

Caroline Town Board Meeting Minutes of January 4, 2023

This meeting was recorded and posted to the town website

The Town Board Organizational and Agenda Meeting was held hybrid at the Caroline Town Hall on January 4, 2023, and was called to order at 7:03 p.m. by Supr. Witmer

Attendance:

Supervisor Mark Witmer
Councilmember Cal Snow
Councilmember Tim Murray
Councilmember Katherine Goldberg
Councilmember Kate Kelley-Mackenzie

Recording Secretary:

Jessica L. Townsend, Town Clerk

Also Present in-person: 3 members of the public. Present on Zoom: 7 members of the public.

Privilege-of-the-Floor

None

Discussion on Town Retiree’s health insurance

Supr. Witmer outlined some recent concerns raised regarding retirement health insurance coverage for highway employees and their spouses. He shared the 2017-2021 Union Contract Section 11.2 (Medical Insurance for Retirees) and summarized the terms which state at age 65 the eligible retiree or spouse is enrolled in Medicare A and B at the retiree’s (or spouse) expense and will be provided the Town’s Medicare Supplement Plan at the town’s expense. Former Town Supervisor, Don Barber, joined the discussion and offered some history of health insurance coverage for both union and non-union employees. In short, he confirmed that prior to 2005 board resolutions had stated the Town would cover all costs for health insurance to retirees (and their spouse) who had 20+ years of service to the Town. In 2005 those terms were renegotiated and included in the Union Contract as summarized above and have not changed since.

Organizational Resolutions and Meeting Discussion

*Town of Caroline
2023 Organizational Resolutions*

Resolution 1 of 2023 Town Board Meeting Rules of Procedure

Resolved, the Caroline Town Board will conduct business using the principles of Robert’s Rules of Order, with the following guidelines:

Meeting Decorum and Responsibilities:

1. We are all equals at the table and are elected to serve the Town. We must at all times strive to make our meetings cordial and honorable. Recognizing our fallibility as humans, we acknowledge that adherence to meeting rules of procedure will facilitate a constructive meeting

atmosphere and process. We therefore commit to the principles and practices of Robert's Rules of Order.

2. Our communications with each other and the public must acknowledge the dignity or worth of other persons and points of view.
3. Each board member shall have an opportunity to speak once before speaking a second time; the presider (typically the Supervisor) shall guide this if needed. Adherence to this process will promote equal participation by members, a thoughtful pace that promotes well considered dialogue and curtails emotional reactions and mitigates against interruption.

Agenda Meeting:

1. Committee Reports.
2. Introduction of resolutions to be considered at the Business Meeting.
3. Typical Public Hearing venue.
4. Resolutions may be brought forward for matters considered to be time-sensitive and should be included on the meeting agenda if not pro-forma.
5. Setting of agenda items for the Business Meeting. The Supervisor shall establish the order of the Business Meeting Agenda.

Business Meeting:

1. Follow established agenda (items may be added).
2. Reports from department heads and County Legislator.
3. Opportunity for Committee Report updates.
4. Resolutions taken in order and must be moved and seconded prior to discussion.

Between Meetings:

1. By Thursday preceding the Business Meeting, the Supervisor shall post the agenda and resolutions on the website and send to the Webmaster for distribution on the town listserv (abstract approvals, transfers, and budget amendments are typically added later, as well as pro-forma actions like approval of annual contracts).
2. The Clerk shall prepare and compile the Vouchers for payment of bills at the Business Meeting.
3. Three Town Board Members shall inspect and sign-off on each voucher for accuracy and legitimacy.
4. The Supervisor shall prepare the monthly statement of town accounts and prepare the budget amendment and transfer resolutions.

General:

1. Opportunity for the public to address the Town Board during Privilege-of-the-Floor is at the discretion of the Board and may be provided at any meeting. Expectations are provided by the Town's Privilege-of-the-Floor Policy (Organizational Resolution #2).
2. To the extent possible, authors of resolutions shall distribute their draft resolution for review and feedback to the full board prior to public posting of the meeting's agenda.
3. Resolutions introduced for a public meeting (board actions, town policies, local laws, etc.) are products of the town board's internal deliberations, intended for review and feedback from the public and further discussion by the board during public session.

- 4. If prepared, review of meeting minutes shall occur at the next meeting of the Town Board to facilitate the review process, respect and assist the Clerk’s management of meeting records, and enhance provision of information about Town Board activities to the public.
- 5. Public Hearings and Informational Presentations may be scheduled for either monthly meeting; items of business will typically be scheduled for the Business Meeting but may be scheduled for the Agenda Meeting if considered urgent.
- 6. Submission of written committee and department head reports prior to the meeting is encouraged in order to facilitate discussion.

Resolution 2 of 2023 Privilege-of-the-Floor

Resolved, the Town Board adopts the following protocol for citizen participation at Town Board meetings:

- Privilege-of-the-Floor is offered at the beginning of town meetings as an opportunity for individuals to provide input to the town board. Speakers have up to three minutes, subject to modification depending upon time constraints of a particular meeting. Each citizen is provided one speaking opportunity per meeting and unused time may not be transferred to another speaker. Written input is also welcome.
- Speakers agree not to speak about Town (non-elected) staff personnel matters. Personnel matter should be directed to the appropriate Supervisor or Department Head.
- Comments should be directed to the town board. The Supervisor or Councilpersons may answer questions brought forward or defer to allow for further research and thought.
- Respectful discourse is required.

Resolution 3 of 2023 Appointments

Resolved, the Town Board hereby makes the following appointments:

- Town Historian: Barbara Kone @ \$1,581/ yr
- Town Deputy Historian: Jennifer Johnson @ \$789/yr
- Town Records Management Officer: Jessica Townsend
- Town Hall Custodian: Ida Besemer @ \$17.36/hr
- Town Hall Maintenance: Richard Brooks @ \$17.36/hr
- Dog Control: Tompkins County Animal Control
- Code Enforcement Officer: Clifford Babson
- Communication Support Specialist Michael Ludgate
- Information Aide Chris Wilbur @ \$18.20/hr, not to exceed 287 hrs/year

Resolution 4 of 2023 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 \$26.44/hr, not to exceed 1300 hours/year.

Resolution 5 of 2023 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.

Resolution 6 of 2023 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.

Resolution 7 of 2023 Deputy Town Clerk

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a starting pay rate of \$17.36/hr.; and

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.

Resolution 8 of 2023 - 2023 Salaries and Wages

Resolved, the Caroline Town Board hereby affirms the following 2023 salaries and wages:

Position	2023 salary	hourly rate (if applicable)
Town Board		
Town Supervisor	\$20,988	
Bookkeeper/Assistant to Supervisor		\$26.44
Councilperson	\$2,870 each	
Town Clerk		
Town Clerk	\$39,424	
Deputy Clerk		\$17.36

Informational Aide		\$18.20
Town Court		
Town Justice	\$15,708 each	
Court Clerk		\$21.74
Building Code Enforcement		
Code Enforcement Officer		\$29.26
Buildings & Grounds		
Maintenance		\$17.36
Cleaning		\$17.36
Town History Center		
Town Historian	\$1,581	
Deputy Historian	\$789	
Highway		
Highway Superintendent	\$71,685	
Assistant to Hwy. Superintendent		\$17.36
Working Foreman		\$25.64 per Union Contract
Heavy Motor Equip. Operator		\$24.98 per Union Contract
Laborer		\$18.58 per Union Contract

Resolution 9 of 2023 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 is the current IRS mileage rate for business purposes.

Resolution 10 of 2023 Town Board Meeting Dates

Resolved, the Town Board shall hold its Monthly Board Meetings throughout the year 2023 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the first and third Wednesdays of each month at 7:00 PM, unless otherwise specified by an official resolution, and

Further Resolved, the first Monthly Board Meeting is designated as the Agenda Meeting and the second Monthly Board Meeting is designated as the Business Meeting (see Resolution #1-2023).

Resolution 11 of 2023 Town of Caroline Videoconferencing Policy

Resolved, members of Public Bodies may attend and participate in Public Meetings by videoconference under Extraordinary Circumstances with adherence to specified requirements (see *Town of Caroline Videoconferencing Policy*); and

Further Resolved, Town of Caroline Public Meetings will be hybrid, conducted in-person and by Zoom videoconference, using the following meeting information:

Join Zoom Meeting <https://us02web.zoom.us/j/7142580644>

Meeting ID: 714 258 0644

One tap mobile +19292056099,,7142580644# US (New York)

Dial by your location +1 929 205 6099 US (New York)

Resolution 12 of 2023 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.

Resolution 13 of 2023 Posting of Legal Notice of Public Hearings

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 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.

Resolution 14 of 2023 Town Board Meeting Minutes

Resolved, minutes of the Town Board meetings shall be prepared by the Town Clerk and distributed to Town Board members for approval.

Resolution 15 of 2023 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.

Resolution 16 of 2023 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 investments 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.

Resolution 17 of 2023 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; 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

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- 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 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.

Resolution 18 of 2023 Petty Cash

Resolved, the Town Clerk's petty cash fund is \$400.00 for the year 2023, and

Further Resolved, the Court Clerk's petty cash fund is \$400.00 for the year 2023.

Resolution 19 of 2023 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.

Resolution 20 of 2022 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.

Resolution 21 of 2023 Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting in January for the purposes of auditing the Supervisor's, Clerk's, and Justice Court's books for the year 2022.

Join Zoom Meeting <https://us02web.zoom.us/j/7142580644>

Meeting ID: 714 258 0644

One tap mobile +19292056099,,7142580644# US (New York)

Dial by your location +1 929 205 6099 US (New York)

Resolution 22 of 2023 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 a pay rate of \$21.74/hr; and

Further Resolved the Town Justices are authorized to employ the services of a Typist at the Pay Rate of \$17.36/hour; and

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

Resolution 23 of 2023 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.

Resolution 24 of 2023 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 Kate Kelley-Mackenzie; 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.

Resolution 25 of 2023 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, Maintenance Person, Town Hall Custodian, and Highway Department Staff

Quarterly: Councilpersons

Annually: Historian, Deputy Historian

Resolution 26 of 2023 Establishing Standard Workday and Reporting and Pay Rates for Elected and Appointed Personnel

Resolved, the Town shall require, for each position where the employee is part of the NYS Retirement System, a “Record of Activity” of actual time worked or, in the case where actual hour record is not required, the official holding the office shall submit to the Town Clerk a record of his or her activities for a period of three consecutive months at least once annually during their term of appointment; and

Further Resolved, upon adoption, the Standard Workday Resolution shall be posted on the town website and within 15 days of this posting a Certified Copy of the Resolution and an Affidavit of Posting shall be submitted by mail or online (<http://www.osc.state.ny.us/retire/employers/eaor/index.htm>) to the office of the state comptroller.

Resolution 27 of 2023 Part-time Employee Five-year Continuous Service Benefit

Resolved, part-time employees will receive a 5% wage increase for each five-year period of continuous service with the Town.

Resolution 28 of 2023 Seasonal Limited Use Highways

Resolved, the Town Board hereby authorizes the Highway Superintendent to designate and post Town roads sections that are without residences or commercial buildings that would be dependent on such highways for access, as seasonal limited-use highways. Appropriate posting authorizes temporary discontinuance of snow and ice removal and maintenance from December 1st until April 1st, as provided in Highway Law Section 205-a, and

Further Resolved, seasonal limited-use highways must be posted by November 1st, as provided in Highway Law Section 205-a; and

Further Resolved that the following Road and Road Sections are hereby determined to meet the Seasonal Road Criteria and will be posted as Seasonal Roads:

- Bald Hill School Road starting from Brearly Hill Rd. and continuing 1.743 miles
- Beaver Creek Road starting from Perkins Rd. and continuing to 117 Beaver Creek Road
- Downey Rd. Starting from Chestnut Rd and continuing 1.520 miles
- Ekroos Rd. starting 0.306 miles from 76 Rd and continuing 0.230 miles
- Gulf Creek Rd. starting 0.222 miles from South Rd. and continuing to end
- Hammond Hill Rd. starting 0.493 miles from Harford Rd and continuing to end
- Hurd Rd. entire length (0.57 miles)
- Lackawanna Rd. starting from Beaver Creek Rd. and continuing 0.14 miles
- Leonard Rd. entire length (1.19 miles)
- Level Green Rd. starting 0.041 miles from 76 Rd. and continuing 1.087 miles
- Shindagin Hollow Rd. starting .564 miles from Central Chapel Rd. and continuing to end
- Smith Rd. starting 0.788 miles from 76 Rd and continuing to end
- Speed Hill Rd. starting at Minimum Maintenance sign at bottom of road and continuing to intersection with Bailor Rd. Extension (approximately 0.473 miles)
- Vandemark Rd. starting from Brooktondale Rd. and continuing 730 feet.

Resolution 29 of 2023 Designation of Electrical Inspector

Resolved, the Town Board upon receiving insurance certificates of \$2 million liability and National Electric Code Certification, hereby designates Atlantic-Inland, Commonwealth Electric Inspection Services, Inc., and The Inspector LLC as the Electrical Inspectors for the Town.

Resolution 30 of 2023 Returned Check Fee

Resolved, the Town Board imposes a charge of \$25 for each check tendered as payment and returned for insufficient funds.

Resolution 31 of 2023 Health Insurance

Resolved, the Town Board offers Greater Tompkins County Health Insurance Consortium Health Insurance to the offices of Supervisor, Town Clerk, and Highway Superintendent, provided they work a minimum of thirty hours per week on average, as per the Caroline Employee Handbook, and

Further Resolved, all other elected and appointed officials can be added to this policy at their own expense.

Resolution 32 of 2023 Water Alarm Contract

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

Resolution 33 of 2023 Town Fire Wardens

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

Resolution 34 of 2023 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”; 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 it is

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

Resolution 35 of 2023 Appointment of Attorney for the Town

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

Resolution 36 of 2023 Tompkins County Council of Governments Representative and Alternate

Resolved, the Caroline Town Board appoints Mark Witmer to be its Designated Representative to the Tompkins County Council of Governments and Tim Murray as Alternate Designated Representative.

Resolution 37 of 2023 Tompkins Health Consortium Director and Alternate

Resolved, the Caroline Town Board appoints Mark Witmer to be its Designated Representative to the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors and Velvet Lyke as Alternate Representative.

Resolution 38 of 2023 Tompkins County Recreation Partnership Representative and Alternate

Resolved, the Caroline Town Board appoints Karyn Scott to be its representative to the Tompkins County Recreation Partnership and _____ as Alternate Representative.

Resolution 39 of 2023 Tompkins County Joint Youth Commission Representative

Resolved, the Caroline Town Board appoints Karyn Scott and Titus Scott to be its representatives to the Tompkins County Joint Youth Commission.

Resolution 40 of 2023 Stormwater Coalition Representative

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

Resolution 41 of 2023 Environmental Management Council Representative

Resolved, that the Caroline Town Board appoints Steve Nicholson as its representative to the Tompkins County Environmental Management Council.

Resolution 42 of 2023 Review Board Chairperson

Resolved, that the Caroline Town Board appoints Craig Modisher as Chairperson of the Review Board.

Resolution 43 of 2023 Synergy IT Solutions

Resolved, that Synergy IT Solutions, f/k/a The Computing Center, 15 Thornwood Drive, will provide Information Technology services to the town.

Resolution 44 of 2023 Policies for Town Announcements

Resolved, the Caroline Town Board adopts the following guidelines for posting of Town Announcements to the Town List-serve and Website by town officers, employees, departments, or advisory committees:

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- The purpose is public distribution of official town meeting agendas, public service information, and special notices of events or information.
- Messages must pertain to sanctioned activities of town government, committees, and departments (not private groups, businesses, or persons).
- Permissible content includes meeting agendas and minutes, special meeting or event notices, special announcements, volunteer opportunities or vacancies on town boards or committees, and emergency information.
- Statements of town policy or position must be approved by the Town Board.
- Content must be factual and nonpartisan.

Resolution 45 of 2023 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.

Resolution 46 of 2023 FOIL Records

Resolved, the Records Access Officer shall maintain a record of FOIL requests received and completed, to be made available to the Town Board.

Resolution 47 of 2023 Organizational Resolutions Subject to Amendment

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

Resolution 48 of 2023 Approval of Resolutions 1-47 by consent agenda.

Motion by: Witmer Second: Goldberg
Resolved, the Caroline Town Board hereby agrees Resolutions 1-47, as modified, by consent agenda.
Motion carried.
Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie
Nays: None

Resolution 49 of 2023 Authorize purchase of new Town Hall Printer

Motion by: Witmer Second: Goldberg
Whereas, the Ricoh town hall printer has reached its useful life (11 years old and has outdated software and replacement parts are no longer being manufactured); and
Whereas, Ricoh has provided us a quote of \$2,997 for Ricoh model C2500 that meets our needs; and
Whereas, a quote for an HP Enterprise Printer with comparable features and print capacity is \$3,485; therefore be it
Resolved, the Caroline Town Board hereby approves the purchase of a Ricoh C2500 printer.
Motion carried.
Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie
Nays: None

Resolution 50 of 2023 2022 Budget Adjustment Resolution

Motion by: Witmer Second: Goldberg

Resolved, the Caroline Town Board makes the following budget adjustments for summer camp payroll:

\$33,861.31 INCREASE A3820 Youth Programs Revenue

\$31,471.00 INCREASE A7140.1 Youth Summer Employment PS

\$2,390.31 INCREASE A9030.8 Social Security

Motion carried.

Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie

Nays: None

Resolution 51 of 2023 2022 Budget Transfers

Motion by: Witmer Second: Snow

Resolved, the Caroline Town Board approves the following budget transfers:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$86.68	A5020.4 Hwy. Eng. CE	A5132.2 Garage EQ
\$14.38	A5020.4 Hwy. Eng. CE	A5132.4 Garage CE
\$1,269.34	DA5140.4 Misc. CE	DA5130.4 Machinery CE
\$15,850.00	DA9010.8 Retirement	DA9060.8 Health Insurance
\$1,715.55	DA9040.8 Workers Comp	DA9060.8 Health Insurance
\$3,943.01	DA5142.1 Snow Removal PS	DA5110.1 Gen. Repairs PS
\$1,709.22	DA5142.11 Snow Removal OT	DA5110.11 Gen. Repairs PS
\$6,282.16	DA5140.1 Misc. PS	DA5112.11 Impr. OT
\$2,738.53	DA5142.1 Snow Removal PS	DA5112.11 Impr. OT
\$15,930.03	DA5142.1 Snow Removal PS	DA5130.1 Machinery PS
\$3,450.37	DA5142.1 Snow Removal PS	DA5140.111 Sick/Vac/H-day

Motion carried.

Ayes: Witmer, Snow, Murray, Goldberg, Kelley-Mackenzie

Nays: None

Committee Reports

Clm, Murray – ZC – The Commission is 98% finished with the draft law. A Public Hearing will likely be scheduled in February. Changes will then be made to the draft, if necessary. The Board could receive the final draft by the end of February.

Clm. Kelley-Mackenzie – Broadband – received Tompkins County Recovery Grant totaling \$133,000. Clm. Murray shared his gratitude for her grant writing. She was proud that the Town received just over half of what was asked for.

Clm. Goldberg – Ag Comm – The Committee will be meeting on the 2nd Thursday of each month.

Hwy. Supt, Spencer – New town pickup truck should be arriving within the next couple of weeks. Briefly mentioned that his discussions/conduct regarding highway business will be done at upcoming Agenda Meetings. He has a conflict during the Business Meetings being now held on the 3rd Wednesdays and therefore will not be attending.

Approval of Minutes

The Town Board reviewed and approved the Minutes of December 14, 2022, as submitted by Town Clerk, Jessie Townsend.

Agenda items for January Business Meeting

Resolution to approve Feasibility Study in Speedsville
Discuss Association of Towns Delegates

----Adjourn the meeting ----

The meeting adjourned on a motion by Supr. Witmer and seconded by Clm. Kelley-Mackenzie at 8:33 p.m. and was carried unanimously.

Respectfully Submitted,

Jessie Townsend, Town Clerk