

Town of Caledonia
Organizational Meeting
January 2, 2019
5:00 P.M.

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 2, 2019, 5:00 P.M., at the Town Hall, 3109 Main Street, Caledonia, NY.

Supervisor Pangrazio called the organizational meeting to order and led in the pledge of allegiance.

PRESENT: Supervisor Daniel Pangrazio
Councilman Mark Rothrock
Councilman Tim Anderson
Councilwoman Pam Rychlicki
Councilman Todd Bickford
Town Clerk Laurie Sattora

OTHERS: Mark Schroeder Highway Superintendent

RESOLUTION 01-2019

DEPUTY SUPERVISOR

On motion of Councilwoman Rychlicki seconded by Supervisor Pangrazio the following resolution was

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

BE IT 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 Accounts for the bank.

DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

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

RESOLUTION 02-2019

APPOINTMENT OF CODE ENFORCEMENT/FIRE MARSHALL

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

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

BE IT 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.

RYAN CALLAN-ZONING BOARD OF APPEALS-5 YEAR APPOINTMENT – 12-31-2023

This re-Appointment was made at the December 2018 Board Meeting.

GEORGE MIDDLETON – PLANNING BOARD-7 YEAR APPOINTMENT – 12-31-2025

This re-Appointment was made at the December 2018 Board Meeting.

RESOLUTION 3-2019

HISTORIAN – EILEEN LAFAVE-BICKFORD

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

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

BE IT RESOLVED, that **Eileen LaFave-Bickford** is re-appointed as Historian.

RESOLUTION 4-2019

COURT CLERK-JULIE MOLISANI

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

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

BE IT RESOLVED, that **Julie Molisani** is re-appointed as Court Clerk for the Town of Caledonia.

RESOLUTION 5-2019

APPOINTMENT OF VITAL STATISTICS REGISTRAR-TOWN CLERK LAURIE SATTORA

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

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

BE IT RESOLVED, that **TOWN CLERK LAURIE SATTORA** is re-appointed as Vital Statistics Registrar.

DEPUTY VITAL STATISTICS REGISTRAR APPOINTMENT-CHRIS BINNERT

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

RESOLUTION 6-2019

OFFICIAL DEPOSITORY –BANK OF CASTILE

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

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

BE IT RESOLVED, that that the Bank of Castile be named as Official Depository of town funds.

RESOLUTION 7-2019**OFFICIAL NEWSPAPER –LIVINGSTON COUNTY NEWS**

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

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

BE IT RESOLVED, that the Livingston County News be named as the official newspaper for legal notices.

RESOLUTION 8-2019**MILEAGE DESIGNATION**

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

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

BE IT RESOLVED, that mileage is paid according to federal guidelines (\$0.58 per mile).

RESOLUTION 9-2019**VILLAGE OF CALEDONIA POLICE CONTRACT FOR 2019**

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

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

BE IT RESOLVED, that, the Village of Caledonia Police Contract for 2019 be signed by Supervisor Pangrazio and that the Police appropriation be paid as per the 2019 budget in the amount of \$2200.00

RESOLUTION 10-2019**YOUTH RECREATION FUND**

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

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

BE IT RESOLVED, that the Recreation-Youth Projects appropriation be paid as per the 2019 budget in the amount of \$10,200.00.

RESOLUTION 11-2019**CALEDONIA LIBRARY**

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

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

BE IT RESOLVED, that the Caledonia Library appropriation be paid as per the 2019 budget in the amount of \$77,000.00.

RESOLUTION 12-2019**CALEDONIA BIG SPRINGS MUSEUM**

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

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

BE IT RESOLVED, that the Caledonia Big Springs Museum appropriation be paid as per the 2019 Budget in the amount of \$3200.00.

RESOLUTION 13-2019**DOG CONTROL – LIVINGSTON COUNTY**

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

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

BE IT RESOLVED, that DOG CONTROL for the Town of Caledonia shall be with contracted through Livingston County Dog Control.

RESOLUTION 14-2019**HIGHWAY REPAIR AUTHORIZATION**

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

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

BE IT RESOLVED, that the Highway Superintendent be authorized to spend up to \$2000 for repairs without Town Board approval.

RESOLUTION 15-2019**TOWN ENGINEERS-MRB**

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

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

BE IT RESOLVED, that MRB Associates shall be designated the engineering firm for the Town of Caledonia.

RESOLUTION 16-2019**APPOINTMENT OF COUNSEL-THE LAW OFFICES OF PETER K. SKIVINGTON PLLC**

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

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

BE IT RESOLVED, that Supervisor Pangrazio is authorized to retain ATTORNEY-PETER K. SKIVINGTON PLLC located at 31 Main Street, Geneseo, NY 14423 for legal services for the year 2019.

RESOLUTION 17-2019**2019 MEETING SCHEDULE**

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

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

BE IT RESOLVED, that the TOWN OF CALEDONIA TOWN BOARD meetings shall be held on the 2nd Thursday of every month at 7:00 P.M. unless noted below with the following additional meetings of September 26, 2019 at 5:30 P.M. for the Tentative Budget meeting, and December 30, 2019 at 4:00 P.M. for the end of the year meeting.

January 2, 2019 Organizational Meeting – 5:00 P.M.

January 10th – 7:00 P.M.

February 7th – 7:00 P.M. (1st Thursday)

March 14th – 7:00 P.M.

April 11th - 7:00 P.M.

May 9th -7:00 P.M.

June 13th -7:00 P.M.

July 11th -7:00 P.M.

August 8th -7:00 P.M.

September 11th 7:00 P.M.

September 26th 5:30 P.M. Tentative Budget Meeting

October 10th -7:00 P.M.

November 7th -7:00 P.M. (1st Thursday)

December 12th-7:00 P.M.

December 30th End of Year Meeting 4:00 P.M.

RESOLUTION 18-2019

VOUCHER SIGNATURE

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

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

BE IT 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 19-2019

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

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

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

BE IT RESOLVED, that the Livingston County Hazardous Mitigation & Disaster Plan be adopted and is on file in the Town Clerk's Office.

RESOLUTION 20-2019

EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES FOR 2019

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

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

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

RESOLUTION 21-2019

HAZARDOUS MATERIALS EMERGENCY PLAN FOR 2019

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

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

BE IT RESOLVED, that the Hazardous Materials Emergency Plan for 2019 has been adopted.

RESOLUTION 22-2019

BLANKET UNDERTAKING FOR 2019

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

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

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

RESOLUTION 23-2019**CODE OF ETHICS FOR 2019**

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

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

BE IT RESOLVED, that the Town of Caledonia Code Of Ethics Policy has been adopted for 2019.

RESOLUTION 24-2019**CREDIT CARD POLICY FOR 2019**

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

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

BE IT RESOLVED, that the Town of Caledonia Credit Card Policy has been adopted for 2019.

RESOLUTION 25-2019**CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2019**

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

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

BE IT RESOLVED, that the Town's Cyber Security & Computer System Breach Notification Policy has been adopted for 2019.

RESOLUTION 26-2019**INVESTMENT POLICY FOR 2019**

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

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

BE IT RESOLVED, that the Town's Investment Policy has been reviewed and adopted for 2019.

RESOLUTION 27-2019**PROCUREMENT POLICY FOR 2019**

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

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

BE IT RESOLVED, that the Town's Procurement Policy has been adopted for 2019.

RESOLUTION 28-2019**SUPERVISOR HANDLE ANY BUSINESS WHERE TIME IS OF THE ESSENCE FOR UTILITIES, POSTAGE AND FREIGHT.**

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

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

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

RESOLUTION 29-2019**BUILDING PERMIT AND ZONING FEES**

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

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

BE IT RESOLVED, that the 2019 fee schedule for building permits and zoning fees be adopted.

2019 BUILDING PERMIT FEE SCHEDULE

Wind Generators	Fee according to height or power generated.
Complete Roof Replacement	Fee \$20.00
Shed up to 144 Sq Ft. (12 x 12)	Fee \$10.00
Over 144 Sq Ft	Additional .05 Per Square Ft.
Above Ground Pool	\$20.00
In ground Pool	\$50.00
Swimming Pool Deck	\$20.00
Swimming Pool Heater	\$20.00
Hot Tub	\$35.00
Generator	\$50.00
Cell Towers Changes or Additions	\$300.00
Compliance Letter (Property Sales)	\$25.00
Outdoor Wood Burner Furnace	\$35.00
Single Family Home up to 2,000 Sq. Ft.	\$170.00
Over 2,000 Sq. Ft.	\$200.00
Building Permit Renewal	\$10.00
Demolition Permit	\$35.00
Deck	\$40.00
Penalty Fee for Lack of Permit	\$100.00
Certificate of Occupancy	\$100.00
Certificate of Compliance	\$75.00
Commercial Construction	\$400.00 Up to 10,000 Sq. Ft.
10,000 to 20,000 Sq. Ft.	\$6.00 Additional 1,000 Sq Ft.
Over 20,000 Sq. Ft.	\$6.00 Additional 1,000 Sq. Ft
Mobile Homes/Modular Homes in Parks	\$100.00
Agricultural Buildings – up to 1200 Sq. Ft.	\$40.00
1200 to 2500 Sq. Ft.	\$50.00
Over 2500 Sq. Ft.	\$75.00
Additions to Dwelling Unit .06 per sq ft.	\$25.00 minimum
NYS Unified Solar Permit Fee	\$50.00 (Adopted on 5-12-16)
Commercial Solar Energy Structures (Adopted 10-11-18)	\$250 minimum or \$2.50 per KW
Signs \$1.00 per Sq. Ft.	\$20.00 minimum
ReZoning Application Fee	\$500.00
Minor Subdivision & Site Plan Review	\$150.00
Major Subdivision	\$200.00 and \$100 per lot in the subdivision
Final Plat Review of Site Plan and also for Major Subdivision	\$400.00
Engineering Fees – All charges are to be reimbursed to the Town by applicant appearing before the Planning Board or Zoning Board of Appeals.	
Special Use Permits	\$100.00
Peddlers License	\$50.00 per Company
Amusement License	\$100.00
Certified Mailings & Legal Notice Fees for Zoning Board of Appeals-All charges are to be reimbursed to the Town by applicant.	
Mobile Home Park Fees- Due January of Every Year. Renewal Application Mailed out every December. \$50.00 for 1 st 5 lots \$10.00 for each additional lot.	

RESOLUTION 30-2019**ACCEPTABLE TRAINING OPTION CREDITS FOR PLANNING & ZONING BOARD MEMBERS**

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

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

BE IT 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 31-2019**PAYMENT COMPENSATION FOR PLANNING AND ZONING BOARD MEMBERS**

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

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

BE IT RESOLVED, that Planning Board and Zoning Board Members are to be paid a stipend in December of each year, Chairs and Vice Chairs of the Planning Board and the Zoning Board shall receive \$35.00 for each meeting that they attend. Planning Board and Zoning Board members shall receive \$25.00 for each meeting that they attend. All Board Members should have an attendance record of 75% to be considered eligible for compensation and turn in a voucher by December 1st.

RESOLUTION 32-2019**OFFICIAL SALARY SCHEDULE**

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

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

BE IT 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.

TOWN OF CALEDONIA ANNUAL SALARIES & HOURLY WAGES – 2019

<u>Position – Paid on a monthly basis</u>	<u>Salary per year</u>
Supervisor	\$ 15,000.00
Secretary to Supervisor – Margaret Donegan	\$ 21,000.00
Town Clerk	\$ 37,000.00
Town Board Members (3)	\$ 4,302.00 ea
Deputy Supervisor (if Town Board member)	\$ 4,552.00
Justices (2)	\$ 10,130.00(Riggi)
	\$ 8,570.00(MacKay)
Justice Clerk	\$ 9,450.00
Assessor	\$ 23,351.00
Historian	\$ 2,960.00
Code Enforcement Officer	\$ 13,525.00
Highway Superintendent	\$ 67,620.00

		<u>Hourly wage</u>
Planning Board Clerk	\$25.00 per mtg.	\$ 13.00
Zoning Board Clerk	\$25.00 per mtg.	\$ 13.00
Recycle Attendant		\$ 14.50
Cemetery Attendant		\$ 13.50
Deputy Town Clerk		\$ 13.00

Clerk PT \$ 13.00
Janitor \$50.00 per service

HIGHWAY WAGES – Paid Bi-Weekly **Hourly wage**

Deputy Hwy Superintendent/ Motor Equipment Operator \$ 24.87
Motor Equipment Operator – (experienced full-time) \$ 23.87
Motor Equipment Operator (2nd year full-time) \$ 20.00
Motor Equipment Operator-PT \$ 14.00
Laborer-PT \$ 14.00

RESOLUTION 33-2019

AUTHORIZATION TO SPEND FUNDS FOR TRAINING CONFERENCES

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

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

BE IT RESOLVED, that the Town Board of the Town of Caledonia approves spending budgeted funds for training conferences for 2019 for the Supervisor, Town Clerk, Highway Superintendent, Supervisor’s Secretary, and Town Board Officials for 2019.

AD HOC COMMITTEES

Audit

1. Pam Rychlicki

Public Safety

1. Mark Schroeder
2. Tim Anderson

Buildings/Grounds

1. Todd Bickford
2. Dan Pangrazio

Planning Board Liaison

1. Pam Rychlicki
2. Mark Rothrock

Transfer Station/Highway

1. Dan Pangrazio
2. Todd Bickford

Village Board Liaison

1. Tim Anderson

Policies & Special Projects

1. Mark Rothrock
2. Pam Rychlicki

Motion to adjourn was made by Councilwoman Rychlicki seconded by Councilman Bickford the Organizational Meeting was adjourned.

Respectfully Submitted,

Laurie Sattora
Town Clerk