

**Town of Caledonia  
Regular Board Meeting  
VIA ZOOM CONFERENCING  
June 11, 2020**

**PRESENT:      ROLL CALL BY SUPERVISOR PANGRAZIO**

Supervisor	Daniel Pangrazio
Councilman	Todd Bickford
Councilman	Tim Anderson
Town Clerk	Laurie Sattora

**ATTORNEYS:**    Dwight Kanyuck.

**ABSENT:** Councilwoman Rychlicki, Councilman Rothrock

**OTHERS:** Supervisor's Clerk Seth Graham.

Supervisor Pangrazio called the meeting to order at 7:00 P.M.

I have enough for a quorum for tonight's meeting. Present are Councilman Todd Bickford, Supervisor Daniel Pangrazio and Councilman Tim Anderson. Councilman Mark Rothrock and Councilwoman Pam Rychlicki are absent. Now I would like to read the following Statement:

*I have confirmed with the attorneys for the town that tonight's meeting is being convened in accordance with the Governor's March 13, 2020 Executive Order 202.1, which suspends certain provisions of Open Meeting laws and allows the municipal board to convene via by tele-conferencing or video.*

*Per State and Federal bans on large gatherings and pursuant to Governor Cuomo's Executive Order 202.1 issued on March 12, 2020 "suspending law allowing attendance of meetings telephonically or other similar service", the Town of Caledonia Town Board will conduct all meetings remotely using Zoom Teleconferencing until further notice.*

*The Executive Order 202.1 also allows public bodies to meet and take action without permitting public in person access to meetings. In accordance with this executive order the public have been provided with the ability to listen or view tonight's meeting. The meeting will be recorded, and a transcript will be provided at a later date. I have confirmed with the town clerk that this meeting has been duly noticed. We've filled out all the legal requirements by posting the notice on the town bulletin boards in front of the building office and notification was published in the Livingston County news and posting the notice on the Caledonia website, so with that read we'll move on to business.*

First order of business is the approval of the minutes of May 14. Do you have any questions, additions, corrections, or deletions? If not, I will entertain a motion to approve.

**RESOLUTION 77– 2020**

**MAY 14, 2020 MINUTES**

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

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

RESOLVED, that the May 14, 2020 minutes be approved as presented.

Councilman Rothrock joined the meeting.

**CLERK'S REPORT – MAY**

All Board Members have received via e-mail prior to the board meeting copies of the clerk's report for May. Do you have any questions or comments on the Clerk's Report for May? If not, I will entertain a motion to approve.

**RESOLUTION 78– 2020**

**MAY TOWN CLERK’S REPORT**

On motion of Councilman Rothrock seconded by Councilman Bickford, the following resolution was  
ADOPTED- Aye- Pangrazio, Anderson, Rothrock, Bickford Nay- 0 Absent- Rychlicki  
RESOLVED, that the May 2020 Town Clerk’s Report be approved.

**BUDGET AMENDMENT-INSURANCE**

Next is a resolution for a budget amendment. This is for our yearly insurance that had a slight increase in costs of \$50.89 over what we had budgeted for the year. Do you have any questions or comments? If not, I will entertain a motion to approve the budget amendment.

**RESOLUTION 79-2020**

**BUDGET AMENDMENT – INSURANCE RENEWAL**

On motion of Councilman Anderson seconded by Councilman Rothrock, the following resolution was  
ADOPTED- Aye- Pangrazio, Anderson, Bickford, Rothrock Nay- 0 Absent- Rychlicki  
RESOLVED, that Supervisor Pangrazio is authorized to make the following budget amendment from A2770.  
A2770 (Misc. Revenue) Debit \$50.89  
A1910.4 (Unallocated Insurance) Credit \$50.89

**GRIEVANCE BOARD OF ASSESSMENT**

Next is a resolution to pay the Grievance Board of Assessment. The Grievance Board of Assessment met in May. Do you have any questions or comments? If not, I will entertain a motion to approve payment to the Grievance Board.

**RESOLUTION 80– 2020**

**GRIEVANCE BOARD OF ASSESSMENT STIPEND**

On motion of Councilman Bickford seconded by Councilman Anderson, the following resolution was  
ADOPTED- Aye- Pangrazio, Anderson, Bickford, Rothrock Nay- 0 Absent- Rychlicki  
RESOLVED, that the members of the Assessment Board of Review be paid for Grievance Day.

**CALEDONIA TRAILBLAZERS AGREEMENT**

Next is a resolution for the 2020 2021 Caledonia Trail Blazers agreement that we approve yearly for the snowmobile trails. Do you have any questions, or comments on the Agreement with the Caledonia Trailblazers? If not, I will entertain a motion to approve that.

**RESOLUTION 81– 2020**

**2020-2021 CALEDONIA TRAILBLAZERS AGREEMENT**

On motion of Councilman Rothrock seconded by Councilman Anderson, the following resolution was  
ADOPTED- Aye- Pangrazio, Anderson, Bickford, Rothrock Nay- 0 Absent- Rychlicki  
RESOLVED, that the Supervisor be authorized to sign an agreement with the Caledonia Trail Blazers Snowmobile Club for the 2020-2021 season for snowmobiling purposes.

**LGS-1 RETENTION AND DISPOSITION SCHEDULE REPLACING THE MU-1 SCHEDULE**

The State Archives is revising and consolidating its local government records retention and disposition schedules and is issuing a single comprehensive retention schedule for all types of Local Governments on August 1, 2020. The new schedule, Retention and Disposition Schedule for New York Local Government Records or LGS-1, will supersede and replace the MU-1 Schedule used by cities, towns, villages, and fire districts that was adopted in 2003. If you do not have any questions, I will entertain a motion to approve using the new schedule.

**RESOLUTION 82– 2020**

**APPROVING THE USE OF THE NEW LGS-1 RETENTION DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENTS THAT REPLACES THE MU-1 SCHEDULE**

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

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

RESOLVED, that the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use as of August 1, 2020 by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein.

Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**2020 TAX COLLECTION REPORT**

Next is the 2020 Tax Collection Report and Release of Tax Roll Bond that all Board Members have received via e-mail prior to the board meeting copies. Do you have any questions or comments on the Tax Collection Report? If not I will entertain a motion to approve the 2020 Tax Collection Report?

**RESOLUTION 83– 2020**

**2020 TAX COLLECTION REPORT & RELEASE OF TAX ROLL BOND**

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

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

RESOLVED, that the 2020 Tax Collection Report be approved as presented.

**2020 TAX COLLECTION REPORT**

TAX WARRANT FOR 2020	\$ 3,553,063.08
COMPUTER BREAKAGE ON TAX ROLL (+ OR -) (.11)	<u>.11</u>
TOTAL TOWN COLLECTOR'S TAX WARRANT	\$ 3,553,063.19
TOTAL SUPERVISOR'S RECEIPTS	
CHECK #1197 \$436,292.00-A FUND (GENERAL)	\$ 436,292.00
CHECK #1198 \$23,828.00- B FUND (TOWN OUTSIDE)	\$ 23,828.00
CHECK # 1195 \$ 393,169.00– DB HIGHWAY FUND (TOWN OUTSIDE)	\$ 393,169.00
CHECK# 1201 \$327,181.00- -FIRE DISTRICT	<u>\$ 327,181.00</u>
	<b>\$1,180,470.00</b>
TAXES COLLECTED BY LIVINGSTON COUNTY TREASURER	\$ 453,647.73
ADVANCE MADE TO TREASURER MARCH 6, 2020 CHECK # 1202	\$ 750,000.00
TAX ROLL ADJUSTMENTS – SECTION 626	\$ 548.20
RETURNED UNPAID TAXES	\$ 253,483.83
TOTAL UNPAID NOTICE PENALTIES (\$2 PER PARCEL) 86 TAX BILLS	\$ 172.00
CASH SETTLEMENT TO TREASURER – April 6, 2020 CHECK # 1203	\$ 914,741.32
INTEREST & PENALTIES TURNED OVER TO SUPERVISOR FOR 2020 TAX COLLECTION May 1, 2020 CHECK #1204	\$ 3,169.84
INTEREST TURNED OVER TO SUPERVISOR FOR 2020 TAX COLLECTION ELECTRONIC TRANSFER- BANK OF CASTILE COMPLETED ON JUNE 1 <sup>ST</sup> , 2020 .	\$ .01
TAX ROLL RELEASE OF BOND RECEIVED FROM AMY DAVIES, LIVINGSTON COUNTY TREASURER ON June 8, 2020.	

**RESOLUTION 84-2020**

**JULY 2020 MEETING CHANGE DATE**

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

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

RESOLVED, that due to a scheduling conflict, the July 9, 2020 meeting date be changed to July 16, 2020 at 7:00 P.M.

**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 along with the abstract of claims.

**AUDIT OF ABSTRACT OF PAID VOUCHERS AND TRIAL BALANCES VIA E-MAIL**

The Board audited the Abstract of paid Vouchers and trial balances that they received via e-mail.

**PAYMENT OF BILLS**

Next for your consideration is the approval of the abstract that was sent out. Do you have any questions or comments on the abstract for this month so we can pay the bills?

If not, I will entertain a motion to go ahead and do that.

**RESOLUTION 85-2020**

**PAYMENT OF BILLS**

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

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

RESOLVED, that Supervisor Pangrazio sign all the bills and that the bills be paid in the following amounts.

GENERAL FUND A – Voucher #'s 155-163,165-183	\$ 7,269.86
GENERAL FUND B – Voucher # 164,184	\$ 807.54
HIGHWAY FUND DB – Voucher #'s 59-70	\$ 109,618.23
GRAND TOTALS	\$ 117,695.63

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

Thank you very much everyone to get the business done for tonight. It is kind of a light month anyway. So, I appreciate it very much. You guys stay safe and healthy and we will talk sometime soon. Take care. Thank you.

Respectfully Submitted,

Laurie Sattora  
Town Clerk