

**Regular Monthly Meeting
Caledonia Town Board
April 11, 2019**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held April 11, 2019 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	Todd Bickford
	Councilman	Tim Anderson
	Town Clerk	Laurie Sattora

ABSENT: No one.

ATTENDEES: Renate Goff and Marguerite Wells.

APPROVAL OF MINUTES

RESOLUTION 64– 2019

FEBRUARY 7, 2019 MINUTES

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

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

RESOLVED, that the February 7th minutes be approved as presented.

RESOLUTION 65-2019

MARCH 14, 2019 MINUTES

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

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

RESOLVED, that the March 14th minutes be approved as presented.

OPEN FORUM – No one requested for privilege of the floor.

ANNOUNCEMENTS/COMMUNICATIONS

Supervisor Pangrazio reviewed the following communications with the Board:

- Highway Department started its summer hours of Monday – Thursday 6:00 -4:30.
- Town Clerk’s office also started its summer hours. The office is now open all day Wednesday and closes at noon on Friday.
- A thank you note was received from the Big Springs Museum for the yearly donation as a part of the Town Budget.
- The Livingston County Agricultural Society and Fair left a flyer for the Town Board of the Fair events for 2019.
- A copy of the Free Rabies Clinics for 2019 for Livingston County Residents. For Avon/Caledonia it will be held on May 15, 2019 5:00-7:00 P.M. at the 4 Corners Ministry Center located at 4277 Caledonia Avon Rd. A copy of the flyer will be posted at the Town Hall and on the Town website.

- Supervisor Pangrazio received a letter from the New York State Dept. of Transportation denying the request from the Town for additional traffic control devices at the intersection of Route 5 and River Road.
- Copy of the Livingston County Planning Board Agenda for April.
- A Letter to Town Supervisors from Stewart Leffler, Chairman about Emerging Solar Land Use and Impact on Prime Agricultural Resources.
- A copy of the Notice from the New York State Board on Electric Generation Siting and the Environment on the application of Horseshoe Solar Energy regarding the extension deadline for submission of comments until April 17, 2019 at 4:30 P.M.
- Supervisor Pangrazio updated the Board that the AIM money for all Towns and Villages has been cut out of the Governor's Budget. The Town will lose out on \$17,000.

DEPARTMENTS/COMMITTEES

ATTORNEY-PETER SKIVINGTON

Attorney Skivington was not required to attend tonight's meeting but is working on several items.

CODE ENFORCEMENT OFFICER – TOM PERKINS

Code Enforcement Officer Perkins was not required to attend tonight's meeting but informed Supervisor Pangrazio that Tractor Supply has started its site work and is hoping for the store to be opened in early October.

PLANNING BOARD – NO MARCH MEETING

BUILDINGS/GROUNDS -SUPERVISOR PANGRAZIO

Supervisor Pangrazio updated the Board on the window replacement and the Highway working on the driveway out back when the weather breaks.

HIGHWAY DEPARTMENT-MARK SCHROEDER

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

- Filled salt barn.
- Cut trees and brush on Cameron Rd.
- Helped Village fix water break on Route 5 near Spring Street.
- Ditched Fletcher Lane and put in gravel turn around at end.
- Planted trees.
- Took down snow fence and hopefully have plowed snow for the last time.

Jobs for April for the Highway Department are:

- General equipment maintenance.
- Finish brush on Cameron Road.
- Painting of plows, wings, and sanders.
- Grading of dirt roads.
- Check road signs and install new signs where needed.

TOWN CLERK

FEBRUARY 2019 TOWN CLERK'S REPORT

FEBRUARY 1, 2019 - FEBRUARY 28, 2019

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
A1255	Conservation	Conservation	1	0.28
			Sub-Total:	\$0.28
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	100	1,000.00
			Sub-Total:	\$1,000.00
A2544	Dog Licensing	Female, Spayed	17	102.00
		Male, Neutered	10	60.00
		Male, Unneutered	2	24.00
		Replacement Tags	1	3.00
	Late Fee	Late Fee	3	15.00
			Sub-Total:	\$204.00
B2110	PLANNING/ZONING	Building Permits	4	262.30
			Sub-Total:	\$262.30
				<hr/> <hr/>
Total Local Shares Remitted:				\$1,466.58
				<hr/> <hr/>
Amount paid to:	NYS Ag. & Markets Animal Population Control Fund		33.00
Amount paid to:	NYS Environmental Conservation		4.72
				<hr/> <hr/>
Total State, County & Local Revenues:	\$1,504.30		Total Non-Local Revenues:	\$37.72
				<hr/> <hr/>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Laurie A. Sattora, Town Clerk, Town of Caledonia during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

RESOLUTION 66 – 2019

APPROVAL OF FEBRUARY 2019 TOWN CLERK'S REPORT

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

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	5	18.25
	MISCELLANEOUS	Marriage Certificate	3	30.00
			Sub-Total:	\$48.25
A1603	MISCELLANEOUS CASH	Birth Certificates	1	10.00
		Death Certificates	17	170.00
			Sub-Total:	\$180.00
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	100	1,000.00
			Sub-Total:	\$1,000.00
A2544	Dog Licensing	Female, Spayed	24	144.00
		Female, Unspayed	5	60.00
		Male, Neutered	28	168.00
		Male, Unneutered	1	12.00
		Replacement Tags	1	3.00
		Late Fee	Late Fee	3
			Sub-Total:	\$402.00
B2110	PLANNING/ZONING	Building Permits	1	50.00
			Sub-Total:	\$50.00
				Total Local Shares Remitted: \$1,680.25
Amount paid to: NYS Ag. & Markets Animal Population Control Fund				70.00
Amount paid to: NYS Environmental Conservation				1,116.75
Total State, County & Local Revenues:		\$2,867.00	Total Non-Local Revenues: \$1,186.75	

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Laurie A. Sattora, Town Clerk, Town of Caledonia during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

RESOLUTION 67 – 2019

APPROVAL OF MARCH 2019 TOWN CLERK'S REPORT

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

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

RESOLVED, that the Town Clerk's monthly report is approved as presented.

OLD BUSINESS

CAPITAL IMPROVEMENT PLAN

Supervisor Pangrazio updated the Board on the Capital Improvement Plan for the year and told the Board that it is on file.

LETTER OF INTENT -TOWN OF CANADICE-10-WHEELER PURCHASE

Supervisor Pangrazio has submitted a letter of intent to purchase the 10-wheeler from the Town of Canadice as soon as the Town receives reimbursement from the State for the shared services grant.

2018 AUDIT -COUNCILWOMAN RYCHLICKI

Councilwoman Rychlicki reported on the 2018 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, 2018.

NEW BUSINESS

RESOLUTION 68-2019

TRI-COUNTY RACING CLUB - LIMEROCK SPEEDWAY 2019 AMUSEMENT LICENSE

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

RESOLVED, that the License for Tri-County Racing Club for Limerock Speedway be approved for the 2019 season. The racing club shall provide a copy of the Racing season schedule that will be on file with Code Enforcement Officer Tom Perkins.

RESOLUTION 69-2019

APPROVAL OF IN -HOUSE AUDIT OF CHIEF FISCAL OFFICER/SUPERVISOR SECRETARY BOOKS FOR THE 2018 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 2018.

RESOLUTION 70-2019

APPROVAL OF IN -HOUSE AUDIT OF TOWN CLERK AND TAX COLLECTOR BOOKS FOR THE 2018 FISCAL YEAR

On motion of Councilman Anderson, seconded by Councilman Bickford 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 2018.

RESOLUTION 71-2019

SURPLUS ITEMS FOR PALMYRA AUCTION

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

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

RESOLVED, that the following items be declared surplus so that Highway Superintendent Mark Schroeder may sell the following items at the Auction in Palmyra.

- 2005 ford Super Duty F-350 Serial # 1FDSF34525EB31452
- Generator Set Diesel Model # MEP005A
- 1961 Rubber Tire Roller
- Miscellaneous old farm running gear that has been used to store the sanders on for the summer.

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 72-2019

PAYMENT OF BILLS

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

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

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

GENERAL FUND A – Voucher #'s 106-133	\$	12,431.02
GENERAL FUND B – Voucher # 109,117,127	\$	2003.10
HIGHWAY FUND DB – Voucher #'s 44-55	\$	89,755.18
GRAND TOTALS	\$	104,189.30

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

Respectfully Submitted,

Laurie Sattora
Town Clerk