

Organizational Meeting  
Caledonia Town Board  
January 2, 2018  
5:00 P.M.

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 2, 2018, 5:00 P.M., at the Town Hall, 3109 Main Street, Caledonia, NY.

Supervisor Pangrazio called the organizational meeting to order and led in the pledge of allegiance.

<b><u>PRESENT:</u></b>	Supervisor	Daniel Pangrazio
	Councilman	Mark Rothrock
	Councilwoman	Pam Rychlicki
	Councilman	Todd Bickford
	Town Clerk	Laurie Sattora

Councilman Tim Anderson – Entered the meeting at 5:07 P.M.

**OTHERS:** Mark Schroeder Highway Superintendent

**OATH OF OFFICE-**

Town Justice Mark Riggi administered the Oath of Office to Daniel Pangrazio, Supervisor, Laurie Sattora, Town Clerk, Councilman Mark Rothrock, and Councilman Todd Bickford. Town Justice Mark Riggi will administer the oath of office to Town Justice Kyle MacKay at a later date since he was unable to attend the Organizational Meeting due to illness.

**RESOLUTION 01-2018**

**DEPUTY SUPERVISOR**

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

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

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 Accounts for the bank.

**RESOLUTION 02-2018**

**APPOINTMENT OF HIGHWAY SUPERINTENDENT**

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

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

RESOLVED, that Mark Schroeder be re-appointed as Highway Superintendent, term to expire 12/31/19.

**DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT**

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

**RESOLUTION 03-2018**

**APPOINTMENT OF CODE ENFORCEMENT/FIRE MARSHALL**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that Thomas Perkins is re-appointed as Code Enforcement Officer, Building Inspector and Fire Marshall.

**SUPERVISOR CLERK/SECRETARY APPOINTMENT**

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

**DEPUTY TOWN CLERK APPOINTMENT**

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

**APPOINTMENT TO ZONING BOARD OF APPEALS – WILLIAM REID-5 YEAR APPOINTMENT – 12-31-2022**

This re-Appointment made at December 2017 Board Meeting. William Reid’s term will end 12/31/2022.

**APPOINTMENT TO PLANNING BOARD – C. JOAN CRUNDEN – 7 YEAR APPOINTMENT – 12-31-2024**

This re-Appointment made at December 2017 Board Meeting. C. Joan Crunden’s term will end 12/31/2024.

**RESOLUTION 4-2018**

**HISTORIAN – EILEEN LAFAVE-BICKFORD**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that EILEEN LAFAVE-BICKFORD is re-appointed as Historian.

**RESOLUTION 5-2018**

**COURT CLERK-JULIE MOLISANI**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that JULIE MOLISANI is re-appointed as Court Clerk for the Town of Caledonia.

**RESOLUTION 6-2018**

**APPOINTMENT OF VITAL STATISTICS REGISTRAR-TOWN CLERK LAURIE SATTORA**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
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 7-2018**

**OFFICIAL DEPOSITORY –BANK OF CASTILE**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that that the Bank of Castile be named as Official Depository of town funds.

**RESOLUTION 8-2018**

**OFFICIAL NEWSPAPER –LIVINGSTON COUNTY NEWS**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that, that the Livingston County News be named as the official newspaper for official legal notices.

**RESOLUTION 9-2018**

**MILEAGE DESIGNATION**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that mileage is paid according to federal guidelines (\$0.545 per mile).

**RESOLUTION 10-2018**

**YOUTH FUND**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that that the Recreation-Youth Projects appropriation be paid as per the 2018 budget in the amount of \$10,200.00.

**RESOLUTION 11-2018**

**CALEDONIA LIBRARY**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that the Caledonia Library appropriation be paid as per the 2018 budget in the amount of \$77,000.00.

**RESOLUTION 12-2018**

**CALEDONIA BIG SPRINGS MUSEUM**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that the Caledonia Big Springs Museum appropriation be paid as per the 2017 Budget in the amount of \$2,600.00.

**RESOLUTION 13-2018**

**DOG CONTROL – LIVINGSTON COUNTY**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki      Nay- 0      Absent - Anderson  
RESOLVED, that DOG CONTROL for the Town of Caledonia shall be with contracted through Livingston County Dog Control.

**RESOLUTION 14-2018**

**HIGHWAY REPAIR AUTHORIZATION**

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

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

**RESOLUTION 15-2018**

**TOWN ENGINEERS-CHATFIELD ENGINEERS**

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

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

**RESOLUTION 16-2018**

**ATTORNEY-PETER K. SKIVINGTON**

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

RESOLVED, that Supervisor Pangrazio is authorized to retain ATTORNEY-PETER K. SKIVINGTON for legal services.

**RESOLUTION 17-2018**

**2018 MEETING SCHEDULE**

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

RESOLVED, that the TOWN OF CALEDONIA TOWN BOARD meetings shall be held on the 2<sup>nd</sup> Thursday of every month at 7:00 P.M. unless noted otherwise with the following additional meetings of September 27, 2018 at 5:00 P.M. for the Tentative Budget meeting, and December 27, 2018 at 4:00 P.M. 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.

**RESOLUTION 18-2018**

**VOUCHER SIGNATURE**

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

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 19-2018**

**LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN**

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

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

**RESOLUTION 20-2018**

**EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES FOR 2018**

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

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

Councilman Anderson Entered the meeting at 5:07 P.M.

**RESOLUTION 21-2018**

**HAZARDOUS MATERIALS EMERGENCY PLAN FOR 2018**

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

RESOLVED, that the Hazardous Materials Emergency Plan for 2018 has been adopted.

**RESOLUTION 22-2018**

**BLANKET UNDERTAKING FOR 2018**

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki, Anderson      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 23-2018**

**CODE OF ETHICS FOR 2018**

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

RESOLVED, that the Town of Caledonia Code Of Ethics Policy has been adopted for 2018.

**RESOLUTION 24-2018**

**CREDIT CARD POLICY FOR 2018**

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

RESOLVED, that the Town of Caledonia Credit Card Policy has been adopted for 2018.

**RESOLUTION 25-2018**

**CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2018**

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

RESOLVED, that the Town's Cyber Security & Computer System Breach Notification Policy has been adopted for 2018.

**RESOLUTION 26-2018**  
**INVESTMENT POLICY FOR 2018**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki, Anderson    Nay- 0            Absent - 0  
RESOLVED, that the Town's Investment Policy has been reviewed and adopted for 2018.

**RESOLUTION 27-2018**  
**PROCUREMENT POLICY FOR 2018**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki, Anderson    Nay- 0            Absent - 0  
RESOLVED, that the Town's Procurement Policy has been adopted for 2018.

**RESOLUTION 28-2018**  
**SUPERVISOR HANDLE ANY BUSINESS WHERE TIME IS OF THE ESSENCE FOR UTILITIES, POSTAGE AND FREIGHT.**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki, Anderson    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 29-2018**  
**BUILDING PERMIT AND ZONING FEES**

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

ADOPTED Aye- Pangrazio, Rothrock, Bickford, Rychlicki, Anderson    Nay- 0            Absent - 0  
RESOLVED, that the 2018 fee schedule for building permits and zoning fees be adopted.

**2018 BUILDING PERMIT FEE SCHEDULE**

<u>Wind Generators</u>	<u>Fee according to height or power generated.</u>
<u>Complete Roof Replacement</u>	<u>Fee \$20.00</u>
<u>Shed up to 144 Sq Ft. (12 x 12)</u>	<u>Fee \$10.00</u>
<u>Over 144 Sq Ft</u>	<u>Additional .05 Per Square Ft.</u>
<u>Above Ground Pool</u>	<u>\$20.00</u>
<u>In ground Pool</u>	<u>\$50.00</u>
<u>Swimming Pool Deck</u>	<u>\$20.00</u>
<u>Swimming Pool Heater</u>	<u>\$20.00</u>
<u>Hot Tub</u>	<u>\$35.00</u>
<u>Generator</u>	<u>\$50.00</u>
<u>Cell Towers Changes or Additions</u>	<u>\$300.00</u>
<u>Compliance Letter (Property Sales)</u>	<u>\$25.00</u>
<u>Outdoor Wood Burner Furnace</u>	<u>\$35.00</u>
<u>Single Family Home up to 2,000 Sq. Ft.</u>	<u>\$170.00</u>
<u>Over 2,000 Sq. Ft.</u>	<u>\$200.00</u>

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 <sup>st</sup> 5 lots \$10.00 for each additional lot.	

**RESOLUTION 30-2018**

**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 31-2018**

**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 32-2018**

**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 - 2018**

<b><u>Position - Paid on a monthly basis</u></b>	<b><u>Salary per year</u></b>
Supervisor	\$ 14,280.00
Secretary to Supervisor - Margaret Donegan	\$ 20,000.00
Town Clerk	\$ 34,000.00
Town Board Members (3)	\$ 4,218.00 ea
Deputy Supervisor (if Town Board member)	\$ 4,468.00
Justices (2)	\$ 9,931.00(Riggi)
	\$ 8,402.00(MacKay)
Justice Clerk	\$ 9,264.00
Assessor	\$ 22,894.00
Historian	\$ 2,900.00
Code Enforcement Officer/Bldg Safety Inspector (Safety Inspection)	\$ 13,260.00 (+ \$55 per
Highway Superintendent	\$ 64,400.00

		<b><u>Hourly wage</u></b>
Planning Board Clerk	\$25.00 per mtg.	\$ 12.00
Zoning Board Clerk	\$25.00 per mtg.	\$ 12.00
Recycle Attendant		\$ 14.25
Cemetery Attendant		\$ 13.00
Deputy Town Clerk		\$ 12.00
Clerk PT		\$ 12.00
Janitor		\$50.00 per service

**HIGHWAY WAGES - Paid Bi-Weekly**

	<b><u>Hourly wage</u></b>
Deputy Hwy Superintendent/ Motor Equipment Operator	\$ 24.15
Motor Equipment Operator - (experienced full-time)	\$ 23.40
Motor Equipment Operator (1 <sup>st</sup> year full-time)	\$ 18.00
Motor Equipment Operator-PT	\$ 13.00
Laborer-PT	\$ 13.00

**RESOLUTION 33-2018**

**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 2018 for the Supervisor, Town Clerk, Highway Superintendent, Supervisor's Secretary, and Town Board Officials for 2018.



**AD HOC COMMITTEES**

**Audit**

1. Pam Rychlicki

**Buildings/Grounds**

1. Todd Bickford
2. Dan Pangrazio

**Transfer Station/Highway**

1. Dan Pangrazio
2. Todd Bickford

**Policies & Special Projects**

1. Mark Rothrock
2. Pam Rychlicki

**Public Safety**

1. Mark Schroeder
2. Tim Anderson

**Planning Board Liaison**

1. Pam Rychlicki
2. Mark Rothrock

**Village Board Liaison**

1. Tim Anderson

Motion to adjourn was made by Councilman Rothrock seconded by Councilman Bickford the Organizational Meeting was adjourned.

Respectfully Submitted,

Laurie Sattora  
Town Clerk

