

**Town of Caledonia
Organizational Meeting
January 2, 2025
5:00 P.M.**

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 2, 2025, at 5:00 P.M. at the Caledonia Town Hall, 3109 Main Street, Caledonia, NY.

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

PRESENT: Deputy Supervisor Todd Bickford
 Councilwoman Pam Rychlicki
 Councilman Quentin Clark
 Councilman Kevin Keenan
 Town Clerk Seth Graham

OTHERS: Highway Superintendent Ron Beach

ABSENT: Supervisor Daniel Pangrazio

RESOLUTION 01-2025

DEPUTY SUPERVISOR

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

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.

RESOLUTION 02-2025

APPOINTMENT OF HIGHWAY SUPERINTENDENT

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

BE IT RESOLVED, that **Ron Beach** is re-appointed as Highway Superintendent.

DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

Highway Superintendent Ron Beach appointed **Kyle Sickles** as Deputy Highway Superintendent.

RESOLUTION 03-2025

APPOINTMENT OF CODE ENFORCEMENT OFFICER/FIRE MARSHALL

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Pangrazio, Bickford, Clark, Rychlicki Nay- 0 Absent – Keenan

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

SUPERVISOR'S CLERK APPOINTMENT

Supervisor Pangrazio appointed **Kathryn Raymond** as Clerk to the Supervisor.

DEPUTY CLERK APPOINTMENT

Seth Graham appointed **Chris Binnert** as Deputy Clerk.

RESOLUTION 04-2025

APPOINTMENT OF HISTORIAN

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that **Eileen Lafave-Bickford** is re-appointed as Town Historian for the Town of Caledonia.

RESOLUTION 05-2025

APPOINTMENT OF COURT CLERK

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

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

RESOLUTION 06-2025

APPOINTMENT OF VITAL STATISTICS REGISTRAR

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that **Seth Graham** is re-appointed as Vital Statistics Registrar.

RESOLUTION 07-2025

MATT SLUBERSKI – PLANNING BOARD – 7-YEAR APPOINTMENT – 12-31-2031

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that **Matt Sluberski** be re-appointed to the Planning Board for a term expiring on 12-31-2031.

RESOLUTION 08-2025

STEVE GEER – ZONING BOARD OF APPEALS – 5-YEAR APPOINTMENT – 12-31-2029

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that **Steve Geer** be re-appointed to the Zoning Board of Appeals for a term expiring on 12-31-2029.

RESOLUTION 09-2025

OFFICIAL DEPOSITORY – BANK OF CASTILE

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

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

RESOLUTION 10-2025

OFFICIAL NEWSPAPER – LIVINGSTON COUNTY NEWS

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

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

RESOLUTION 11-2025

MILEAGE DESIGNATION

On motion of Councilman Clark seconded by Councilman Keenan the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent – Pangrazio

BE IT RESOLVED, that the mileage is paid according to Federal guidelines at \$0.70/mile.

RESOLUTION 12-2025

VILLAGE OF CALEDONIA POLICE CONTRACT FOR 2025

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

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that the Village of Caledonia Police Contract for 2025 be signed by Supervisor Pangrazio and that the Police appropriation be paid as per the 2025 budget in the amount of \$2,500.00.

RESOLUTION 13-2025

YOUTH RECREATION FUND

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

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent – Pangrazio

BE IT RESOLVED, that the Recreation-Youth Projects appropriation be paid as per the 2025 budget in the amount of \$10,500.00.

RESOLUTION 14-2025

CALEDONIA LIBRARY

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

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent – Pangrazio

BE IT RESOLVED, that the Caledonia Library appropriation be paid as per the 2025 budget in the amount of \$80,000.00.

RESOLUTION 15-2025

CALEDONIA BIG SPRINGS MUSEUM

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

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that the Caledonia Big Springs Museum appropriation be paid as per the 2025 budget in the amount of \$3,700.00.

RESOLUTION 16-2025

DOG CONTROL – LIVINGSTON COUNTY

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

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

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

RESOLUTION 17-2025

HIGHWAY REPAIR AUTHORIZATION

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

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that the Highway Superintendent be authorized to spend up to \$2,000.00 for repairs without Town Board approval.

RESOLUTION 18-2025

TOWN ENGINEERS – MRB GROUP

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

ADOPTED - Aye- Pangrazio, Bickford, Clark, Rychlicki Nay- 0 Absent - Keenan

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

RESOLUTION 19-2025

APPOINTMENT OF COUNSEL – DWIGHT KANYUCK (KNAUF SHAW) & PETER SKIVINGTON (CONSULTANT)

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

BE IT RESOLVED, that Supervisor Pangrazio is authorized to retain Dwight Kanyuck of Knauf Shaw as the Town Attorney and Peter Skivington as a consultant.

RESOLUTION 20-2025

2025 MEETING SCHEDULE

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

BE IT RESOLVED, that the Town of Caledonia Town Board meetings shall be held on the 2nd Thursday of the month at 7:00 P.M. unless noted below with the following additional meetings of September 23, 2025 for the Tentative Budget meeting and December 30, 2025 for the end of the year meeting.

DATE	TIME
THURSDAY, JANUARY 2, 2025 ORGANIZATIONAL MEETING	5:00 P.M.
THURSDAY, JANUARY 9, 2025	7:00 P.M.
THURSDAY, FEBRUARY 13, 2025	7:00 P.M.
THURSDAY, MARCH 13, 2025	7:00 P.M.
THURSDAY, APRIL 10, 2025	7:00 P.M.
THURSDAY, MAY 8, 2025	7:00 P.M.
THURSDAY, JUNE 12, 2025	7:00 P.M.
THURSDAY, JULY 10, 2025	7:00 P.M.
THURSDAY, AUGUST 14, 2025	7:00 P.M.
THURSDAY, SEPTEMBER 11, 2025	7:00 P.M.
TUESDAY, SEPTEMBER 23, 2025 BUDGET WORKSHOP	5:00 P.M.
THURSDAY, OCTOBER 9, 2025	7:00 P.M.
THURSDAY, NOVEMBER 13, 2025	7:00 P.M.

THURSDAY, DECEMBER 11, 2025

7:00 P.M.

TUESDAY, DECEMBER 30, 2025

4:00 P.M.

END OF YEAR MEETING

RESOLUTION 21-2025

VOUCHER SIGNATURE

On motion of Councilwoman Keenan seconded by Councilwoman Rychlicki the following resolution was ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that Councilman Bickford is authorized to sign all vouchers for the Town Board and in his absence Councilman Clark is authorized to sign all vouchers for the Town Board.

RESOLUTION 22-2025

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

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

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

RESOLUTION 23-2025

EMERGENCY OPERATOINS PLAN & GENERAL OPERATING PROCEDURES

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

BE IT RESOLVED, that the Emergency Operations Plan & General Operating Procedures be adopted for 2025.

RESOLUTION 24-2025

BLANKET UNDERTAKING FOR 2025

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

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 25-2025

CODE OF ETHICS FOR 2025

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

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

RESOLUTION 26-2025

CREDIT CARD POLICY FOR 2025

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

BE IT RESOLVED, that the Town of Caledonia Credit Card Policy has been adopted for 2025.

RESOLUTION 27-2025

CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2025

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

BE IT RESOLVED, that the Town’s Cyber Security & Computer System Breach Notification Policy has been adopted for 2025.

RESOLUTION 28-2025

INVESTMENT POLICY FOR 2025

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

BE IT RESOLVED, that the Town’s Investment Policy has been reviewed and adopted for 2025.

RESOLUTION 29-2025

PROCUREMENT POLICY FOR 2025

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

BE IT RESOLVED, that the Town’s Procurement Policy has been adopted for 2025.

RESOLUTION 30-2025

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

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

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

RESOLUTION 31-2025

2025 BUILDING PERMIT & ZONING REES

On motion of Councilman Keenan seconded by Councilman Clark the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that the 2025 fee schedule for building permits and zoning fees be adopted.

2025 BUILDING PERMIT FEE SCHEDULE

PERMIT TYPE	FEE
Above Ground Swimming Pool	\$20.00
Additions to Dwelling Unit (0.6 per Sq. Ft.)	\$25.00 minimum
Agricultural Building (over 2,500 Sq. Ft.)	\$75.00
Agricultural Buildings (1,200 to 2,500 Sq. Ft.)	\$50.00
Agricultural Buildings (up to 1,200 Sq. Ft.)	\$40.00
Amusement License	\$100.00
Building Permit Renewal	\$50.00
Cell Towers (Changes or Additions)	\$500.00
Certificate of Compliance	\$75.00
Certificate of Occupancy	\$100.00
Commercial Construction (10,000-20,000 Sq. Ft.)	\$75.00 Additional 1,000 Sq. Ft.
Commercial Construction (over 20,000 Sq. Ft.)	\$75.00 Additional 1,000 Sq. Ft.
Commercial Construction (up to 10,000 Sq. Ft.)	\$1,000.00
Commercial Site Review	\$600.00
Commercial Solar Energy Structures	\$500.00 minimum or \$5.00 per KW
Complete Roof Replacement	\$20.00
Compliance Letter (Property Sales)	\$25.00
Deck	\$40.00
Demolition Permit	\$35.00
Final Plan Review of Site Plan	\$400.00
Final Review of Major Subdivision	\$400.00
Generator	\$50.00
Hot Tub	\$35.00
In-Ground Swimming Pool	\$50.00
Major Subdivision	\$200.00 and \$100 per lot in the subdivision
Minor Subdivision	\$150.00
Miscellaneous Commercial	\$200.00
Miscellaneous Residential	\$100.00
Mobile Home Park (due January every year)	\$50.00 for 1 st 5 lots & \$10.00 for each additional lot
Mobile Homes/Modular Homes (in parks)	\$100.00
NYS Unified Solar Permit	\$50.00
Outdoor Wood Buring Furnace	\$35.00
Peddlers License	\$100 per solicitor + \$100 nonrefundable app. fee
Penalty Fee (for lack of permit)	\$150.00
Re-Zoning Application Fee	\$500.00
Shed over 144 Sq. Ft.	Additional .15 Per Square Ft.
Shed up to 144 Sq. Ft. (12x12)	\$10.00

Signs	\$1.00 per Sq. Ft.
Single Family Home (over 2,000 Sq. Ft.)	\$400.00
Single Family Home (up to 2,000 Sq. Ft.)	\$250.00
Site Plan Review	\$150.00
Swimming Pool Deck	\$20.00
Swimming Pool Heater	\$20.00
Wind Generators	Fee according to height or power generated.

RESOLUTION 32-2025

ACCEPTABLE TRAINING CREDITS FOR PLANNING & ZONING BOARD MEMBERS

On motion of Councilman Keenan seconded by Councilman Clark the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

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 yearly for Planning and Zoning Board Members.

RESOLUTION 33-2025

OFFICIAL SALARY SCHEDULE

On motion of Councilman Keenan seconded by Councilman Clark the following resolution was

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

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 and Highway Superintendent are paid on a Bi-weekly basis. The 2025 Salary and Wage Schedule is on file with the Supervisor’s Clerk.

RESOLUTION 34-2025

AUTHROZATION TO SPEND FUNDS FOR TRAINING CONFERENCES FOR SUPERVISOR, TOWN CLERK, HIGHWAY SUPERINTENDENT, SUPERVISOR’S CLERK, AND TOWN BOARD OFFICIALS

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

ADOPTED - Aye- Bickford, Clark, Rychlicki, Keenan Nay- 0 Absent - Pangrazio

BE IT RESOLVED, that it is authorize to spend funds for training conferences for the Supervisor, Town Clerk, Highway Superintendent, Supervisor’s Clerk and Town Board Officials for 2025.

AD HOC COMMITTEES

Audit

1. Pam Rychlicki
2. Kevin Keenan

Public Safety

1. Ron Beach III
2. Steve Minges

Buildings/Grounds

1. Quentin Clark
2. Todd Bickford

Planning Board Liaison

1. Pam Rychlicki
2. Kevin Keenan

Transfer Station

1. Dan Pangrazio
2. Todd Bickford

Village Board Liaison

1. Pam Rychlicki
2. Quentin Clark

Policies & Special Projects

1. Kevin Keenan
2. Quentin Clark

Motion to adjourn was made by Councilwoman Rychlicki seconded by Councilman Keenan. The Organizational Meeting was adjourned.

Respectfully Submitted,

Seth Graham
Town Clerk