

Caroline Town Board Business Meeting Minutes of November 14, 2018

The Town Board Business Meeting held on November 14, 2018 at the Caroline Town Hall was called to order at 7:06 p.m. by Supervisor Mark Witmer.

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

Recording Secretary: Jessica L. Townsend, Deputy Clerk

Also Present: 7 people of the public attended

Supervisor Mark Witmer led the Pledge Allegiance to the Flag.

Privilege-of -the-Floor:

None

Presentation and Q&A on Lounsbery Farm Easement – Kris West, Finger Lakes Land Trust

Town supports conservation easements they hold 8 or 9 easements, approximately 880 acres in Caroline. 2017 NYS changed water quality improvement program. It was expanded so it would include protecting lands with source water supplies. Submitted grant to NYS to work with landowners and it was granted. When approved, resident Lois Lounsbery came first to mind, as she has shown interest in the past. Grant will pay for 75% of appraised unrestricted value and deducted value of same. Grant will pay for the survey, recording fees. Land remains in private ownership. Landowner is responsible to day to day maintenance of the property. A Steward is sent to visit the property once a year to check on property. If violation of easement occurs to land, FLLT will intervene and will discuss the violation with the landowner. The last resort would be enforcement and could lead to a court proceeding. Has approximately 150 easements around the Finger Lakes area. Finger Lakes Land Trust is working to get conservation easement information out to land owners to educate them on what exactly a conservation easement is. FLLT looks at tax maps and tries to find properties that has a lot of land. They then approach the land owners by sending a letter to invite them to have a conversation regarding a conservation easement. Encourages residents to get informed and understand what it is. Ms. West left brochures of information with the Town Clerk. Residents are welcome to stop by the Clerk's Office to pick up the information. You can also visit their website.

Additions or Deletions from Agenda

None

Reports

Mark Witmer, Town Supervisor – The Town Supervisor’s Report is as follows:

- Held three Budget Workshops in October on the 2019 Tentative Budget. The 2019 budget Public Hearing was held at our November 5 meeting. My Budget Summary and Budget Presentation are posted at the town website (Budgets, under Documents). The 2019 Preliminary Budget is 3% (\$52,823) below the Tax Cap. Highlights (budget accounts in parentheses):
 - 2% cost-of-living adjustment to wages. (xxxx.1)
 - Budgeted for our Clean Energy Communities Brighten-up Caroline grant from NYSERDA for LED conversion of streetlights and homes. This will be happening over the next couple of years. (A3310.4, A8989.41, SL1-5182.4, SL1-3089)
 - Increased highway equipment expenditures for purchase of a new truck in 2019 and \$50,000 for our highway equipment reserve fund. (DA5130.2)
 - Funded Health Reimbursement Arrangements to cover out-of-pocket expenses for the town’s high-deductible Gold Plan. (A9060.802, DA9060.802)
 - Evaluated allocation of personnel support to the clerk’s, highway superintendent’s, and supervisor’s offices. The Deputy Clerk will be assisting the Town Clerk and Highway Superintendent, provisionally allocated as 20 hrs/week in the clerk’s office and 10 hrs/week in the superintendent’s office, but with the understanding that this will be adjusted according to needs of each office. The Assistant to the Supervisor (to be hired) will be to assist the supervisor and code officer and provide administrative and organizational support to the town offices; work responsibilities between offices will be subject to need. The budgetary outcome of all of this is the addition of 10 hours/week to the Deputy Clerk position for support to the Highway Superintendent. (A1220.103, A1410.101, A3610.104, A5010.101)
- Provided feedback to Public Sector HR Consultants for update of the Employee Handbook.
- Received request from Mr. R.C. Quick to speak to us about “Brookton Cemetery.” Met with Mr. Quick on November 9 and he provided information about the finances and assets of the cemetery, which I have shared with the board.
- Code Officer Greenhouse met with the Fire Departments to discuss procedures for fire and safety inspections and solicit input on needs.
- Working with Lifetime Benefit Solutions and Tompkins Trust to establish HRAs. Will request authorization from the board to enter contract for this service.
- Working with T.G. Miller and T.C. Soil & Water on bioretention feature for town hall grounds.
- Received two proposals for Air Source Heat Pumps at the Historic Town Hall.
- Attended Coughlin & Gerhart’s Annual Labor Law Update Meeting.
- Received notice of Bridge NY grant for Ekroos Road culvert replacement.

Brooke Greenhouse, Code Officer – None

Marilou Harrington-Lawson, Town Clerk – Busy in the Office. Fall is usually the slow time of the year, received 93 phone calls last month and have received 37 calls so far this month. She had a lot of residents come in for a Notary Public yesterday. Looking into grants for Records Management. Parking is an issue here at the Town Hall. Plan is to put signage out for employee and patron parking. Asking park & ride to park perpendicular on Midline Rd. We are still unable to send faxes. Monthly employee meetings.

Cindy Whittaker, Highway Superintendent – We have lived and breathed this Ekroos Road nightmare and haven't had time for a lot of other things. Hauling gravel clear across the town for this is quite an accomplishment. We wouldn't have gotten this far without Tompkins County, Dryden and Lansing Highway Departments helping us out, with the County helping everyday with men and equipment.

Irene Weiser, Councilmember – None

Megan Barber, Councilmember – ADHAC Flag Policy Committee has been organized; will propose a policy on how flags will be displayed at the Town Hall. Town Attorney Guy Krogh had written an outline/model of a flag policy. There was a good turn out from the community on the meeting last night regarding Making Caroline a Liveable Community. Next meeting will be on December 13, 2018 at the Brooktondale Fire Department and will be discussing natural resources. Third and final meeting to follow.

John Fracchia, Councilmember – None

Cal Snow, Councilmember –. None

Dan Klein, County Representative Report – Tompkins County budget: Establishing a Veteran Services Office, will be opened sometime in 2019. Details to follow. Assessment exemptions: Low income, senior or disabled could get a partial exemption based on income. Trail & Park money: County has set aside \$50,000 of the budget to be available for all the towns in Tompkins County (up to \$5,000 per town) Towns must apply for it. Can be used for capital projects for park and trails. County Highway Superintendent stated that their crew have been very involved in the Ekroos Rd project. Coddington Road project: is on hold till the Spring. Road was paved today and is open and is passable.

Discussion and Action Topics

Discussion: Transfers – Town Hall Reserve of \$30,000 to the Town Hall Reserve Line A231; and Town Barn Reserve of \$65,000 to Town Barn Reserve Line A230. Councilmember Barber inquired about line A2839 – Supervisor Witmer explained that the money hasn't come in yet but expects it by the end of the year.

Transfer to the Code Office Line – reimbursement to Code Officer for training \$1,143.75.

Departments to notify Town Supervisor with encumbrances. Will be discussed during December meeting.

Discussion: Amendments - Amendment to account for the camp payroll social security payment.

Amendment to Line SF1-909; to the Worker’s Comp Line

Amendment to Ekroos Rd project; Grant approved, line modified.

Resolutions

**Resolution ____ of 2018
2018 Budget Transfers**

A motion made by Mark Witmer and seconded by Cal Snow

Resolved, the Caroline Town Board makes the following 2018 Budget Transfers:

| Amount: | From: | To: |
|-------------|--|--|
| \$624.66 | A1010.4 Town Board CE | A1220.4 Supervisor CE |
| \$76.50 | A1410.4 Legal CE | A1420.41 Legal – CBA |
| \$2,998.78 | A1620.2 Town Hall EQ | A1620.41 Town Hall – IT Support |
| \$815.96 | A1620.2 Town Hall EQ | A1620.4 Town Hall CE |
| \$41.61 | A1220.2 Supervisor EQ | A1620.4 Town Hall CE |
| \$361.75 | A1990.4 Contingency | A3310.4 Traffic Control CE |
| \$350.00 | A1990.4 Contingency | A3620.4 Safety Inspection CE |
| \$28.95 | A7510.4 Historian CE | A7410.4 Library CE |
| \$1,828.94 | A1990.4 Contingency | A9060.8 Employee Benefits-Medical Ins. |
| \$30,000.00 | A1620.43 Town Hall Reserves | A231 Town Hall Reserves Fund |
| \$65,000.00 | A1620.44 Town Hall Reserves | A230 Town Barn Reserves Fund |
| \$736.00 | SF1-909 Fire Prot.Dist.Unres.Fund Bal. | SF1-9040.8 Benefits W/C |
| \$10,000.00 | DA5112.1 Improvements PS | DA5110.1 General Repairs PS |
| \$10,681.77 | DA5130.1 Machinery PS | DA5110.1 General Repairs PS |
| \$97.27 | DA5130.1 Machinery PS | DA5110.11 General Repairs OT |

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

Discussion: Budget Line A1620.4 – Suggestion by Don Barber to reduce Line by \$3,000, as that Line was increased for 2018 for a specific need. Next year it will not be needed. It was discussed and decided that line stay at \$16,119 for 2019 as proposed.

Code Office Revenue Account: Building Permit Fees are the same as 2017 but since the Town of Harford is no longer contracting with Caroline, that Revenue Line should be reduced. That Line was at \$9,000 and it was decided that Line would be reduced by \$4,000 making it \$5,000 for 2019.

Creeks Line - A1440.405 2017 was \$0.00 2018 \$3,363 budget for 2019 is \$15,000. It was decided after a brief discussion to reduce that Line by \$10,000 making it \$5,000 for 2019.

**Resolution ____ of 2018
Additional Budget Transfer**

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

Resolved, the Caroline Town Board hereby agrees to make the following 2018 Budget Transfer:
\$1,143.75 from Contingency Line A1990.4 to Safety Inspection Line A3620.4.

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

**Resolution ____ of 2018
2019 Budget Amendments**

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

Resolved, the Caroline Town Board agrees to the following amendments to the 2019 Budget prior to adoption as follows:

| Account | From | To | Difference |
|------------|----------|----------|---|
| A1440.405 | \$15,000 | \$5,000 | (\$10,000) reassessment of account |
| A1910.4 | \$29,799 | \$28,301 | (\$1,498) Bailey Place quote |
| A3310.4 | \$34,307 | \$35,187 | \$880 calculation correction |
| A8989.42 | \$2,000 | \$0.00 | Moved to account SF3410.413 |
| SF3410.413 | \$54,200 | \$56,200 | \$2,000 for EMS Certification Training |
| A9030.8 | \$20,891 | \$20,946 | \$55.00 added to deputy historian account |
| A1560 | \$15,328 | \$15,562 | \$234.00 fine tune |
| A2555 | \$9,000 | \$5,000 | \$(4,000) reassessment of account |
| A2705 | \$15,000 | \$ - | \$(15,000) double entry |
| DA2300 | \$45,000 | \$55,000 | \$10,000 reassessment of account |

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

**Resolution ____ of 2018
Additional Budget Amendments**

A motion made by Mark Witmer and seconded by Megan Barber

Resolved, the Caroline Town Board hereby accepts the changes as amended for the following:

A1440.405 from \$15,000 to \$5,000
A2555 from 9,000 to 5,000

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

**Resolution ____ of 2018
Adoption of the 2019 Budget**

Resolved, the Caroline Town Board hereby adopts the 2019 Budget on a motion by Mark Witmer and seconded by John Fracchia. (see attachment 1 of the adopted 2019 budget)

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 302 through 329 for \$19,558.28

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 Irene Weiser to approve payment for the Highway Fund voucher number 195 through 232 for \$107,028.02

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 20 through 21 for \$617.70

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

**Resolution ____ of 2018
Minutes of the Business Meeting held October 10, 2018:**

A motion was made by Mark Witmer and seconded by Megan Barber to accept the minutes of the October 10, 2018 Business Meeting as submitted by First Deputy Clerk, Jessica L. Townsend

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

**Resolution ____ of 2018
Minutes of the Budget Meeting held October 23, 2018:**

A motion was made by Mark Witmer and seconded by Irene Weiser to accept the minutes of the October 23, 2018 Budget Meeting as submitted by First Deputy Clerk, Jessica L. Townsend

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

**Resolution ____ of 2018
Minutes of the Budget Workshop Meeting held October 30, 2018:**

A motion was made by Mark Witmer and seconded by Megan Barber to accept the minutes of the October 30, 2018 Budget Workshop Meeting as submitted by First Deputy Clerk, Jessica L. Townsend

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

Resolution ____ of 2018

Minutes of the ATV Informational Meeting held October 24, 2018:

A motion was made by Mark Witmer and seconded by Cal Snow to accept the minutes of the October 24, 2018 ATV Informational Meeting as submitted and amended by First Deputy Clerk, Jessica L. Townsend

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

Discussion: Add Attorney Guy Krogh's email as an attachment to the October 24, 2018 ATV Minutes.

Resolution ____ of 2018

Speedsville Fire District

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

Resolved, the Caroline Town Board hereby accepts the changes as amended including \$2,000 for the Speedsville Fire District Line SF3410.413

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

Review of proposals for town hall heat pumps

Discussion started by the review of the two proposed bidders, ANC and NP. Councilmember Megan Barber had done some research and said that ANC had more positive reviews than NP. Supervisor Witmer gave information on NP. States initially the proposals appear to be a wash but doesn't believe that's true. ANC's proposal includes having 9 compressor units externally on building. Also using multiples of 15K BTU units. Both proposals look like they are \$45,000 but ANC for zones 1-4 for \$45,000 but for zone 5, it would be an additional \$15,000, totaling \$55,000. NP system covered all 5 zones for \$45,000 and will have their units in the ground alongside of the building.

Supervisor Witmer then presented the idea to consider geothermal heating after having discussion with Barry Goodrich and Brooke Greenhouse. Double the efficiency with an air source system. Equipment is inside not outside, requires less maintenance. The project would be in house for around the cost of the proposed heat source. Supervisor Witmer believes this would be a long-term solution. He suggested getting an estimate for this right away. Councilmember Irene Weiser likes the idea but wants to be sure it's engineered. Councilmember John Fracchia agrees that this is a good idea but wants to be sure this will be covered in the Grant that was received. Ms. Weiser asked if it has a longer life and raised concerns about the equipment in the

wet basement. Councilmember Megan Barber asked for a proposal of the geothermal unit to review so they can discuss further at next month's meeting. Supervisor Witmer agreed.

Discussion of R.C. Quick request regarding Brookton (formerly Quick) Cemetery

Mr. Quick's proposal is he would like the Town to take over the cemetery and keep as a working cemetery. Supervisor Witmer had distributed the minutes to the town board to review the meeting that was held last year when Mr. Quick first made the proposal. Had a meeting with Mr. Quick. Chris Gibbons - A member of the public gave his thoughts. He states how he and his wife have 9 family members buried in the cemetery and has plots for himself and his wife. The cemetery has historical significance to someone that is buried there. Plot owners have a meeting every year, believes that if Mr. Quick is in default, it becomes the Town's responsibility anyway. Encourages the town to consider that this could be a worthwhile project. Understands the maintenance factor would be a problem. But hopes the town be proactive. Don Barber – A couple of years ago when this came up, they had a meeting with a member of the Department of State and it was recommended that the Town does not take this on. He suggests seeking legal counsel as well as contact with the Association of Cemeteries. This is a private enterprise; the town should not be involved. Supervisor Witmer agrees. Mr. Gibbons suggested a shared agreement between the town and the Cemetery Association. He believes Mr. Quick is just looking for some help. Don Barber – whenever a cemetery gets abandoned, it's abandoned. Whoever has a plot there, will not be buried there and the money they spent on that plot will be gone. Supervisor Witmer and Councilmember Irene Weiser agreed, and Ms. Weiser also gave an example that if a business in the town is struggling, they can't step in to support it.

Wil Lawrence – There is a new director, Lisa Monroe, at the County Office of the Aging. Ms. Lawrence has met with her and discussed the Age-Friendly Program. The original survey that was sent out, only about 10 residents from Caroline responded. She would like to get out and speak to more people and re-send the survey out to residents. Next month she would like to speak to the Town Board members about an alert system for town seniors. Will be providing residents over 55 years old with a red folder to distribute to medical personnel in case of an emergency. She will bring one to the December meeting to show to town board members.

Resolution ____ of 2018

HRA Personnel Reimbursement Account

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

Resolved, the Caroline Town Board hereby authorizes Lifetime Benefit Solutions as administrator for the Town's Health Reimbursement Arrangements.

Whereas, the Town will offer Health Reimbursement Medical Rearrangements (HRAs) to cover Out-of-Pocket Expenses for personnel subscribed to the Gold Plan offered through the Greater Tompkins Health Insurance Consortium; and

Whereas, Excellus Blue Cross Blue Shield is the Greater Tompkins Health Insurance Consortium's health insurance medical claims administrator; and

Whereas, Excellus works with Lifetime Benefit Solutions to administer health benefit plans, such as HRAs; and

Whereas Lifetime Benefit Solutions is a leading provider of health benefit plans; therefore be it Resolved, the town board hereby authorizes the supervisor to contract with Lifetime Benefit Solutions for administration of the town's HRAs.

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

**Resolution ____ 2018
2019 Contract with the Town of Richford for Code Officer**

A motion made by Mark Witmer and Seconded by John Fracchia

Resolved, the Caroline Town Board hereby authorizes the Supervisor to submit the 2019 Contract to the Town of Richford for Code Office Support

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

Discussion: regarding the bioretention feature at the town hall grounds. Supervisor Witmer has provided the design. Asking for the bioretention feature to be done by December 31, 2018 and the rest to follow in the Spring. Don Barber suggested to use the County's \$5,000 grant. Councilmember Irene Weiser also suggested using the beautification grant that they have not taken advantage of. Recommends thinking about making some additional changes to the spring out front.

**Resolution ____ of 2018
RFP for Bioretention**

A motion made by Mark Witmer and seconded by Irene Weiser

Resolved, the Caroline Town Board hereby authorizes the Supervisor Mark Witmer to move forward with the issuance of RFP for bioretention feature at town hall grounds

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

----Adjourn----

A motion to adjourn made by Mark Witmer, seconded by John Fracchia and carried unanimously at **10:19p.m.**

Respectfully Submitted,

Jessica L. Townsend, Deputy Town Clerk