

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

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held July 12, 2018, at 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

RESOLUTION 89-2018

JUNE 14, 2018 MINUTES

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

ADOPTED- Aye- Pangrazio, Rothrock, Anderson, Rychlicki, Bickford Absent –0 Nay-0
RESOLVED, the minutes of June 14, 2018 be approved.

OPEN FORUM

No one requested to speak.

ANNOUNCEMENTS & COMMUNICATIONS

Supervisor Pangrazio reviewed the following communications with the Board

- Article 78 Settlement Agreement with Hardwood Properties for Assessment has been settled and filed with the County.
- Livingston County Planning Board Agenda for July 12, 2018.
- New York State Comptroller's Revenue Report for Justice Court Fund.
- New York State Fiscal Stress Summary Report for the Town.
- Inspection and Shelter Report from NYS Ag & Markets on Livingston County Dog control. Livingston County Dog Control services were rated Satisfactory with no violations.
- Letters from Livingston County Economic Development on the awards for the Sign and Façade Program for \$410.00 for signage at 3174 State Street, \$3063.00 for façade improvements at 3127 Main Street, and \$3500.00 at 3123 Main Street for rear façade renovations.
- The September Primary will be held on Thursday, September 13, 2018 from Noon until 9:00 P.M.

DEPARTMENTS/COMMITTEES

PETER SKIVINGTON-ATTORNEY

Attorney Skivington was not required to attend tonight.

TOM PERKINS -CODE ENFORCEMENT

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

COUNCILWOMAN PAM RYCHLICKI-PLANNING BOARD

Councilwoman Rychlicki updated the Town Board on the June 27th Planning Board meeting.

SUPERVISOR PANGRAZIO – BUILDING AND GROUNDS

Supervisor Pangrazio is still waiting to hear back on quotes for the windows.

SUPERVISOR PANGRAZIO- HIGHWAY DEPARTMENT

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

JOBS COMPLETED:

- Mowed road sides.
- Paving and ditching on McKenzie Road.
- Worked for Livingston County on Linwood Road in the Town of York.
- Worked for Livingston County on South Lima Road.
- Helped the Town of LeRoy three days on York and Gully Road.

JOBS FOR JULY

- Maintenance on equipment.
- Work for Livingston County on Fowlerville Road in the Town of Avon.
- Work on Stones Lane.
- Blacktop on Graney Road where new pipes were installed.
- Help the Town of York with wedging.
- Change cross-over pipes on Skelly Road.
- Mow road sides.

TOWN CLERK – LAURIE SATTORA

TOWN CLERK’S REPORT JUNE 2018

Total Local Shares Remitted to Town Supervisor-	\$ 2,211.82
Amount paid to: NYS Ag. & Markets Animal Population Control	\$ 45.00
Amount paid to: NYS Dept. of Environmental Conservation – ACH(Electronically)	\$ 373.18
Amount paid to: NYS Department of Health – Marriage Licenses	\$ 45.00
Total State, County & Local Revenues for June 2018:	\$ 2,675.00

RESOLUTION 90-2018

ACCEPT JUNE 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 June 2018 Town Clerk’s monthly report is approved as presented.

2018 TAX COLLECTION REPORT

Town Clerk Tax Collector Laurie Sattora distributed to the Board the 2018 Tax Collection Report. Livingston County Treasurer Amy Davies sent the Tax Roll Release of Bond for the year 2018 on June 5, 2018.

TAX WARRANT FOR 2018	\$ 3,388,533.01
TOTAL SUPERVISOR’S RECEIPTS CHECK #1172 \$408,772.00 -A FUND (GENERAL) CHECK #1176 \$22,194.00 - B FUND (TOWN OUTSIDE) CHECK #1177 \$390,153.00 – DB HIGHWAY FUND (TOWN OUTSIDE) CHECK#1178 \$311,759.00- FIRE DISTRICT	\$ 1,132,878.00
TAXES COLLECTED BY TREASURER	\$ 340,026.56
ADVANCE MADE BY COLLECTOR TO TREASURER MARCH 1, 2018 CHECK #1179	\$ 750,000.00
TAX ROLL ADJUSTMENTS	\$ 631.75
RETURNED UNPAID TAXES	\$ 249,660.48
TOTAL UNPAID NOTICE PENALTIES (\$2 PER PARCEL) 85 TAX BILLS	\$ 170.00
CASH SETTLEMENT TO TREASURER – CHECK # 1180 APRIL 6, 2018	\$ 915,166.22

INTEREST & PENALTIES TURNED OVER TO SUPERVISOR FOR 2018 TAX COLLECTION CHECK #1181 MAY 1, 2018 TOWN OF CALEDONIA TAX ROLL RELEASE OF BOND RECEIVED FROM AMY DAVIES, LIVINGSTON COUNTY TREASURER DATED JUNE 5, 2018.	\$ 2,835.24
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OLD BUSINESS

BAS TOWN CLERK SOFTWARE

Town Clerk Laurie Sattora and the Board had a discussion on the BAS Town Clerk Software. Currently the BAS Clerk Program is installed only on one computer. It will be more time efficient for our residents to have the software on both the Town Clerk’s and Deputy Clerk computers so that they both can wait on customers when they come in the office. Town Clerk Laurie Sattora has also requested a quote from BAS for offering on-line accessibility for dog licenses on our website.

Tax Collection Software

The Livingston County Tax Collection Program that the Town of Caledonia and 14 other Towns use to collect taxes will no longer be available. The County program is on what they currently call “life support” and the IT Department cannot guarantee how long the program will be available for us to use so it is now necessary to get a new Tax Collection program.

The Livingston County Town Clerk’s Association over the past few months have met with a few vendors and reviewed the different tax programs they offer. The group unanimously agreed that the BAS Tax Collection software offers everything that the County Treasurer and Clerk’s need in a tax collection package. Town Clerk Laurie Sattora stated that she has requested a quote from BAS for the Tax Collection Software and for offering the on-line accessibility for Tax Payments on our website.

CREDIT CARD READER

Because the Town has the BAS Town Clerk Software program a credit card reader is available to the Town at no cost. If the Town wants to offer on-line accessibility for dog licenses and, also to offer the Tax program payments on-line, the cost for that will be outlined in the proposal. The credit card reader is available through a company called FORTE. The machine can be set up to accept multiple transactions for one fee. With the addition of the credit card reader in conjunction with the BAS Town Clerk and Tax Collection software, someone could use a credit or debit card in the office to pay for their taxes, building permits, dog license, hunting license or any other fees that are currently collected in our office. More information and a quote will be forthcoming.

The Fees for credit cards, debit cards and e-checks are as follows:

- 2.45% of purchase for credit card
- Visa Debit Card \$3.95 Flat Fee
- E-check (On-line only \$1.75 convenience fee)

RESOLUTION 91– 2018

BAS CLERK MODULE

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 Board approves the quote from Business Automation Services for the additional software program to be added on an additional computer.

NEW BUSINESS

RESOLUTION 92– 2018

SEPTEMBER MEETING DATE CHANGE TO SEPTEMBER 6, 2018

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

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

RESOLVED, that due to the New York State Primary being held on September 13, 2018 that the Board approves to change the September Monthly Meeting date to September 6, 2018 at 7:00 P.M.

RESOLUTION 93– 2018

ANNUAL ROAD USE AND REPAIR AGREEMENT

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

RESOLVED, that the TOWN OF CALEDONIA hereby has reviewed and Adopts the Road Use and Repair Agreement for the use and repair of Town Roads. This agreement shall be signed and approved by the Highway Superintendent, Town Supervisor, Town Attorney, and Developer. This agreement is on file with the Highway Superintendent and the Town Clerk.

RESOLUTION 94-2018

NYS STANDARD WORK DAY RESOLUTION FOR RETIREMENT

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

RESOLVED, that the TOWN OF CALEDONIA hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

BE IT FURTHER RESOLVED, that the Clerk for the Town of Caledonia is directed to post a certified copy of this resolution for a minimum of thirty days. A certified copy of this resolution and an affidavit of posting shall be filed with the State Comptroller within **45 days of adoption.**

THE OFFICIAL’S TERM EXPIRATION DATES ARE AS FOLLOWS:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer’s Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Supervisor	Daniel Pangrazio	XXXX	XXXXXX	6	01/01/18-12/31/19	N	13.27
Town Clerk	Laurie Sattora	XXXX	XXXXXX	6	01/01/18-12/31/19	N	24.25
Town Justice	Mark Riggi	XXXX	XXXXXX	6	01/01/16-12/31/19	N	04.08
Town Justice	Kyle MacKay	XXXX	XXXXXX	6	01/01/18–12/31/21	N	01.34
Appointed Officials							
Secretary to Supervisor	Margaret Donegan	XXXX	XXXXXX	6	01/01/18 – 12/31/18	N	12.32
Court Clerk	Julie Molisani	XXXX	XXXXXX	6	01/01/18-12/31/18	N	06.29
Highway Superintendent	Mark Schroeder	XXXX	XXXXXX	8	01/01/18-12/31/20	N	26.43
Assessor	Tami Snyder	XXXX	XXXXXX	6	10/01/13 – 09/30/19	N	14.00
Town Historian	Eileen LaFave-Bickford	XXXX	XXXXXX	6	01/01/18–12/31/18	N	03.61

RESOLUTION 95– 2018

2018-19 CALEDONIA TRAILBLAZERS SNOWMOBILE AGREEMENT

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

RESOLVED, that the Supervisor be authorized to sign an agreement with the Caledonia Trail Blazers Snowmobile Club for the 2018-19 season for snowmobiling purposes.

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 96-2018

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 2017-237, 239-256	\$ 16,129.64
GENERAL FUND B – Voucher # 238	\$ 420.00
HIGHWAY FUND DB – Voucher #'s 90-102	\$ 26,513.32
GRAND TOTALS	\$ 43,062.96

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

Respectfully Submitted,

Laurie Sattora
Town Clerk