

Regular Monthly Meeting
Caledonia Town Board
December 14, 2017
7:00 P.M.

A regular Meeting of the Town Board of the Town of Caledonia was held Thursday, December 14, 2017 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 Mark Rothrock
Councilwoman Pam Rychlicki
Councilman Tim Anderson
Councilman Todd Bickford
Town Clerk Laurie Sattora

OTHERS: Mark Schroeder Highway Superintendent and Several students from Caledonia Mumford's Government class.

RESOLUTION 155-2017

NOVEMBER 9, 2017 MINUTES

On motion of Councilman Rothrock seconded by Councilman Anderson the following resolution was ADOPTED -Aye- Pangrazio, Rychlicki, Rothrock, Anderson, Bickford Nay-0 Absent -0
RESOLVED, that the minutes of November 9, 2017 be approved as presented.

OPEN FORUM

No one requested the floor to speak.

ANNOUNCEMENTS/COMMUNICATIONS

Supervisor Pangrazio reviewed the following correspondence with the Board:

- Year End Meeting reminder December 28, 2017 at 4:00 P.M.
- Letters received as a reminder to complete the mandatory Court Audit for 2017 pursuant to the Uniform Justice Court Act every year from Judge Mark Riggi and the New York Courts Internal Audit Services Unit.
- Livingston County Development letter congratulating Heather Hunt who owns the property at 3123 Main Street for completing the New York Main Street Grant Program.
- Letter from Board of Election Commissioners Rebecca Schroeder and David DiPasquale regarding the upcoming 2018 election dates.
- Email received from Gabriel Deyo, Deputy Comptroller from the NYS Comptroller's office stating that they have reviewed the documentation and calculation of the tax levy limit for the fiscal year ending in 2018 and have found it to be correct.
- Supervisor Pangrazio updated the Board that the Town has piggy-backed off Livingston County to receive a discounted rate to open a Staples Business Advantage Account.
- A copy of the 2018 Budget from the Caledonia Library is on file at the Town Hall.

DEPARTMENT/COMMITTEES

ATTORNEY SKIVINGTON

Attorney Skivington was not required to attend tonight's meeting but is working on the property transfer for the Town of the small parcel of land behind the Town Hall. Delays have been caused due to the owner not being able to locate the abstract.

ZONING - TOM PERKINS

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

PLANNING BOARD LIASION – PAM RYCHLICKI

Councilwoman Rychlicki gave a report on the November Planning Board meeting.

BUILDINGS/GROUNDS – DANIEL PANGRAZIO

Supervisor Pangrazio updated the Board that the furnace at the Town Hall has been working well.

TRAFFIC SAFETY – MARK SCHROEDER

Highway Superintendent Mark Schroeder updated the Board that no Traffic Safety meeting will be held until February of 2018.

HIGHWAY – MARK SCHROEDER

Highway Superintendent Mark Schroeder updated the Board on the work that the Highway Department has completed.

- Furnace at the shop has been fixed by the Highway crew saving the Town over \$11,000.00 for a cost of a new furnace purchase.
- Working on general maintenance on the equipment.
- The Highway Department has been working very hard plowing and salting the roads and keeping them clear.
- Working on drainage pipe in the ditches on Graney Road with the Village DPW. Most of the drainage pipes have been changed in the Village and they will be working on the Town drainage pipes. This work should make a great improvement in the drainage and flooding issues that have caused numerous problems on Graney Road when we have heavy rains.
- The new pickup truck should be ready sometime in January.

TOWN CLERK-LAURIE SATTORA

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

TOWN CLERK’S REPORT NOVEMBER 2017

Total Local Shares Remitted to Town Supervisor	\$ 1,858.10
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	\$ 45.00
Amount paid to: NYS Department of Environmental Conservation – ACH (Electronically)	\$ 2,118.90
Total State, County & Local Revenues for November 2017	\$ 4,022.00

RESOLUTION 156-2017

ACCEPT NOVEMBER 2017 TOWN CLERK’S MONTHLY REPORT

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

RESOLVED, that the November 2017 Town Clerk’s monthly report was approved as presented.

OLD BUSINESS

EXISTING RULES AND REGULATIONS

Supervisor Pangrazio and the Board held a discussion on 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.

NEW BUSINESS

RESOLUTION 157-2017

ORGANIZATIONAL MEETING JANUARY 2, 2018 5:00 P.M.

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

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

RESOLVED, that the Organizational Meeting of the Town of Caledonia be held on January 2nd at 5:00 P.M., at the Town Hall, 3109 Main Street, Caledonia, New York 14423.

RESOLUTION 158-2017

PLANNING BOARD AND ZONING BOARD APPOINTMENTS FOR 2018

C. JOAN CRUNDEN-PLANNING BOARD AND WILLAIM REID - ZONING BOARD OF APPEALS

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 C. Joan Crunden be re-appointed to the Planning Board with term ending December 31, 2024 and that William Reid be re-appointed to the Zoning Board of Appeals with term ending December 31, 2022. Mr. Reid has stated that he will no longer act as Chairman of the Zoning Board of Appeals so Supervisor Pangrazio contacted Paul Raymond Zoning Board of Appeals Co-Chairman who will now act as Chairman of the Zoning Board of Appeals.

CAPITAL IMPROVEMENT PLAN-TOWN OF CALEDONIA

Supervisor Pangrazio and the Board discussed the Capital Improvement Plan. Work will need to be completed at the Town Hall in 2018. Supervisor Pangrazio is hoping to have an update of the CIP Plan for the Board to review by the February 2018 Board Meeting.

2017 RECAP

Supervisor Pangrazio reviewed the year and all the challenges that Highway Department has faced this year with the flooding and extreme weather. The Highway Department was able to stay on schedule with its planned projects for the year, greatly improved the parking lot behind the Town Hall and cleaned up the back of our building and for the upcoming winter have a Salt Barn full of salt. Supervisor Pangrazio reviewed with the Board that the Town has no debt and each year he works on putting money away so that work may be completed on the Town Hall and out at the Highway Department. Supervisor Pangrazio commended all the Town Employees for the excellent job they have done this year on controlling spending and the work that they have completed.

RESOLUTION 159-2017

INTERMUNICIPAL AGREEMENT WITH LIVINGSTON COUNTY FOR TOOLS, MACHINERY, AND EQUIPMENT CONTRACT EXTENSION.

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki 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.

INTRODUCTION LOCAL LAW

PROPOSED LOCAL LAW ENTITLED "A LOCAL LAW TO AMEND LOCAL LAW NO. 2 OF 2008 TO EXTEND THE COLD WAR VETERANS EXEMPTION"

Supervisor Pangrazio reviewed the proposed Local Law to amend Local Law No. 2 of 2008 to extend the Cold War Veterans Exemption from property taxes for Cold War Veterans with the Board. The purpose of the Proposed Local Law is to provide tax exemptions to qualifying owners of qualifying real property for as long as they remain qualifying Cold War Veterans and /or qualifying owners, without regard to the ten- year limitation.

RESOLUTION 160- 2017

PUBLIC HEARING PROPOSED LOCAL LAW ENTITLED "A LOCAL LAW TO AMEND LOCAL LAW NO. 2 OF 2008 TO EXTEND THE COLD WAR VETERANS EXEMPTION"

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

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

WHEREAS, Section 458-b of the New York Real Property Tax Law (“N.Y. RPTL”) provides an exemption from taxation to qualified residential real property owned by Cold War Veterans and/or qualified owners for a period of ten years provided municipalities adopt a Local Law authorizing the same; and

WHEREAS, pursuant to Local Law NO. 2 of 2008, the Town Board of the Town of Caledonia adopted a Local Law establishing an exemption from real property taxes for Cold War Veterans in accordance with Section 458-b of the N.Y. RPTL; and

WHEREAS, recent amendments to Section 458-b of the N.Y. RPTL provide that municipalities may “adopt a Local Law providing that the exemption authorized by this section shall apply to qualifying real property for as long as they remain qualifying owners, without regard to such ten- year limitation”;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Caledonia, duly convened at a regular meeting on December 14, 2017, that, pursuant to subsection 2(c)(iii) of §458-b of the NYS Real Property Tax Law, the Town Board of the Town of Caledonia hereby introduces the Following Local Law entitled, “A LOCAL LAW TO AMEND LOCAL LAW NO. 2 OF 2008 TO EXTEND THE COLD WAR VETERANS EXEMPTION”

BE IT FURTHER RESOLVED, that the Town Board of the Town of Caledonia will hold a public hearing at the Caledonia Town Hall, 3109 Main Street, Caledonia New York on January 11, 2018 at 7:15 P.M. on the Proposed Local Law.

WEBSITE DESIGN AND MANAGEMENT

Supervisor Pangrazio and the Board had a discussion on the Town website and the management of the website. Currently the Town of Caledonia uses Genesee Valley Web Marketing. Mr. Deming has done an exceptional job in creating and maintaining the Town’s website. Seth Graham Design asked the Town if they would entertain a proposal from him for website management. Mr. Graham submitted to the Town a proposal to coincide with the existing IT support and services.

RESOLUTION 161-2017

WEBSITE DESIGN AND MANAGEMENT

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

RESOLVED, that effective January 1, 2018 the Town shall now use Seth Graham Design to manage and maintain the Town’s website.

RESOLUTION 162-2017

TRAFFIC SAFETY BOARD RE-APPOINTMENT

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

RESOLVED, that Mark Schroeder and Timothy Anderson shall represent the Town of Caledonia on the Livingston County Traffic Safety Board. Timothy Anderson shall be the alternate representative in the case that Mark Schroeder cannot attend. This is a three -year term that expires 12-31-2020.

RESOLUTION 163-2017

SALE OF 2014 FORD PICK-UP TRUCK

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

RESOLVED, that the Town of Caledonia shall advertise for sale the 2014 Ford Pick-Up Truck with a minimum selling price of \$22,000.00.

BE IT FURTHER RESOLVED, the Town shall advertise and accept bids until Wednesday, January 10, 2018 where all bids received shall be opened at 11:30 A.M. The Town has the right to accept or reject any and all bids that are received.

RESOLUTION 164-2017

2018 BOARD MEETING SCHEDULE DATES

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

RESOLVED, that the Town Board 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 27, 2018 for the Tentative Budget meeting, and December 27, 2018 for the end of the year meeting.

January 2, 2018 at 5:00 P.M.
 January 11, 2018
 February 8, 2018
 March 8, 2018
 April 12, 2018
 May 10, 2018
 June 14, 2018
 July 12, 2018
 August 9, 2018
 September 13, 2018
 September 27, 2018 at 5:00 P.M.
 October 18, 2018
 November 8, 2018
 December 13, 2018
 December 27, 2018 at 4:00 P.M.

2018 HOLIDAY LIST AND CLOSINGS

Supervisor Pangrazio and the Board reviewed the Highway Department and Town Hall list of Holiday and days they will be closed for 2018.

Town Hall Closings For 2018

January 1 ST , 15 th	New Year's Day & Martin Luther King Day
Monday February 19 th	Presidents Day
Friday March 30 th	Good Friday
Monday May 29 th	Memorial Day
Wednesday – Friday July 4-6 th	Independence Day
Monday September 3 rd	Labor Day
Monday October 8 th	Columbus Day
Monday, November 12 th	Veterans Day
Wednesday – Friday November 21-23 rd	Thanksgiving
December 21 ST at Noon 24-26 th	Christmas
December 31 st (Close at Noon)	New Year's

April 1st – September 30th Town Clerk's Office closes Friday's at Noon. October 1st – March 31st Town Clerk's Office closes Wednesday's at Noon.

Highway Department -2018 Holidays and work schedule for Town Highway Department

January 1 st	New Year's Day	
Friday March 30 th	Good Friday	
Monday May 28 th and Tuesday May 29 th	Memorial Day	1 st Floating Holiday
Wednesday July 4 th and Thursday July 5 th	Independence Day	2 nd Floating Holiday
Monday September 3 rd and Tuesday September 4 th -	Labor Day	3 rd Floating Holiday
Thursday and Friday November 22 nd and 23 rd	Thanksgiving	
Tuesday December 25 th	Christmas	

March 26th the Highway Department starts 4- 10 hr. work days. Highway Department stays on this schedule until weather turns.

TIME SHEETS WITH SUPERVISOR'S SIGNATURE

Supervisor Pangrazio and the Board discussed that all Time Sheets for hourly employees must be signed by the employee and the employee's direct Supervisor and reviewed by Supervisor Pangrazio. Time Sheets used must be the time sheet that was approved by the NYS Comptroller's Office and the Town Board. In order for the hourly employee to receive their monthly check on time, the time sheets must be turned in to the Supervisor's Secretary on the following dates or they will not receive payment until the next month. The dates for 2018 payroll are as follows:

- January 31ST Time Sheet must be in by Friday January 26th
- February Time Sheet must be in by Friday February 23rd
- March Time Sheet must be in by Monday March 26th
- April Time Sheet must be in by Wednesday April 25th
- May Time Sheet must be in by Friday May 25th
- June Time Sheet must be in by Monday June 25th
- July Time Sheet must be in by Wednesday July 25th
- August Time Sheet must be in by Monday August 27th
- September Time Sheet must be in by Monday September 24th
- October Time Sheet must be in by Friday October 26th
- November Time Sheet must be in by Monday November 26th
- December Time Sheet must be in by Wednesday December 26th

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 165-2017

BUDGETARY TRANSFERS

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 Supervisor Pangrazio is authorized to make the following Budgetary Transfers for Highway, Town Clerk, Website Development, Building, and Refuse and Garbage.

From: DB5130.100 Machinery Personal Service \$3453.70	To: DB 5110.100 General Repairs Personal Service \$3453.70
From A1620.400 Buildings Contractual \$300.00	To: A1410.110 Deputy Town Clerk Personal Service \$300.00
From A1620.400 Buildings Contractual \$408.96	To: A6326.400 Oth. Econ. Dev. Opp. /Website Dev. \$408.96
From A1620.400 Buildings Contractual \$200.00	To: A1620.100 Buildings Personal Service \$200.00
From A8160.400 Refuse and Garbage Contractual \$63.65	To: A8160.100 Refuse and Garbage Personal Service \$63.65

2018 BUILDING AND ZONING FEES

Supervisor Pangrazio discussed the current fees charged with the Board. The Board all agreed that no changes were currently necessary.

RESOLUTION 166-2017

PAYMENT OF BILLS

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

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

GENERAL FUND A - Voucher #'s 344-371, 373-376	\$ 12,946.96
B FUND - Voucher # 372	\$ 77.25
HIGHWAY FUND DB - Voucher #'s 194-212	\$ 48,016.78
GRAND TOTALS	\$ 61,040.99

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

Respectfully Submitted,

Laurie Sattora
Town Clerk