

**Organizational Meeting
Caledonia Town Board
January 3, 2017**

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 4, 2016, 5:00 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
Councilman	Tim Anderson
Councilman	Todd Bickford
Councilwoman	Pamela Rychlicki
Town Clerk	Laurie Sattora

RESOLUTION 1-2017

DEPUTY SUPERVISOR-TODD BICKFORD

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

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

RESOLVED, that the appointment by Supervisor Pangrazio of Todd Bickford as Deputy Supervisor, be supported by the Board. Councilman Todd Bickford is authorized to be a co-signer on General, Highway, Payroll/Trust & Agency and Water Checking Accounts for the bank.

DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT-RONALD BEACH III

Highway Superintendent Mark Schroeder re-appointed Ronald Beach III as Deputy Highway Superintendent.

RESOLUTION 2-2017

CODE ENFORCEMENT OFFICER/FIRE MARSHALL-TOM PERKINS

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

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

RESOLVED, that TOM PERKINS is re-appointed as Code Enforcement Officer, Building Inspector and Fire Marshall.

SUPERVISOR CLERK/SECRETARY APPOINTMENT-MARGARET DONEGAN

Supervisor Pangrazio re-appointed Margaret Donegan as Clerk/Secretary to Supervisor.

DEPUTY TOWN CLERK APPOINTMENT-CHRIS BINNERT

Town Clerk Laurie Sattora re-appointed Chris Binnert as Deputy Town Clerk.

APPOINTMENT TO ZONING BOARD OF APPEALS – RUSS BARBER-5 YEAR APPOINTMENT – 12-31-2021

This re-Appointment made at December 2016 Board Meeting. Russ Barber's term will end 12/31/2021.

APPOINTMENT TO PLANNING BOARD – ROBERT STURM – 7 YEAR APPOINTMENT – 12-31-2023

This re-Appointment made at December 2016 Board Meeting. Robert Sturm's term will end 12/31/2023.

RESOLUTION 3-2017

HISTORIAN – EILEEN LAFAVE-BICKFORD

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

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

RESOLVED, that EILEEN LAFAVE-BICKFORD is re-appointed as Historian.

RESOLUTION 4-2017

COURT CLERK-JULIE MOLISANI

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

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

RESOLVED, that JULIE MOLISANI is re-appointed as Court Clerk.

RESOLUTION 5-2017

APPOINTMENT OF VITAL STATISTICS REGISTRAR-TOWN CLERK LAURIE SATTORA

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

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

RESOLVED, that TOWN CLERK LAURIE SATTORA is re-appointed as Vital Statistics Registrar.

DEPUTY VITAL STATISTICS REGISTRAR APPOINTMENT-CHRIS BINNERT

Town Clerk Laurie Sattora appointed Chris Binnert as Deputy Vital Statistics Registrar's.

RESOLUTION 6-2017

OFFICIAL DEPOSITORY –BANK OF CASTILE

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

RESOLVED, that the Bank of Castile be named as Official Depository of town funds.

RESOLUTION 7-2017

OFFICIAL NEWSPAPER –LIVINGSTON COUNTY NEWS

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

RESOLVED, that the Livingston County News be named as the official newspaper for official legal notices.

RESOLUTION 8-2017

MILEAGE DESIGNATION

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

RESOLVED, that mileage is paid according to federal guidelines (\$0.535 per mile).

RESOLUTION 9-2017

YOUTH FUND

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

RESOLVED, that that the Recreation-Youth Projects appropriation be paid as per the 2017 budget in the amount of \$10,200.00

Councilman Anderson abstained from the vote because he is a committee member on the Youth Recreation Board.

RESOLUTION 10-2017

CALEDONIA LIBRARY

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 Caledonia Library appropriation be paid as per the 2017 budget in the amount of \$77,000.00

RESOLUTION 11-2017

CALEDONIA BIG SPRINGS MUSEUM

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 Caledonia Big Springs Museum appropriation be paid as per the 2017 Budget in the amount of \$2,600.00.

RESOLUTION 12-2017

DOG CONTROL – LIVINGSTON COUNTY

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 DOG CONTROL for the Town of Caledonia shall be with contracted through Livingston County Dog Control.

RESOLUTION 13-2017

HIGHWAY REPAIR AUTHORIZATION

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 Highway Superintendent be authorized to spend up to \$2000 for repairs without Town Board approval.

RESOLUTION 14-2017

TOWN ENGINEERS-CHATFIELD ENGINEERS

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 Chatfield Engineers be designated the engineering firm for the Town of Caledonia.

RESOLUTION 15-2017

ATTORNEY-PETER K. SKIVINGTON

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 Supervisor Pangrazio is authorized to retain **ATTORNEY-PETER K. SKIVINGTON** for legal services.

RESOLUTION 16-2017

2017 MEETING SCHEDULE

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 Regular Monthly Meetings of the Town Board 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.

RESOLUTION 17-2017

VOUCHER SIGNATURE-COUNCILMAN ANDERSON/COUNCILMAN BICKFORD

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

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

RESOLVED, that Councilman Anderson is authorized to sign all vouchers for the Town Board. In the absence of Councilman Anderson, Councilman Todd Bickford is authorized to sign all vouchers.

RESOLUTION 18-2017

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

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 Livingston County Hazardous Mitigation & Disaster Plan be adopted and is on file in the Town Clerk's Office.

RESOLUTION 19-2017

EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES FOR 2017

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 EOP and GOP for the year be adopted as filed in the Town Clerk's Office.

RESOLUTION 20-2017

ADOPTION OF REVISED HAZARDOUS MATERIALS EMERGENCY PLAN

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 Revised Hazardous Materials Emergency Plan for the year be adopted as filed in the Town Clerk's Office.

RESOLUTION 21-2017

AUTHORIZING BLANKET UNDERTAKING

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 Town Board of the Town of Caledonia consents and approves a blanket undertaking to cover all officers, clerks and employees.

RESOLUTION 22-2017

CODE OF ETHICS POLICY

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 Town of Caledonia Code Of Ethics Policy has been adopted for 2017.

RESOLUTION 23-2017

CREDIT CARD POLICY

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 Town of Caledonia Credit Card Policy has been adopted for 2017.

RESOLUTION 24-2017

CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION POLICY

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 Town’s Cyber Security & Computer System Breach Notification Policy has been adopted for 2017.

RESOLUTION 25-2017

INVESTMENT POLICY

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

RESOLVED, that the Town’s Investment Policy has been adopted for 2017.

RESOLUTION 26-2017

PROCUREMENT POLICY

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

RESOLVED, that the Town’s Procurement Policy has been adopted for 2017.

RESOLUTION 27-2017

TIME IS OF THE ESSENCE

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

RESOLVED, that the Supervisor be authorized to handle any business where time is of the essence for utilities, postage, and freight.

RESOLUTION 28-2017

BUILDING PERMIT & ZONING FEE SCHEDULE

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

RESOLVED, that the 2017 fee schedule for building permits and zoning fees be adopted.

2017 BUILDING PERMIT FEE SCHEDULE

Wind Generators	Fee according to height or power generated.
Complete Roof Replacement	Fee \$20.00
Shed up to 144 Sq Ft. (12 x 12)	Fee \$10.00
Over 144 Sq Ft	Additional .05 Per Square Ft.
Above Ground Pool	\$20.00
In ground Pool	\$50.00
Swimming Pool Deck	Fee \$20.00
Swimming Pool Heater	Fee \$20.00
Hot Tub	Fee \$35.00

Generator	Fee \$50.00
Cell Towers Changes or Additions	Fee \$300.00
Compliance Letter (Property Sales)	Fee \$25.00
Outdoor Wood Burner Furnace	Fee \$35.00
Single Family Home up to 2,000 Sq. Ft.	\$170.00
Over 2,000 Sq. Ft.	\$200.00
Building Permit Renewal	\$10.00
Demolition Permit	\$35.00
Deck	\$40.00
Penalty Fee for Lack of Permit	\$100.00
Certificate of Occupancy	\$100.00
Certificate of Compliance	\$75.00
Commercial Construction	\$400.00 Up to 10,000 Sq. Ft.
10,000 to 20,000 Sq. Ft.	\$6.00 Additional 1,000 Sq. Ft.
Over 20,000 Sq. Ft.	\$6.00 Additional 1,000 Sq. Ft.
Mobile Homes/Modular Homes in Parks	\$100.00
Agricultural Buildings – up to 1200 Sq. Ft.	\$40.00
1200 to 2500 Sq. Ft.	\$50.00
Over 2500 Sq. Ft.	\$75.00
Additions to Dwelling Unit .06 per sq ft.	\$25.00 minimum
Signs \$1.00 per Sq. Ft.	\$20.00 minimum
*ReZoning Application Fee	\$500.00
Minor Subdivision & Site Plan Review	\$150.00
Major Subdivision	\$200.00 and \$100 per lot in the subdivision
Final Plat Review of Site Plan and also for Major Subdivision	\$400.00
Engineering Fees – All charges are to be reimbursed to the Town by applicant appearing before the Planning Board or Zoning Board of Appeals.	
Special Use Permits	\$100.00
Peddlers License	\$50.00 per Company
Amusement License	\$100.00
Certified Mailings & Legal Notice Fees for Zoning Board of Appeals-All charges are to be reimbursed to the Town by applicant.	
Mobile Home Park Fees- Due January of Every Year. Renewal Application Mailed out every December. \$50.00 for 1 st 5 lots \$10.00 for each additional lot.	

RESOLUTION 29-2017

ACCEPTABLE TRAINING OPTION CREDITS FOR PLANNING & ZONING BOARD MEMBERS

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

RESOLVED, that acceptable training option credits for attendance at County Planning Board Meetings, Town Board Meetings, and other Town’s Planning or Zoning Board Meetings including on-line training courses and seminars will be accepted for the required training options required yearly for Planning and Zoning Board Members.

RESOLUTION 30-2017

PAYMENT COMPENSATION FOR PLANNING AND ZONING BOARD MEMBERS

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

RESOLVED, that 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. All Board Members should have an attendance record of 75% to be considered eligible for compensation.

RESOLUTION 31-2017

OFFICIAL SALARY SCHEDULE

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

RESOLVED, that all elected officials be paid as levied in the annual budget on a monthly basis and all other employees as stated. Highway Employees are paid on a Bi-weekly basis.

ANNUAL SALARIES & HOURLY WAGES - 2017

<u>Position - Paid on a monthly basis</u>	<u>Salary per year</u>
Supervisor	\$ 14,000.00
Secretary to Supervisor - Margaret Donegan	\$ 19,360.00
Town Clerk	\$ 32,312.00
Vital Statistics Registrar	\$ 825.00
Town Board Members (3)	\$ 4,135.00 ea
Deputy Supervisor (if Town Board member)	\$ 4,385.00
Justices (2)	\$ 9,736.00(Riggi)
	\$ 8,237.00(McKay)
Justice Clerk	\$ 9,082.00
Assessor	\$ 22,445.00
Historian	\$ 2,780.00
Code Enforcement Officer/Bldg Safety Inspector	\$ 13,000.00 (+ \$55 per Safety Inspection)
Highway Superintendent	\$ 63,087.00

	<u>Hourly wage</u>
Planning Board Clerk \$25.00 per mtg.	\$ 12.00
Zoning Board Clerk \$25.00 per mtg.	\$ 12.00
Recycle Attendant	\$ 14.25
Cemetery Attendant	\$ 12.00
Deputy Town Clerk	\$ 12.00
Clerk in the Assessor Dept.	\$ 12.00

HIGHWAY WAGES - Paid Bi-Weekly

	<u>Hourly wage</u>
Deputy Hwy Superintendent/ Motor Equipment Operator	\$ 23.69
Motor Equipment Operator - (experienced full-time)	\$ 22.94
Motor Equipment Operator (1 st year full-time)	\$ 18.36
Seasonal Summer (part-time) Laborer	\$ 13.00
Seasonal Winter (part-time) Laborer	\$ 13.00

RESOLUTION 32-2017

AUTHORIZATION TO SPEND FUNDS FOR TRAINING CONFERENCES

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

RESOLVED, that the Town Board of the Town of Caledonia approves spending budgeted funds for training conferences for 2017.

AD HOC COMMITTEES

Audit

1. Pam Rychlicki

Public Safety

1. Mark Schroeder
2. Tim Anderson

Buildings/Grounds

1. Todd Bickford
2. Dan Pangrazio

Planning Board Liaison

1. Pam Rychlicki
2. Mark Rothrock

Transfer Station/Highway

1. Dan Pangrazio
2. Todd Bickford

Village Board Liaison

1. Tim Anderson

Policies & Special Projects

1. Mark Rothrock
2. Pam Rychlicki

