

Organizational Meeting  
Caledonia Town Board  
January 4, 2016

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 4, 2016, 5:00 P.M., at the Town Hall, 3109 Main Street, Caledonia, NY.

Supervisor Pangrazio called the meeting to order and led in the Pledge of Allegiance.

<b><u>PRESENT:</u></b>	Supervisor	Daniel Pangrazio
	Councilman	Mark Rothrock
	Councilman	Tim Anderson
	Councilman	Todd Bickford
	Town Clerk	Laurie Sattora
	Highway Superintendent	Mark Schroeder
	Town Justice	Mark Riggi
	Town Justice	Kyle MacKay

**ABSENT:** Councilwoman Pamela Rychlicki

**OATH OF OFFICE-**

Town Justice Kyle McKay administered the Oath of Office to Daniel Pangrazio, Supervisor, Laurie Sattora, Town Clerk, Town Justice Mark Riggi, and Councilman Tim Anderson. Town Justice Mark Riggi administered the oath of office to Councilwoman Pam Rychlicki since she was unable to attend the Organizational Meeting.

**RESOLUTION 01-2016**

**DEPUTY SUPERVISOR**

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

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 and Water Checking Accounts for the bank.

**RESOLUTION 02-2016**

**APPOINTMENT OF HIGHWAY SUPERINTENDENT**

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

RESOLVED, that Mark Schroeder be re-appointed as Highway Superintendent, term to expire 12/31/17.

**DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT**

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

**RESOLUTION 03-2016**

**APPOINTMENT OF CODE ENFORCEMENT/FIRE MARSHALL**

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

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 – JAMES WHEELER**

Appointment made at December 2015 Board Meeting. James Wheeler's term will end 12/31/2020.

**RESOLUTION 04-2016**

**APPOINTMENT OF HISTORIAN- EILEEN LAFAVE-BICKFORD**

On motion of Councilman Rothrock, seconded by Councilman Anderson the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson Nay- 0 Absent - Rychlicki  
RESOLVED, that Eileen LaFave-Bickford is re-appointed as Town Historian.

**RESOLUTION 05-2016**

**APPOINTMENT OF COURT CLERK**

On motion of Councilman Rothrock, seconded by Councilman Anderson the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson Nay- 0 Absent - Rychlicki  
RESOLVED, that Julie Molisani is re-appointed as Court Clerk to the Town Justices.

**RESOLUTION 06-2016**

**APPOINTMENT OF VITAL STATISTICS REGISTRAR**

On motion of Councilman Rothrock, seconded by Councilman Anderson the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson Nay- 0 Absent - Rychlicki  
RESOLVED, that Laurie Sattora is re-appointed as Vital Statistics Registrar.

**DEPUTY VITAL STATISTICS REGISTRAR APPOINTMENT**

Town Clerk Laurie Sattora appointed Chris Binnert as Deputy Vital Statistics Registrar's.

**RESOLUTION 07-2016**

**OFFICIAL DEPOSITORY**

On motion of Councilman Rothrock, seconded by Councilman Anderson the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson Nay- 0 Absent - Rychlicki  
RESOLVED, that the Bank of Castile be named as Official Depository of town funds.

**RESOLUTION 08-2016**

**OFFICIAL NEWSPAPER**

On motion of Councilman Rothrock, seconded by Councilman Anderson the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson Nay- 0 Absent - Rychlicki  
RESOLVED, that the Livingston County News be named as the official newspaper for official legal notices.

**RESOLUTION 09-2016**

**MILEAGE DESIGNATION**

On motion of Councilman Rothrock, seconded by Councilman Anderson the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson Nay- 0 Absent - Rychlicki  
RESOLVED,, that mileage is paid according to federal guidelines (\$0.54 per mile).

**RESOLUTION 10-2016**

**YOUTH FUND**

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Abstain – Anderson Absent – Rychlicki Nay -0  
RESOLVED, that the Recreation-Youth Projects appropriation be paid as per the 2016 budget in the amount of \$10,000.00

Councilman Anderson abstained from the vote because he is a committee member on the Youth Recreation Board.

**RESOLUTION 11-2016**

**CALEDONIA LIBRARY**

On motion of Councilman Bickford, seconded by Councilman Anderson the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson Nay- 0 Absent - Rychlicki  
RESOLVED, that the Library appropriation be paid as per the 2016 Budget in the amount of \$75,000.00

**RESOLUTION 12-2016**

**BIG SPRINGS MUSEUM**

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
RESOLVED, that the Museum appropriation be paid as per the 2016 budget in the amount of  
\$2500.00.

**RESOLUTION 13-2016**

**DOG CONTROL**

On motion of Councilman Bickford, seconded by Councilman Anderson the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
RESOLVED that the Town of Caledonia contract with Livingston County for dog control.

**RESOLUTION 14-2016**

**HIGHWAY REPAIR AUTHORIZATION**

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
RESOLVED that the Highway Superintendent be authorized to spend up to \$2000 for repairs  
without Town Board approval.

**RESOLUTION 15-2016**

**TOWN ENGINEERS-CHATFIELD ENGINEERS**

On motion of Councilman Bickford, seconded by Councilman Anderson the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
RESOLVED that Chatfield Engineers be designated the engineering firm for the Town of  
Caledonia.

**RESOLUTION 16-2016**

**ATTORNEY-PETER K. SKIVINGTON**

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
RESOLVED that the Supervisor be authorized to retain Peter K. Skivington, PLLC for legal  
services.

**RESOLUTION 17-2016**

**MEETING SCHEDULE FOR 2016**

On motion of Councilman Bickford, seconded by Councilman Anderson the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
RESOLVED that Regular Monthly Meetings of the Town Board for 2016 will be held on the  
following days: January 4<sup>th</sup> @ 5:00 P.M., January 14<sup>th</sup>, February 11<sup>th</sup>, March 10<sup>th</sup>, April 14<sup>th</sup>, May 12<sup>th</sup>,  
June 9<sup>th</sup>, July 14<sup>th</sup>, August 11<sup>th</sup>, September 8<sup>th</sup>, October 20<sup>th</sup>, November 10<sup>th</sup>, December 8<sup>th</sup>, December 29<sup>th</sup>.  
All meetings will be held at the Caledonia Town Hall, 3109 Main Street, Caledonia, New York at 7:00  
P.M. except on December 29, 2016 the Year-end Meeting that will be held at 4:00 P.M.

**RESOLUTION 18-2016**

**VOUCHER SIGNATURE**

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
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 19-2016**

**LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN**

On motion of Councilman Bickford, seconded by Councilman Anderson the following resolution was  
ADOPTED Aye- Pangrazio, Rothrock, Bickford, Anderson      Nay- 0      Absent - Rychlicki  
RESOLVED, that the Livingston County Hazardous Mitigation & Disaster Plan be adopted and is  
on file in the Town Clerk's Office.

**RESOLUTION 20-2016**

**EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES FOR 2016**

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

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

**RESOLUTION 21-2016**

**ADOPTION OF REVISED HAZARDOUS MATERIALS EMERGENCY PLAN**

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

RESOLVED that the Revised Hazardous Materials Emergency Plan for the year be adopted as filed in the Town Clerk's Office.

**RESOLUTION 22-2016**

**AUTHORIZING BLANKET UNDERTAKING**

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

RESOLVED, that the Town Board of the Town of Caledonia consents and approves a blanket undertaking to cover all officers, clerks and employees.

**RESOLUTION 23-2016**

**CODE OF ETHICS POLICY**

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

RESOLVED, that the Town of Caledonia Code Of Ethics Policy has been adopted for 2016.

**RESOLUTION 24-2016**

**CREDIT CARD POLICY**

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

RESOLVED, that Town of Caledonia Credit Card Policy has been adopted for 2016.

**RESOLUTION 25-2016**

**CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION POLICY**

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

RESOLVED, that the Town's Cyber Security & Computer System Breach Notification Policy has been adopted for 2016.

**RESOLUTION 26-2016**

**INVESTMENT POLICY**

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

RESOLVED, that the Town's Investment Policy has been adopted for 2016.

**RESOLUTION 27-2016**

**PROCUREMENT POLICY**

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

RESOLVED, that the Town's Procurement Policy has been adopted for 2016.

**RESOLUTION 28-2016**

**TIME IS OF THE ESSENCE**

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

RESOLVED, that the Supervisor be authorized to handle any business where time is of the essence for utilities, postage, and freight.

**RESOLUTION 29-2016**

**BUILDING PERMIT & ZONING FEE SCHEDULE**

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

RESOLVED, that the 2016 fee schedule for building permits and zoning fees be adopted.

**2016 Building Permit & Zoning Fees**

<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>Inground Pool</u>	<u>\$50.00</u>
<u>Swimming Pool Deck</u>	<u>Fee \$20.00</u>
<u>Swimming Pool Heater</u>	<u>Fee \$20.00</u>
<u>Hot Tub</u>	<u>Fee \$35.00</u>
<u>Generator</u>	<u>Fee \$50.00</u>
<u>Cell Towers Changes or Additions</u>	<u>Fee \$300.00</u>
<u>Compliance Letter (Property Sales)</u>	<u>Fee \$25.00</u>
<u>Outdoor Wood Burner Furnace</u>	<u>Fee \$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>
<u>Building Permit Renewal</u>	<u>\$10.00</u>
<u>Demolition Permit</u>	<u>\$35.00</u>
<u>Deck</u>	<u>\$40.00</u>
<u>Penalty Fee for Lack of Permit</u>	<u>\$100.00</u>
<u>Certificate of Occupancy</u>	<u>\$100.00</u>
<u>Certificate of Compliance</u>	<u>\$75.00</u>
<u>Commercial Construction</u>	<u>\$400.00 Up to 10,000 Sq. Ft.</u>
<u>10,000 to 20,000 Sq. Ft.</u>	<u>\$6.00 Additional 1,000 Sq Ft.</u>
<u>Over 20,000 Sq. Ft.</u>	<u>\$6.00 Additional 1,000 Sq. Ft</u>
<u>Mobile Homes/Modular Homes in Parks</u>	<u>\$100.00</u>
<u>Agricultural Buildings – up to 1200 Sq. Ft.</u>	<u>\$40.00</u>
<u>1200 to 2500 Sq. Ft.</u>	<u>\$50.00.</u>
<u>Over 2500 Sq. Ft.</u>	<u>\$75.00</u>
<u>Additions to Dwelling Unit .06 per sq ft.</u>	<u>\$25.00 minimum</u>
<u>Signs \$1.00 per Sq. Ft.</u>	<u>\$20.00 minimum</u>
<u>*ReZoning Application Fee</u>	<u>\$500.00</u>
<u>Minor Subdivision &amp; Site Plan Review</u>	<u>\$150.00</u>
<u>Major Subdivision</u>	<u>\$200.00 and \$100 per lot in the subdivision</u>
<u>Final Plat Review of Site Plan and also for Major Subdivision</u>	<u>\$400.00</u>
<u>Engineering Fees – All charges are to be reimbursed to the Town by applicant appearing before the Planning Board or Zoning Board of Appeals.</u>	
<u>Special Use Permits</u>	<u>\$100.00</u>
<u>Peddlers License</u>	<u>\$50.00 per Company</u>
<u>Amusement License</u>	<u>\$100.00</u>
<u>Certified Mailings &amp; Legal Notice Fees for Zoning Board of Appeals-All charges are to be reimbursed to the Town by applicant.</u>	
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 30-2016**

**ACCEPTABLE TRAINING OPTION CREDITS FOR PLANNING & ZONING BOARD MEMBERS**

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

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 31-2016**

**OFFICIAL SALARY SCHEDULE FOR ALL ELECTED OFFICIALS AND EMPLOYEES AS WELL AS THE PAYMENT SCHEDULE FOR 2016**

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

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 – 2016**

<u>Position – Paid on a monthly basis</u>	<u>Salary per year</u>
Supervisor	\$ 13,975
Secretary to Supervisor – Margaret Donegan	\$ 18,360
Town Clerk	\$ 31,678
Vital Statistics Registrar	\$ 825
Town Board members (3)	\$ 4,053 ea
Deputy Supervisor (if Town Board member)	\$ 4,303
Justices (2)	\$ 9,545(Riggs) \$ 8,075(McKay)
Justice Clerk	\$ 8,903
Assessor	\$ 22,005
Historian	\$ 2,680
Code Enforcement Officer/Bldg Safety Inspector Safety Inspection)	\$ 12,745 / (+ \$55 per
Highway Superintendent	\$ 61,850
	<u>Hourly wage</u>
Planning Board Clerk      \$25.00 per mtg.	\$ 11.00
Zoning Board Clerk      \$25.00 per mtg.	\$ 11.50
Recycle Attendant	\$ 14.25
Cemetery Attendant	\$ 10.50
Deputy Town Clerk	\$ 11.00
Clerk in the Assessor Dept.	\$ 10.00

**HIGHWAY WAGES – Paid Bi-Weekly**

	<u>Hourly wage</u>
Deputy Hwy Superintendent	\$ 23.24
M E O – (experienced full-time)	\$ 22.49
M E O – (1 <sup>st</sup> year full-time)	\$ 18.00
Seasonal Summer (part-time)	\$ 13.00
Seasonal Winter (part-time)	\$ 13.00

**RESOLUTION 32-2016**

**AUTHORIZATION TO SPEND FUNDS FOR TRAINING CONFERENCES**

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

RESOLVED, that the Town Board of the Town of Caledonia approves spending budgeted funds for training conferences for 2016.

**AD HOC COMMITTEES**

**Audit**

1. Pam Rychlicki

**Public Safety**

1. Mark Schroeder
2. Tim Anderson

**Buildings/Grounds**

1. Dan Pangrazio

**Planning Board Liaison**

1. Pam Rychlicki

2. Todd Bickford

2. Mark Rothrock

**Transfer Station/Highway**

1. Todd Bickford
2. Dan Pangrazio

**Village Board Liaison**

1. Tim Anderson

**Policies & Special Projects**

1. Mark Rothrock
2. Pam Rychlicki

On motion of Councilman Rothrock, seconded by Councilman Anderson the meeting was adjourned.

Respectfully Submitted,

Laurie Sattora,  
Town Clerk