

Regular Monthly Meeting
Caledonia Town Board
December 8, 2016
7:00 P.M.

A regular Meeting of the Town Board of the Town of Caledonia was held Thursday, December 8, 2016 at 7:00 P.M. at the Town Hall.

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

PRESENT: Supervisor Daniel Pangrazio
Councilman Todd Bickford
Councilman Mark Rothrock
Councilwoman Pam Rychlicki
Town Clerk Laurie Sattora

ABSENT: Councilman Tim Anderson, Highway Superintendent Mark Schroeder

RESOLUTION 149-2016
NOVEMBER 8, 2016 MINUTES

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

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

OPEN FORUM

No one requested the floor to speak.

ANNOUNCEMENT/COMMUNICATIONS

Supervisor Pangrazio reviewed the following communications with the Town Board:

- Town Christmas Party – Village Inn

Councilman Anderson entered the meeting at 7:01 P.M.

- Supervisor Pangrazio received an email from Real Property Director William Fuller regarding a correction to the Fire District Tax Rate. The Budget Summary sheet for the 2017 Budget should state that the Fire District tax rate for 2017 should be \$1.223471. The Board all received updated copies of the Summary Sheet along with the information from the Real Property Director.
- New York Municipal Insurance Reciprocal Fall 2016 newsletter.
- A memo from Ian Coyle Livingston County Administrator notifying the Town of Caledonia the cost of the Election Inspector Chargeback for the November 2016 Presidential Election for Caledonia. Caledonia has 3 districts and 14 inspectors were used at the cost of \$180.00 per inspector for a total of \$2,520.00.
- A copy of the Letter received from Livingston County Development to heather Hunt for successfully completing the Livingston County Sign and Façade Improvement Program for repairs and painting at 3119 Main Street.
- A copy of the new Livingston County Planning Board Forms and procedures effective January 1, 2017 along with a copy of the 2017 County Planning Board meeting dates.

DEPARTMENTS/COMMITTEES

ATTORNEY PETER SKIVINGTON

Attorney Skivington was not required to attend tonight's meeting but is working on several items for the Town.

ZONING – CODE ENFORCEMENT OFFICER TOM PERKINS

Code Enforcement Officer Tom Perkins was not required to attend tonight’s meeting.

PLANNING BOARD – COUNCILWOMAN PAM RYCHLICKI

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

BUILDING & GROUNDS - SUPERVISOR-DANIEL PANGRAZIO

Supervisor Pangrazio updated the Board on security measures at the Town Hall being implemented.

HIGHWAY DEPARTMENT – MARK SCHROEDER

Highway Superintendent Mark Schroeder was unable to attend tonight’s meeting so Supervisor Pangrazio distributed the monthly Highway Report that Highway Superintendent Schroeder prepared.

- The Highway Department has prepared all the trucks for the upcoming winter.
- Helped the Village with leaf pickup.
- With the help from the Livingston County Sheriff’s Prisoner Program installed snow fence.
- The Highway Department will be painting the mowers and completing general maintenance on the equipment.
- Weather permitting ditching the west end of McCorkindale Road.
- Installing new signs.
- The Highway Department will be implementing new winter hours. Monday through Thursday 9 hour days and then work 4 hours on Friday. The Board had a discussion on the new winter hours. Supervisor Pangrazio stated to the Board that he and Highway Superintendent Mark Schroeder agreed that the Highway Department will switch back to 5 8 hour days if it gets to be an overtime issue and they run into lots of snow on Fridays.

TOWN CLERK-LAURIE SATTORA

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

TOWN CLERK’S REPORT NOVEMBER 2016

Total Local Shares Remitted to Town Supervisor	\$ 1,843.50
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	\$ 41.00
Amount paid to: NYS Department of Environmental Conservation – ACH (Electronically)	\$ 2,042.50
Total State, County & Local Revenues for NOVEMBER 2016	\$ 3,927.00

RESOLUTION 150-2016

ACCEPT NOVEMBER 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 November 2016 Town Clerk’s monthly report was approved as presented.

OLD BUSINESS

2017 MEETING SCHEDULE

Supervisor Pangrazio and the Board reviewed the 2017 calendar to discuss the 2017 meeting schedule. The meetings shall be held on the 2nd Thursday of every month at 7:00 P.M. unless otherwise noted with the following additional meetings of September 28, 2017 for the Tentative Budget meeting, and December 28, 2017 for the end of the year meeting.

January 3, 2017 at 5:00 P.M
January 12, 2017
February 9, 2017
March 9, 2017
April 13, 2017
May 11, 2017
June 8, 2017
July 13, 2017
August 10, 2017
September 14, 2017
September 28, 2017 at 5:00 P.M.
October 12, 2017
November 9, 2017
December 14, 2017
December 28, 2017 at 4:00 P.M.

CALEDONIA RURAL CEMETERY

Supervisor Pangrazio spoke with Attorney Skivington prior to tonight's meeting regarding the Caledonia Rural Cemetery. A letter was sent by Attorney Skivington to the resident on November 14, 2016 regarding property that is encroaching into the Cemetery property. The resident was given until December 8, 2016 to remove the items so that the Town may erect a fence along the boundary to clearly mark the separation of the Cemetery property. Councilman Bickford inspected the property on Wednesday December 7, 2016 and the items had still not been removed. The board had a lengthy discussion on the next steps to take since the resident has not complied with the letter from Attorney Skivington to remove the items. Supervisor Pangrazio will contact Attorney Skivington about another letter certified mail to the resident.

PLANNING BOARD AND ZONING BOARD COMPENSATION

The Board had a discussion on the paying Planning Board and Zoning Board members a stipend for attendance to meetings by voucher. The Board agreed that payments shall be made to each Board member at the end of the year. The Chairs and Vice Chairs of each Board shall receive \$35.00 for each meeting that they attend. Planning Board members shall receive \$25.00 for each meeting that they attend. The Board also discussed that all Board Members should have an attendance record of 75% to be considered an active voting member of the Board. The Planning Board holds 11 meetings a year and the Zoning Board only meets when necessary. Supervisor Pangrazio will contact Planning Board Chairman Robert Sturm and Vice Chair Joan Crunden and Zoning Board Chairman William Reid and Vice Chair Paul Raymond regarding the upcoming changes for compensation.

RESOLUTION 151-2016

PAYMENT COMPENSATION FOR PLANNING AND ZONING BOARD MEMBERS

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

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

RESOLVED, that the Town Board of the Town of Caledonia recognizes the value and importance of having dedicated Planning and Zoning Board Members;

THEREFORE, effective January 2017 Planning and Zoning Board Members are to be paid a stipend in December of each year, Chairs and Vice Chairs of the Planning Board and the Zoning Board shall receive \$35.00 for each meeting that they attend. Planning Board and Zoning Board members shall receive \$25.00 for each meeting that they attend. The Board also discussed that all Board Members should have an attendance record of 75% to be considered eligible for compensation.

NEW BUSINESS

RESOLUTION 152-2016

ORGANIZATIONAL MEETING – JANUARY 3, 2017 at 5:00 P.M.

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

ADOPTED- Aye- Pangrazio, Bickford, Rothrock, Rychlicki, Anderson Nay-0 Absent- 0
RESOLVED, that the Organizational Meeting of the Town of Caledonia be held on January 3rd at 5:00 P.M., at the Town Hall, 3109 Main Street, Caledonia, New York 14423.

2017 RULES AND REGULATIONS

The Board had a discussion about changes to the Rules and Regulations for the Highway and Non-Highway Employees for the Town of Caledonia. Upon review by the Board, they will be adopted at our first regular Board meeting in January.

RESOLUTION 153-2016

AUTHORIZATION TO SIGN EMERGENCY POLICE AGREEMENT FOR 2017

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

ADOPTED Aye- Pangrazio, Anderson, Bickford, Rothrock, Rychlicki Nay- 0 Absent - 0
RESOLVED, that Supervisor Pangrazio is authorized to sign the 2017 Emergency Police Agreement from the Village of Caledonia's Police Department.

RESOLUTION 154-2016

PERMISSIVE REFERENDUM-TOWN OF CALEDONIA- 2017 KENWORTH T-800 TRUCK AND EQUIPMENT PURCHASE

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 8th of December 2016, 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 Purchase a 2017 KENWORTH T-800 TRUCK with Extended Day Cab and Henderson Dump Body and Plow Equipment for Highway Operations,

WHEREAS, this vehicle is available for purchase by piggybacking off from the Onondaga County Contract #7823 for the 2017 KENWORTH T-800 TRUCK with Extended Day Cab and Henderson Dump Body and Plow Equipment at a cost of \$197,205.00; and

WHEREAS, pursuant to authority granted by Section 103 of NYS General Municipal Law and the terms of the Onondaga County Bid, The Town of Caledonia Highway Superintendent Mark Schroeder is authorized to purchase off of the Onondaga County Contract #7823; and

WHEREAS, per Resolution 86-2016, Highway Superintendent Mark Schroeder was authorized in June of 2016 to submit a letter of intent to Kenworth of Rochester to purchase off the Onondaga County Contract #7823,

NOW THEREFORE BE IT FURTHER RESOLVED, that payment will not be made until January of 2017 and that the Town Supervisor is authorized to expend from the Capital Reserve Machinery Equipment Fund the funds necessary in said reserve fund in 2017 to purchase the 2017 KENWORTH T-800 TRUCK With Extended Day Cab and Henderson Dump Body and Plow Equipment at a cost of **\$197,205.00.**

This resolution shall be subject to a permissive referendum prior to expending the money from the Capital Reserve Equipment Fund, as permitted by law.

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

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

NAY: 0

ABSENT: 0

RESOLUTION 155-2016
ROBERT STURM-PLANNING BOARD

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

ADOPTED- Aye- Pangrazio, Bickford, Rothrock, Rychlicki, Anderson Nay-0 Absent- 0
RESOLVED, that Robert Sturm be re-appointed to the Planning Board with term ending December 31, 2023.

RESOLUTION 156-2016
RUSS BARBER - ZONING BOARD OF APPEALS

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

ADOPTED- Aye- Pangrazio, Bickford, Rothrock, Rychlicki, Anderson Nay-0 Absent- 0
RESOLVED, that Russ Barber be re-appointed to the Zoning Board of Appeals with term ending December 31, 2021.

CAPITAL IMPROVEMENT PLAN 2017-(CIP)

Supervisor Pangrazio and the Board discussed the Capital Improvement Plan. In 2016 repairs and improvements have been done out at the Highway Barns and for 2017 improvements and repair work will need to be done at the Town Hall.

2016 RECAP

Supervisor Pangrazio reviewed the year and all the accomplishments each department has met with the challenging budget. Supervisor Pangrazio reviewed the Town's past year's performance and expenditures with the Town Board and the tough budgetary challenges that the Town has had to face in 2016. The General Fund is still struggling because of the uncontrollable costs and decrease in revenues, but all departments have worked very hard to keep expenses down. Supervisor Pangrazio commended all the Town Employees and Board Members for being so fiscally responsible and the excellent job they have done this year.

RESOLUTION 157-2016
INTERMUNICIPAL AGREEMENT WITH LIVINGSTON COUNTY FOR TOOLS, MACHINERY, AND EQUIPMENT CONTRACT EXTENSION.

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 Supervisor Pangrazio is authorized to sign the Contract Extension for the Inter-Municipal Agreement with Livingston County for the use of County owned machinery, tools equipment and service sharing.

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 158-2016

PAYMENT OF BILLS

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

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

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

GENERAL FUND A – Voucher #'s 343-366, 368-371	\$	12,291.72
GENERAL FUND B - Voucher # 367	\$	86.92
HIGHWAY FUND DB – Voucher #'s 171 - 190	\$	35,551.31
GRAND TOTAL	\$	47,929.95

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