Town of Caledonia Organizational Meeting January 4, 2021 5:00 P.M.

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 4, 2021, 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
Councilwoman Pam Rychlicki
Councilman Todd Bickford
Town Clerk Seth Graham

OTHERS: Mark Schroeder Highway Superintendent

ABSENT: Timothy Anderson

RESOLUTION 01-2021

DEPUTY SUPERVISOR

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

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 02-2021

APPOINTMENT OF CODE ENFORCEMENT OFFICER/FIRE MARSHALL

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

BE IT RESOLVED, that **Thomas Perkins** is re-appointed as Code Enforcement Officer, Building Inspector and Fire Marshall.

SUPERVISOR CLERK APPOINTMENT

Supervisor Pangrazio appointed Kathryn Raymond as Clerk to the Supervisor

SUPERVISOR CLERK APPOINTMENT

Supervisor Pangrazio appointed Laurie Sattora as Clerk to the Supervisor

DEPUTY CLERK APPOINTMENT

Seth Graham appointed Chris Binnert as Deputy Clerk.

2ND DEPUTY CLERK APPOINTMENT

Seth Graham appointed Laurie Sattora as a 2nd Deputy Clerk.

RESOLUTION 3-2021

HISTORIAN – EILEEN LAFAVE-BICKFORD

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

RESOLUTION 4-2021

COURT CLERK - MEG DONEGAN

On motion of Councilwoman Rychlicki seconded by Councilman Rothrock the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED**, that **Meg Donegan** is re-appointed as Court Clerk for the Town of Caledonia.

RESOLUTION 5-2021

APPOINTMENT OF VITAL STATISTICS REGISTRAR SETH GRAHAM

On motion of Councilman Rothrock seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED**, that **TOWN CLERK SETH GRAHAM** is appointed as Vital Statistics Registrar.

<u>DEPUTY VITAL STATISTICS REGISTRAR APPOINTMENT – CHRIS BINNERT</u>

Town Clerk Seth Graham appointed **Chris Binnert** as Deputy Vital Statistics Registrar.

JENEA RYCHLICKI – PLANNING BOARD 7-YEAR APPOINTMENT – 12-31-2027

This re-appointment was made at the December 2020 Board Meeting.

JIM WHEELER – ZONING BOARD OF APPEALS 5-YEAR APPOINTMENT – 12-31-2025

This re-appointment was made at the December 2020 Board Meeting.

RESOLUTION 6-2021

OFFICIAL DEPOSITORY - BANK OF CASTILE

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

RESOLUTION 7-2021

OFFICIAL NEWSPAPER – LIVINGSTON COUNTY NEWS

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

RESOLUTION 8-2021

MILEAGE DESIGNATION

On motion of Councilman Rothrock seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED** that the mileage is paid according to federal guidelines (\$0.56 per mile).

RESOLUTION 9-2021

VILLAGE OF CALEDONIA POLICE CONTRACT FOR 2021

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

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

BE IT RESOLVED that the Village of Caledonia Police Contract for 2021 be signed by Supervisor Pangrazio and that the Police appropriation be paid as per the 2021 budget in the amount of \$2,500.00.

RESOLUTION 10-2021

YOUTH RECREATION FUND

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was ADOPTED Aye — Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED** that the Recreation-Youth Projects appropriation be paid as per the 2021 budget in the amount of \$10,400.00.

RESOLUTION 11-2021

CALEDONIA LIBRARY

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

ADOPTED Aye — Pangrazio, Rothrock, Bickford, Rychlicki

Nay- 0

Absent- Anderson

BE IT RESOLVED that the Caledonia Library appropriation be paid as per the 2021 budget in the amount of \$79,000.00.

RESOLUTION 12-2021

CALEDONIA BIG SPRINGS MUSEUM

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki

Nay- 0

Absent- Anderson

BE IT RESOLVED that the Caledonia Big Springs Museum appropriation be paid as per the 2021 Budget in the amount of \$3,300.00.

RESOLUTION 13-2021

DOG CONTROL – LIVINGSTON COUNTY

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED** that DOG CONTROL for the Town of Caledonia shall be contracted through Livingston County Dog Control.

RESOLUTION 14-2021

HIGHWAY REPAIR AUTHORIZATION

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

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

BE IT RESOLVED that the Highway Superintendent be authorized to spend up to \$2000.00 for repairs without Town

Board approval.

RESOLUTION 15-2021

TOWN ENGINEERS - MRB GROUP

On motion of Councilman Bickford seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson BE IT RESOLVED that MRB Associates shall be designated the engineering firm for the Town of Caledonia.

RESOLUTION 16-2021

<u>APPOINTMENT OF COUNSEL – THE LAW OFFICES OF PETER K. SKIVINGTON & DWIGHT KANYUCK</u>

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki

Nay- 0

Absent- Anderson

BE IT RESOLVED that Supervisor Pangrazio is authorized to retain Attorney's Peter Skivington and Dwight Kanyuck of Knauf and Shaw for legal services for the year 2021.

RESOLUTION 17-2021

2021 MEETING SCHEDULE

On motion of Councilman Bickford seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **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 27th at 5:00 P.M. for the tentative budget meeting and December 30th at 4:00 P.M. for our end of year meeting.

January 4^{th} Organizational Meeting – 5:00 P.M. January 14^{th} – 7:00 P.M. February 11^{th} – 7:00 P.M. March 11^{th} – 7:00 P.M. April 8th - 7:00 P.M.

May 13th -7:00 P.M.

June 10th -7:00 P.M.

July 15th -7:00 P.M. - 3rd Thursday

August 12th -7:00 P.M.

September 9th 7:00 P.M.

September 27th 5:00 P.M. 4th Monday -Tentative Budget Meeting

October 14th -7:00 P.M.

November 4th -7:00 P.M.

December 9th-7:00 P.M.

December 27th End of Year Meeting 4:00 P.M.

RESOLUTION 18-2021

VOUCHER SIGNATURE

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

ADOPTED Aye – Pangrazio, Rothrock, Rychlicki

Nay- 0

Abstain - Bickford

Absent- Anderson

BE IT RESOLVED that Councilman Bickford is authorized to sign all vouchers for the Town Board.

RESOLUTION 19-2021

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki

Nay- 0

Absent- Anderson

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

RESOLUTION 20-2021

EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki

Nav- 0

Absent- Anderson

BE IT RESOLVED that the Emergency Operations Plan & General Operating Procedures be adopted for the year.

RESOLUTION 21-2021

HAZARDOUS MATERIALS EMERGENCY PLAN FOR 2021

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki

Nav- 0

Absent- Anderson

BE IT RESOLVED that the Hazardous Materials Emergency Plan be adopted for the year.

RESOLUTION 22-2021

BLANKET UNDERTAKING FOR 2021

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki

Nay- 0

Absent- Anderson

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 23-2021

CODE OF ETHICS FOR 2021

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

ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki

Nay- 0

Absent- Anderson

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

RESOLUTION 24-2021

CREDIT CARD POLICY for 2021

On motion of Councilwoman Rychlicki seconded by Councilman Bickford the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED** that the Town of Caledonia Credit Card Policy has been adopted for 2021.

RESOLUTION 25-2021

CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2021

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

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

BE IT RESOLVED that the Town's Cyber Security & Computer System Breach Notification Policy has been adopted for 2021.

RESOLUTION 26-2021

INVESTMENT POLICY FOR 2021

On motion of Councilwoman Rychlicki seconded by Councilman Bickford the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED** that the Town's Investment Policy has been reviewed and adopted for 2021.

RESOLUTION 27-2021

PROCUREMENT POLICY FOR 2021

On motion of Councilwoman Rychlicki seconded by Councilman Bickford the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED** that the Town's Procurement Policy has been adopted for 2021.

RESOLUTION 28-2021

SUPERVISOR HANDLE ANY BUSINESS WHERE TIME IS OF THE ESSENCE FOR UTILITIES, POSTAGE AND FREIGHT

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

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

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

RESOLUTION 29-2021

2021 BUILDING PERMIT & ZONING FEES

On motion of Councilwoman Rychlicki seconded by Councilman Bickford the following resolution was ADOPTED Aye – Pangrazio, Rothrock, Bickford, Rychlicki Nay- 0 Absent- Anderson **BE IT RESOLVED** that the 2021 fee schedule for building permits and zoning fees be adopted.

2021 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	\$50.0 <u>0</u>
Cell Towers Changes or Additions	<u>\$500.00</u>
Compliance Letter (Property Sales)	\$25.00
Outdoor Wood Burner Furnace	\$35.00
Single Family Home up to 2,000 Sq. Ft.	\$250.0 <u>0</u>
Over 2,000 Sq. Ft.	\$400.0 <u>0</u>
Building Permit Renewal	\$20.00
Demolition Permit	<u>\$35.00</u>
<u>Deck</u>	<u>\$40.00</u>
Penalty Fee for Lack of Permit	\$150.0 <u>0</u>
Certificate of Occupancy	\$100.00
Certificate of Compliance	<u>\$75.00</u>
Commercial Construction	\$500.00 Up to 10,000 Sq. Ft.
10,000 to 20,000 Sq. Ft.	\$12.00 Additional 1,000 Sq Ft.
Over 20,000 Sq. Ft.	\$12.00 Additional 1,000 Sq. Ft
Mobile Homes/Modular Homes in Parks	<u>\$100.00</u>
Agricultural Buildings – up to 1200 Sq. Ft.	\$40.0 <u>0</u>
1200 to 2500 Sq. Ft.	<u>\$50.00</u>
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	\$500 minimum or \$4.50 per KW
Signs \$1.00 per Sq. Ft.	\$20.00 minimum
ReZoning Application Fee	\$500.00
Minor Subdivision	\$150.00
Site Plan Review	\$150.00
Major Subdivision	\$200.00 and \$100 per lot in the subdivision
Final Plat Review of Site Plan	\$400.00
Final Review of Major Subdivision	\$400.00
	nbursed to the Town by applicant appearing before the Planning Board or
Zoning Board of Appeals.	
	v Application Fees \$100 per solicitor + \$100 Non-Refundable Application
<u>Fee</u>	
Amusement License	\$100.00
Miscellaneous Commercial	\$200.00
Miscellaneous Residential	\$30.00

<u>Certified Mailings & 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^{st} 5 lots \$10.00 for each additional lot.

RESOLUTION 30-2021

ACCEPTABLE TRAINING CREDITS FOR PLANNING & ZONING BOARD MEMBERS

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

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 online training courses and seminars will be accepted for the required options required yearly for Planning and Zoning Board Members.

RESOLUTION 31-2021

OFFICIAL SALARY SCHEDULE

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

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

BE IT RESOLVED that all elected officials be paid as levied in the annual budged on a monthly basis and all other employees as stated. Highway Employees are paid on a Bi-weekly basis. The 2021 Salary and Wage Schedule is on file

with the Supervisor's Clerk.

RESOLUTION 32-2021

AUTHORIZATION TO SPEND FUNDS FOR TRAINING CONFERENCES

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

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

BE IT RESOLVED that the Town Board of the Town of Caledonia approves spending budgeted funds for training conferences for 2021 for the Supervisor, Town Clerk, Highway Superintendent, Supervisor's Clerk and Town Board Officials for 2021.

AD HOC COMMITTEES

<u>Audit</u>

- 1. Pam Rychlicki
- 2. Tim Anderson

Buildings/Grounds

- 1. Todd Bickford
- 2. Pam Rychlicki

Transfer Station

- 1. Dan Pangrazio
- 2. Todd Bickford

Policies & Special Projects

- 1. Mark Rothrock
- 2. Pam Rychlicki

Public Safety

- 1. Mark Schroeder
- 2. Todd Bickford

Planning Board Liaison

- 1. Pam Rychlicki
- 2. Todd Bickford

Village Board Liaison

1. Mark Rothrock

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Motion to adjourn was made by Councilwoman Rychlicki seconded by Councilman Bickford. The Organizational meeting was adjourned.

Respectfully Submitted,

Seth Graham Town Clerk