

## *Caroline Town Agenda Meeting Minutes of May 1, 2024*

The Town Board Agenda Meeting was held hybrid at the Caroline Town Hall, and was called to order at 7:01 p.m. by Supervisor Witmer

**Attendance:**

Supervisor Mark Witmer  
Councilmember Cal Snow  
Councilmember Tim Murray  
Councilmember Kate Kelley-Mackenzie  
Councilmember Michele Brown

**Also Present:**

None

**Recording Secretary:**

Jessie Townsend, Town Clerk

**Public Attendance:** 0 in-person, and 0 via zoom

Supr. Witmer opened with the Pledge to the Flag.

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**Privilege-of-the-Floor**

None

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**Additions to the Agenda**

Add a Resolution appointing Adam Hilker to the Planning Board; a Resolution authoring the Supervisor to sign a contract with Municipal Solutions; and discussion on Code Officer position.

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**Committee Report**

Clm. Murray – Town Website – Had a meeting this afternoon with Supr. Witmer and Yvette to discuss and review the new town website. Plan to do a soft launch in the upcoming weeks. Board members and other town staff will then have an opportunity to review and add any necessary content.

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**Resolutions**

**Resolution 92 of 2024. Appointments to the Town’s Zoning Board of Appeals**

Motion by: Witmer      Seconded: Brown

**WHEREAS**, the Town of Caroline adopted its first zoning law on March 20, 2024; and

**WHEREAS**, administration of zoning appeals is administered by a three-member Zoning Board of Appeals (see Article XI of the Town of Caroline Zoning Law); therefore be it

**RESOLVED**, the Caroline Town Board hereby appoints Robin Cisne, David Makar, and George Schillenback to the Town of Caroline Zoning Board of Appeals; and further be it

**RESOLVED**, the Caroline Town Board designates Robin Cisne as Chairperson of the Caroline Zoning Board of Appeals.

**Further Resolved**, that Robin Cisne’s term is 3 years beginning 2024; David Makar is two years, and George Schillenback for one year; all subsequent appointments are for three years.

**Motion Carried.**

**Ayes:** Witmer, Snow, Murray, Kelley-Mackenzie, Brown

**Nays:** None

**Resolution 93 of 2024. Appointment to the Town’s Review Board Clerk**

Motion by: Witmer      Seconded: Murray

Resolved, the Caroline Town Board hereby designates Town Clerk, Jessie Townsend as the Clerk to the Caroline Review Board effective immediately.

**Motion Carried.**

**Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown**

**Nays: None**

**Resolution 94 of 2024. Amend Town of Caroline’s Flag Policy**

Motion by: Witmer      Second: Snow

**WHEREAS**, by Resolution 76 of 2019 the Caroline Town Board adopted the Town of Caroline Flag and Banner Policy to allow approved flags to be flown at the Town Offices by request of any Caroline resident; and

**WHEREAS**, with the experience of five years with this policy in place the town board has observed instances (and received feedback in this regard) where approved flags have nevertheless caused concerns within the community, especially when (unintentionally or not) related to charged political events or situations; and

**WHEREAS**, the Caroline Town Board recognizes that the Flag and Banner Policy was developed with the best of intentions to promote positive themes upon request by Caroline residents, but now concludes that display of flags upon individual resident requests is not appropriate at the Caroline Town Hall; therefore be it

**RESOLVED**, the Caroline Town Board hereby amends the Town of Caroline Flag and Banner Policy of 2019 as follows:

All flags flown on the town’s main flag pole shall fly in accord with the standards of the United States Code, Title 4, or applicable law. The U.S. flag shall be flown. Unless authorized by resolution of the Caroline Town Board, only one of the following additional flags may be flown, always below and smaller, than the U.S. flag:

The New York State Flag

The POW-MIA Flag

**AND FURTHER BE IT RESOLVED**, any flag flown at the Town Office Building entrance shall be for the purpose of signaling that a particular town department is open to the public.

**Motion Carried.**

**Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown**

**Nays: None**

**Resolution 95 of 2024. Appointment to the Town’s Planning Board**

Motion by: Witmer      Seconded: Brown

Resolved, the Caroline Town Board hereby appoints Adam Hilker as a member of the Town of Caroline’s Planning Board.

**Motion Carried.**

**Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown**

**Nays: None**

**Resolution 96 of 2024. Authorize Supervisor to sign Municipal Solutions**

Motion by: Witmer      Seconded: Snow

Resolved, the Caroline Town Board hereby authorizes the Supervisor to sign an Agreement with Municipal Solutions to assist the town with financial advisory services.

**Motion Carried**

**Ayes: Witmer, Snow, Murray, Kelley-Mackenzie, Brown**

**Nays: None**

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**Board Discussions**

**Code Officer position**

The Board discussed and agreed on the decision to change the Code Officer position from a part-time position to a full-time position. This would allow additional time for the Code Officer to administer the new zoning regulations. Supr. Witmer to submit the job opportunity to Tompkins County for posting.

**Subdivision Review Law**

Nan Stolzenberg has been drafting a revised Subdivision law. At the May Business Meeting, the Board will introduce, review and discuss any necessary edits they may have and plan to set a Public Hearing for the June Agenda Meeting.

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**Approval of Minutes**

The Caroline Town Board approved the Minutes of the April 17 Business Meeting as prepared by Town Clerk, Jessie Townsend and the April 24 Special Meeting as prepared by Assistant to the Supervisor, Velvet Lyke

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**Agenda Items for May Business Meeting**

Review and discuss the updated Subdivision law  
Presentation by Mike Brown (EIC)

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A Motion to adjourn the meeting was made by Supr. Witmer and seconded by Clm. at 7:53 p.m. and carried unanimously.

----Meeting Adjourned----

Respectfully Submitted,

***Jessie Townsend***