

January 2, 2014

The Swearing in of John Fracchia and Mark Witmer for Town Councilmembers, and Don Barber as Town Supervisor by the Town Clerk Marilou Harrington-Lawson.

Supervisor Barber made the following statement:

When asked if we live a democracy. Universally we say yes. But when we say the pledge of allegiance, we only mention "republic". It turns our government is a hybrid. We are a republic, a representative government, where only a few persons make government decisions for their community at all times except at election time when we become a democracy and majority of all participants' rules.

Definition of Republic: A government in which supreme power resides in a body of citizens entitled to vote and is exercised by elected persons responsible to them and governing according to law.

As elected officials, the persons selected to represent and make decisions for our community on their behalf; it **can** be our task to bend the arch of government toward democracy. Bending the arch toward democracy involves searching for and embracing participation of the community in developing policy. Our challenge, as we carry out our elected officer duties, is to seek community input and find volunteer leadership. While our tasks may not be easier, the policy outcome will be closer to meeting the community's needs.

Town of Caroline Meeting Ground Rules, was read by Supervisor Barber and discussed by the Town Board members.

Resolution #1-2014 Appointments

Resolved, the Town Board hereby makes the following appointments:

Town Historian:	Barbara Kone
Town Records Management Officer:	Marilou Harrington-Lawson
Town Hall Custodian:	Kelly Parker (@ \$ 13.94 /hr not to exceed 150 hrs/yr.
Youth Services Coordinator:	Cornell Cooperative Extension of Tompkins County
Dog Control:	Tompkins County Animal Control
Zoning/Building/Fire Code Enforcement Officer:	Kevin McMahon
Deputy Historian	Pat Bhrel
Communication Support Specialist	Michael Ludgate
Maintenance Person	Greg Harrington @ \$13.94/hr

Moved by: Mr. Barber

Seconded by: Mr. Weiser

Ayes: all

Nays:

Abstentions:

Amendment: Change Michael Ludgate's title from webmaster to Communication Support Specialist and remove Irene Weiser from e-mail administrator

Moved by: Ms. Weiser

Seconded by: Mr. Fracchia

Ayes: all

Nays:

Abstentions:

Resolution #2-2014 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 230 hours/year

Moved by: Ms. Weiser

Seconded by: Mr. Witmer

Ayes: all

Nays:

Abstentions:

Resolution #3-2014 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.

Town of Caroline

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Moved by: Mr. Witmer
Ayes: all

Seconded by: John Fracchia
Nays:

Abstentions:

Resolution #4-2014 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: John Fracchia
Ayes: all

Seconded by: Mr. Barber
Nays:

Abstentions:

Resolution #5-2014 Deputy Town Clerk

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a pay rate of \$ 14.08/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: Mr. Barber
Ayes: all

Seconded by: Ms. Weiser
Nays:

Abstentions:

Resolution #6-2014 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: \$.56 per mile.

Moved by: Ms. Weiser
Ayes: all

Seconded by: Mr. Witmer
Nays:

Abstentions:

Resolution #7-2014 Town Board Meeting Dates

Resolved, the Town Board shall meet and hold its business meetings throughout the year 2014 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 2014 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.

Further Resolved, due to conflict of the November ~~abstract~~ Agenda and Committee Reports Meeting with Election Day, the November Agenda and Committee Reports Meeting will be held on ~~Thursday November 6~~, Wednesday November 5, 2014.

Moved by: Mr. Witmer
Ayes: all

Seconded by: Mr. Fracchia
Nays:

Abstentions:

Amendment: Change abstract to agenda in the last sentence and change Thursday November 6 to Wednesday November 5 in the last sentence.

Moved by: Mr. Fracchia
Ayes: all as amended

Seconded by: Ms. Weiser
Nays:

Abstentions:

Resolution #8-2014 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: Mr. Fracchia

Seconded by: Mr. Barber

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Ayes: all

Nays:

Abstentions:

Resolution #9-2014 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, Town ~~webmaster~~ Communication Support Specialist at townofcaroline.org, Town Bookkeeper, Attorney for the Town, and posted on the Notice Board inside the Town Hall.,

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, ~~Town Post office~~, the Brookton Market, the Dandy Mini Mart, and the Speedsville General Store.

Moved by: Mr. Barber

Seconded by: Ms. Weiser

Ayes: all as amended

Nays:

Abstentions:

Amendment: take out webmaster and replace with Communication Support specialist and remove Town Post offices.

Moved by: Mr. Fracchia

Seconded by: Ms. Weiser

Ayes: all as amended

Nays:

Abstentions:

Resolution #10-2014 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: Mr. Barber

Seconded by: Ms. Weiser

Ayes: all

Nays:

Abstentions:

Resolution #11-2014 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 Unites 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: Ms. Weiser
Ayes: all

Seconded by: Mr. Witmer
Nays:

Abstentions:

Resolution #12-2014 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.

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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~~ <\$1000
- j) Public Works contracts for ~~<\$1,000.00~~ < \$3000

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.

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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: Mr. Witmer
Ayes: all

Seconded by: Mr. Fracchia
Nays:

Abstentions:

Amendment:

Guidelines 3.

i) Goods purchased for < \$500.00 change to <\$1000

j) Public Works contracts for < \$1,000.00 change to <\$3000

Moved by: Mr. Fracchia
Ayes: all as amended

Seconded by: Mr. Witmer
Nays:

Abstentions:

Resolution #13-2014 Petty Cash

Resolved, the Town Clerk's petty cash fund of \$400.00 is extended for the year 2014, and Further resolved, the Court Clerk's petty cash fund of \$200.00 is extended for the year 2014

Moved by: Mr. Barber
Ayes: all

Seconded by: Ms. Weiser
Nays:

Abstentions:

Resolution #14-2014 Payment of Utility Bills and Medical Insurance Premiums Prior to Audit

Resolved, the Supervisor is authorized to pay utility bills, Health Insurance premiums without audit by the Town Board to avoid late charges, and payments may be made by Town Credit Card

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: Ms. Weiser
Ayes: all

Seconded by: Mr. Witmer
Nays:

Abstentions:

Amendment ; add " and payments may be made by Town Credit Card."

Moved by: Ms. Weiser
Ayes: all as amended

Seconded by: Mr. Fracchia
Nays:

Abstentions:

Resolution #15-2014 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: Mr. Witmer
Ayes: all

Seconded by: Mr. Fracchia
Nays:

Abstentions:

Resolution #16-2014 Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting on Saturday, January 25, 2014 at 9:00 AM, at the Caroline Town Hall for the purposes of auditing the Supervisor's, Clerk's and Justice Court books for the year 2013.

Moved by: Mr. Fracchia
Ayes: all

Seconded by: Mr. Barber
Nays:

Abstentions:

Resolution #17-2014 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 \$13.94 /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: Mr. Barber
Ayes: all

Seconded by: Ms. Weiser
Nays:

Abstentions:

Resolution #18-2014 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: Ms. Weiser
Ayes: all

Seconded by: Mr. Witmer
Nays:

Abstentions:

Resolution #19-2014 Appointment of Delegates to the Association of Towns Meeting

Resolved, the Town's delegate to the Annual Association of Town's Meeting shall be Supervisor Barber, and the alternate delegate shall be Councilmember 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: Mr. Witmer
Ayes: all

Seconded by: Mr. Fracchia
Nays:

Abstentions:

Resolution #20-2014 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

Annually: Historian

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

Moved by: John Fracchia
Ayes: all

Seconded by: Mr. Barber
Nays:

Abstentions:

Resolution #21-2014 **Establishing Standard Work Day and Reporting and Pay Rates for Elected and Appointed Personnel**

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

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<u>Position Name</u> <u>Reporting System</u>	<u>Days/month</u>	<u>St'd workday</u>	<u>Term Ends</u>	<u>Salary</u>	<u>Participates in Time</u>
Supervisor, Donald L. Barber,	20	6 hours	12/31/2015	\$ 17,335.00	ROA
Town Justice, Harold Phoenix	4	6 hours	12/31/2017	\$10,641.50	ROA
Highway Supt, Cindy Whittaker	20	8 hours	12/31/2015	\$ 55,965.00	ROA
Town Clerk, Marilou Harrington-Lawson	20	6 hours	12/31/2015	\$ 30,917.00	ROA

And Be It Further Resolved that, 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 during their term of appointment.

Moved by: Mr. Barber
Ayes: all

Seconded by: Ms. Weiser
Nays:

Abstentions:

Resolution #22-2014 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 an will be posted as Seasonal roads:

Bald Hill School Road starting from Breatly 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: Ms. Weiser
Ayes: all

Seconded by: Mr. Witmer
Nays:

Abstentions:

Resolution #23-2014 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 and Commonwealth Electric Inspection Services, Inc. as the Electrical Inspectors for the Town.

Moved by: Mr. Witmer
Ayes: all

Seconded by: Mr. Fracchia
Nays:

Abstentions:

Resolution #24-2014 Returned Check Fee

Resolved, that the Town Board imposes a charge of ~~\$25~~ \$20.00 for each check tendered as payment and returned for insufficient funds.

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Moved by: Mr. Fracchia

Ayes:

Amendment: change \$25 to \$20.00

Seconded by: Mr. Barber

Nays:

Abstentions:

Moved by: Mr. Fracchia

Ayes: all

Seconded by: Ms. Weiser

Nays:

Abstentions:

Resolution #25-2014 Health Insurance

Resolved, the Town Board offers Greater Tompkins County Health Insurance Consortium PPO Health Insurance to the offices of Town Clerk and Highway Superintendent at no cost to these officers, and

Further Resolved, the Town Clerk and Highway Superintendent can add other family members to this policy at their own expense, and

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

Moved by: Mr. Barber

Ayes: all

Seconded by: Ms. Weiser

Nays:

Abstentions:

Resolution #26 -2014

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

Moved by: Ms. Weiser

Ayes: all

Seconded by: Mr. Witmer

Nays:

Abstentions:

Resolution #27 - 2014

Resolved, the Town Board hereby sets the pay rate for the Typist/Highway Assistant to the Highway Superintendent at: \$13.94 /hr not to exceed 860 hours per year.

Moved by: Mr. Witmer

Ayes: all

Seconded by: Mr. Fracchia

Nays:

Abstentions:

Resolution #28 -2014

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: Mr. Fracchia

Ayes: all

Seconded by: Mr. Barber

Nays:

Abstentions:

Resolution #29 – 2014

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”

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 it is further

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

Moved by: Mr. Barber
Ayes: all

Seconded by: Ms. Weiser
Nays:

Abstentions:

Resolution # 30-2014

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: Ms. Weiser
Ayes:

Seconded by: Mr. Witmer
Nays:

Abstentions:

Motion by John to table; 2nd Mark tabled

Resolution # 31-2014

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

Moved by: Mr. Witmer
Ayes: all

Seconded by: Mr. Fracchia
Nays:

Abstentions:

Resolution # 32-2014

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

Moved by: Mr. Fracchia
Ayes: all

Seconded by: Mr. Barber
Nays:

Abstentions:

Resolution #33 – 2014

RESOLVED, that the Caroline Town Board appoints John Fracchia of be its representative to the Tompkins County Recreation Partnership and Don Barber as Alternate Representative.

Moved by: Mr. Barber
Ayes: all

Seconded by: Ms. Weiser
Nays:

Abstentions:

Resolution #34 – 2014

RESOLVED, that the Caroline Town Board appoints Sue Pearce-Kelling to Subdivision Review Board for a five (5) year term ending December 31, 2018

Moved by: Ms. Weiser
Ayes: all

Seconded by: Mr. Witmer
Nays:

Abstentions:

Resolution #35 – 2014

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RESOLVED, that the Caroline Town Board appoints Chad Novelli to Planning Board for a five (5) year term ending December 31, 2018

Moved by: Mr. Witmer

Ayes: all

Seconded by: Mr. Fracchia

Nays:

Abstentions:

Resolution #36 – 2014

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

Moved by: Mr. Fracchia

Ayes: all

Seconded by: Mr. Barber

Nays:

Abstentions:

Town of Caroline Committee Chairperson Assignments for 2014

Building & Grounds – John Fracchia

- Responsible for overseeing Maintenance of Town structures
- Develop plans for maintenance and preventative maintenance
- Develop plans for Efficient Energy Use of Structures
- High Water Alert contact

Emergency Services – John Fracchia

- Liaison to Emergency Service Providers
- Develop process for identifying volunteer recruitment
- Determine if consensus exists for any consolidation efforts

Liaison to Town Emergency Preparedness Plan- Irene Weiser

- Develop Emergency Preparedness Plan for Town with by-in from EMS Providers

Liaison to Communication, Information, and Technology Committee (Website) – Irene Weiser

- Communication link to Communication Support Specialist from the Town Board

Highway – Irene Weiser

- Communication link between Town Board and Highway Supt
- Develop policies and plans for spending including 284 Agreement (due in April)
- Develop Capital Purchase Plan and Road Improvement/Maintenance Plan
- Develop succession plan in the anticipated event of retiring workforce
- Develop strategies for reducing spending to balance inflation and property tax cap
- In conjunction with Building and Grounds or a special committee, develop Town Barn replacement plans
- Develop strategies for gathering data and implementing Road Preservation administration if local law is adopted

Watersheds – Mark Witmer

- Liaison to Watersheds Committee
- Develop plan for continuing Six Mile Creek Gauge station at Brooktondale
- Establish work plan for 2014-2015

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MS4 reporting

Liaison to Energy Committee – Mark Witmer

Develop implantation plans for Energy Smart Community

Liaison to Youth Commission – Mark Witmer

Liaison to Planning Board – Mark Witmer

Liaison to Aquifer protection Committee – Irene Weiser

Liaison to Dog Control Coalition – Don Barber

Liaison to Road Preservation Committee - Don Barber

Board members are encouraged to serve on Committees with other Board members and Chairpersons are encouraged to expand committees to include experts and interested members of the public.

Agenda for next week:

Slaterville Ambulance

Thaler/Thaler contract

Building permit fees for garages

Public Announcement about the public hearing

Resolution-Don working on for the Association of Town.

Minutes of the Business Meeting held December 10, 2013:

A motion was made by Mr. Barber and seconded Ms. Weiser to accept the minutes of the December 10, 2013 meeting as submitted and amended by the Town Clerk.

Adopted Barber: Aye; Fracchia: Abstain; Witmer: Aye; Weiser: Aye

Adjourn

A motion was made by Mr, Barber and seconded by Mr. Witmer to adjourn the meeting at 10:08 p.m.