

Caroline Town Board Budget Workshop of October 30, 2018

The Town Board Budget Workshop held on October 30, 2018 at the Caroline Town Hall was called to order at 7:00 p.m. by Supervisor Mark Witmer.

Attendance:

Mark Witmer, Supervisor
John Fracchia, Councilmember
Irene Weiser, Councilmember
Cal Snow, Councilmember
Megan Barber, Councilmember

Recording Secretary:

Marilou Harrington-Lawson, Town Clerk

Also present were 2 members of the public

Mr. Witmer started the meeting with the Pledge of Allegiance to the Flag.

Discussion

Town Supervisor. Mark Witmer started by asking the board if they should invite Kris West from the Finger Lakes Land Trust to the November Business Meeting to answer any questions about the Lounsbery property easement and to discuss the grant. It would be a buffer property for Six Mile Creek. The landowner is eager and has wanted to do this for a long time and we have the grant to do it. It is decided that she should be invited to come talk.

Budget Workshop

Brooke Greenhouse, Town Code Officer - A3620.4 – Described line items for his budget. \$5,044 is in the tentative budget for this contractual line. There are four items that fall under this; One item is \$900 for mandatory training and the Town of Richford will help pay for that. Other items include commentary books; software training and inspections module. Regarding the Commentary Books, Brooke describes the valuable information that is in those books and how it would help show why a property is not up to code. Will have some electronic and others hard copy. Four items that fall under his contractual line; Will purchase the 2018 version of the books and look further into the electronic versions. The Software Training, he describes the use of the BAS program, still a lot to learn and using it to its capability. Would like to use the inspections module. That fits into that BAS software. Noted that the Town has been neglectful of the ongoing required inspections at places of assemblies and commercial structures. Finds it necessary to use the software to do so. Includes a onetime fee of \$1500. Considering permitting fees to offset some of the costs. Requested an increase to line A3620.2, a \$500 line for equipment, he may need to purchase a different hub, unplugging and re-plugging which can wear things out. Lenovo hub is estimated at \$200-\$400. Town Supervisor and Councilmember Fracchia, agree that if he finds this hub to be necessary, it should be budgeted for. The only other question he had was on his supply needs. Understood that general office supplies would fall under his contractual line, but other office needs have included Do Not Use tags and will have to

start identifying abandoned and unoccupied buildings. He is trying to seek grant funding for some of the cost since he will be required to hang 24" reflective signs at a cost of \$25-\$50 each.

Spoke with Lee Shurtliff at 911 to give contact information for all Caroline Fire Districts that need to reach him.

Has received a request from Sprint on the Town's Cell Tower Law. Not sure if it is for Caroline or Richford. Sprint has offered to pay for an increased fee for an expediting plan review of a cell phone tower. Thinks the cell tower would be in Richford, NY, but unsure. Town Board is interested in knowing if they have interest whether it is here or in the Town of Richford. Further discussion regarding permitting fees and creating a Town Resolution for universal expediting groups.

Board Discussion

Town Supervisor Mark Witmer gave a spreadsheet with revisions/corrections from the Tentative Budget proposal. Showed the first two lines which were simply corrections to the Town Clerk's line. Next line was A1620.4 Contractual IT Support; was increased for further support. Line A8989.4 Community Services Line; shows \$15,000 for County Broadband and an additional \$10,000 for dry hydrants. Councilmember Cal Snow asked for an update on the Caroline Fire Protection District dry hydrants. Suggested asking for help from the fire districts to meet this goal. Councilmember Irene Weiser said that Speedsville area has a couple of dry hydrants, but there are no dry hydrants in Brooktondale or Slaterville Springs. The fire districts are maxed out on their budgets and she sees this as a town issue. She has recommended having a dry hydrant in each Fire District. Does not know the exact amount this will cost but feels we need to help. Councilmember Irene Weiser also expressed the need to serve the town and the residents who lives here. Increase accepted.

A9060.8 Health Benefits Line – Decrease in that line; due to calculating error.

A3420 HRA Benefit Line – Added Administrative fees

DA9060.8 Health Benefits Line – Increased due to a calculating error. Put all retirees in the Gold Plan when there are five retirees that receive the Platinum Plan benefits.

A Fund - HRA Benefits Line – Decreased due to; before they were assigned Platinum, benefits and will now be receiving the Gold Plan. The Town Clerk will be taken off the Platinum Plan and added to the Gold Plan plus an HRA that will help with her out of pocket costs.

Councilmember Fracchia asked about provisions to the Highway retirees' benefits and offering them a different plan. Supervisor Witmer stated that would be a Union question.

Discussion regarding the following positions; Deputy Clerk, Assistant to the Highway Superintendent, Assistant to the Supervisor and Assistant to the Code Office. All the duties are being divided by the Deputy Clerk now. Mr. Witmer proposed that the Deputy Clerk remain in the Clerk's Office 15 hrs/wk, 10 hrs/wk at Highway and leave the 4 hours with the Code Office. There is an Assistant to the Supervisor line budgeted for a 20 hr/wk that was not filled this year but majority thought that necessary. Some duties would include Office Manager and assisting with Grant writing and help with the IT issues. It was agreed that the Supervisor and the Code Office are in need of more time spent in those offices. Then suggested by Councilmember

Fracchia having an assistant to the Supervisor and Code Officer as one position 30 hrs/wk with benefits; then the Deputy Clerk position and the Highway Assistant as one position 29 hrs/wk with no benefits. Board thought this was a good idea and are considering the options. Further discussion on cost and benefits to these positions to be considered.

\$20,000 move at the end of year to transfer; can move over to the equipment line. The gap \$250,000 -\$300,000

Move monies to \$65,000 general fund and put it in the Town Barn fund.

Equipment reserve fund- put \$50,000

Increase A8810.4 by \$200

\$800 general emergency services training fund

Resolution #xx of 2018

A motion was made by Mark Witmer and 2nd John Fracchia

Resolved the Caroline Town Board accepted the changes to the budget as (shown above) and the Town Supervisor, Mark Witmer will implement these changes in the tentative budget and make the proposed budget available to the public on the Town Website and at the Town Clerk's office

All in favor

---**Adjourn the meeting** ---

The meeting adjourned on a motion by Town Supervisor, Mark Witmer and seconded by Councilmember John Fracchia at 10:00 p.m.

Respectfully Submitted,

Marilou Harrington-Lawson, Town Clerk
Jessica Townsend, Deputy Clerk