) Section 103 or any other law,

Now, therefore be it Resolved, that the Town of Caroline does hereby adopt the following procurement policies and procedures:

Guideline 1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract.

Guideline 2. Once that determination is made, a good faith effort shall be made to determine whether it is known or can be reasonably projected if the aggregate amount to be spent in a fiscal year on the item, supply, or service would make it subject to competitive bidding. The information gathered and conclusion reached shall be documented and attached to all vouchers related to the purchase of this item, supply, or service.

Guideline 3. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances, however, documentation to this effect must be attached to the voucher for subsections a,c,d,e, h below:

- a) Items to be purchased under an existing State or County contract
- b) Acquisition of professional services
- c) Emergencies
- d) Sole source items
- e) Goods purchased from agencies for the blind or severely handicapped,
- f) Goods purchased from correctional facilities
- g) Goods purchased from another governmental agency
- h) Goods purchased at an auction
- i) Goods purchased for < \$500.00
- j) Public Works contracts for < \$1,000.00

Guideline 4. All purchases of items, services, supplies or equipment which will exceed \$10,000 in a the fiscal year and/or public works contracts that exceed \$20,000 shall be formally bid pursuant to Section 103 of GML.

Guideline 5. All purchases of items, services, supplies or equipment:

- a) Less than \$10,000, but greater than or equal to \$5,000 require a written Request for Proposal (RFP) and written/fax quotes from 3 vendors.
- b) Less than \$5,000 but greater than or equal to \$1,000 require verbal or written/fax quotes from 2 vendors.
- c) Documentation of quotations for items less than \$1,000 in value as left to the discretion of the purchaser.

Guideline 6. All purchases of public works contracts:

- a) Less than \$20,000, but greater than or equal to \$10,000 require a written request for proposal (RFP) and written/fax quotes from 3 vendors.
- b) Less than \$10,000 but greater than or equal to \$3,000 require verbal or written/fax quotes from 2 vendors.
- c) Documentation of quotations for items less than \$3,000 in value as left to the discretion of the purchaser.

Guideline 7. Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and written/fax/oral quotes received. All information gathered in complying with this procedure shall be preserved and filed with the voucher for this purchase.

Guideline 8. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made to obtain proposals and attach such documentation to the voucher for this purchase. In no event shall the inability to obtain the number of proposals or quotations be an impediment to the procurement. All information gathered in complying with this procedure shall be preserved and filed with the voucher for this purchase.

Guideline 9. The lowest responsible proposal or quotation shall be awarded, unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make the award to other than the lowest bidder. Such written justification shall be attached to the voucher for purchase. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the voucher for purchase.

Guideline 10. If an emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare, or property of the municipality, then the procurement of goods and services will be at the discretion of the proper department head with the documentation as to the nature of the emergency to be filed with the Town Clerk within five (5) working days of such procurement.

Guideline 11. When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following must be shown: Unique benefits of items needed; no other product/service can compare; cost is reasonable as compared to product offered; and there is no competition available.

Guideline 12. This policy shall be reviewed annually by the Town Board at its Organizational meeting or as soon after as is practical.

Moved by: Gary Reinbolt
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: John Fracchia

Resolution #16-2016 Petty Cash

Resolved, the Town Clerk's petty cash fund of \$400.00 is extended for the year 2016, and
Further resolved, the Court Clerk's petty cash fund of \$200.00 is extended for the year 2016.

Moved by: Irene Weiser
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Gary Reinbolt

Resolution #17-2016 Payment of Utility Bills and Medical Insurance Premiums Prior to Audit

Resolved, the Supervisor is authorized to pay utility bills, credit card, and Health insurance premiums without audit by the Town Board to avoid late charges, and

Further Resolved, the Town Clerk shall show the details of said bills at the audit following their payment so the Town Board may be aware of their contents and totals.

Moved by: Mark Witmer
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: John Fracchia

Resolution #18-2016 Detailed Invoices Accepted In Lieu of Certified Vouchers

Resolved, the Town of Caroline does not require certified vouchers from any vendor submitting detailed invoices to the Town for payment.

Moved by: John Fracchia
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Irene Weiser

Resolution #19-2016 Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting on January 30, 2016 at 8:30 AM, at the Caroline Town Hall for the purposes of auditing the Supervisor's, Clerk's and Justice Court books for the year 2015.

Moved by: Gary Reinbolt
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: John Fracchia

Resolution #20-2016 Court Clerk, Typist, and Stenographer

Resolved, the Town Justices are authorized to employ the services of a Court Clerk to assist in administration and bookkeeping at an annual salary of \$17,993, and

Further Resolved the Town Justices are authorized to employ the services of a typist at the pay rate of \$14.34 /hour, and

Further Resolved, the Town Justices are authorized to employ the services of a court stenographer for trial purposes whenever deemed necessary.

Moved by: Irene Weiser
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Gary Reinbolt

Discussion

Ms. Weiser mentioned a concern that the court clerk wasn't in the office enough hours for the public to be able to access the court services. She also said that TCCOG has set up a task force to study municipal courts. It started as an idea to share services to save money, etc. There have been many meetings and they've invited different groups of people, both local and state, who have knowledge of the system. They have audio tapes of these sessions, and Ms. Weiser has started listening to them. On one tape, a representative from the Office of Court Administration

commented that the town of Caroline court has very limited hours, and in their opinion, it interfered with the carrying out of justice. If somebody was arrested on Wednesday night and could not appear until court was in session on the following Monday evening, the defense attorney would not have any access to the court in order to be able to get any documentation started for the client. They specifically identified Caroline town court hours as being problematic. It's relevant to this resolution in that it authorizes a salaried position as opposed to an hourly position. This is a big discussion.

Mr. Witmer said the court clerk was hired under this stipulation and he wondered about process. He thinks this is another discussion. He said that it feeds into the proposal he put forth a couple weeks ago that the board re-evaluate salaries and jobs. It's been seven years.

Mr. Reinbolt said he has a concern that you cannot make this position salaried. He pointed out that there are very specific FLSA rules about which positions can be salaried. Some points are that they have to have complete autonomy over their own work, they have to be highly compensated, and they have to have special professional competence. It seems like an hourly position to him. Usually it doesn't happen until after \$60,000 per year.

Ms. Weiser said that the previous court clerk had a hard time keeping up, and when Kirsten started, there was a backlog. The judges were amazed at how efficiently she got things done.

Mr. Fracchia thought it had to be voted on as is, but thought the board should look into it. as Mr. Reinbolt suggested. Then if we find out we're not in compliance, we'll have to revisit it.

Resolution #21-2016 Resolution to Accept the Supervisor's Annual Report to the Comptroller in Lieu of an Annual Financial Report

Resolved, the Town Board hereby authorizes the Supervisor to submit a copy of the Annual report to the State Comptroller's Office as soon as available in lieu of filing a financial report, and

Further Resolved, the Town Clerk shall cause to be published, in the Official Newspaper, notice that a copy of such report is on file in the Clerk's Office and is available for public inspection.

Moved by: Mark Witmer

Seconded by: John Fracchia

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #22-2016 Appointment of Delegates to the Association of Towns Meeting

Resolved, the Town's delegate to the Annual Association of Town's Meeting shall be Mark Witmer, and the alternate delegate shall be Irene Weiser, and

Further Resolved, the Town Board authorizes the attendance of any Town Officer at this meeting and the payment of the actual and necessary expenses in doing so.

Moved by: John Fracchia

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #23-2016 Payroll Periods

Resolved, the Town Board hereby establishes the following payroll periods:

Bi-weekly: Supervisor, Town Clerk, Highway Superintendent, Justices, Court Clerk, Code Enforcement Officer

Bi-weekly: Deputy Clerk, Typists, Bookkeeper, and Highway Department Staff

Quarterly: Councilpersons

Resolved, the Town Board hereby appoints John Fracchia to be the contact person for water level alarm notification.

Moved by: Mark Witmer
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Irene Weiser

Resolution #30-2016 Highway Administration Assistant

Resolved, the Town Board hereby sets the pay rate for the Typist/Highway Assistant to the Highway Superintendent at: \$14.34 /hour, not to exceed 1000 hours per year

Moved by: John Fracchia
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Irene Weiser

Resolution #31-2016 Town Fire Wardens

Resolved, that the Supervisor appoint the Fire Chiefs and Company Captains of the Brooktondale, Slaterville, and Speedsville Volunteer Fire Companies as Fire Wardens.

Moved by: Gary Reinbolt
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: John Fracchia

Resolution #32-2016 Allowing Town Highway Department to Participate in County Bids

WHEREAS, the Office of the State Comptroller has ruled that Counties may no longer extend their bids for public work (services) to political subdivisions; and

WHEREAS, General Municipal Law Article 5-G Section 119-o provides that municipalities may enter into cooperative purchasing agreements to jointly bid needed services, including with the County; and

WHEREAS, General Municipal Law Article 5-G, Section 119-o states that “any agreement entered into hereunder shall be approved by each participating Municipal Corporation or district by a majority vote of its governing body”; and

NOW THEREFORE BE IT RESOLVED, that the Town of Caroline be and hereby is authorized to participate in cooperative agreements with the County for purchasing the following non-exclusive list of highway materials and services as required for the operation of the Town Highway Department: Liquid Bituminous Materials; Vegetation Control; Calcium Chloride Solution; Recycling of Bituminous Materials; Installation of Subsurface Drainage; Installation of Guide Rails; Bridge Repair; Traffic Line Painting; and Steel Sheet Piling; and be it further

RESOLVED, that the Town reserves the right to participate in the State bid if the State bid is lower.

Moved by: Irene Weiser
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Gary Reinbolt

Resolution # 33-2016 Appointment of Attorney for the Town

RESOLVED, that the Attorney for the Town be Guy K. Krogh of Thaler and Thaler, and that he and his firm be consulted on an as-needed basis.

Moved by: Mark Wimer
Ayes: Witmer, Weiser, Reinbolt, Fracchia

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution # 34-2016 Tompkins County Council of Governments Representative and Alternate

RESOLVED, that the Caroline Town Board appoints Irene Weiser to be its Designated Representative to the Tompkins County Council of Governments and Mark Witmer as Alternate Designated Representative.

Moved by: John Fracchia

Seconded by: Mark Witmer

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution # 35-2016 Tompkins Health Consortium Director and Alternate

RESOLVED, that the Caroline Town Board appoints John Fracchia to be its Designated Representative to the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors and Cindy Whittaker as Alternate Representative.

Moved by: Gary Reinbolt

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #36-2016 Appointment of Planning Board Member

RESOLVED, that the Caroline Town Board appoints Bruce Murray to Planning Board for a five (5) year term ending December 31, 2020.

Moved by: Mark Witmer

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #37-2016 Stormwater Coalition Representative

RESOLVED, that the Caroline Town Board appoints Barry Goodrich to be its representative to the Tompkins County Stormwater Coalition.

Moved by: John Fracchia

Seconded by: Gary Reinbolt

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #38-2016 Computing and IT Services

RESOLVED, that The Computing Center, 15 Thornwood Drive, will provide Information Technology services to the Town.

Moved by: Gary Reinbolt

Seconded by: Mark Witmer

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #39-2016 Use of Town Property

RESOLVED, that the use of town property for purposes of commerce is prohibited without prior written approval from the Town of Caroline Supervisor; and be it

FURTHER RESOLVED, that requests to use town property for purposes of commerce must be made in writing to the Town Clerk and contain the date(s) requested, the intended use of the space, and the name, phone number, and e-mail address of a contact person, no later than 3 weeks in advance of the intended use.

Moved by: Irene Weiser

Seconded by: Gary Reinbolt

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution # 40-2016 Flag at half-staff to honor the memory and service of deceased current or former elected town officials

RESOLVED, that the flag of the United States located at the town hall shall be flown at half-staff for a period of 48 hours in memoriam beginning on the day immediately following notification.

Moved by: Mark Witmer

Seconded by: John Fracchia

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #41-2016 Organizational Resolutions Subject to Amendment

RESOLVED, that these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.

Moved by: John Fracchia

Seconded by: Mark Witmer

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Resolution #42-2016 Encumbrances

Resolved, the Caroline Town Board hereby authorizes the Supervisor to encumber 2015 funds to be spent in 2016 as follows:

\$ 1,760 from General Fund Account A 1410.4 Town Clerk CE

\$ 65,000 from General Fund Account A1620.44 Town Barn

\$ 8,400 from General Fund Account A1620.43 Roof Reserve

\$ 57.50 from General Fund Account A 1220.102 Bookkeeper

Moved by: Mark Witmer

Seconded by: Irene Weiser

Ayes: Witmer, Weiser, Reinbolt, Fracchia

Committee Reports

Irene Weiser's Report

Communication Information Technology Committee

- **Website** – Mr. Fracchia (mostly) and Ms. Weiser have been working to get the Weebly site into shape. It's very close and they hope to launch very soon. We will likely need an app or two to add needed functionality to the site – trying to make the site as user friendly as possible for mobile use. Apps range in cost from \$3 to \$8 per month per app. Web hosting with Weebly costs less than \$100 per year. We may possibly need tech consult for the subscribe button.
- **NYMIR Cyber insurance** – policy would cost \$400/yr. Ms. Weiser recommends this be done to help cover costs of things that could possibly go wrong. It covers data loss and the cost for restoring. She'll put forward a resolution at the next meeting.
- **IT policy** – NYMIR has recommended IT use policies. CIT will review and recommend to board.
- **Computing Center** – We're looking at a monthly maintenance service agreement, which is pay as you go. As part of this agreement, they want us to use an Incident Request form, not email Mike directly.

- **Broadband**

- **VandeMark pole** – John Haines-Eitzen is not willing to provide electric to the proposed pole from the electric pole on his property. He visited the pole installed on Durfee Hill Road in Danby and didn't like what he saw. Further, he is not happy about the pole being located near his property (across the street, on Mr. Barber's property). He has threatened that he will "use all legal and political means" to prevent this pole from being placed at this location. Meanwhile, Mr. Barber is still awaiting news on a waiver from his conservation easement to allow the pole to be placed and electric to be run underground from a pole on his property. Ms. Weiser and Mr. McMahon will be discussing details of the special use permit process with the Town attorney. There's been no recent update from Clarity.
- **Phase 2 (rest of town) coverage.** Ms. Weiser and Mr. Barber have learned from different sources that we should expect the State to announce a new round of funding sometime soon – perhaps as soon as late January. We need to decide how to proceed: Is the old plan still workable with faster transmitter equipment or do we need a new design? Would the old design cause interference with Clarity's system that is now mostly installed? Do we want Clarity to develop a proposal and submit it on our behalf? If not, do we want Clarity to design the system as a fee for service or do we want another engineer to design the system? If Clarity does not submit on our behalf, how would we propose to 1) write the grant proposal; 2) install the system; 3) market the service; and 4) provide the service? Haefele + ECC – could possibly cover Coddington Road, maybe White Church Road, but at what cost? And what timeline? If we go with Clarity for grant proposal/ISP, what would be acceptable terms? Would Clarity agree? Also, Clarity is now apparently getting some pushback in other municipalities regarding placing poles without getting easements first. Also, County Assessment may impose tax on Clarity for the infrastructure installed. No doubt, tax on large number of proposed poles in Caroline would be particularly high. Can the County perhaps work with us on this so that tax does not become another impediment to getting broadband in Caroline? This needs to be discussed at the town board business meeting.

Aquifer Protection Committee

Steve has provided us a first draft of the local law. We have reviewed, discussed, asked questions, suggested changes. He'll deliver a revised version soon. Hopefully we'll discuss this later this month. Two of three committee members were away.

TCCOG

Ms. Weiser and Liz Thomas were elected as co-chairs for 2016. Bill Goodman, new supervisor for Town of Ithaca, is vice-chair.

Key topics for this coming year

Emergency Services /declining volunteer base – How can we work together as municipalities to provide? Other key topics will be discussed at the January meeting. Ms. Weiser asked board members to send their thoughts/ideas.

Ms. Weiser will propose Community Choice Aggregation and development of model policies for things such as windfarms, large-scale solar installations, individual wind systems. If board members have other ideas, they should let Ms. Weiser know.

Minimum Wage = Living Wage – resolution proposed by The Workers' Center urging Tompkins County to seek permission from the State to establish a minimum wage in the County equal to the living wage set by Alternatives Federal Credit Union. This resolution has been passed unanimously by the City and Town of Ithaca. TCCOG voted, but did not pass this resolution. Several, but not a majority approved, a few abstained, and a small number voted against it. The County Rep to TCCOG, Mike Lane, opposes this resolution. He thinks the County should not do this – that minimum wage should be set by the State. He's concerned that if we do it here without other counties doing it, economic development and jobs will go elsewhere. Ms. Weiser will propose the resolution to Caroline. She asked the board if she should invite Pete Myers from The Workers' Center to the next meeting.

The board was in favor.

Town Courts discussion TCCOG and the County have established a task force to explore issues related to the Town Court system vs perhaps a district court model. It started as an exploration for the possibility of shared services/cost reduction. It's not clear if there would be cost reductions (some say not), but ideas/concerns arose as to other possible benefits. A thought provoking and very well conducted set of exploratory conversations has ensued over the course of 12 meetings since the summer. The audios of these meetings are available, and Ms. Weiser has been listening. For details, see www.tompkinscountyny.gov/tccog/municipal_courts#.

Municipal officials are invited to provide comments to the panel as follows:

Before ending the input-gathering phase, the task force asked that Ms. Weiser poll TCCOG members to see if they would like to provide comments on the costs, benefits, and operation of the justice courts from the perspective of a town or village official. If so, the task force will schedule a time over the next couple of months to hear from members. Do we want to participate? Do we want to speak as individuals or on behalf of the Town? What topics/issues might we raise?

Mr. Fracchia thought it would be worth a discussion as a board.

Discussion

Mr. Fracchia said he would step down from the CIT committee, although he's happy to be a friend of CIT. He thinks Mr. Reinbolt is better suited. Mr. Reinbolt suggested the committee be bifurcated into web site and broadband.

Mark Witmer's Report

Planning Board

The committee met on 10 December. They edited draft Comprehensive Plan survey. The survey consists of 10 focus areas for respondents to evaluate as to their importance, a request for a list of top three areas of concern, and a few demographic questions. The survey will be distributed to the Town Board in January for feedback.

Watershed Committee

No December meeting. The next meeting will be Tuesday, January 19th. Sharon Anderson will present financing opportunities from the Environmental Financing Boot Camp in October that could work for Caroline.

Energy Independent Caroline

No December meeting.

- Next meeting will be January 25th (one week later than usual). Katie Borgella will join us for an update and discussion of Tompkins County's Energy Roadmap.
- On January 11th, Halco will visit the Historic Town Hall at 9 a.m. for an evaluation through the HeatSmart Program of Solar Tompkins. We hope to learn about the old building's envelope and whether Air-sourced Heat Pump(s) would be a good option.

Adjournment

On a motion by Mr. Witmer, seconded by Mr. Fracchia, the meeting adjourned at 9:37 p.m.

Respectfully submitted,

Debra DeAugustine
Deputy Town Clerk