

**Regular Monthly Meeting
Caledonia Town Board
April 12, 2018**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held April 12, 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: Tom Perkins Code Enforcement Officer, Scott Harter of Harter Engineering.

RESOLUTION 63-2018

APPROVAL OF MARCH 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 March 8, 2018 be approved as presented.

OPEN FORUM

SCOTT HARTER- AGL POLE BARN MODIFICATIONS

Scott Harter representing AGL gave the Town Board an update on the Pole Barn modifications located on the parcel owned by Affordable Great Locations on the corner of River Road and Caledonia Avon Road. In November of 2016 this parcel was rezoned to be included in the Planned Unit Development where AGL's other parcels are located. Because AGL has modified the proposed Pole Barn from its original size of 40 x 80, the Planning Board told AGL that because of the changes they needed to appear before the Town Board before they can move forward for granting approval. Mr. Harter just received an updated pole barn drawing today with the Pole Barn dimensions now being 90 x 100.

The Town Board asked Mr. Harter several questions regarding the use of the proposed building, the height, and how it fits into the site plan as compared to the previous site plan that the Planning Board and Town Board had been shown. Mr. Harter stated that since he was just given the new drawing today Code Enforcement Officer Tom Perkins and the Planning Board have not seen the new drawings.

Supervisor Pangrazio and the Board all agreed that the new plan has changed significantly from what had been previous submitted to Livingston County Planning Department and the Planning Board for approval. Supervisor Pangrazio told Mr. Harter that he will need to come back before the Town Board with the following information before the Town Board will give approval to appear before the Planning Board:

- What will be the use of the proposed building? Will it be office space, maintenance storage, break room, ect.
- New Site Plan showing the proposed building including how the space will be used along with updates to the grading.

ANNOUNCEMENTS/COMMUNICATIONS

Supervisor Pangrazio reviewed the following communications with the Board:

- Government Efficiency Plan. The Governor is proposing to make Countywide shared services a permanent requirement.
- Highway Crew has started working four ten -hour days.
- Town Office will now be open all day Wednesday's and ½ day on Friday until October 1st.
- The NYS 2018-19 budget provides \$438 million in base funding for the Consolidated Highway Improvement Program (CHIPS). The Legislature also restored a \$65-million "Extreme Winter Recovery" allocation and the budget includes \$100 million of PAVE-NY funding for local roads distributed through the CHIPS funding formula. The Town's total share of this money will be \$154,549.29.
- Livingston County Planning Board April 12, 2018 Agenda.

- Email received from Jim Carroll about the community meeting on April 24th at Jones Hall regarding the merger of CHS and GVEMS. CHS is now covering the community with two ambulances at the GVEMS base. An ALS crew is covering the community 24/7.

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 reviewed the following communications with the Board:

- Suit Kote will be demolishing the house and shed on its property. Code Enforcement Perkins has received many positive comments on how nice the property looks.
- Livingston Associates is going to be working on its driveway on River Rd.
- CNG Transmission Corporation on Wheatland Center Road is in the process of upgrading its pipelines.

PLANNING BOARD – COUNCILMAN TIM ANDERSON

Councilman Anderson gave the Board a report on the March 2018 Planning Board meeting.

BUILDINGS AND GROUNDS – SUPERVISOR PANGRAZIO

Supervisor Pangrazio updated the Town Board on the new phone system that has been installed by RelComm at the Town Hall and that the fiber optic from Spectrum has been installed for the internet.

HIGHWAY DEPARTMENT – SUPERVISOR PANGRAZIO

Highway Superintendent Mark Schroeder was unable to attend tonight’s meeting so Supervisor Pangrazio updated the Town Board on the projects that the Highway Department has been working on over the past month.

- Plows have been removed and painted.
- General maintenance on equipment and trucks.
- Working on small projects around the shop.
- Picking up broken trees and limbs due to the recent wind storm damage around Town.

TRAFFIC SAFETY – SUPERVISOR PANGRAZIO

Supervisor Pangrazio distributed the most recent Traffic Safety report for Highway Superintendent Mark Schroeder from the last Traffic Safety meeting.

TOWN CLERK’S REPORT MARCH 2018

Total Local Shares Remitted to Town Supervisor-	\$ 2,464.20
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	\$ 58.00
Amount paid to: NYS Dept. of Environmental Conservation – ACH(Electronically)	\$ 174.80
Total State, County & Local Revenues for March 2018:	\$ 2,697.00

RESOLUTION 64-2018

ACCEPT MARCH 2018 TOWN CLERK’S MONTHLY REPORT

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

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

RESOLVED, that the March 2018 Town Clerk’s monthly report is approved as presented.

OLD BUSINESS

2017 AUDIT- COUNCILWOMAN PAM RYCHLICKI

Councilwoman Rychlicki reported on the 2017 Audit of the following Financial Records for the Town:

- Chief Fiscal Officer’s Financial Records
- Supervisor Secretary’s Financial Records
- Town Clerk’s Financial Records

➤ Tax Collector’s Financial Records

All ledgers, cash sheets, monthly reports, checkbooks and bank statements were thoroughly examined, with no discrepancies to report. All bank accounts are reconciled and reviewed and signed by the Town Supervisor. All deposits were made in a timely manner and accurately recorded. All financial records support these transactions, and all moneys collected were remitted to the appropriate parties. Copies of Councilwoman Rychlicki’s reports are on file in the Town Office. Councilwoman Rychlicki used The Local Government Management Guide “Fiscal Oversight Responsibilities of the Governing Board” Record Requirements Appendix C, Appendix D, Appendix E, and Appendix F for the Supervisor’s Clerk/Chief Fiscal Officers, the Town Clerk, Tax Collector, for the year ending December 31, 2017. Supervisor Pangrazio thanked Councilwoman Rychlicki for all her hard work in conducting the Audit.

CAPITAL PROJECTS UPDATE

- Supervisor Pangrazio is working on getting quotes for replacement of the windows at the Town Hall. Several windows have broken seals. These windows are the original windows that were installed sometime in the late 1980’s.
- Dave Steele will be completing the roof repair from the Storm Damage that occurred this past Fall sometime in the next few months depending on the weather.

CEMETERY CLEANUP

Supervisor Pangrazio stated that the Inmates from the Livingston County Jail will be helping with the Cemetery cleanup prior to Memorial Day.

NEW BUSINESS

HIGHWAY BARN OVERHEAD DOORS

Supervisor Pangrazio and the Board reviewed the quotes received for replacement of the last four overhead garage doors at the Highway Barn. The Quotes received were:

- Tri-Cor Door NY, Inc \$12,990.00
- Overhead Door Company of Batavia \$14,150.00
- Fellluca Overhead Doors, Inc. \$15,620.00

RESOLUTION 65- 2018

ACCEPT QUOTE FOR FOUR OVERHEAD DOORS

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

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

RESOLVED, the Board accepts the quote from Tri-Cor NY, Inc for \$12,990.00 for the four overhead doors at the Highway Garage.

TOWN HALL PAINTING

Supervisor Pangrazio and the Board discussed the quotes received for painting at the Town Hall. The Town Board agreed to table the decision on the Town Hall Painting until more quotes are received.

RESOLUTION 66- 2018

PERMISSIVE REFERENDUM- HIGHWAY BARN OVERHEAD DOORS

WHEREAS, 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 12th day of April 2018, 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 fund repairs at the Highway Garage for replacing four overhead doors.

WHEREAS, the Town received three quotes for replacing the four overhead doors. The quote from Tri-Cor Door NY, Inc was \$12,990.00. The quote from Overhead Door Company of Batavia was \$14,150.00. The quote from Fellluca Overhead Doors, Inc. was \$15,620.00. The Town Board determined to accept the quote from Tri-Cor Door NY for \$12,990.00.

WHEREAS, in recognition of this need to replace the four overhead doors at the Highway Garage, funds for such purpose are in the TOWN OF CALEDONIA BUILDINGS Capital Reserve Fund; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to expend funds from the Capital Reserve Account to complete the replacement of the four overhead doors at the Highway Garage.

This resolution shall be subject to a permissive referendum, as permitted by law.

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

AYES:

Supervisor Daniel Pangrazio
Councilman Mark Rothrock
Councilman Tim Anderson
Councilman Todd Bickford
Councilwoman Pamela Rychlicki

ABSENT : 0

NAYS: 0

RESOLUTION 67-2018

TRI-COUNTY RACING CLUB LIMEROCK SPEEDWAY

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

ADOPTED – Aye – Pangrazio, Anderson, Rychlicki, Rothrock, Bickford Nay-0 Absent –0 RESOLVED, that the License for Tri-County Racing Club for Limerock Speedway be approved for the 2018 season. A copy of the Racing season schedule is on file with Code Enforcement Officer Tom Perkins.

RESOLUTION 68-2018

APPROVAL OF IN HOUSE AUDIT OF CHIEF FISCAL OFFICER/SUPERVISOR SECRETARY BOOKS FOR THE 2017 FISCAL YEAR

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 Supervisor's Secretary and Chief Fiscal Officer for the year 2017.

RESOLUTION 69-2018

APPROVAL OF IN HOUSE AUDIT OF TOWN CLERK AND TAX COLLECTOR BOOKS FOR THE 2017 FISCAL YEAR

On motion of Councilman Bickford, 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 Clerk, Tax Collector for the year 2017.

HIGHWAY SUPRLUS ITEMS FOR PALMYRA AUCTION

Highway Superintendent Mark Schroeder submitted the following list for items to be declared surplus to be sent to the Palmyra Auction in May:

- 2010 Ferris IS 1500Z Zero-Turn Mower 382 Hours Serial # 2014596028
- Weber Reversible Plate Tamper Serial # 44838/407
- Pincor PTO Generator 120/240 Volt Model P10-16 Serial # 3260
- 8 Front End Wrights
- 2 Rear Full Fenders

RESOLUTION 70-2018

HIGHWAY SURPLUS -PALMYRA AUCTION

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

ADOPTED – Aye – Pangrazio, Anderson, Rychlicki, Rothrock, Bickford Nay-0 Absent –0 RESOLVED, that the Board approve the surplus items from the Highway Department for the Palmyra Auction.

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 71-2018

PAYMENT OF BILLS

On motion of Councilman Rothrock seconded by Councilwoman Rychlicki 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 102-138, 140-145	\$ 19,366.06
GENERAL FUND B – Voucher # 139	\$ 1,368.75
HIGHWAY FUND DB – Voucher #'s 43 -60	\$ 58,776.18
GRAND TOTALS	\$ 79,510.99

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