

**Regular Monthly Meeting
Caledonia Town Board
June 14, 2018**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held June 14, 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	Pam Rychlicki
	Councilman	Tim Anderson
	Town Clerk	Laurie Sattora

OTHERS: Mark Schroeder Highway Superintendent.

RESOLUTION 79-2018

MAY 10, 2018 MINUTES

On motion of Councilman Rothrock, seconded by Councilman Anderson the following resolution was
ADOPTED- Aye- Pangrazio, Rothrock, Anderson, Rychlicki Absent –Bickford Nay-0
RESOLVED, the minutes of May 10, 2018 be approved.

OPEN FORUM

No one requested to speak.

ANNOUNCEMENTS & COMMUNICATIONS

Supervisor Pangrazio reviewed the following communications with the Board:

- NYSAC Report of how the New York State Budget impacts Livingston County.
- Letter from Caledonia Library to Ian Coyle Livingston County Administrator regarding the Livingston County Improvement Grant that the Library received and how the grant money they received helped with correcting some moisture and animal access problems in the basement.
- Letter from Chatfield Engineering regarding its merger with MRB Group. The merger will take place around June 29, 2018.
- Letter to Planning Board regarding AGL'S appearance before the Town Board on May 14, 2018 about the Building Modification changes.
- Liv Co. Development will be holding a meeting at the Village on June 26, 2018 about the Commercial District Analysis that was completed for Livingston County by Larisa Ortiz Associates.
- The Equalization rate for the Town Tax Roll is up to 100%.
- A copy of the Agenda for the Livingston County Planning Board meeting.
- Livingston County Soil and Water has received a grant to install a weather station at the Highway Barn.
- Letter from Livingston County Board of Elections stating that there will not be a Federal Primary on June 26, 2018 in Livingston County.

DEPARTMENTS/COMMITTEES

CODE ENFORCEMENT – TOM PERKINS

Supervisor Pangrazio reported that Code Enforcement Officer Perkins has been requested to take some sound decibel readings at the Limerock Race Track regarding the car noise. Code Officer Perkins has received a complaint about the noise.

ATTORNEY SKIVINGTON

Attorney Skivington was not required to attend tonight's meeting.

PLANNING BOARD – COUNCILWOMAN PAM RYCHLICKI

Councilwoman Rychlicki reported that the Planning Board did not have a meeting in May.

BUILDING/GROUNDS-SUPERVISOR PANGRAZIO

Supervisor Pangrazio is working on getting quotes for windows and the Town Hall has been having problems with the Air Conditioner.

Councilman Todd Bickford entered the meeting at 7:15 P.M.

HIGHWAY DEPARTMENT – MARK SCHROEDER

Highway Superintendent Mark Schroeder updated the Board on the recent projects that the Highway Department has been working on over the past month:

- Painted Sanders.
- Mowed the road sides.
- Stone and Oiled Roads.
- Blacktopped the cross-overs that the Highway Department changed out.
- Helped the Town of Avon Stone and Oil.
- Helped the Town of Geneseo haul stone.
- Prepared McKenzie and Stones Lane for paving.
- Graded the dirt roads in the Town.
- Overhead doors are all installed.
- Zero Turn Mower sold at Palmyra auction for \$3750.00 and miscellaneous tools and parts sold for \$840.00.
- DEC Inspection of closed landfill completed. Inspector said it was one of the best looking closed landfill sights they have inspected.

The Highway Department has the following jobs planned for the month of June:

- General Equipment maintenance.
- Paving McKenzie Road
- Working for Livingston County on Fowlerville Road.
- Help the Town of York.
- Change two cross-over pipes on Skelly Road.
- Ditch McKenzie Road.
- Mowing road sides.

TRAFFIC SAFETY-MARK SCHROEDER

Highway Superintendent Mark Schroeder updated the Board on the Livingston County Traffic Safety Board Meeting that was held on May 2, 2018.

TOWN CLERK – LAURIE SATTORA -TOWN CLERK’S REPORT MAY 2018

Total Local Shares Remitted to Town Supervisor-	\$ 2,263.68
Amount paid to: NYS Ag. & Markets Animal Population Control	\$ 48.00
Amount paid to: NYS Dept. of Environmental Conservation – ACH(Electronically)	\$ 302.32
Amount paid to: NYS Department of Health – Marriage Licenses	\$ 45.00
Total State, County & Local Revenues for May 2018:	\$ 2659.00

RESOLUTION 80-2018

ACCEPT MAY 2018 TOWN CLERK’S MONTHLY REPORT

On motion of Councilwoman Rychlicki seconded by Councilman Bickford the following resolution was ADOPTED – Aye – Pangrazio, Rothrock, Anderson, Rychlicki, Bickford Nay-0 Absent –0
RESOLVED, that the April 2018 Town Clerk’s monthly report is approved as presented.

OLD BUSINESS

GRIEVANCE DAY REPORT

Supervisor Pangrazio distributed the Grievance Day Report from Grievance Day. The Grievance Board reviewed twenty Grievance cases in person or by mail.

DEPARTMENT OF LABOR -PESH INSPECTION

Supervisor Pangrazio reviewed the report received from the Department of Labor regarding the Public Employee Safety and Health Act on its inspection that was conducted on May 9, 2018. The Department of Labor also inspected the Town Highway Garage on that same day.

CYBER LIABILITY AND DATA SECURITY INSURANCE COVERAGE

Supervisor Pangrazio stated that they Town received a quote from Tompkins Insurance.

Councilman Anderson suggested that the Town also get a quote from United States Liability Insurance for Cyber Liability and Data Security Coverage.

EMPLOYEE RECOGNITION

Supervisor Pangrazio and the Board discussed implementing an employee recognition honor for employees that have worked for the Town for over ten, fifteen, or twenty years of service.

After much discussion, the Board agreed on ten years of employment for all full and part-time employees to receive some kind of recognition for their years of service to the Town.

NEW BUSINESS

RESOLUTION 81-2018

GRIEVANCE DAY ASSESSMENT BOARD OF REVIEW COMPENSATION

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

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

RESOLVED, that the members of the Assessment Board of Review be paid for Grievance Day.

RESOLUTION 82-2018

CHATFIELD ENGINEERS P.C. CONSENT TO ASSIGN CONTRACTS TO MRB GROUP

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

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

RESOLVED, that Supervisor Pangrazio is authorized to sign the consent to assign contracts from Chatfield Engineers to assign its existing Contracts and Agreements with the Town of Caledonia to MRB Group.

RESOLUTION 83-2018

AUTHORIZATION TO SIGN INTERMUNICIPAL AGREEMENT-LIVINGSTON COUNTY-GRANTS

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

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

RESOLVED, that Supervisor Pangrazio is authorized to sign the Intermunicipal Agreement with Livingston County for the purpose of obtaining services from the County Grants and Public Information Coordinator with the assistance and guidance in researching, writing, submitting and administering grants.

RESOLUTION 84-2018

AUTHORIZATION TO SIGN SHARED HIGHWAY SERVICES INCENTIVE SMSI GRANT 2018-2019

At the meeting of the Town Board of the Town of Caledonia held on June 14, 2018 the following resolution was moved by Councilwoman Rychlicki, seconded by Councilman Rothrock and adopted by vote of the Town Board.

RESOLVED:

The Town Board of the Town of Caledonia authorizes the Town Supervisor, Daniel Pangrazio, to submit an application as a co-applicant with the Town of Geneseo to the Shared Municipal Services Incentive (SMSI) Grant Program for the **2018-2019** Program Year.

The Town of Geneseo shall act as the "Lead Applicant" for the SMSI grant application. The Town of Caledonia will act as a "Co-Applicant"

The grant application shall be submitted for a "Shared Highway Services Incentive" award that would enable the Town of Caledonia and the neighboring Towns of Geneseo, and the Town of York to share equally in the purchase of the following equipment:

- John Deere 550K Crawler Dozer in the amount of \$103,914.85
- Sakai SW990 84" Double Drum Asphalt Roller in the amount of \$161,700.00
- Caterpillar CW16 Pneumatic Tired Roller, 11 tires with an 84" compaction width in the amount of \$94,840.00
- Volvo EC160E excavator with a 60-inch ditching bucket in the amount of \$170,083.00
- Link-Belt 80x3 Excavator with 24" Digging and 48" Ditching Buckets in the amount of \$110,500.00
- S650 T4 Bobcat Skid-Steer Loader with 74" Low Profile Bucket and 24" Planer in the amount of \$57,945.22

It is in the interest of the taxpayers of the Towns of Geneseo, Caledonia and York to share resources in the undertaking of public works and other municipal improvement projects and services, and the intent of the purchase is

to allow for the sharing of the above-mentioned equipment (therein after referred to as "equipment") between the Towns of Geneseo, Caledonia and York.

Based on the total cost of **\$698,983.07** for the equipment to be purchased and shared, the Town of Geneseo shall be the Lead Applicant to apply for the maximum grant amount. The Grant money (90% of total cost with cap) would be **\$600,000.00**. The total cost to the Town of Geneseo would be **\$32,994.36**, the total cost to the Town of Caledonia would be **\$32,994.36**, and the total cost to the Town of York would be **\$32,994.36** for road repair and rehabilitation projects within the Towns of Geneseo, Caledonia and York.

Flexibility in operating local governments and their public works programs is necessary to ensure efficiency and maximum benefits at minimal cost to all parties.

An Inter-Municipal Agreement (IMA) between the Towns of Geneseo, Caledonia and York is required by the NYS Department of State, pursuant to General Municipal Law, Article 5-G setting forth individual responsibilities for the implementation of the project including the required financial commitments.

Votes were recorded as follows:

Town Supervisor:	<u>Daniel Pangrazio</u>	<u>Aye</u>
Town Board Member:	<u>Timothy Anderson</u>	<u>Aye</u>
Town Board Member:	<u>Todd Bickford</u>	<u>Aye</u>
Town Board Member:	<u>Mark Rothrock</u>	<u>Aye</u>
Town Board Member:	<u>Pamela Rychlicki</u>	<u>Aye</u>

RESOLUTION 85-2018
2018 DOWNTOWN PARTNERSHIP PROGRAM

On motion of Councilman Anderson seconded by Councilman Bickford the following resolution was ADOPTED- Aye- Pangrazio, Bickford, Anderson, Rychlicki, Rothrock Nay- 0 Absent- 0
RESOLVED, that Supervisor Pangrazio is authorized to sign the 2018 Memorandum of Understanding with Livingston County Development Corporation for the Downtown Revitalization Program and remit \$2000.00 to the Livingston County Development Corporation to help support the program.

RESOLUTION 86-2018
THREE BUDGETARY TRANSFERS

On motion of Councilman Rothrock seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Bickford, Anderson, Rychlicki, Rothrock Nay- 0 Absent- 0
RESOLVED, that Supervisor Pangrazio is authorized to make the following budgetary transfers:

1. **\$12,990** is to be transferred from A230 (Cash & Buildings Capital Reserve Fund) to Account 1620.2R (Buildings/Equipment Capital Reserve Fund) to cover the cost of Four Highway Barn Overhead Doors. This resolution was subject to Permissive Referendum 66-2018.
2. **\$9,400** is to be transferred from A230 (Cash & Buildings Capital Reserve Fund) to 1620.2R(Buildings/ Equipment Capital Reserve Fund) to cover the costs for the phone system installation. **\$600.00** transferred from A230 (Cash & Buildings Capital Reserve Fund) to A6326.400 (Other Economic Opp. & Website Development) cover the costs for the phone system installation IT support. This resolution was subject to Permissive Referendum 77-2018.
3. **\$2675.00** is to be transferred from A230 (Cash & Buildings Capital Reserve Fund) to Account 1620.2R (Buildings/Equipment Capital Reserve Fund) to cover the cost of painting the Town Hall. This resolution was subject to Permissive Referendum 77-2018.

RESOLUTION 87-2018
BUDGET AMENDMENT

On motion of Councilman Rothrock seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Bickford, Anderson, Rychlicki, Rothrock Nay- 0 Absent- 0
RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Amendment:
Increasing Revenue in account A2680 (Insurance Recoveries) and Increase Expenditures in Account A1620.4 (Buildings Contractual) in the amount of **\$ 4,582.71** to cover the cost of Roof Damage Repairs.

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 88-2018

PAYMENT OF BILLS

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

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

GENERAL FUND A – Voucher #'s 179-185,187,188-192,194-216	\$ 29,406.50
GENERAL FUND B – Voucher # 186,189,193	\$ 12,047.93
HIGHWAY FUND DB – Voucher #'s 75-89	\$ 150,397.37
GRAND TOTALS	\$ 191,851.80

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