

## **Caroline Town Board Business Meeting Minutes of October 10, 2018**

The Town Board Agenda meeting held on October 10, 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:** Paulette Rosa, Town Clerk

**Also Present:** 6 people of the public attended

Supervisor Mark Witmer led the Pledge Allegiance to the Flag.

---

### **Privilege-of -the-Floor:**

Bob Spaulding – Spoke on the bike trail. Thought this topic was put on the back burner. Expressed great opposition of the bike trail.

---

### **Additions or Deletions from Agenda**

None

---

### **Reports**

**Mark Witmer, Town Supervisor** – Briefly discussed the Rural Beautification Grant, meeting regarding the Farm to School Grant meeting, introduction of the 2019 Budget, the Employees Handbook resolution, the NYSEG owned trail bed, Buffalo Rd project complete, Ekroos Rd closure, the Watershed Committee and need for volunteers for the Planning Board and Review Board.

The Supervisor's Report is as follows:

Correspondence of Note

- Letter from Senator Schumer re. Farm to School Grant Program - grants to increase local foods served through child nutrition programs:[www.fns.usda.gov/farmtoschool/fy18-farm-school-grant](http://www.fns.usda.gov/farmtoschool/fy18-farm-school-grant).
- Chrys Gardener of CCE invited the Town to apply for a Rural Beautification Grant, which provides \$2,000, with a 1:1 match. Promoting use of native plants to help pollinators and birds -possible complement to town hall grounds bioretention feature?
- Deborah Teeter of CCE sent notice of rescheduling of local farm coach tour for October 12 for municipal officials and planning board members. Meet 8:45 behind Ramada Inn on Triphammer, returning 2:30 pm.
- Code Officer Greenhouse October Report: Reworking permitting software to enhance efficiency; revised permit application, permit, certificate of compliance, and certificate of

occupancy; attended training on zoning/planning/abandoned properties. Provided assistance with IT and phone issues at town hall.

#### Supervisor's Notes

- 2019 Tentative Budget completed. Summary of changes: wages increased by 2%, health insurance premiums decreased because of transition to Gold Plan, budgeted new line for Health Reimbursement Account to cover employee's out-of-pocket expenses, created expense and revenue budget lines for our Clean Energy Communities grant from NYSERDA. Because of a grant provision for town contribution to repurchase of streetlight infrastructure, the Caroline Streetlight Fund levy increases by 2.2x; after the conversion to LED streetlights (expected by the end of 2019), the Streetlight tax levy will decrease from the 2018 levy amount. The Town tax levy shows a decrease. For personnel, in addition to previous budgets for Deputy Clerk and Assistant to the Supervisor, we've allocated funds for Assistant to the Highway Superintendent.
- Engaged with HR Consultants on process for update of our Employee Handbook. They have provided a revised Sexual Harassment Policy that meets new New York State guidelines for immediate adoption and distribution.
- Our town attorney's summary of the additional title research on the NYSEG-owned rail bed property in Caroline is now posted at the Trail Page of the town website (under Current Topics) . NYSEG has communicated that a final draft of the License Agreement between NYSEG and Tompkins County for use of the rail bed as a recreational trail is imminent.
- Watershed Issues/Projects:
  - Buffalo Road Creek Stream Bed Stabilization Project II is complete.
  - **The Ekroos Road culverts at Boyer Creek have failed and the road is closed until further notice.** Superintendent Whittaker is working to make repairs as soon as possible.
- **Watershed Committee:** At the September 25 meeting of Caroline's Watershed Committee, the committee voted unanimously to recommend town adoption of the revised Stormwater Management Program Plan. The committee also voted unanimously to recommend Barry Goodrich for reappointment to a new three-year term on the Water Resources Council, beginning January 1, 2019.
- ***NOTE: The Watershed Committee is changing its monthly meeting day to the second Tuesday of the month to avoid conflict with the Review Board meeting day.***
- ***Please note that we are seeking additional members for both the Review Board and Planning Board. The Review Board is the town agency that reviews projects subject to the Town's Subdivision and Site Plan Review Laws. The Planning Board advises the Town Board on land use issues and is currently in the process of updating the Town's Comprehensive Plan. To apply, you can find the Volunteer Application Form under the Contact tab at the home page of the town website. This is an opportunity to contribute to your town's governance.***

**Brooke Greenhouse, Code Officer** – See Attachment 1

**Marilou Harrington-Lawson, Town Clerk** – Reported \$1,230 that has come in so far in October. That sum includes fees collected for dog licensing, building permits, and selling hunting and fishing licenses. In September, the total collected was \$2,258. The office has been

busy with residents coming in to buy hunting licenses. Have several training/classes in October that we will be attending including records and retention management classes.

**Cindy Whittaker, Highway Superintendent** – Paving being done and fixing shoulders of roads.

**Irene Weiser, Councilmember** – Emergency services met at Speedsville Fire Dept. There is an interest in some dry hydrants in areas near ponds. Last week, training meeting regarding managing water and getting water when at a rural site. A lot of towns attended the meeting. There aren't a lot of accessible hydrants in Caroline, there are 3 in the Speedsville area. There will be a meeting held on October 22<sup>nd</sup> at 7pm at Caroline Town Hall to talk about possible locations for dry hydrants. Requested \$10,000 from the budget for dry hydrants.

**Megan Barber, Councilmember** – Working on getting a group together to work on the flag policy.

**John Fracchia, Councilmember** – See Attachment 2

**Cal Snow, Councilmember** – The two dead trees have been removed from the Central Chapel Rd cemetery. William Case Tree Services did a wonderful job with the removal and clean-up.

**Dan Klein, County Representative Report** – None

---

### **Discussion of 2019 Tentative Budget**

Discussion and review of the 2019 tentative budget - Supervisor Mark Witmer added that the items on the budget are the same, calculations have been corrected. He had distributed a copy of the revisions to board members last week. Questions and discussion on Town Hall Contractual account. Considering a data file back-up program. Data files are being backed up in One Drive the Cloud but there is question if other programs that are not saved in One Drive, there is question whether there is another recovery service we should have.

Personnel policy – an employee that works part-time (less than 40 but more than 30 hours per week) should they be offered health insurance benefits? Something to be considered and possibly budgeted for.

Deputy Clerk position – Questions regarding hours and wages. The deputy will be assisting the Town Supervisor and the Highway Superintendent on Fridays when the Clerk's Office is closed.

Pete Hoyt – Asked about annual computer expenses/services.

Records Management – Town Clerk is asking for a 50% increase on Records Management. Working to get a Records Management grant and must show ability to contribute to project. The with the increase, the account will increase from \$600 to \$1200.

Safety Inspection – Shows a decrease. The decrease is due to the Town of Harford no longer using our Code Enforcement Office. This is an approximate \$10,000 loss of revenue for the Town's Code Office

Streetlight Grant – Brief discussion with an audience member regarding the Town buying the streetlights in Caroline and a grant we received to do so.

Don Barber – Suggested a budget modification for one of the accounts.

Employee Benefits – Account increased due to the addition of the Code Officer being added to receive health insurance benefits.

Discussion about the consideration of purchasing/leasing the old Crispell garage as the new Town of Caroline Highway Department. Megan Barber met with Cindy Whittaker regarding new trucks for the Highway Department.

---

## **Resolutions**

### **Resolution \_\_\_\_ of 2018**

A motion was made by Megan Barber and seconded by Mark Witmer

Resolved, THE CAROLINE TOWN BOARD SUPPORTING THE ENACTMENT OF A UNIVERSAL HEALTH COVERAGE SYSTEM AS PROPOSED IN THE NEW YORK HEALTH ACT

**WHEREAS**, the New York Health Act (NYHA) establishes the New York Health program, a comprehensive system of access to health coverage for all New York State residents; and

**WHEREAS**, the NYHA would provide universal health coverage with no limitations to selection of health care providers; and

**WHEREAS**, the NYHA is estimated to save upwards of \$45 billion for New Yorkers by eliminating current administrative costs and by providing lower cost health care coverage for 98% of residents; and

**WHEREAS**, the NYHA would eliminate deductibles and co-pays, and all health care costs would be covered by a payroll tax similar to Medicare and a tax on non-payroll ~~premium~~ income, such as interest, dividends, and capital gains; and

**WHEREAS**, ~~the NYHA has support from a broad range of professional organizations within the health care sector, organized labor and community and good government groups; and the NYHA has been endorsed by the Tompkins County Legislator, Tompkins County Council of Government, City of Ithaca Common Council, Town of Ithaca, and the Town of Ulysses; and~~

**WHEREAS**, the NYHA has passed the New York State Assembly every year since 2015, including in 2018, but has not yet passed the New York State Senate;

**NOW, THEREFORE BE IT RESOLVED**, that the Caroline Town Board finds universal health care coverage ~~is needed for~~ is to be in the interest of the residents of the Town of Caroline and all New Yorkers; and,

**BE IT FURTHER RESOLVED** that the Caroline Town Board supports the passage of the New York Health Act; and

**BE IT FURTHER RESOLVED**, that a copy of this resolution be transmitted to Governor Cuomo, Senate Majority Leader Flanagan, Democratic Conference Leader Senator Stewart-Cousins, Speaker of the Assembly Heastie, Republican Leader Assemblymember Kolb, Senator Seward, Assemblymember Lifton.

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

**Resolution \_\_\_\_ of 2018**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
Resolution to adopt the Town of Caroline Policy on Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace. (See Attachment 2)

Whereas, it is the policy of the Town of Caroline to promote a productive work environment and to prohibit conduct by any employee that disrupts or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment; and

Whereas, the Town of Caroline is committed to educate employees in the recognition and prevention of workplace harassment and to provide an effective means of eliminating such behavior from the workplace; and

Whereas, on October 1, 2018 the New York State Department of Labor released final guidance on minimum requirements for a complaint sexual harassment policy, a complaint form, and training required by Labor Law 201-g; therefore, be it

Resolved, the Town of Caroline hereby adopts the Town of Caroline Policy on Non-discrimination and Harassment (Including Sexual Harassment) in the Workplace; and

Further be it Resolved, the policy will be distributed to all employees and elected officials.

Discussion: Councilmember John Fracchia asked for clarification for the process of a compliant/investigation. Supervisor Mark Witmer suggested that it works in with the updated Town Handbook. Will be discussed during upcoming Handbook modifications meeting.

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

**Resolution \_\_\_\_ of 2018**

A motion was made by Mark Witmer and seconded by Irene Weiser

Resolution to adopt the revised Caroline Stormwater Management Program Plan (See Attachment 3)

Whereas, the Town of Caroline is a member of the Tompkins County Stormwater Coalition which fosters cooperation among MS4 communities (Municipal Separate Storm Sewer Systems) to control stormwater and pollutant runoff; and

Whereas, a responsibility of partner municipalities is to develop and maintain Stormwater Management Program Plans that describe stormwater control practices; and

Whereas, the town's Watershed Committee, Kristen Hychka, Anthony Arce, and Angel Hinickle (Environmental Finance Center and Tompkins County Soil & Water) have revised Caroline's 2013 Stormwater Management Program Plan; and

Whereas, the town's Watershed Committee unanimously recommended the revised draft be adopted by the Town Board at its September 25, 2018 meeting; therefore be it

Resolved, the town board hereby adopts Caroline's Stormwater Management Program Plan of 2018.

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

**Resolution \_\_\_\_ of 2018**

A motion was made by Mark Witmer and seconded by Cal Snow for the reappointment of Barry Goodrich as the representative to the Water Resources Council.

**RESOLUTION ENDORCING THE REAPPOINTMENT OF BARRY GOODRICH TO A NEW THREE-YEAR TERM AS THE TOWN OF CAROLINE'S REPRESENTATIVE TO THE WATER RESOURCES COUNCIL.**

Whereas, the Tompkins County Water Resources Council (WRC) advises the Tompkins County Legislature on matter related to water resources management and planning; and

Whereas, the current term held by Barry Goodrich on the WRC board will expire on December 31, 2018; and

Whereas, Barry has expressed his willingness to continue to provide his expertise and energy for the protection of water resources as a member of the WRC board; therefore be it

Resolved, the Caroline Town Board hereby recommends Barry Goodrich for reappointment to a new three-year term on the Tompkins County Water Resources Council.

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

**Resolution \_\_\_\_ of 2018**

**General Fund Abstract**

A motion was made by Mark Witmer and seconded by Irene Weiser to approve payment for the General Fund voucher number 269 through 301 for \$16,360.20

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

**Resolution \_\_\_\_ of 2018  
Highway Fund Abstract**

A motion was made by Mark Witmer and seconded by Cal Snow to approve payment for the Highway Fund voucher number 178 through 194 for \$105,994.10

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

**Resolution \_\_\_\_ of 2018  
Streetlight Fund Abstract**

A motion was made by Mark Witmer and seconded by Irene Weiser to approve payment for the Streetlight Fund voucher number 18 through 19 for \$619.07

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

**Resolution \_\_\_\_ of 2018  
Minutes of the Agenda Meeting held October 2, 2018:**

A motion was made by Mark Witmer and seconded by Irene Weiser to accept the minutes of the October 2, 2018 Agenda Meeting as submitted by First Deputy Clerk, Jessica L. Townsend

Discussion: Change "Dante" to Donald.

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

---

**Review of September trial balances**

There were discrepancies in the total expenditures and revenues for the A fund. Supervisor Mark Witmer is working with the town bookkeeper to resolve that. Don Barber suggested that Mr. Witmer be in contact with the State Comptroller if he needs additional assistance.

---

**Transfers**

Several transfers were made, this was included in the Supervisor's packet to the town board. Mr. Witmer will be sending out notices to the Departments with end of the year account balances. Don Barber made suggestions regarding transferring funds from certain accounts into others that have a negative line. Discussion followed on several account transfers. (See Attachment 4)

**Resolution \_\_\_\_ of 2018**

A Resolution was made by Mark Witmer and seconded by Cal Snow to adopt the modifications made to the transfers as amended.

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

**Resolution \_\_\_\_ of 2018**

A motion was made by Mark Witmer and seconded by Megan Barber to the budget modification to increase DA2300 by \$21,107.43 and the increase of the same funds to account DA5142.4. Another budget amendment to increase DA7140.1 by \$31,007.51 and the increase of the same funds to account A3820.

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

---

**Discussion**

Lounsbery Farm - Supervisor Mark Witmer spoke to Chris West regarding the Easement on Lounsbery Farm. There is a 90-day period for comment for the Town. Town to provide input/comments if necessary.

Don Barber –Will be unable to make it to the next budget meeting, had comments regarding the Highway Budget. Suggested increasing the medical insurance line. Not enough in there to cover all the employees that receive this benefit.

Future Budget meeting is Monday, October 25<sup>th</sup> at 7PM. Further discussion regarding another possible budget meeting on October 29<sup>th</sup> or October 30<sup>th</sup>. Will decide if necessary at the next meeting.

**---Adjourn---**

A motion to move into Executive Session made by Mark Witmer, seconded by Irene Weiser to discuss personnel issues at 9:36 p.m. and ended at 10:08 p.m. by a motion made by Mark Witmer and was seconded by Megan Barber.

Respectfully Submitted,

Jessica L. Townsend, Deputy Town Clerk