

**Regular Monthly Meeting  
Caledonia Town Board  
January 12, 2017**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held January 12, 2017, 7:00 P.M., at the Town Hall, 3109 Main Street, Caledonia, NY.

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

**PRESENT:**

Supervisor	Daniel Pangrazio
Councilman	Mark Rothrock
Councilwoman	Pamela Rychlicki
Councilman	Tim Anderson
Councilman	Todd Bickford
Town Clerk	Laurie Sattora

**OTHERS:** Highway Superintendent Mark Schroeder, Code Enforcement Officer Tom Perkins, Several Students from Caledonia-Mumford's Participation in Government Class.

**RESOLUTION 33-2017**

**APPROVAL OF DECEMBER 8, 2016 MINUTES**

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

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson      Absent -0      Nay-0  
RESOLVED, that the minutes of December 8, 2016 be approved as presented.

**RESOLUTION 34-2017**

**APPROVAL OF DECEMBER 29, 2016 MINUTES**

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

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson      Absent -0      Nay-0  
RESOLVED, the minutes of December 29, 2016 be approved as presented.

**RESOLUTION 35-2017**

**APPROVAL OF JANUARY 3, 2017 MINUTES**

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

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson      Absent -0      Nay-0  
RESOLVED, that the minutes of January 3, 2017 be approved as presented.

**OPEN FORUM**

No one present requested the floor to speak.

**ANNOUNCEMENTS/COMMUNICATIONS**

Supervisor Pangrazio reviewed the following communications with the Board

- The 2017 Holiday list of closings for the Highway Department and Town Hall.
- Supervisor Pangrazio updated the Board about the transition of the E-911 Radio Systems to the new Trunked Radio System during the week of January 16<sup>th</sup>.
- Letter from Livingston County Development congratulating Mr. Larzelere for successfully completing the New York Main Street Grant Program Project. Mr. Larzelere received grant funding for HVAC upgrades to his building located at 3127 Main Street.
- Supervisor Pangrazio shared the 2017 Valuations and Rates for Livingston County.

## **DEPARTMENTS/COMMUNICATIONS**

### **ATTORNEY PETER SKIVINGTON**

Attorney Skivington was not required to attend the Board Meeting.

### **CODE ENFORCEMENT OFFICER-TOM PERKINS**

Code Enforcement Officer Tom Perkins updated the Board on the following items:

- The CRC project is hoping to open May 2017.
- Residential solar panels are being installed on McIntyre Rd.
- Submitted a fence permit with the Village of Caledonia for the Caledonia Rural Cemetery. The permit fee is \$15.00.
- The Town received a certified letter from Jones Chemicals, Inc. regarding the Jones Chemicals, Inc Superfund Site located at 100 Sunny Sol Boulevard.

### **BUILDING/GROUNDS –TODD BICKFORD-CALEDONIA RURAL CEMETERY**

Councilman Bickford updated the Town Board that the items have been cleaned up at the Caledonia Rural Cemetery. At the September 8, 2016 Board Meeting, Councilman Bickford had contacted three companies for fence pricing. Councilman Bickford contacted Stable Fences & Vineyard LLC, Shamrock Fencing, and Shanks Fencing. The only company willing to quote a price was Stable Fences & Vineyard LLC. Councilman Bickford reviewed with the Board the quote of \$5200.00 he received for the fence for the Caledonia Rural Cemetery.

### **BUILDING/GROUNDS-SUPERVISOR PANGRAZIO-TOWN HALL**

Supervisor Pangrazio and the Board discussed the option of paving behind the Town Hall and working with the neighboring property owners in the spring. The Board reviewed a copy of the survey and tax map of the Town Hall and the surrounding buildings. Each of the property owners that own the parking area behind the buildings would be responsible for their own costs of the paving, but it would greatly improve the back parking area behind the adjoining buildings on Main Street. Supervisor Pangrazio will discuss this with Attorney Skivington and report back to the Board at a later date.

### **PLANNING BOARD –PAM RYCHLICKI**

Councilwoman Rychlicki stated that no Planning Board meeting was held in December.

### **PLANNING/ZONING BOARD OF APPEALS COMPENSATION-SUPERVISOR PANGRAZIO**

Supervisor Pangrazio reviewed with the Board the letter he sent out to the Planning Board Chairs and the Zoning Board Chairs regarding compensation and attendance requirements for 2017.

### **HIGHWAY DEPARTMENT – MARK SCHROEDER**

Highway Superintendent Mark Schroeder reported to the Board on the projects that the Highway Department has been busy working on.

- The new truck is in and almost ready to go.
- The concrete has been crushed and a sample has been sent to Suit-Kote to be used for shoulders in the spring of 2017.
- The Highway Department has been working on the shop and sign repairs when they are not out plowing the roads.

Highway Superintendent Mark Schroeder discussed with the Board the option of purchasing a loader with the money that is in the Capital Reserve Equipment Fund. The current loader that the Highway Department has is a 2006 loader and is in need of repairs in excess of \$2500.00 with approximately 3200 hours on it. On the Town Highway Fleet Equipment Replacement Plan the Loader was scheduled to be replaced in 2016. The Board gave Highway

Superintendent Mark Schroeder permission to get bids on a new loader and to have the following information for the February 9<sup>th</sup> board meeting:

- A letter from Roy Teitsworth Auctions, Inc. guaranteeing a minimum of \$45,000.00 for the sale of the 2006 Loader at auction.
- 2017 Loader Quotes.
- An inspection by John Deere on the 2006 Loader prior to the February meeting.

**TOWN CLERK-LAURIE SATTORA**

Town Clerk Laurie Sattora submitted her monthly report to the Town Board for the month of December 2016.

**TOWN CLERK'S REPORT DECEMBER 2016**

Total Local Shares Remitted to Town Supervisor	<b>\$ 3,433.29</b>
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	<b>\$ 42.00</b>
Amount paid to: NYS Dept. of Environmental Conservation – ACH(Electronically)	<b>\$ 312.71</b>
<b>Total State, County &amp; Local Revenues for December 2016:</b>	<b>\$ 3,788.00</b>

**RESOLUTION 36-2017**

**ACCEPT DECEMBER 2016 TOWN CLERK'S MONTHLY REPORT**

On motion of Councilman Anderson seconded by Councilman Bickford the following resolution was

ADOPTED – Aye – Pangrazio, Rothrock, Anderson, Rychlicki, Bickford    Nay-0    Absent – 0  
RESOLVED, that the December 2016 Town Clerk's monthly report is approved as presented.

**RESOLUTION 37-2017**

**ACCEPT 2016 TOWN CLERK'S YEARLY REPORT**

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

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson    Absent –0    Nay-0  
RESOLVED, that the 2016 Yearly Town Clerk's Report is approved as presented.

**TOWN CLERK'S REPORT JANUARY 1, 2016 – DECEMBER 31, 2016**

Total Local Shares Remitted to Town Supervisor	<b>\$ 33,345.57</b>
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	<b>\$ 781.00</b>
Amount paid to: NYS Dept. of Environmental Conservation – ACH(Electronically)	<b>\$ 11,352.18</b>
Amount paid to: State Comptroller for Games of Chance	<b>\$ 15.00</b>
Amount paid to: NYS Dept. of Health-Marriage Licenses	<b>\$ 337.50</b>
<b>Total State, County &amp; Local Revenues for December 2016:</b>	<b>\$ 45,831.25</b>

**OLD BUSINESS**

**RULES AND REGULATIONS – HIGHWAY AND NON-HIGHWAY**

Supervisor Pangrazio and the Board will discuss and adopt the Rules and Regulations at the February Board meeting.

**NEW BUSINESS**

**RESOLUTION 38-2017**

**2017 LEASE AGREEMENT WITH CALEDONIA RIFLE & GUN CLUB**

On motion of Councilman Bickford seconded by Councilwoman Rychlicki the following resolution was

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent -0 Nay-0  
RESOLVED, that Supervisor Pangrazio is authorized to sign the 2017 Lease Agreement with the Caledonia Rifle & Gun Club and the annual rent is set at \$1000.00 for the year.

### **TIME SHEETS**

Supervisor Pangrazio and the Board reviewed the new time sheets that Supervisor Secretary Meg Donegan has revised. It has been several years since the Time Sheets for all part-time hourly employees have been updated and the new time sheets will help create a more efficient record-keeping system for accounting purposes.

### **RESOLUTION 39-2017**

#### **IMPLEMENTATION OF NEW TIME SHEETS**

On motion of Councilman Anderson seconded by Councilman Bickford the following resolution was

ADOPTED – Aye – Pangrazio, Rothrock, Anderson, Rychlicki, Bickford Nay-0 Absent – 0  
RESOLVED, that the Supervisor’s Secretary Meg Donegan is authorized to implement the new time sheets for all part-time hourly employees.

### **TOWN HALL MAINTENANCE AND IMPROVEMENTS**

Supervisor Pangrazio and the Board discussed painting and maintenance for the coming year at the Town Hall.

### **SCHOOL RESOURCE OFFICER**

Supervisor Pangrazio and the Board discussed the Town’s share of the cost of the fulltime School Resource Officer and future funding.

### **RESOLUTION 40-2017**

#### **SCHOOL MUNICIPAL PROJECT-PLAYGROUND PROJECT**

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

ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Absent -0 Nay-0  
RESOLVED, that Supervisor Pangrazio is authorized to sign the Inter-Municipal agreement with the Caledonia Mumford Central School District upon Attorney Skivington’s review so that the Highway Department can complete work on the Playground Project.

### **RESOLUTION 41-2017**

#### **ELECTRICAL INSPECTIONS – MIDDLE DEPARTMENT AGENCY**

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

ADOPTED- Aye- Pangrazio, Anderson, Rychlicki, Bickford, Rothrock Nay-0 Absent – 0  
RESOLVED, that the application by Middle Department Inspection Agency for a license to perform electrical inspections, be approved for 2017.

### **RESOLUTION 42-2017**

#### **FUND BALANCE POLICY**

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 Town Board has reviewed its Fund Balance Policy and adopts the current policy which is on file in the Town Office.

**REVIEW OF SUPERVISORS REPORT**

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. 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.

**RESOLUTION 43-2017**

**PAYMENT OF BILLS**

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

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

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

GENERAL FUND A – Voucher #'s 1 – 15,17-31	\$ 14,061.04
B FUND – Voucher # 16	\$ 250.00
HIGHWAY FUND DB – Voucher #'s 1-16	\$225,401.65
GRAND TOTAL	\$239,712.69

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

Respectfully Submitted,  
Laurie Sattora  
Town Clerk