

**2020 RESOLUTIONS**

**Resolution #1-2020 Town Board Meeting Rules of Procedure**

**Resolved**, the Caroline Town Board will conduct business using Robert’s Rules of Order

**Resolution #2-2020 Appointments**

**Resolved**, the Town Board hereby makes the following appointments:

Town Historian:	Barbara Kone @ \$1,455/ yr
Town Deputy Historian:	Jennifer Johnson @ \$728/yr
Town Records Management Officer:	Jessica Townsend
Town Hall Custodian:	Becky Jordan @ \$15.71/hr, not to exceed 150/yr
Dog Control:	Tompkins County Animal Control
Zoning/Building/Fire Code Enforcement Officer:	Brooke Greenhouse
Communication Support Specialist	Velvet Lyke
Informational Aide	Chris Wilbur @ \$16.75/hr, not to exceed 1040

hrs/yr

**Resolution #3-2020 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: \$24.33/hr not to exceed 1300 hours/year

**Resolution #4-2020 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 #5-2020 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 #6-2020 Deputy Town Clerk**

**Resolved**, the Town Board establishes the Office of Deputy Town Clerk at a starting pay rate of \$15.66/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.

**Resolution #7-2020 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: \$0.575 per mile (2020 IRS mileage rate).

**Resolution #8-2020 Town Board Meeting Dates**

**Resolved**, the Town Board shall meet and hold its business meetings throughout the year 2020 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 2<sup>nd</sup> 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 2020 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 1<sup>st</sup> Tuesday of each month at 7:00 PM, unless otherwise specified by an official resolution.

**Further Resolved**, because Election day is Tuesday, November 3, 2020, the November 2020 Agenda and Committee Reports Meeting shall be held on Wednesday, November 4, at 7:00 PM. The November 2020 Agenda and Committee Reports Meeting shall be held on Thursday, November 12, 2020 because November 11, 2020, is Veteran's Day.

**Resolution #9-2020 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 #10-2020 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 #11-2020 Town Board Meeting Minutes**

**Resolved**, draft minutes of the Town Board meetings shall be prepared by the Town Clerk within 14 days of the meeting and distributed to Town Board members for approval; and

**Further Resolved**, the Town Communications Support Specialist will post approved minutes on the Town website and hard copies in the Town notebooks at the Caroline Library, Brookton's Market, Dandy-Mart, and the Speedsville General Store.

**Resolution #12-2020 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 #13-2020 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 #14-2020 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 the fiscal year and/or public works contracts that exceed \$20,000 shall be formally bid pursuant to Section 103 of GML.

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

- a) Less than \$10,000, but greater than or equal to \$5,000 require a written Request for Proposal (RFP) and written/fax quotes from 3 vendors.

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

Guideline 6. All purchases of public works contracts:

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

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

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

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

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

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

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

- Each town credit card shall be authorized by the Town Board
- Credit cards shall be issued in the name of the town employee or official requesting them
- A master list of town credit cards shall be reviewed and updated annually
- A log shall be maintained for the use of credit cards
- Purchases of capital assets shall be pre-approved by the Town Board

- Town credit cards shall not be used for personal purchases
- All purchases and payments of claims shall require documentation; receipts shall be itemized in order to facilitate documentation
- Receipt of items purchased shall be verified
- Inappropriate charges shall be rectified or paid by the staff member making the charge

**Resolution #15-2020 Petty Cash**

**Resolved**, the Town Clerk's petty cash fund was \$392.86 as of 1/8/20 and shall be set at \$200.00 for the year 2020, and

**Further Resolved**, the Court Clerk's petty cash fund of \$400.00 is extended for the year 2020.

**Resolution #16-2020 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 #17-2020 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 #18-2020 Annual Audit Meeting**

**Resolved**, the Town Board shall hold a special meeting on January 18, 2020 at 10 AM, at the Caroline Town Hall for the purposes of auditing the Supervisor's, Clerk's, and Justice Court's books for the year 2017.

**Resolution #19-2020 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 \$20.04/hr; and

**Further Resolved** the Town Justices are authorized to employ the services of a Typist at the Pay Rate of \$15.66/hour; and

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

**Resolution #20-2020 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 #21-2020 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 Cal Snow; 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 #22-2020 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

**Resolution #23-2020 Reporting Standard Work Days 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 the 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; 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 #24-2020 Part-time Employee Five-year Continuous Service Benefit**

**Resolved**, part-time employees who have served continuously for five years will receive a 5% wage increase on their fifth anniversary date, and will be entitled to paid holidays henceforth, prorated to their work day (average weekly hours over a 3-mo. period divided by 5).

**Resolution #25-2020 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

**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 #26-2020 Designation of Electrical Inspector**

**Resolved**, the Code Enforcement Officer shall maintain a list of approved third-party electrical inspectors, and

**Further Resolved**, all approved third-party electrical inspectors shall provide evidence of General Liability Insurance naming the Town of Caroline as a Certificate Holder, and

**Further Resolved**, that each inspector shall demonstrate qualifications and continuing education based on general accepted standards, and

**Further Resolved**, the Town Board may remove any third-party inspector who does not meet these requirements.

**Resolution #27-2020 Returned Check Fee**

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

**Resolution #28-2020 Health Insurance**

**Resolved**, the Town Board offers Greater Tompkins County Health Insurance Consortium Health Insurance to the offices of 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 #29-2020 Water Alarm Contract**

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

**Resolution #30-2020 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 #31-2020 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

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

**Resolution # 32–2020 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 #33–2020 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 Irene Weiser as Alternate Designated Representative.

**Resolution # 34–2020 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 # 35–2020 Tompkins County Joint Youth Commission Representative**

**Resolved**, the Caroline Town Board appoints Karyn Scott to be its representative to the Tompkins County Joint Youth Commission.

**Resolution #36-2020 Stormwater Coalition Representative**

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

**Resolution #37-2020 Environmental Management Council Representative**

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

**Resolution #38-2020 Planning Board Chairperson**

**Resolved**, that the Caroline Town Board affirms the following appointments to the Planning Board for 2020, designating Bill Podulka as Chairperson:

Bill Podulka (Chair)	2017-2020
Katherine Goldberg-Forrest	2018-2022
Val Warke	2020-2024
Charles Eldermire	

**Resolution #39-2020 Review Board Chairperson**

**Resolved**, that the Caroline Town Board affirms the following appointments to the Review Board for 2020, designating Craig Modisher as Chairperson:

Craig Modisher (Chair)	2017-2020
Don Barber	2017-2021
Ellen Harrison	2018-2022
Bruce Murray	2019-2023

Sue Pearce-Kelling                      2020-2024  
Beverly Liddington (Alt.)              2020 (one-year term)

**Resolution #40-2020 Computing and IT Services**

**Resolved**, that The Computing Center, 15 Thornwood Drive, will provide Information Technology services to the town.

**Resolution #41-2020 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:

- 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 #42-2020 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

**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 #43-2020 Authorizing Jessica Townsend as signatory for the Town's clerks account**

**Resolved**, the Caroline Town Board hereby authorizes Jessica Townsend as signatory for the Town Clerk's bank accounts for taxes and clerk's fees.

**Resolution #44-2020 FOIL Records**

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

**Resolution #45-2020 Organizational Resolutions Subject to Amendment**

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

**Resolution 46 of 2020 Privilege-of-the-Floor**

**Resolved**, a motion made by Mark Witmer and seconded by Cal Snow, it is hereby agreed that Privilege-of-the-Floor (Resolution #2 of the Organizational Meeting) be held back and Resolution 1-45 were passed as a consent agenda.

**Resolution 47 of 2020 - 2019 Budget Amendment**

A motion made by Mark Witmer and seconded by Tim Murray to make the following 2019 budget amendment:

\$45,285.97      Increase DA2300 Services - other  
\$45,285.97      Increase DA5142.4 Snow Removal CE

**Resolution 48 of 2020 – 2019 Encumbrance**

A motion made by Mark Witmer and seconded by Irene Weiser to make the following encumbrance of 2019 funds:

\$45,285.97 from DA5142.4 Snow Removal CE

**Resolution 49 of 2020 General Fund**

A motion made by Mr. Witmer and seconded by Councilmember Irene Weiser to approve General Fund in the amount of \$47,526.27

**Resolution 50 of 2020 Highway Fund**

A motion made by Mr. Witmer and seconded by Councilmember Tim Murray to approve Highway Fund in the amount of \$89,244.08

**Resolution 51 of 2020 Streetlighting Fund**

A motion made by Mr. Witmer and seconded by Councilmember John Fracchia to approve Streetlighting Fund in the amount of \$591.27

**Resolution 52 of 2020 Caroline Fire Fund**

A motion made by Mr. Witmer and seconded by Councilmember Irene Weiser to approve Caroline Fire Fund in the amount of \$6074.00

**Resolution 53 of 2020. Completion of 2020 Annual Audit of the Caroline Town Court.**

Resolved, the Caroline Town Board annual audit of the Caroline Town Court was completed on January 18, 2020, and the financial records and processes were found to be sound.

**Resolution 54 of 2020 Privilege-of-the-Floor**

**Whereas**, the function of town board meetings is legislative and;

**Whereas**, the discussion of the job performance of town employees is inappropriate for meetings of the town's legislative body; and

**Whereas**, discussion of personnel matters at Privilege of the Floor potentially exposes the employee to attacks that cannot be defended and may be political; and

**Whereas**, concerns by the public about the job performance of town employees should be directed to town department heads and/or the employees' supervisor,

**Whereas**, the Caroline Town Board wishes to modify its policy on Privilege of the Floor accordingly; therefore, be it

**Resolved**, the Town Board adopts the following protocol for resident's participation during Privilege of the Floor 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 the particular meeting. Each resident is provided one speaking opportunity per meeting; written input is also welcome.

- Comments should be directed to the Town Board. The Supervisor or Councilmembers may answer questions brought forward or defer to allow for further research and thought.
- Personnel matters should be directed to the appropriate Supervisor or Department Head.

**Resolution # 55- 2020 Highway Truck**

Supervisor Witmer, seconded by Councilmember Murray, made the resolution to allow the Highway Superintendent to purchase two new plow trucks. With 4 ayes the resolution passed

**Resolution # 56 2020 Local Law on Residency**

Supervisor Witmer proposed a Resolution to Local Law on Residency, seconded by Councilmember Weiser.

The Town Board Resolved to Adopt Local Law 1 of 2020 for Expanding Residency Allowance to Adjoining Towns for Appointed Public Officers

**TOWN OF CAROLINE**

**LOCAL LAW NO. 1 OF 2019**

**A LOCAL LAW TO ESTABLISH THE RESIDENCY REQUIREMENTS OF APPOINTED PUBLIC OFFICERS FOR THE TOWN OF CAROLINE.**

Be it enacted by the town board of the Town of Caroline in the County of Tompkins, as follows:

**SECTION 1. TITLE:** A local law to establish the residency requirements for appointed Public Officers.

**SECTION II. AUTHORITY:** This local law is adopted pursuant to Municipal Home Rule Law §10[1][ii][a][1] that grants to local governments the authority to enact local laws regarding the qualifications of local officers. Furthermore, this local law recognizes that the State Legislature amended Public Officers Law, §3 adding a new subdivision (24) expanding the residency requirements for any appointed public office in the Town of Greenburgh, Westchester County, thereby rendering Public Officers Law a special law with respect to any appointed officer (Cf., N.Y. Op. Atty. Gen. (Inf.) No. 91-37).

**SECTION III. SUPERSESSSION:** This local law shall supersede Town Law, §23(1) in its application to appointed Public Officers for the Town of Caroline.

**SECTION IV. RESIDENCY REQUIREMENTS FOR APPOINTED PUBLIC OFFICERS FOR THE TOWN OF CAROLINE:** Appointed Public Officers in the Town of Caroline need not be a resident nor an elector of the Town of Caroline, provided, however, that such person shall reside in an adjoining town of the State of New York (whether or not such town is located within Tompkins County).

**SECTION V. INCONSISTENCY:** All other local laws and ordinances of the Town of Caroline that are inconsistent with the provisions of this local law are hereby repealed; provided however, that such repeal shall only be to the extent of such inconsistency, and in all other respects this local law shall be in addition to such other local laws or ordinances regulating and governing the subject matter covered by this local law.

**SECTION VI. SAVINGS CLAUSE:** If any clause, sentence, paragraph, word, section, or part of this local law shall be adjudged by any court of competent jurisdiction to be unconstitutional, illegal, or invalid, such judgment shall not affect, impair, or invalidate the remainder, thereof, but shall be confined in its operation of the clause, sentence, paragraph, worked section or part thereof directly involved in the controversy in which such judgement shall have been rendered.

**SECTION VII. EFFECTIVE DATE:** This local law shall take effect immediately upon adoption.

**Resolution 57 of 2020 Building Permit Fees**

Councilmember Weiser proposed the resolution and seconded by Councilmember Murray.

Resolved that the Town Board allow the Code Enforcer to charge a \$50.00 fee for any permits submitted on the Short Form that will be designed by the Code Enforcer, as of December 1, 2019. With 4 ayes the Resolution passed

**Resolution 58 of 2020 Appoint a Representative and Alternative to the Board of Directors of the Greater Tompkins Municipal Health Insurance Consortium**

Councilmember Weiser, seconded by Councilman Murray

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

**Resolution 59 of 2020 Soil and Water Contract**

Resolved, the Town Board of Caroline gives Supervisor Witmer the approval to sign the 2020 Soil and Water Contract.

**Resolution 60 of 2020 Richard Brooks**

Resolved, the Caroline Town Board hereby agrees on a motion made by Mr. Witmer and Seconded by Councilmember John Fracchia to appoint Richard Brooks as the Town's Building Maintenance person @ \$15.66/hr, not to exceed 100 hours/yr.

**Resolution 61 of 2020 General Fund**

A motion made by Mr. Witmer and seconded by Councilmember Fracchia to approve General Fund in the amount of \$41,307.34

**Resolution 62 of 2020 Highway Fund**

A motion made by Mr. Witmer and seconded by Councilmember Snow to approve Highway Fund expenditures in the amount of \$75,866.64

**Resolution 63 of 2020 Streetlight Fund**

A motion made by Mr. Witmer and seconded by Councilmember Murray to approve Streetlighting Fund expenditures in the amount of \$574.39

**Resolution 64 of 2020 Brooktondale and Speedsville Fire Protection Fund**

A motion made by Mr. Witmer and seconded by Councilmember Fracchia to approve Fire Protection Fund expenditures in the amount of \$74,868

**Resolution 65 of 2020 Board Minutes Approval**

A motion made by Mr. Witmer and seconded by Councilmember Snow to approve the Town Board minutes from 12/3, 12/11, 1/7, 1/15, 1/22, 2/4.

**Resolution 66 of 2020 Appointment of Code Officer Brooke Greenhouse to Permanent status**  
Supervisor Witmer, seconded by Councilmember Fracchia, made the motion to appoint Code Officer Brooke Greenhouse to permanent status. A discussion was made that a six months probationary period will be stated.

Whereas, Mr. Brooke Greenhouse successfully completed Building Code of New York State courses as of February 21, 2019; and

Whereas, Code Officer Greenhouse passed the Zoning/Code/Fire Enforcement Officer Civil Service exam on June 22, 2019, and Tompkins County Civil Service provided a Certified List on October 7, 2019; therefore, be it

Resolved, Code Officer Greenhouse is hereby moved from Provisional to Permanent status as of December 5, 2019, marking the beginning of his required Probationary Period of six months starting December 5, 2019.

**Resolution 67 of 2020. Recommendation of Hands-off Policy to Promote a Proforestation Strategy for Forests on County Lands**

Whereas, forests provide many benefits to our residents and the environment, and old-growth forests (those that are undisturbed by human intervention for centuries) are among the rarest habitats and pieces of biodiversity, and

Whereas, forests are in a natural state of flux where trees get sick and die, insects kill trees, wind blows trees over, and fire sometimes burns forests, and

Whereas, none of these natural phenomena need automatically trigger human intervention, and

Whereas, strategies of proforestation, the practice of purposefully growing an existing forest intact, benefit nature-based biological carbon sequestration and ecosystem services such as biodiversity enhancement, water and air quality, soil health, flood and erosion control, public health benefits, low impact recreation, and scenic beauty, and

Whereas, a proforestation policy is a low-cost/low-effort approach that avoids the impacts of logging on the landscape and the related erosion and costs to the County and Town of Caroline, and

Whereas, Tompkins County's Environmental Management Council has produced a draft report with different management options, noting, among them, that the forests will naturally develop to an old-growth state, and

Whereas proforestation will sequester quantitatively more carbon over the critical next few decades than cutting and re-growing forests,

Therefore, be it resolved that the Caroline Town Council requests that Tompkins County allow the land it owns to grow intact toward its full ecological potential via a proforestation strategy without commercial logging.

**Resolution 68 of 2020 Appointment of Ida Besemer as Town Custodian**

Resolved, the Caroline Town Board hereby agrees on a motion made by Mr. Witmer and Seconded by Councilmember Fracchia to appoint Ida Besemer as the Town Custodian @ \$15.66/hr, not to exceed 150 hours/yr.

**Resolution 69 of 2020 Approval of Minutes of February 12 Business Meeting**

Resolved, the Caroline Town Board hereby agrees on a motion made by Mr. Witmer and Seconded by Councilmember Murray to approve the Minutes of February 12 Business Meeting.

**Resolution 70 of 2020 General Fund Abstract**

A motion was made by Mark Witmer and seconded by John Fracchia to approve payment for the General Fund for \$17,948.32

**Resolution 71 of 2020 Highway Fund Abstract**

A motion was made by Mark Witmer and seconded by Tim Murray to approve payment for the Highway Fund for \$ 105,737.23

**Resolution 72 of 2018 Streetlight Fund Abstract**

A motion was made by Mark Witmer and seconded by Cal Snow to approve payment for the Streetlight Fund voucher for \$547.21

**Resolution 73 of 2020 Highway 284 Agreement for Expenditure of Highway Moneys**

A motion was made by Mark Witmer and seconded by John Fracchia  
Resolved, the Caroline Town Board hereby approves for expenditure of Highway Funds for up to \$200,822.00 for paving Buffalo Rd commencing at Route 79 to a distance of approximately 6,438 feet on Buffalo Road.

**Resolution 74 of 2020 Minutes of the Business Meeting held March 3, 2020:**

A motion was made by Mark Witmer and seconded by John Fracchia to accept the minutes of the March 3, 2020 Agenda Meeting as submitted by Town Clerk, Jessica Townsend

**Resolution 75 of 2020 Appointment of Nancy Kane as 2<sup>nd</sup> Representative to the Joint Youth Commission**

A motion was made by Mark Witmer and seconded by Cal Snow to appoint Nancy Kane as the Town's second representative to the Joint Youth Commission

**Resolution 76 of 2020**

**Letter of Intent to Participate in Tompkins County's Hazard Mitigation Plan Update**

A motion was made by Mark Witmer and seconded by Tim Murray  
Resolved, the Caroline Town Board hereby authorizes the Town Supervisor, Mark Witmer, to submit a Letter of Intent to Participate in Tompkins County's Hazard Mitigation Plan Update

**Resolution 77 of 2020 Purchase of snow plows**

A motion made by Mark Witmer and seconded by John Fracchia

Whereas, the Town's snow plow fleet (5 plows) ranges in age from 10 to 23 years old, with three trucks over 20 years old; and

Whereas, repair costs are escalating for the older trucks; and

Whereas, the Town has budgeted for new snow plows in 2019 and 2020; therefore be it

Resolved, the Caroline Town Board authorizes the purchase of two snow plow trucks (\$227,277 each) that will replace the oldest trucks.

**Resolution 78 of 2020 Purchase of pickup**

A motion made by Mark Witmer and seconded by Irene Weiser  
Resolved, the Caroline Town Board authorizes the purchase a Dodge Ram Pickup for \$47,000, maintaining a 2-3 year purchasing rotation policy.

**Resolution 79 of 2020 General Fund Abstract**

A motion was made by Mark Witmer and seconded by Councilmember Tim Murray to approve payment for the General Fund for \$15,397.59

**Resolution 80 of 2020 Highway Fund Abstract**

A motion was made by Mark Witmer and seconded by Councilmember Irene Weiser to approve payment for the Highway Fund for \$21,972.35

**Resolution 81 of 2018 Streetlight Fund Abstract**

A motion was made by Mark Witmer and seconded by Councilmember Cal Snow to approve payment for the Streetlight Fund voucher for \$545.76

**Resolution 82 of 2020 Recertifying the Town of Caroline as a Living Wage Employer**

A motion was made by Mark Witmer and seconded by John Fracchia

Resolved, the Caroline Town Board hereby approves for the recertification that the Town of Caroline is a Living Wage Employer.