

Regular Monthly Meeting
Caledonia Town Board
March 12, 2015
7:00 P.M.

A regular Meeting of the Town Board of the Town of Caledonia was held Thursday, March 12, 2015, at 7:00 P.M. at the Town Hall.

Supervisor Pangrazio called the meeting to order and led in the Pledge of Allegiance.

<u>PRESENT:</u>	Supervisor	Daniel Pangrazio
	Councilman	Mark Rothrock
	Councilman	Tim Anderson
	Councilwoman	Pamela Rychlicki
	Councilman	Todd Bickford
	Town Clerk	Laurie Sattora

OTHERS: Mark Schroeder Highway Superintendent.

RESOLUTION 54-2015

APPROVAL OF FEBRUARY 12, 2015 MINUTES

On motion of Councilman Rothrock, seconded by Councilman Bickford the following resolution was

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0 Nay-0

RESOLVED, that the minutes of February 12, 2015 be approved as presented

OPEN FORUM

No one requested to speak.

ANNOUNCEMENTS/COMMUNICATIONS

Supervisor Pangrazio reviewed the following announcements and communications with the Board:

- E-mail from Peter Lent thanking the Board for his consideration for the Earth Day Award.
- Thank you note from the Big Springs Museum for the yearly donation as a part of the Town Budget.
- Letter from Chatfield Engineers regarding Valley Sand and Gravel and comments on the Aggregate Conveyor Culvert with the expansion of the Avon Pit at River Road.
- Letter from Attorney Skivington to Attorney James Coniglio dated February 27, 2015 regarding Valley Sand and Gravel and the Special Use Permit.
- Letter from Livingston County Development announcing that Charles Constantino a new business owner on Main Street is being awarded funding through the sign façade grant program.

DEPARTMENTS/COMMITTEES

ATTORNEY-PETER SKIVINGTON

Attorney Skivington was not required to attend the meeting. He is currently working on several items for the Town.

ZONING- CODE ENFORCEMENT OFFICER-TOM PERKINS

Code Enforcement Officer Tom Perkins was not required to attend the meeting. Supervisor Pangrazio stated that 2 properties in Caledonia are on the Tax Foreclosure list.

PLANNING BOARD - PAM RYCHLICKI

Councilwoman Rychicki reported on the February Planning Board Meeting.

BUILDING & GROUNDS – COUNCILMAN TODD BICKFORD

Councilman Bickford and the Town Board discussed and reviewed the bids received on the Town Hall Boiler Replacement. The Town Board has determined that it is necessary to replace the Boiler System in the Town Hall. The Town of Caledonia contacted five heating contractors and has received quotes from three different heating contractors. Two contractors did not submit a quote. The Town Board has determined that upon comparing the quotes received that the Best Value for the Town Hall Heating Boiler Replacement is from Sickles Mechanical LLC at a cost not to exceed \$18,399.00.

RESOLUTION 55 – 2015

ACCEPT BID FOR TOWN HALL BOILER REPLACEMENT

On motion of Councilman Anderson, seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0 Nay-0

RESOLVED, The Town Board has determined that upon comparing the quotes received that the Best Value for the Town Hall Heating Boiler Replacement is to accept the quote from Sickles Mechanical LLC at a cost not to exceed \$18,399.00.

RESOLUTION 56 - 2015

RESOLUTION AND PUBLIC NOTICE

TOWN OF CALEDONIA TOWN HALL BOILER REPLACEMENT

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Caledonia in the County of Livingston, State of New York, at a regular meeting that was held on the 12th day of March, duly adopted, subject to a permissive referendum, a resolution as follows:

WHEREAS, the Town Board of the Town of Caledonia has determined that it is necessary to replace the Boiler System in the Town Hall. The Town of Caledonia contacted five heating contractors and has received quotes from three different heating contractors. Two contractors did not submit a quote.

WHEREAS, it is determined that the Best Value for the Town Hall Heating Boiler Replacement is to accept the quote from Sickles Mechanical LLC at a cost not to exceed \$18,399.00.

WHEREAS, in recognition of this need for the Town Hall Heating Boiler Replacement, funds for such purpose are in the **TOWN OF CALEDONIA BUILDINGS Capital Reserve Fund**; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to expend from the Capital Reserve Fund the funds necessary to replace the Town Hall Heating Boiler System.

This resolution shall be subject to a permissive referendum, as permitted by law.

The motion to adopt the resolution was made by Councilman Anderson, and seconded by Councilman Bickford and duly adopted by the following vote:

- AYES: Supervisor Daniel Pangrazio
- Councilman Mark Rothrock
- Councilman Tim Anderson
- Councilman Todd Bickford
- Councilwoman Pamela Rychlicki

NAYS: 0

HIGHWAY DEPARTMENT – MARK SCHROEDER

Highway Superintendent Mark Schroeder gave his monthly report to the Board. Several Highway Superintendent’s from Livingston County recently went to Albany seeking additional funding for the Consolidated Highway Improvement Program (CHIPS) for the 2015 Budget. Highway Superintendent Mark Schroeder stated he was very pleased with the trip to Albany and is hopefully that they Town will receive an increase in CHIPS funding for 2015. The Highway Department has been helping the Village

DPW in thawing out the frozen pipes that many Village residents have encountered with the severe cold weather we have been having. The Highway Department has been working on general maintenance around the shop and on the equipment along with still being very busy plowing snow.

TRAFFIC SAFETY – MARK SCHROEDER

Mark Schroeder stated that no meeting will be held until April 1, 2015.

TOWN CLERK-LAURIE SATTORA

Town Clerk Laurie Sattora submitted her monthly report to the Town Board for the month of **FEBRUARY 2015.**

TOWN CLERK’S REPORT – FEBRUARY 2015

Total Local Shares Remitted to Town Supervisor	\$ 1,280.38
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	\$ 24.00
Amount paid to: NYS Environmental Conservation	\$ 23.62
Total State, County & Local Revenues for FEBRUARY 2015:	\$ 1,328.00

RESOLUTION 57-2015

ACCEPT FEBRUARY 2015 TOWN CLERK’S MONTHLY REPORT

On motion of Councilman Anderson, seconded by Councilman Bickford the following resolution was ADOPTED – Aye – Pangrazio, Rothrock, Rychlicki, Bickford , Anderson Nay-0 Absent – 0 RESOLVED, that the Town Clerk’s February 2015 monthly report be approved as presented.

ASSESSOR – TAMI SNYDER

Due to a prior commitment to attend the Town of Avon’s Board Meeting, Assessor Tami Snyder submitted her Exemption Report to Supervisor Pangrazio who distributed it to the Town Board. Assessor Snyder has processed the following exemptions for the year as shown below.

- 200 Ag Exemptions
- 160 Enhanced Star Exemptions
- 83 Sr. Citizen Exemptions
- 25 Basic Star Exemptions
- 7 Disability Exemptions
- 12 Vets Exemptions
- 30 Mobile Home Park Exemptions

Total Exemptions to be processed each year is 517 exemptions. 13 Exemptions were not returned this year. All exemptions were mailed out for renewal in November. Reminder notices were mailed out the end of January to those not returned. Phone calls were made the last week in February to those that were still outstanding. Forms were accepted in the office thru the close of business on Monday, March 2, 2015.

OLD BUSINESS

HEALTHCARE DISCUSSION

The Town Board had a discussion regarding healthcare and retiring employees. Supervisor Pangrazio is still waiting to hear back from the MVP rep.

CEMETERY MOWING 2015

Barry Ganzhorn will once again be doing the cemetery mowing when the weather breaks.

2016 BUDGET

The Town Board discussed the 2016 Budget and the likelihood of having no choice but to go over the Property Tax Cap imposed by Governor Cuomo because of unfunded mandates and uncontrollable costs. Supervisor Pangrazio is looking at the numbers in the General Fund and also working on the Efficiency Report that the Governor is requiring from all Municipalities.

FLETCHER LANE

Some Landowners still have not acknowledged the letter sent to them regarding Fletcher's Lane becoming a dedicated Town Road from August. The Town Board agreed that Attorney Skivington should proceed with what is legally necessary for Fletcher Lane to become a dedicated Town Road.

NEW BUSINESS

RESOLUTION 58– 2015

OATKA WATER SHED REPRESENTATIVE – PETER LENT

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0Nay-0

RESOLVED, that Peter Lent shall be re-appointed for 2 years as the representative of the Town of Caledonia on the Oatka Watershed Committee.

RESOLUTION 59– 2015

RESCIND RESOLUTION 123-2013 FROM SEPTEMBER 12, 2013

On motion of Councilman Bickford, seconded by Councilman Anderson the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0Nay-0

WHEREAS, on September 12, 2013 the following Resolution was approved:

RESOLUTION 123-2013

ASSESSOR AIDE – EILEEN LAFAVE-BICKFORD

On motion of Councilwoman Rychlicki, seconded by Councilman Bickford the following resolution was ADOPTED -Aye- Pangrazio, Rychlicki, Bickford, Rothrock Nay-0 Absent – Anderson

RESOLVED, that Eileen LaFave-Bickford has been appointed as an Assessor Aide to assist Tami Snyder effectively immediately at a pay rate of \$10.00 an hour.

RESOLUTION 60– 2015

CORRECTION TO RESOLUTION 123-2013 FROM SEPTEMBER 12, 2013

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0Nay-0

WHEREAS, on September 12, 2013 RESOLUTION 123-2013 was ADOPTED. The Resolution should have said **ASSESSOR CLERK not ASSESSOR AIDE.**

THEREFORE BE IT RESOLVED, that **RESOLUTION 123-2013** shall be corrected to read as follows:

RESOLUTION 123-2013

ASSESSOR CLERK – EILEEN LAFAVE-BICKFORD

On motion of Councilwoman Rychlicki, seconded by Councilman Bickford the following resolution was ADOPTED -Aye- Pangrazio, Rychlicki, Bickford, Rothrock Nay-0 Absent – Anderson

RESOLVED, that Eileen LaFave-Bickford has been appointed as an Assessor Clerk to assist Tami Snyder at a pay rate of \$10.00 an hour.

HIGHWAY CREW APPOINTMENT

The Town Board is in support of Highway Superintendent Mark Schroeder's decision to hire John Pike Jr. to fill the vacancy left by James Sawyer's retirement.

RESOLUTION 61- 2015

AGREEMENT TO SPEND HIGHWAY FUNDS FOR 2015

On motion of Councilman Anderson, seconded by Councilman Bickford the following resolution was ADOPTED – Aye – Pangrazio, Rothrock, Rychlicki, Bickford , Anderson Nay-0 Absent – 0

RESOLVED, that pursuant to the provisions of Section 284 of the Highway Law, the Highway Superintendent and Town Board agrees that moneys levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended for 2015.

RESOLUTION 62-2015

RETIREMENT RESOLUTION-JAMES SAWYER

On motion of Councilman Rothrock, seconded by Councilman Bickford the following resolution was

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0 Nay-0

RESOLVED, that the Retirement Resolution be adopted in honor of James Sawyer and that a page will be set in the minutes of the Town of Caledonia.

**RETIREMENT RESOLUTION
JAMES SAWYER**

WHEREAS, the Caledonia Town Board acknowledges the retirement of James Sawyer, Highway Employee for the Town of Caledonia, and

WHEREAS, the Town Board appreciates this outstanding citizen and public servant in James Sawyer, and

WHEREAS, James who has worked for the Town of Caledonia Highway Department for 29 years, has served his community with thoughtfulness and conscientious devotion of which his family, friends and townspeople can well be proud, and

WHEREAS, to record our esteem for James we, the members of the Town Board of the Town of Caledonia do hereby say THANK YOU for your many years of hard work and service

RESOLVED, that the Town Clerk is instructed to forward a copy of this resolution to James Sawyer and to set a page in the minutes of the Town of Caledonia for this resolution.

RESOLUTION 63-2015

RETIREMENT RESOLUTION-GRETCHEN HARTFORD

On motion of Councilman Rothrock, seconded by Councilman Bickford the following resolution was

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0 Nay-0

RESOLVED, that the Retirement Resolution be adopted in honor of Gretchen Hartford and that a page will be set in the minutes of the Town of Caledonia.

**RETIREMENT RESOLUTION
GRETCHEN HARTFORD**

WHEREAS, the Caledonia Town Board acknowledges the retirement of Gretchen Hartford, Supervisor's Secretary and Deputy Town Clerk for the Town of Caledonia, and

WHEREAS, the Town Board appreciates this outstanding citizen and public servant in Gretchen Hartford, and

WHEREAS, Gretchen who has worked for the Town of Caledonia for 26 years. In those 26 years she served as the Supervisor's Secretary and since 2006, she also served as the Deputy Town Clerk. Gretchen has served her community with thoughtfulness and conscientious devotion of which her family, friends and townspeople can well be proud, and

WHEREAS, to record our esteem for Gretchen, the members of the Town Board of the Town of Caledonia do hereby say THANK YOU for your many years of hard work and service

RESOLVED, that the Town Clerk is instructed to forward a copy of this resolution to Gretchen Hartford and to set a page in the minutes of the Town of Caledonia for this resolution.

AUDIT OF TOWN CLERK, TAX COLLECTOR, SUPERVISOR'S SECRETARY/CHIEF FISCAL OFFICER AND COURT CLERK BOOKS FOR THE YEAR 2014

Councilwoman Rychlicki conducted the audit for the Town of Caledonia for the year ending December 31, 2014.

All ledgers, cash sheets, monthly reports, checkbooks and bank statements were thoroughly examined, with no discrepancies to report. All bank accounts are reconciled and reviewed and signed by the Town Supervisor. All deposits were made in a timely manner and accurately recorded. All financial records support these transactions, and all moneys collected were remitted to the appropriate parties. Copies of Councilwoman Rychlicki's reports are on file in the Town Office. A copy of the Court Audit will be forwarded to the office of NYS Office of Court Administration when requested. Councilwoman Rychlicki used The Local Government Management Guide "Fiscal Oversight Responsibilities of the Governing Board" Record Requirements Appendix C, Appendix D, Appendix E, and Appendix F for the Supervisor's Clerk/Chief Fiscal Officers, the Town Clerk, Tax Collector, and Town Justice's for the year ending December 31, 2014.

RESOLUTION 64 -2015

SUPERVISOR'S SECRETARY AUDIT/CHIEF FISCAL OFFICER

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0Nay-0

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Supervisor's Secretary and Chief Fiscal Officer for the year 2014.

RESOLUTION 65-2015

TOWN CLERK/TAX COLLECTOR AUDIT

On motion of Councilman Anderson, seconded by Councilman Rothrock the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0Nay-0

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Town Clerk, Tax Collector for the year 2014.

RESOLUTION 66-2015

TOWN COURT AUDIT

On motion of Councilman Anderson, seconded by Councilman Bickford, the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent – 0Nay-0

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Town Court for the year 2014.

REVIEW OF SUPERVISORS REPORT – FEBRUARY 2015

The Board Members have received via e-mail prior to the board meeting copies of the Monthly Supervisor's Report which includes up to date Trial Balances and Budget to Actual revenues and expenditures and trial balances for February 2015. All Board Members signed off on all the reports.

AUDIT OF ABSTRACT OF PAID VOUCHERS AND TRIAL BALANCES

The Board audited the Abstract of paid Vouchers and trial balances for February 2015.

RESOLUTION 67-2015

PAYMENT OF BILLS

On motion of Councilman Anderson, seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent –0 Nay-0

RESOLVED, that the bills be paid in the following amounts:

GENERAL FUND A – Voucher #'s 68-79, 81-94	\$ 35,231.30
GENERAL FUND B – Voucher #'s 80	\$ 220.50
HIGHWAY FUND DB – Voucher #'s 27 -44	\$ 44,833.88
GRAND TOTAL	\$ 80,285.68

On motion to adjourn by Councilman Anderson, seconded by Councilman Rothrock and carried by all, the board meeting was adjourned.

Respectfully Submitted,
Laurie Sattora
Town Clerk