

***Town of Caroline***  
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***Town of Caroline  
January 5, 2021***

***Organizational Meeting***

Resolution #1-2021 Town Board Meeting Rules of Procedure

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

Resolution #2-2021 Privilege-of-the-Floor

**Resolved**, the Town Board adopts the following protocol for citizen participation 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 a particular meeting. Each citizen is provided one speaking opportunity per meeting; written input is also welcome.
- Speakers agree not to speak about Town staff personnel matters. Personnel matter should be directed to the appropriate Supervisor or Department Head.
- Comments should be directed to the town board. The Supervisor or Councilpersons may answer questions brought forward or defer to allow for further research and thought.
- Respectful discourse is required.

Resolution #3-2021 Appointments

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

Town Historian:	Barbara Kone @ \$1,455/ yr
Town Deputy Historian:	Jennifer Johnson @ \$726/yr
Town Records Management Officer:	Jessica Townsend
Town Hall Custodian:	Ida Besemer @ \$15.66/hr, not to exceed
Town Hall Maintenance:	Richard Brooks @ \$15.66/hr, not to exceed
Dog Control:	Tompkins County Animal Control
Zoning/Building/Fire Code Enforcement Officer:	Cory Williams
Communication Support Specialist	Velvet Lyke
Information Aide	Chris Wilbur @ \$16.75/hr, not to exceed 1040 hrs/year

Resolution #4-2021 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 #5-2021 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 #6-2021 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.

***Town of Caroline  
January 5, 2021***

***Organizational Meeting***

Resolution #7-2021 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 #8-2021 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: \$0.560 per mile (2021 IRS mileage rate).

Resolution #9-2021 Town Board Meeting Dates

**Resolved**, the Town Board shall meet and hold its business meetings throughout the year 2021 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 2021 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, and

**Further Resolved**, because Election Day is Tuesday, November 2, the November 2021 Agenda and Committee Reports Meeting will be held on Wednesday, November 3, at 7:00 pm.

Resolution #10-2021 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 #11-2021 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 #12-2021 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 minutes shall be marked as "DRAFT" until approved by the Town Board; 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, Brooktons Market, Dandy-Mart, and the Speedsville General Store.

Resolution #13-2021 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 #14-2021 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 #15-2021 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 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.

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.

Resolution #16-2021 Petty Cash

**Resolved**, the Town Clerk's petty cash fund is \$400.00 for the year 2021, and

**Further Resolved**, the Court Clerk's petty cash fund is \$400.00 for the year 2021.

Resolution #17-2021 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.

**Town of Caroline**  
**January 5, 2021**

**Organizational Meeting**

Resolution #18-2021 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 #19-2021 Annual Audit Meeting

**Resolved**, the Town Board shall hold a special meeting on January 25, 2021 at 11 am, by Zoom teleconference pursuant to Governor Cuomo's Executive Order suspending the in-person meeting requirement of Open Meetings Law for the purposes of auditing the Supervisor's, Clerk's, and Justice Court's books for the year 2020.

Join Zoom Meeting <https://us02web.zoom.us/j/7142580644>

Meeting ID: 714 258 0644

One tap mobile +19292056099,,7142580644# US (New York)

Dial by your location +1 929 205 6099 US (New York)

Resolution #20-2021 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 \$20.00/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 #21-2021 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 #22-2021 Appointment of Delegates to the Association of Towns Meeting

**Resolved**, the Town's delegate to the Annual Association of Town's Meeting shall be \_\_\_\_\_, and the alternate delegate shall be \_\_\_\_\_; 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 #23-2021 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, Maintenance Person, Town Hall Custodian, and Highway Department Staff

Quarterly: Councilpersons

Annually: Historian, Deputy Historian

Resolution #24-2021 Establishing Standard Work Day 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 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 #25 - 2021 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 #26 - 2021 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 buildings 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 #27 - 2021 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, Commonwealth Electric Inspection Services, Inc., and The Inspector LLC as the Electrical Inspectors for the Town.

Resolution #28 - 2021 Returned Check Fee

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

Resolution #29 - 2021 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 #30 - 2021 Water Alarm Contract

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

Resolution #31 - 2021 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 #32 – 2021 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 Resolved**, that the Town reserves the right to participate in the State bid if the State bid is lower.

Resolution # 33 - 2021 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 # 34 - 2021 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 # 35 - 2021 Tompkins Health Consortium Director and Alternate

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

Resolution # 36 – 2021 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 # 37 – 2021 Tompkins County Joint Youth Commission Representative

**Resolved**, the Caroline Town Board appoints Karyn Scott and Nancy Kane to be its representatives to the Tompkins County Joint Youth Commission.

Resolution #38 - 2021 Stormwater Coalition Representative

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

Resolution #39 - 2021 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 #40 - 2021 Planning Board Chairperson

**Resolved**, that the Caroline Town Board appoints Bill Podulka as Chairperson of the Planning Board:

Resolution #41 -2021 Review Board Chairperson

**Resolved**, that the Caroline Town Board appoints Craig Modisher as Chairperson of the Review Board:

Resolution #42 - 2021 Computing and IT Services

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

Resolution #43 - 2021 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.

*Town of Caroline*  
*January 5, 2021*

*Organizational Meeting*

Resolution #44 – 2021 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 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 #45-2021 FOIL Records

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

Resolution #46 – 2021 Organizational Resolutions Subject to Amendment

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