

**Regular Monthly Meeting
Caledonia Town Board
March 8, 2018**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held March 8, 2018, 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.

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

OTHERS: Highway Superintendent Mark Schroeder, Tom Perkins Code Enforcement Officer, Don Wester Town of Conesus Board Member.

RESOLUTION 54-2018

APPROVAL OF FEBRUARY 8, 2018 MINUTES

On motion of Councilman Rothrock, seconded by Councilman Bickford the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Rothrock, Anderson, Bickford Absent -0 Nay-0
RESOLVED, the minutes of February 8, 2018 be approved as presented.

OPEN FORUM

No one present requested the floor to speak.

ANNOUNCEMENTS/COMMUNICATIONS

Supervisor Pangrazio reviewed the following communications with the Board:

- Email received Angela Ellis on the upcoming Cleanup Day with Livingston County.
- 2018 Livingston County Foreclosure list from Livingston County Treasurer Amy Davies.
- Livingston County Planning Board March 8, 2018 Agenda.
- Email received from Reg Allen (CEO of CHS) mutual aid policy that all agencies in the region are supposed to follow. Sign over to CHS from GVEMS will take place on March 19, 2018.

DEPARTMENTS/COMMUNICATIONS

ATTORNEY PETER SKIVINGTON

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

CODE ENFORCEMENT OFFICER-TOM PERKINS

Code Enforcement Officer Tom Perkins updated the Board on the following projects.

- CRC has completed the water loop for fire protection.
- SuitKote will be demolishing the existing house on its property in the upcoming weeks.
- Oak Knolls Manor is working with an Engineering Firm to move ahead with the Event Barn project and will be attending the March Planning Board meeting.

PLANNING BOARD – COUNCILWOMAN PAM RYCHLICKI

Councilwoman Rychlicki reported that the February 2018 Planning Board meeting was cancelled.

HIGHWAY DEPARTMENT – MARK SCHROEDER

Highway Superintendent Mark Schroeder gave his monthly report to the Board.

- Several Highway Superintendent's from Livingston County recently went to Albany seeking additional funding for the Consolidated Highway Improvement Program (CHIPS) Highway Superintendent Mark Schroeder stated that due to the recent snow storm the Senate and Assembly cancelled the session.
- The Highway Department is currently working on sign inventory for the Town.
- Working with the Livingston County Sheriff's office to have the inmates help with cleanup at the cemetery.
- The pickup 2014 Ford pickup truck was sold in the on-line auction for \$20,100.00.
- The pipes on Graney Road have been all changed out ahead of time due to the weather cooperating.
- Working on getting quotes for the replacement of the Overhead doors at the Highway Garage.
- Highway Superintendent Mark Schroeder updated the Board that Heather Grant is working on resubmitting the Shared Services Equipment Grant for Caledonia, Geneseo, and York.

TOWN CLERK'S REPORT FEBRUARY 2018

Total Local Shares Remitted to Town Supervisor-	\$ 1487.05
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	\$ 36.00
Amount paid to: NYS Department of Health – Marriage Licenses	\$ 67.50
Amount paid to: NYS Dept. of Environmental Conservation – ACH(Electronically)	\$ 558.20
Total State, County & Local Revenues for February 2018:	\$ 2,148.75

RESOLUTION 55-2018

ACCEPT FEBRUARY 2018 TOWN CLERK'S MONTHLY REPORT

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

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

RESOLVED, that the February 2018 Town Clerk's monthly report is approved as presented.

OLD BUSINESS

2017 TOWN COURT AUDIT

Councilwoman Rychlicki reported on the 2017 Audit of the Town Court Clerk's Financial Records for the Town for Judge Riggi and Judge MacKay. All ledgers, cash sheets, monthly reports, checkbooks and bank statements were thoroughly examined, with no discrepancies to report. Copies of Councilwoman Rychlicki's reports are on file in the Town Office. A copy of the Court Audit will be forwarded to the office of NYS Office of Court Administration when requested. Councilwoman Rychlicki used The Local Government Management Guide "Fiscal Oversight Responsibilities of the Governing Board" Record Requirements for the Town Justice's for the year ending December 31, 2017. Supervisor Pangrazio thanked Councilwoman Rychlicki for conducting the Audit and for a job well done.

CEMETERY MOWING 2018

Barry Ganzhorn will once again be doing the cemetery mowing when the weather breaks.

CAPITAL IMPROVEMENT TOWN HALL AND HIGHWAY GARAGE

Supervisor Pangrazio updated the Town Board of the following Capital Improvements Projects for 2018: Supervisor Pangrazio is hoping to have quotes for the following improvements by our next meetings.

- Storm Damage to the roof from the Fall of 2017. NYMIR Insurance will cover the damage and will be sending out a check for the repair costs.
- Working on getting quotes for painting the Town Hall. The Town Hall hasn't been painted since the building was renovated in 2001.
- Working on getting quotes on window repair and replacement for the Town Hall.
- Additional stone will be needed behind the Town Hall in the parking area.
- Painting of the front facade on the Town Hall and possible any brick repair if needed.

- Replacing the Overhead doors at the Highway Garage.

NEW BUSINESS

RESOLUTION 56-2018

SURPLUS MISCELLANEOUS COMPUTER EQUIPMENT PARTS

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

RESOLVED, that the miscellaneous computer parts be declared as surplus and the parts are to be scrapped.

RESOLUTION 57-2018

APPROVAL OF IN HOUSE AUDIT OF TOWN COURT BOOKS

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

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Town Court for the year 2017.

QUARRY ROAD CULVERT DISCUSSION

Supervisor Pangrazio and the Board had a discussion about the Quarry Road Culvert Replacement. Chatfield Engineers met with Highway Superintendent Mark Schroeder on February 22, 2018 to discuss reapplying for the Grant and to examine the condition of the culvert. The Quarry Road Culvert is a 72-inch diameter riveted steel pipe. The culvert is estimated to be at least 65 years old and is deteriorating. The culvert has no guide rails. There are deteriorated concrete headwalls that extend above grade approximately 4 feet and are only 4 - 5 feet from the edge of the pavement. The culvert flow capacity is exceeded approximately every 7 years causing dangerous flooding of the roadway and areas upstream. Based upon the recommendation from Chatfield Engineers, they propose that the Town apply for the Bridge NY 2018 Grant and have submitted an Engineering Services Proposal and Scope of Services for the Quarry Road Culvert Replacement to the Town. The Board reviewed the Scope of Services that Chatfield Engineers proposed.

RESOLUTION 58-2018

AUTHORIZATION FOR CHATFIELD ENGINEERS

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

RESOLVED, that Supervisor Pangrazio is authorized to sign and accept the proposal from Chatfield Engineering for the Engineering Services Proposal for the Quarry Road Culvert Replacement.

RESOLUTION 59-2018

SEQR-TYPE II ACTION - TOWN OF CALEDONIA -QUARRY ROAD CULVERT

WHEREAS, that in accordance with the New York State Environmental Quality Review (SEQR) procedures, the Town Board has reviewed the significance of and potential environmental impact of the replacement of the 72-inch diameter culvert on Quarry Road.

RESOLVED, that the Town Board hereby concurs with Chatfield Engineers, P.C. that the Project is considered a Type II Action in accordance with 6 NYCRR Part 617.5 (c) (2); a replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site; and further declares that the project will result in no significant adverse impacts to the environment and requires no further action.

IT IS HEREBY FURTHER RESOLVED, that On Motion of Councilman Bickford, seconded by Councilman Rothrock, the above Resolution was Adopted:

Supervisor Pangrazio	AYE
Councilman Anderson	AYE
Councilwoman Rychlicki	AYE
Councilman Rothrock	AYE
Councilman Bickford	AYE

NAY : 0

ABSENT: 0

CONESUS TOWN COUNCILMAN DONALD WESTER

Councilman Don Wester of the Town of Conesus thanked Supervisor Pangrazio and the Board for allowing him to observe the Town Board meeting and also thanked Councilwoman Rychlicki and our Zoning Board Chairman Paul Raymond for sharing Planning and Zoning Board information with him. Councilman Wester has been attending Town Board, Planning Board and Zoning Board meetings across Livingston County to see how they are conducted and what procedures they follow.

RESOLUTION 60-2018

ENTER EXECUTIVE SESSION

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

RESOLVED, that the Board adjourn from the regular session of the Town Board Meeting at 8:04 P.M. and reconvene as a Board and enter into Executive Session for the purpose of discussing the employment history of a particular person.

RESOLUTION 61-2018

RETURN TO REGULAR SESSION-NO ACTION TAKEN

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 Board adjourn from the executive session and reconvene the regular session of the Town Board Meeting at 8:40 P.M. 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 62-2018

PAYMENT OF BILLS

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

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

GENERAL FUND A – Voucher #'s 77-101	\$ 32,208.87
HIGHWAY FUND DB – Voucher #'s 29-42	\$ 41,025.99
GRAND TOTALS	\$ 73,234.86

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

