

Regular Monthly Meeting
Caledonia Town Board
July 13, 2017

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held July 13, 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
Councilwoman	Pamela Rychlicki
Councilman	Todd Bickford
Councilman	Tim Anderson
Town Clerk	Laurie Sattora

ABSENT: Councilman Mark Rothrock

OTHERS: Mark Schroeder Highway Superintendent Tom Perkins, Code Enforcement Officer.

RESOLUTION 97-2017

APPROVAL OF JUNE 8, 2017 MINUTES

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

ADOPTED- Aye- Pangrazio, Rychlicki, Anderson, Bickford Absent-Rothrock Nay-0
RESOLVED, that the minutes of June 8, 2017 be approved as presented.

OPEN FORUM

No one requested the privilege of the floor.

ANNOUNCEMENTS/COMMUNICATIONS

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

- A copy of the most recent Livingston County Planning Board Agenda.
- 2017 Tax Roll Release Of Bond Received from Amy Mann, Livingston County Treasurer.
- Letter from the Livingston County Town Clerks and Tax Collectors Association congratulating Town Clerk Laurie Sattora on being elected as Vice President of the Livingston County Town Clerks and Tax Collectors Association.
- Letter from Livingston County Development congratulating Heather Hunt for receiving funding through the County Sign and Façade Improvement Program.
- Letter from NYS Department of Taxation and Finance on the Certification of School Tax Relief Exemptions for the 2017-2018 School Levy.
- Letter from NYS Department of Taxation and Finance that the Tentative Equalization rate is 97%.
- Letter from the DEC encouraging volunteers to participate in the Finger Lakes Angler Diary Program.
- Letter from NYS Department of Public Service on National Grids request for an increase in its electric and gas delivery rates. The letter shows public hearing dates for public comments on the proposed increases. Town Clerk Laurie Sattora will post on the bulletin board at Town Hall.

DEPARTMENTS/COMMITTEES

PLANNING BOARD – PAM RYCHLICKI

Councilwoman Rychlicki reported on the June Planning Board meeting.

HIGHWAY DEPARTMENT

Highway Superintendent Schroeder updated the Board on the recent projects that the Highway Department has been working on and future projects for the month.

- Several roads in the Town have had Storm damage from the heavy rains we have been getting. The Highway Department has been very busy repairing the damage.
- Working for Livingston County.
- Working with the Towns of Geneseo and York on a Shared Services Grant application.

TOWN CLERK-LAURIE SATTORA

Town Clerk Laurie Sattora submitted her monthly report to the Town Board for the month of June 2017.

TOWN CLERK’S REPORT JUNE 2017

Total Local Shares Remitted to Town Supervisor	\$ 1,724.99
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	\$ 38.00
Amount paid to: NYS Department of Environmental Conservation – ACH (Electronically)	\$ 294.76
Total State, County & Local Revenues for June 2017	\$ 2,057.75

RESOLUTION 98-2017

ACCEPT JUNE 2017 TOWN CLERK’S MONTHLY REPORT

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

ADOPTED – Aye – Pangrazio, Anderson, Rychlicki, Bickford Nay-0 Absent – Rothrock
RESOLVED, that the June 2017 Town Clerk’s monthly report was approved as presented.

OLD BUSINESS

2018 BUDGET PROJECTIONS AND TAX CAP

Supervisor Pangrazio and the Board discussed that he will begin reviewing the budgetary line items next week. It is projected that a 6% increase in Health Care costs is possible. He will be meeting with our Healthcare Representative sometime in August.

NEW BUSINESS

485-N EXEMPTION

The Town of Caledonia has examined the provisions of RPTL §485-n which is a Commercial Exemption Program that is adopted through a Local Law for a commercial or mixed-use property that has been converted, created, modernized, rehabilitated, expanded or otherwise improved, and shall receive an exemption on its taxes. The Town Board has discussed this Exemption Program and believe that it is in their best interest to adopt this by Local Law. This Exemption works in partnership with the Downtown Revitalization Program. The program offers Village Business Properties that are part of the Downtown Revitalization Program to be part of a 12- year program where they receive an exemption from taxation. The Breakdown for the computation of the tax exemption is as follows:

Year of Exemption	Percentage of Exemption
1-8	100% of exemption base
9	80% of exemption base
10	60% of exemption base
11	40% of exemption base
12	20% of exemption base

RESOLUTION 99-2017

INTRODUCE LOCAL LAW No. 2 FOR 2017-485-N EXEMPTION

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

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

NOTICE IS HEREBY GIVEN that there has been presented to the Town Board of the Town of Caledonia, proposed Local Law No. 2 for the Year 2017. This proposed Local Law is Amending Chapter 115 adding Article IV that is entitled: Town of Caledonia Real Property Tax Exemptions for Improvements to Commercial or Residential Real Property within the Village of Caledonia. The purpose of this Local Law is to create an exemption to provide incentives for commercial and residential real property located in the designated Business District located within the Village of Caledonia.

RESOLUTION 100-2017

PUBLIC HEARING AUGUST 10, 2017 AT 7:15 P.M. ON PROPOSED LOCAL LAW NO. 2 FOR 2017

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

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

RESOLVED, that the Town Board will hold a public hearing on proposed Local Law No. 2 For 2017 at 7:15 P.M. on Thursday, August 10, 2017 at the Caledonia Town Hall, 3109 Main Street, Caledonia, Livingston County New York.

RESOLUTION 101-2017

ANNUAL ROAD USE & REPAIR AGREEMENT

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

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

RESOLVED, that the TOWN OF CALEDONIA hereby has reviewed and ADOPTS the Road Use and Repair Agreement for the use and repair of Town Roads. This agreement shall be signed and approved by the Highway Superintendent, Town Supervisor, Town Attorney, and Developer. This agreement is on file with the Highway Superintendent and the Town Clerk.

RESOLUTION 102-2017

ESTABLISHING A STANDARD WORKDAY AND REPORTING RESOLUTION FOR THE NEW YORK STATE RETIREMENT SYSTEM

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

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

RESOLVED, that the TOWN OF CALEDONIA hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

BE IT FURTHER RESOLVED, that the Clerk for the Town of Caledonia is directed to post a certified copy of this resolution for a minimum of thirty days. A certified copy of this resolution and an affidavit of posting shall be filed with the State Comptroller within **45 days of adoption.**

THE OFFICIAL'S TERM EXPIRATION DATES ARE AS FOLLOWS:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Supervisor	Daniel Pangrazio	XXXX	XXXXXX	6	01/01/16-12/31/17	N	13.70
Town Clerk	Laurie Sattora	XXXX	XXXXXX	6	01/01/16-12/31/17	N	21.00
Town Justice	Mark Riggi	XXXX	XXXXXX	6	01/01/16-12/31/19	N	2.13
Town Justice	Kyle MacKay	XXXX	XXXXXX	6	01/01/14 - 12/31/17	N	1.34
Appointed Officials							
Secretary to Supervisor	Margaret Donegan	XXXX	XXXXXX	6	01/01/17 - 12/31/17	N	12.32
Court Clerk	Julie Molisani	XXXX	XXXXXX	6	01/01/17-12/31/17	N	6.22
Highway Superintendent	Mark Schroeder	XXXX	XXXXXX	6	01/01/16-12/31/18	N	21.00
Assessor	Tami Snyder	XXXX	XXXXXX	6	10/01/13 - 09/30/19	N	14.0
Town Historian	Eileen LaFave-Bickford	XXXX	XXXXXX	6	01/01/17-12/31/17	N	3.61

RESOLUTION 103-2017

2017/2018 SNOWMOBILE AGREEMENT CALEDONIA TRAILBLAZERS SNOWMOBILE CLUB

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

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

RESOLVED, that the Supervisor be authorized to sign an agreement with the Caledonia Trail Blazers Snowmobile Club for the 2017-18 season for snowmobiling purposes.

RESOLUTION 104-2017

RECOMMENDATION FROM HIGHWAY SUPERINTENDENT MARK SCHROEDER TO HIRE STEVE MINGES TO FILL THE VACANT MOTOR EQUIPMENT OPERATOR POSITION

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

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

RESOLVED, that the Town Board approves the hiring of Steve Minges to fill the vacancy left by John Pike in the Highway Department for the position of Motor Equipment Operator.

RESOLUTION 105-2017

BUDGET ADJUSTMENTS TO INCREASE EXPENDITURE ACCOUNT B5020.400 AND INCREASE REVENUE ACCOUNT B2770 BY \$1500.00 FOR ENGINEERING FEES RECEIVED

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

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

RESOLVED, that the Supervisor Pangrazio is authorized to make the following Budgetary Adjustments:

Increase Expenditures in B5020.400(Engineering for Transportation) \$1500.00 and Increase Revenue Account B2770 (Miscellaneous Revenues) \$1500.00.

RESOLUTION 106-2017

DECLARING HISTORIANS OLD 2007 HP LAPTOP SURPLUS FOR SCRAP

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

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

RESOLVED, that the Supervisor is authorized to declare the 2007 HP laptop the was used in the Historian in her office as surplus for scrap since it no longer works.

TAX CAP FOR 2018 BUDGET

Supervisor and the Board discussed the Tax Cap percentages for the upcoming Budget year. IT is 1.84% not a true 2% cap. This 1.84% allows only an increase of \$14,749.00 over last year's tax levy.

RESOLUTION 107-2017

NEW POSITION DUTIES STATEMENT FOR LABORER PT POSITIONS FOR LIVINGSTON COUNTY PERSONNEL CIVIL SERVICE LAW REQUIREMENTS

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

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

RESOLVED, that for Livingston County Personnel Civil Service Law Requirements the Town of Caledonia shall rename the part-time seasonal positions in the Highway Department as Laborer PT.

Councilman Rothrock entered the meeting at 7:35 P.M.

RESOLUTION 108-2017

RESOLUTION SUPPORTING A NYS CONSOLIDATED FUNDING APPLICATION FOR THE LIVINGSTON COUNTY COMPREHENSIVE WATER SUPPLY STUDY UDATE

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

WHEREAS, New York State Governor Andrew M. Cuomo, has created ten Regional Economic Development Councils; and

WHEREAS, as part of the Regional Economic Development strategy, a unified funding process, the Consolidated Funding Application (CFA) has been developed and made available to distribute grant funds for job creation, infrastructure improvements and regionally significant economic development projects; and

WHEREAS, the Department of State of the State of New York has made funding available for the 2017 Local Government Efficiency (LGE) Program to assist applicants in developing and implementing plans to improve local government efficiency and cost savings, and

WHEREAS, the delivery of safe, dependable, good quality water is vital to the economy of Livingston County and will support agricultural producers and agricultural-related and supporting industries throughout the Finger Lakes Region and New York State; and

WHEREAS, the intent of the Livingston County Comprehensive Water Supply Study Update Project is to identify opportunities to collaborate and work together on needed water infrastructure improvements that help maximize system and operational efficiencies, minimize costs and best serve the residents of Livingston County; and

WHEREAS, after much discussion, the Town of Caledonia has determined it is advantageous to join together with Livingston County, Livingston County Water and Sewer Authority and other interested municipalities to apply for LGE funding for the Study; and

WHEREAS, the County of Livingston has agreed to act as the lead applicant and will seek \$300,000 in total funding through the Consolidated Funding Application/Department of State LGE Grant on behalf of the Town of Caledonia and other interested agencies; now, therefore, be it

RESOLVED, that the Town of Caledonia agrees to work collaboratively with Livingston County in the development of the CFA application and, if funded as a member of the Project Steering Committee; and further

RESOLVED, that the Town of Caledonia hereby agrees to name the County of Livingston as the lead applicant to submit a grant application, on behalf of the County of Livingston and interested and involved agencies in the amount of \$300,000 to the New York State Consolidated Funding Application of the Finger Lakes Regional Economic Development Council for the purpose of developing the Livingston County Comprehensive Water Supply Study Update Project, and it is further

RESOLVED, that the Town Clerk is hereby authorized and directed to forward a certified copy of this adopted resolution to the Livingston County Administrator.

Votes were recorded as follows:

Town Supervisor:	<u>Daniel Pangrazio</u>	<u>Aye</u>
Town Board Member:	<u>Timothy Anderson</u>	<u>Aye</u>
Town Board Member:	<u>Todd Bickford</u>	<u>Aye</u>
Town Board Member:	<u>Mark Rothrock</u>	<u>Aye</u>
Town Board Member:	<u>Pamela Rychlicki</u>	<u>Aye</u>

RESOLUTION 109-2017

SHARED HIGHWAY SERVICES INCENTIVE-SMSI GRANT 2017-2018

At the meeting of the Town Board of the Town of Caledonia held on July 13, 2017 the following resolution was moved by Councilman Bickford, seconded by Councilman Anderson and adopted by vote of the Town Board.

RESOLVED:

The Town Board of the Town of Caledonia authorizes the Town Supervisor, Daniel Pangrazio, to submit an application as a co-applicant with the Town of Geneseo to the Shared Municipal Services Incentive (SMSI) Grant Program for the **2017-2018** Program Year.

The Town of Geneseo shall act as the "Lead Applicant" for the SMSI grant application. The Town of Caledonia will act as a "Co-Applicant"

The grant application shall be submitted for a "Shared Highway Services Incentive" award that would enable the Town of Caledonia and the neighboring Towns of Geneseo, and the Town of York to share equally in the purchase of the following equipment:

- 2017 John Deere 550K Crawler Dozer in the amount of \$99,865.58
- 2017 Sakai SW990 84" Double Drum Asphalt Roller in the amount of \$154,700.00

- 2017 Caterpillar CW16 Pneumatic Tired Roller, 11 tires with an 84” compaction width in the amount of \$85,895.00
- 2017 Volvo EC160E excavator with a 60-inch ditching bucket in the amount of \$171,944.00
- 2017 Link-Belt 80x3 Excavator with 24” Digging and 48” Ditching Buckets in the amount of \$105,026.00
- 2017 S650 T4 Bobcat Skid-Steer Loader with 74” Low Profile Bucket and 24” Planer in the amount of \$57,149.80

It is the interest of the taxpayers of the Towns of Geneseo, Caledonia and York to share resources in the undertaking of public works and other municipal improvement projects and services, and the intent of the purchase is to allow for the sharing of the above-mentioned equipment (therein after referred to as “equipment”) between the Towns of Geneseo, Caledonia and York.

Based on the total cost of **\$674,580.38** for the equipment to be purchased and shared, the Town of Geneseo shall be the Lead Applicant to apply for the maximum grant amount. The Grant money (90% of total cost with cap) would be **\$600,000.00**. The total cost to the Town of Geneseo would be **\$24,860.13**, the total cost to the Town of Caledonia would be **\$24,860.12**, and the total cost to the Town of York would be **\$24,860.13** for road repair and rehabilitation projects within the Towns of Geneseo, Caledonia and York. The Town of Caledonia will provide the **\$24,860.12** from the Town’s 2018 Highway Equipment Budget.

Flexibility in operating local governments and their public works programs is necessary to ensure efficiency and maximum benefits at minimal cost to all parties.

An Inter-Municipal Agreement (IMA) between the Towns of Geneseo, Caledonia and York is required by the NYS Department of State, pursuant to General Municipal Law, Article 5-G setting forth individual responsibilities for the implementation of the project including the required financial commitments.

Votes were recorded as follows:

Town Supervisor:	<u>Daniel Pangrazio</u>	<u>Aye</u>
Town Board Member:	<u>Timothy Anderson</u>	<u>Aye</u>
Town Board Member:	<u>Todd Bickford</u>	<u>Aye</u>
Town Board Member:	<u>Mark Rothrock</u>	<u>Aye</u>
Town Board Member:	<u>Pamela Rychlicki</u>	<u>Aye</u>

RETURN OF FEES

Supervisor Pangrazio and the Board had a discussion regarding the return of fees paid. A resident has requested that a minor subdivision application fee be returned since they decided to not go through with the subdivision. The Board agreed that they have never returned any fees to any applicants and that the fee is not refundable.

JOINT MEETING WITH VILLAGE BOARD AND GENESEE VALLEY EMS AUGUST 22, 2017 7:00 P.M.

The Town of Caledonia Town Board and the Village Board have been requested to hold a joint meeting with Genesee Valley EMS to discuss the future plans that the Genesee Valley EMS is looking into. Town Clerk Laurie Sattora and Village Clerk Ann Marie Grattan shall publish legal notices in the paper for this upcoming joint meeting.

RESOLUTION 110-2017
ENTER EXECUTIVE SESSION

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

ADOPTED – Aye – Pangrazio, Anderson, Rychlicki, Bickford, Rothrock Nay-0 Absent –0
RESOLVED, that the Town Board enter into Executive Session for the purpose of discussing employment history of a particular person.

RESOLUTION 111-2017
EXIT EXECUTIVE SESSION-NO ACTION TAKEN

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

ADOPTED – Aye – Pangrazio, Anderson, Rychlicki, Bickford, Rothrock Nay-0 Absent –0
RESOLVED, that the Town Board will exit Executive Session and return to the regular meeting with No Action Taken.

REVIEW OF SUPERVISORS REPORT

All 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 112-2017
PAYMENT OF BILLS

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

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

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

GENERAL FUND A – Voucher #'s 198 – 220, 222-229	\$ 11,991.60
B FUND – Voucher # 221	\$ 206.00
HIGHWAY FUND DB – Voucher #'s 101 -118	\$ 14,976.93
GRAND TOTALS	\$ 27,174.53

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

Respectfully Submitted,
Laurie Sattora
Town Clerk