

Town of Caledonia  
Organizational Meeting  
January 2, 2020  
5:00 P.M.

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The Organizational Meeting of the Town Board of the Town of Caledonia was held January 2, 2020, 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 and Justice Kyle MacKay gave the Oath of Office to all the newly elected Officials.

**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, Justice Mark Riggi, Justice Kyle MacKay

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**RESOLUTION 01-2020**

**DEPUTY SUPERVISOR-TODD BICKFORD**

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 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.

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**RESOLUTION 02-2020**

**HIGHWAY SUPERINTENDENT – MARK SCHROEDER**

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 Mark Schroeder is re-appointed as Highway Superintendent with term ending 12-31-2021.

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**DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT**

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

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**RESOLUTION 03-2020**

**APPOINTMENT OF CODE ENFORCEMENT/FIRE MARSHALL- TOM PERKINS**

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

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**SUPERVISOR CLERK APPOINTMENT- SETH GRAHAM**

Supervisor Pangrazio re-appointed **Seth Graham** as Clerk to Supervisor.

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**DEPUTY TOWN CLERK APPOINTMENT**

Town Clerk Laurie Sattora re-appointed Chris Binnert as Deputy Town Clerk.

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**RESOLUTION 04-2020**

**HISTORIAN – EILEEN LAFAVE-BICKFORD**

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 **Eileen LaFave-Bickford** is re-appointed as Historian.

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**RESOLUTION 05-2020**

**COURT CLERK-MEG DONEGAN**

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 **Meg Donegan** is re-appointed as Court Clerk for the Town of Caledonia.

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**RESOLUTION 06-2020**

**APPOINTMENT OF VITAL STATISTICS REGISTRAR-TOWN CLERK LAURIE SATTORA**

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 **TOWN CLERK LAURIE SATTORA** is re-appointed as Vital Statistics Registrar.

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**DEPUTY VITAL STATISTICS REGISTRAR APPOINTMENT-CHRIS BINNERT**

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

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**RESOLUTION 07-2020**

**STEVE SICKLES-PLANNING BOARD 7-YEAR TERM APPOINTMENT ENDING – 12-31- 2026**

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 Steve Sickles be re-appointed to the Planning Board.

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**RESOLUTION 08-2020**

**JOHN PIKE – PLANNING BOARD APPOINTMENT FINISHING BALANCE OF ROBERT STURMS**

**APPOINTMENT ENDING – 12-31-2023**

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 **John Pike** be appointed to the Planning Board.

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**RESOLUTION 09-2020**

**PAUL RAYMOND – ZONING BOARD OF APPEALS – 5 YEAR APPOINTMENT ENDING 12-31-2024**

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 **Paul Raymond** be re-appointed to the Zoning Board of Appeals.

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**RESOLUTION 10-2020**

**OFFICIAL DEPOSITORY –BANK OF CASTILE**

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 the Bank of Castile be named as Official Depository of town funds.

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**RESOLUTION 11-2020**

**OFFICIAL NEWSPAPER –LIVINGSTON COUNTY NEWS**

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 the Livingston County News be named as the official newspaper for legal notices.

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**RESOLUTION 12-2020**

**MILEAGE DESIGNATION**

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

**BE IT RESOLVED** that mileage is paid according to federal guidelines (\$0.575 per mile).

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**RESOLUTION 13-2020**

**VILLAGE OF CALEDONIA POLICE**

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

**BE IT RESOLVED** that the Village of Caledonia Police Appropriation for 2020 be paid as per the 2020 budget in the amount of \$2500.00

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**RESOLUTION 14-2020**

**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 – 0 Abstain - Anderson

**BE IT RESOLVED** that the Recreation-Youth Projects appropriation be paid as per the 2020 budget in the amount of \$10,400.00.

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**RESOLUTION 15-2020**

**CALEDONIA LIBRARY**

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

**BE IT RESOLVED** that the Caledonia Library appropriation be paid as per the 2020 budget in the amount of \$78,000.00.

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**RESOLUTION 16-2020**

**CALEDONIA BIG SPRINGS MUSEUM**

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

**BE IT RESOLVED** that the Caledonia Big Springs Museum appropriation be paid as per the 2020 Budget in the amount of \$3300.00.

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**RESOLUTION 17-2020**

**DOG CONTROL – LIVINGSTON COUNTY**

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

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

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**RESOLUTION 18-2020**

**HIGHWAY REPAIR AUTHORIZATION**

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

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

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**RESOLUTION 19-2020**

**TOWN ENGINEERS-MRB**

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

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

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**RESOLUTION 20-2020**

**APPOINTMENT OF COUNSEL- PETER K. SKIVINGTON AND DWIGHT KANYUCK**

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

**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 2020.

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**RESOLUTION 21-2020**

**2020 MEETING SCHEDULE**

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

RESOLVED, that the TOWN OF CALEDONIA TOWN BOARD meetings shall be held on the 2<sup>nd</sup> Thursday of every month at 7:00 P.M. unless noted below with the following additional meetings of September 28<sup>th</sup> at 5:30 P.M. for the Tentative Budget meeting, and December 29<sup>th</sup> at 4:00 P.M. for the end of the year meeting.

January 2, 2020 Organizational Meeting – 5:00 P.M.-Oath of Office

January 9<sup>th</sup> – 7:00 P.M.

February 13<sup>th</sup> – 7:00 P.M.

March 12<sup>th</sup> – 7:00 P.M.

April 9<sup>th</sup> - 7:00 P.M.

May 14<sup>th</sup> -7:00 P.M.

June 11<sup>th</sup> -7:00 P.M.

July 9<sup>th</sup> -7:00 P.M.

August 13<sup>th</sup> -7:00 P.M.

September 10<sup>th</sup> 7:00 P.M.

September 28<sup>th</sup> 5:30 P.M. Tentative Budget Meeting

October 8<sup>th</sup> -7:00 P.M.

November 5<sup>th</sup> -7:00 P.M.

December 10<sup>th</sup>-7:00 P.M.

December 28<sup>th</sup> End of Year Meeting 4:00 P.M.

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**RESOLUTION 22-2020**

**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.

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**RESOLUTION 23-2020**

**LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN**

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

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**RESOLUTION 24-2020**

**EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES FOR 2020**

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

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**RESOLUTION 25-2020**

**HAZARDOUS MATERIALS EMERGENCY PLAN FOR 2020**

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

**BE IT RESOLVED** that the Hazardous Materials Emergency Plan for the year has been adopted.

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**RESOLUTION 26-2020**

**BLANKET UNDERTAKING FOR 2020**

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

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**RESOLUTION 27-2020**

**CODE OF ETHICS FOR 2020**

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

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

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**RESOLUTION 28-2020**

**CREDIT CARD POLICY FOR 2020**

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 the Town of Caledonia Credit Card Policy has been adopted for 2020.

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**RESOLUTION 29-2020**

**CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2020**

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 the Town's Cyber Security & Computer System Breach Notification Policy has been adopted for 2020.

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**RESOLUTION 30-2020**

**INVESTMENT POLICY FOR 2020**

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 the Town's Investment Policy has been reviewed and adopted for 2020.

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**RESOLUTION 31-2020**  
**PROCUREMENT POLICY FOR 2020**

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 the Town's Procurement Policy has been adopted for 2020.

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**RESOLUTION 32-2020**  
**SUPERVISOR HANDLE ANY BUSINESS WHERE TIME IS OF THE ESSENCE FOR UTILITIES, POSTAGE AND FREIGHT.**

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

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**RESOLUTION 33-2020**  
**BUILDING PERMIT AND ZONING FEES**

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 the 2020 fee schedule for building permits and zoning fees be adopted.

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**2020 BUILDING PERMIT FEE SCHEDULE**

<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>In ground Pool</u>	<u>\$50.00</u>
<u>Swimming Pool Deck</u>	<u>\$20.00</u>
<u>Swimming Pool Heater</u>	<u>\$20.00</u>
<u>Hot Tub</u>	<u>\$35.00</u>
<u>Generator</u>	<u>\$50.00</u>
<u>Cell Towers Changes or Additions</u>	<u>\$500.00</u>
<u>Compliance Letter (Property Sales)</u>	<u>\$25.00</u>
<u>Outdoor Wood Burner Furnace</u>	<u>\$35.00</u>
<u>Single Family Home up to 2,000 Sq. Ft.</u>	<u>\$250.00</u>
<u>Over 2,000 Sq. Ft.</u>	<u>\$400.00</u>
<u>Building Permit Renewal</u>	<u>\$20.00</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>\$150.00</u>
<u>Certificate of Occupancy</u>	<u>\$100.00</u>
<u>Certificate of Compliance</u>	<u>\$75.00</u>
<u>Commercial Construction</u>	<u>\$500.00 Up to 10,000 Sq. Ft.</u>
<u>10,000 to 20,000 Sq. Ft.</u>	<u>\$12.00 Additional 1,000 Sq Ft.</u>
<u>Over 20,000 Sq. Ft.</u>	<u>\$12.00 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>NYS Unified Solar Permit Fee</u>	<u>\$50.00 (Adopted on 5-12-16)</u>
<u>Commercial Solar Energy Structures</u>	<u>\$500 minimum or \$4.50 per KW (</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</u>	<u>\$150.00</u>

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
Engineering Fees – All charges are to be reimbursed to the Town by applicant appearing before the Planning Board or Zoning Board of Appeals.	
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<sup>st</sup> 5 lots \$10.00 for each additional lot.

**RESOLUTION 34-2020**

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

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 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 35-2020**

**PAYMENT COMPENSATION FOR PLANNING AND ZONING BOARD MEMBERS**

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 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 the December Board Meeting.

**RESOLUTION 36-2020**

**OFFICIAL SALARY SCHEDULE**

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 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. The 2020 Salary and Wage schedule is on file wit the Supervisor’s clerk.

**RESOLUTION 37-2020**

**AUTHORIZATION TO SPEND FUNDS FOR TRAINING CONFERENCES**

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 the Town Board of the Town of Caledonia approves spending budgeted funds for training conferences for 2020 for the Supervisor, Town Clerk, Highway Superintendent, Supervisor’s clerk, and Town Board Officials for 2020.

## **AD HOC COMMITTEES**

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### **Audit**

1. Pam Rychlicki

### **Buildings/Grounds**

1. Todd Bickford
2. Dan Pangrazio

### **Transfer Station/Highway**

1. Dan Pangrazio
2. Todd Bickford

### **Policies & Special Projects**

1. Mark Rothrock
2. Pam Rychlicki

### **Public Safety**

1. Mark Schroeder
2. Tim Anderson

### **Planning Board Liaison**

1. Pam Rychlicki
2. Tim Anderson

### **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,

Laurie Sattora  
Town Clerk