

Town of Caroline  
2011 Organization Meeting      January 4, 2011

Resolution #1-2011      Appointments

Resolved, the Town Board hereby makes the following appointments:

Town Historian:	Barbara Kone
Town Records Management Officer:	Marilou Harrington
Town Hall Custodian:	Kim Whittaker/ Kelly Parker (@ \$ 13.05 /hr not to exceed 150 hrs/yr.
Youth Services Coordinator:	Cornell Cooperative Extension of Tompkins County
Dog Control:	SPCA of Tompkins County
Zoning/Building/Fire Code Enforcement Officer:	John Daniels
Deputy Historian	Pat Bhrel
Webmaster	Katy Nicholson
Email list administrator	Keith Slayden
Town Maintenance	Greg Harrington @ \$13.06/hr

Moved by:	Don Barber	Seconded by:	Toby McDonald
Ayes:	All	Nays:	Abstentions:

Resolution #2-2011      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/hr not to exceed 275 hours/year

Moved by:	Toby McDonald	Seconded by:	Dominic Frongillo
Ayes:	All	Nays:	Abstentions:

Resolution #3-2011      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.

Moved by:	Dominic Frongillo	Seconded by:	Toby McDonald
Ayes:	All	Nays:	Abstentions:

Discussion: Peter Hoyt said he feels the current Deputy Supervisor Dominic Frongillo has missed too many meetings (6) through out the year and shouldn't hold the position anymore. Supervisor Don Barber explained that Dominic has been available as needed in his absence, even by e-mail and he has also been available to sign checks if required. Don also said that Dominic has been available in different capacities working many hours on various projects for the Town. (The vote was then taken for Resolution #3-2011 establishing the Office of Deputy Supervisor to act for and in place of the Supervisor in His/Her absence.) Supervisor Barber appointed Dominic Frongillo as Deputy Supervisor. Peter Hoyt asked that it was noted in the record that he objects to Dominic being appointed to the position of Deputy Supervisor for the reasons that he formerly stated.

Resolution #4-2011      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:	Peter Hoyt	Seconded by:	Linda Adams
Ayes:	All	Nays:	Abstentions:

Resolution #5-2011      Deputy Town Clerk

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a pay rate of \$ 13.00/hr., and  
Further Resolved, the responsibilities of this Office are to assist the Town Clerk in Records Management, tax collection, producing meeting minutes, to act for and in place of the Clerk in His/Her absence.

Moved by:	Linda Adams	Seconded by:	Don Barber
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Ayes:                      All                                              Nays:                                              Abstentions:

Resolution #6-2011      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: \$.51 per mile.

Moved by: Don Barber                                              Seconded by:      Toby McDonald  
Ayes:      All                                              Nays:                                              Abstentions:

Resolution #7-2011      Town Board Meeting Dates

Resolved, the Town Board shall meet and hold its business meetings throughout the year 2011 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the second Tuesday of each month at 7:00 PM unless otherwise specified by an official resolution, and

Further Resolved, the Town Board shall meet and hold its Abstract and Committee Reports Meeting throughout the year 2011 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the first Tuesday of each month at 7:00 PM unless otherwise specified by an official resolution.

Moved by:      Toby McDonald                                              Seconded by:      Dominic Frongillo  
Ayes:              All                                              Nays:                                              Abstentions:

Resolution #8-2011      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:      Dominic Frongillo                                              Seconded by:      Pete Hoyt  
Ayes:              All                                              Nays:                                              Abstentions:

Resolution #9-2011      Town Board Meeting Minutes

Resolved, copies of the official minutes of the Town Board, prepared and distributed by the Town Clerk, shall be distributed 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, Brookton Market Store, Dandy Mini Mart (Slaterville), Speedsville Grocery, the editor of the Brooktondale Community Newsletter, Webmaster at townofcaroline.org, Town Bookkeeper, Attorney for the Town, Slaterville and Brooktondale Post Offices, and posted on the Notice Boards (outside and inside the Town Hall).

Moved by:      Pete Hoyt                                              Seconded by:      Linda Adams  
Ayes:              All                                              Nays:                                              Abstentions:

Resolution #10-2011      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:      Linda Adams                                              Seconded by:      Don Barber  
Ayes:              All                                              Nays:                                              Abstentions:

Resolution #11-2011      Investment Policy

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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.

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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:	Don Barber	Seconded by:	Toby McDonald
Ayes:	All	Nays:	Abstentions:

Resolution #12-2011              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 faxed 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 faxed quotes from 2 vendors.

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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:	Toby McDonald	Seconded by:	Dominic Frongillo
Ayes:	All	Nays:	Abstentions:

Resolution #13-2011      Petty Cash

Resolved, the Town Clerk's petty cash fund of \$400.00 is extended for the year 2011, and  
Further resolved, the Court Clerk's petty cash fund of \$200.00 is extended for the year 2011

Moved by:	Dominic Frongillo	Seconded by:	Peter Hoyt
Ayes:	All	Nays:	Abstentions:

Resolution #14-2011      Payment of Utility and Medical Insurance Premiums Prior to Audit

Resolved, the Supervisor is authorized to pay utility bills 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:	Peter Hoyt	Seconded by:	Linda Adams
Ayes:	All	Nays:	Abstentions:

Resolution #15-2011      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:	Linda Adams	Seconded by:	Don Barber
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Ayes:                      All                                      Nays:                                      Abstentions:

Resolution #16-2011      Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting on January 15, 2011 at 9 AM, at the Caroline Town Hall for the purposes of auditing the Supervisor's, Clerk's and Justice Court books for the year 2010.

Moved by:              Don Barber                                      Seconded by:      Toby McDonald  
Ayes:                      All                                      Nays:                                      Abstentions:

Resolution #17-2011      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, and  
Further Resolved the Town Justices are authorized to employ the services of a Typist at the Pay Rate of \$12.11 /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:              Toby McDonald                                      Seconded by:      Dominic Frongillo  
Ayes:                      All                                      Nays:                                      Abstentions:

Resolution #18-2011      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:              Dominic Frongillo                                      Seconded by:      Peter Hoyt  
Ayes:                      All                                      Nays:                                      Abstentions:

Resolution #19-2011      Appointment of Delegates to the Association of Towns Meeting

Resolved, the Town's delegate to the Annual Association of Town's Meeting shall be Don Barber, and the alternate delegate shall be Peter Hoyt, 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:              Peter Hoyt                                      Seconded by:      Linda Adams  
Ayes:                      All                                      Nays:                                      Abstentions:

Resolution #20-2011      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

Semi-annually:      Councilpersons

Annually:              Historian

Voucher:              Town Hall Custodian and all other employees, if any, not listed above

Moved by:              Linda Adams                                      Seconded by:      Don Barber  
Ayes:                      All                                      Nays:                                      Abstentions:

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Resolution #21-2011      Establishing Standard Work Day and Pay Rates for Elected and Appointed Personnel

Resolved, the Town Board hereby establishes the following standard work days, as required for determination of retirement benefits for Town Officials, and their annual salaries:

Supervisor	4 hour day	5 days/week	\$ 16,500
Court Clerk	6 hour day	3 days/week	\$ 16,459
Councilperson	2 hour day	5 days/week	\$ 2,000
Town Justice	3 hour day	5 days/week	\$ 10,028
Highway Supt	8 hour day	5 days/week	\$ 52,225
Town Clerk	5 hour day	5 days/week	\$ 28,851
Historian	1 hour day	3 days/week	\$ 1,200
Code Enforcement Officer	6 hour day	5 days/week	\$ 38,944

And Be It Further Resolved that, the Town shall, for each position, maintain an actual daily record of 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.

Moved by:      Don Barber      Seconded by:      Toby McDonald  
Ayes: Don Barber, Linda Adams, Dominic Frongillo, Toby McDonald      Nays:      Peter Hoyt      Abstentions:

Discussion- Peter Hoyt felt the hours were not an honest reflection of the hours he put in and was concerned with the accuracy, and the reporting of the information. Don explained it was a formality reflecting an average of hours worked. He further commented that the fact that Peter didn't feel the hours worked reflected the amount of time he put into his position on the Town Board, that it did not mean that other members of the board didn't put in that much time. Many days and weeks Town Board members worked on projects that took more time than the average hours listed.

Resolution #22-2011 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 building 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

Be It 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 Brearily 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 .306 miles from 76 Rd and continuing .230 miles
- Gulf Creek Rd. starting .222 miles from South Rd. and continuing to end
- Hammond Hill Rd. starting .493 miles from Harford Rd and continuing to end
- Hurd Rd. Entire length (.57 miles)
- Lackawanna Rd. starting from Beaver Creek Rd. and continuing .14 miles
- Leonard Rd. Entire length (1.19 miles)
- Level Green Rd. starting .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 .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 .473 miles)
- Vandermark Road starting from Brooktondale Rd. and continuing 730 feet.

Moved by:      Toby McDonald      Seconded by:      Dominic Frongillo  
Ayes:      All      Nays:           Abstentions:

Resolution #23-2011 Designation of Electrical Inspector





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Resolution #35- 2011

**RESOLVED**, that the Caroline Town Board amends Resolution #1-2011 to include Greg Harrington as the appointed Maintenance Person for the Town of Caroline for 2011.

Moved by:	Don Barber	Seconded by:	Linda Adams	
Ayes:	All	Nays:		Abstentions

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## Approval of Minutes

### Minutes of the Agenda Meeting

A motion was made by Don Barber and seconded by Peter Hoyt to accept the minutes of December 7, 2010 , as amended and submitted by the town clerk.

**Adopted**                      Barber: Aye; Frongillo: Aye; Adams: Aye; McDonald: Aye; Hoyt: Aye

### Minutes of Business Meeting

A motion was made by Don Barber and seconded by Dominic Frongillo to accept the minutes of December 14, 2010 as amended and submitted by the deputy town clerk.

**Adopted**                      Barber: Aye; Frongillo: Aye; Adams: Aye; McDonald: Aye; Hoyt: Aye

### Minutes of 2010 Abstract Meeting

A motion was made by Don Barber and seconded by Toby McDonald to accept the minutes of December 30, 2010 and submitted by the town clerk.

**Adopted**                      Barber: Aye; Frongillo: Aye; Adams: Aye; McDonald: Aye; Hoyt: Aye

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## Reports

### Toby McDonald, Town Board

Toby met with Duane Wright from the Teamsters Union. All of the Town Highway employees have switched their insurance to the Health Care Consortium Insurance. Discussion will continue in executive session

### Dominic Frongillo, Town Board

Dominic is working on getting together Community Service Award Committee. Previous committee members to serve were Peggy Dunlop and Cal Snow. Energy Independent Caroline changing their meeting schedule which will be posted on the Town of Caroline website.

### Peter Hoyt, Town Board

No report

### Linda Adams, Town Board

The Watershed Committee did not meet in December. The meetings will begin again on January 11<sup>th</sup>. Linda said that the State seems to be aware of catch basins and culverts. Everything has been mapped and catalogued, but they don't have latitude and longitude of all the locations. They will look for volunteers to help fill this area in. Since the information is all hand written in book form they will look into getting the information in some type of electronic version. What the information shows is the location with a rough view. Toby McDonald asked if this information showed all the culverts in the Town. Linda answered that it primarily showed the culvert and basin coming off the hill, along with several in Brooktondale. Linda added that the information makes up quite a thick book with the Highway Super, Cindy Whittaker offering much of the information on places she is currently aware of in the area. There was an effort to capture as much information as people had about the area culverts and basins so that when the book is put in electronic form you'll be able to sort for various information. One area they are looking at is the larger

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culvert basins put in after 1972. They are looking into if there is any deterioration in these areas. If in the future, any additional monies will need to be set aside to care for these. Toby asked if the idea would be to GPS the locations one by one. Linda said though not mandated at this time it would be a way to accurately locate each one of the areas. Peter Hoyt asked why it couldn't be done by road address; whether the area is close to some street address or so far from the next road or intersection. Linda said it wouldn't be the highway dept that would be expected to locate the areas by GPS but if it was done that way it would be done by volunteers. Linda said the information would be able to be put on the website so if someone was having a problem it could be located. Toby commented that he could see how having the culverts mapped out by GPS could be very helpful to the highway department. Linda said it will help show the State how the committee is surveying the storm water systems, something they haven't been able to report much on in the past few years, ( before problems were reported based on complaint or if the highway department noticed a problem.)

**Don Barber, Supervisor**

Excellus Blue Shield along with the prescription provider, Medco were late sending out the medical cards to the new participants in the Health Care Consortium Insurance. The Consortium board will meet next week and talk about the problem. There were many unhappy participants who called and e-mailed their complaints. Excellus and Medco are to be sending letters to participants who experienced a problem explaining that the issue had nothing to do with the Consortium.

Supervisor Don Barber appointed the following duties to the Caroline Town Board Councilman for 2011:

- Building and Grounds: Don Barber
- Emergency Services Liaison: Peter Hoyt
- Public Information and Website: Dominic Frongillo
- Highway Department Liaison: Toby McDonald
- Watershed Committee: Linda Adams
- Information Technology Committee: Dominic Frongillo
- Library: Peter Hoyt
- Recreation Partnership Committee: Peter Hoyt with Dominic Frongillo as the alternate
- Camp McCormick Liaison: Linda Adams
- Planning Board and Energy Independent Caroline Liaison: Dominic Frongillo
- Youth Commission Liaison: Don Barber

Resolution #36– 2011

**RESOLVED**, the Caroline Town Board moved into executive session at 8:54pm to discuss contract negotiations.

Moved by:	Don Barber	Seconded by:	Dominic Frongillo
Ayes:	All	Nays:	Abstentions:

Resolution #37– 2011

**RESOLVED**, the Caroline Town Board came out of executive session at 9:15pm at which time the meeting was adjourned.

Moved by:	Don Barber	Seconded by:	Dominic Frongillo
Ayes:	All	Nays:	Abstentions: