

**Regular Monthly Meeting  
Caledonia Town Board  
August 12, 2021**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held August 12, 2021, at 7:00 P.M., at the Town Hall, 3109 Main Street, Caledonia, NY.

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

**RESOLUTION 98-2021**

**ACCEPTING MARK ROTHROCK’S RESIGNATION FROM TOWN BOARD**

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

ADOPTED – Aye- Pangrazio, Rychlicki, Bickford, Pike      Nay – 0    Absent –0

RESOLVED, that the Board has accepted Mark Rothrock’s resignation from the Town Board.

**RESOLUTION 99-2021**

**APPOINTING QUENTIN CLARK TO THE TOWN BOARD**

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

ADOPTED – Aye- Pangrazio, Rychlicki, Bickford, Pike      Nay – 0    Absent –0

RESOLVED, that Quentin Clark be appointed to the Town Board to fill the vacancy left by Councilman Mark Rothrock.

**QUENTIN CLARK – OATH OF OFFICE**

Supervisor Pangrazio asked Town Clerk Seth Graham to give Quentin Clark the Oath of Office.

Town Clerk Seth Graham gave Quentin Clark the Oath of Office and Quentin Clark signed the Oath book.

<b><u>PRESENT:</u></b>	Supervisor	Daniel Pangrazio
	Councilman	Quentin Clark
	Councilman	John Pike II
	Councilwoman	Pam Rychlicki
	Councilman	Todd Bickford
	Town Clerk	Seth Graham

**ATTORNEYS:** Dwight Kanyuck

**OTHERS:** Code Enforcement Officer Tom Perkins

**ATTENDEES FROM SIGN-IN SHEET:** Henry Zomerfeld, Thomas Murphy

**RESOLUTION 100-2021**

**JULY 8, 2021 MINUTES**

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

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

RESOLVED, that the minutes of July 8, 2021 be approved.

**OPEN FORUM**

**THOMAS MURPHY – VALLEY SAND & GRAVEL**

Thomas Murphy of Valley Sand & Gravel presented to the Town Board plans to build and expand with a new building for materials management & storage.

## **ANNOUNCEMENTS/COMMUNICATIONS**

Supervisor Pangrazio discussed the following communications with the Board:

- ARPA Fund Eligibility
- National Grid Arbor Day Memo
- Letter to Caledonia Library awarding them \$1,400 in grant funds
- Final Certificate of Franchise Assessments
- Livingston County High Speed Internet Press Release
- Livingston County Planning Board Agenda for August 12, 2021

## **DEPARTMENTS/COMMITTEES**

### **ATTORNEYS – DWIGHT KANYUCK**

Attorney Dwight Kanyuck had no report for the Board.

### **CODE ENFORCEMENT OFFICER – TOM PERKINS**

Code Enforcement Officer Tom Perkins had nothing to report on Zoning.

### **PLANNING BOARD – PAM RYCHLICKI**

Councilwoman Rychlicki updated the Board on the following items:

- Valley Sand & Gravel presented to the Planning Board plans for a future warehouse.
- A representative from Dimension Energy came to the Planning Board to talk about a potential small solar project at CRC.

### **BUILDINGS/GROUNDS – SUPERVISOR PANGRAZIO**

Supervisor Pangrazio had nothing to report on buildings and grounds.

### **HIGHWAY DEPARTMENT – MARK SCHROEDER**

Highway Superintendent Mark Schroeder was unable to attend the meeting and had no report on the Highway Department.

### **SETH GRAHAM TOWN CLERK'S REPORT – JUNE 2021**

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	11	13.82
	Marriage Lic.	MARRIAGE LICENSE FEE	6	105.00
	MISCELLANEOUS	Marriage Certificate	2	20.00
			<b>Sub-Total:</b>	<b>\$138.82</b>
A1603	MISCELLANEOUS CASH	Death Certificates	5	50.00
			<b>Sub-Total:</b>	<b>\$50.00</b>
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	226	2,260.00
			<b>Sub-Total:</b>	<b>\$2,260.00</b>
A2544	Dog Licensing	Female, Spayed	15	90.00
		Female, Unspayed	4	48.00
		Male, Neutered	9	54.00
		Male, Unneutered	4	48.00
			<b>Sub-Total:</b>	<b>\$240.00</b>
B2110	PLANNING/ZONING	Building Permits	8	522.00
			<b>Sub-Total:</b>	<b>\$522.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$3,210.82</b>
Amount paid to:	NYS Ag. & Markets Animal Population Control Fund .....			48.00
Amount paid to:	NYS Environmental Conservation .....			236.18
Amount paid to:	State Health Dept. For Marriage Licenses .....			135.00
<b>Total State, County &amp; Local Revenues:</b>		<b>\$3,630.00</b>	<b>Total Non-Local Revenues:</b>	
			<b>\$419.18</b>	

**SETH GRAHAM TOWN CLERK'S REPORT – JULY 2021**

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
A1255	Conservation	Conservation	7	6.80
	Marriage Lic.	MARRIAGE LICENSE FEE	5	87.50
	MISCELLANEOUS	Marriage Certificate	1	10.00
			<b>Sub-Total:</b>	<b>\$104.30</b>
A1603	MISCELLANEOUS CASH	Death Certificates	14	140.00
			<b>Sub-Total:</b>	<b>\$140.00</b>
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	181	1,810.00
			<b>Sub-Total:</b>	<b>\$1,810.00</b>
A2544	Dog Licensing	Female, Spayed	15	90.00
		Female, Unspayed	1	12.00
		Male, Neutered	15	90.00
		Male, Unneutered	3	36.00
		Replacement Tags	1	3.00
	Late Fee	Late Fee	1	5.00
			<b>Sub-Total:</b>	<b>\$236.00</b>
B2110	PLANNING/ZONING	Building Permits	3	130.00
			<b>Sub-Total:</b>	<b>\$130.00</b>
			<b>Total Local Shares Remitted:</b>	<b>\$2,420.30</b>
Amount paid to: NYS Ag. & Markets Animal Population Control Fund .....				42.00
Amount paid to: NYS Environmental Conservation .....				116.20
Amount paid to: State Health Dept. For Marriage Licenses .....				112.50
<b>Total State, County &amp; Local Revenues:</b>		<b>\$2,691.00</b>	<b>Total Non-Local Revenues:</b>	<b>\$270.70</b>

**RESOLUTION 101-2021**

**JUNE 2021 TOWN CLERK'S REPORT**

On motion of Councilman Pike seconded by Councilman Bickford the following resolution was ADOPTED – Aye- Pangrazio, Clark, Rychlicki, Pike, Bickford   Nay – 0   Absent –0  
 RESOLVED, that the clerk's report for the month of June be accepted as presented.

**RESOLUTION 102-2021**

**JULY 2021 TOWN CLERK'S REPORT**

On motion of Councilwoman Rychlicki seconded by Councilman Clark the following resolution was ADOPTED – Aye- Pangrazio, Clark, Rychlicki, Pike, Bickford   Nay – 0   Absent –0  
 RESOLVED, that the clerk's report for the month of July be accepted as presented.

**OLD BUSINESS**

**CIP DISCUSSION – SUPERVISOR PANGRAZIO**

Supervisor Pangrazio asked Town Clerk Seth Graham to hand out the Capital Improvement Project plan sheets to the Board as well as the Highway Fleet Sheet. Supervisor Pangrazio discussed having repairs done to the basement walls outside.

**2022 BUDGET UPDATE – SUPERVISOR PANGRAZIO**

Supervisor Pangrazio discussed with the Board the considerations in future budgetary expenses including:

- 10% to 12% increase in the cost of health insurance
- Gas/diesel prices are up, and we need to plan accordingly

- 10% to 11% increase expected for other insurance costs

### **DISCUSSION – 2022 PROPERTY TAX CAP**

The fiscal challenges ahead due to the COVID-19 pandemic and probability of substantial losses in Revenue have made it very difficult for the Town with healthcare increases of a projected 10-12% and many other expenditures on the rise. Supervisor Pangrazio stated that he is working diligently to keep increases at a minimum. As a precautionary measure he would like to pass the Tax Cap override due to the challenges of the upcoming Budget.

### **NEW BUSINESS**

#### **INTRODUCE LOCAL LAW #3 FOR 2021**

#### **TAX CAP OVERRIDE FOR 2022 BUDGET**

Supervisor Pangrazio introduced proposed Local Law No. 3 for 2021. It is the intent of this Local Law to override the limit on the amount of real property taxes that may be levied by the Town of Caledonia, County of Livingston pursuant to General Municipal Law §3-c, and to allow the Town of Caledonia, County of Livingston to adopt a Town Budget for the fiscal year 2022 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

#### **RESOLUTION 103-2021**

#### **PUBLIC HEARING SEPTEMBER 9, 2021**

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

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

RESOLVED, that after introduction at our August 12, 2021, Town Board meeting, the Town of Caledonia is considering proposed LOCAL LAW No. 3 for 2021 to override the limit on the amount of real property taxes that may be levied by the Town of Caledonia, County of Livingston pursuant to General Municipal Law §3-c, and to allow the Town of Caledonia, County of Livingston to adopt a Town Budget for the fiscal year 2022 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

THEREFORE, pursuant to statute the Town Board will hold a public hearing on said LOCAL LAW at 7:15 P.M. on Thursday, September 9, 2021 at the Caledonia Town Hall, 3109 Main Street, Caledonia, Livingston County New York, at which time and place all persons interested will be heard. A copy of the proposed Local Law is on file for public review at the Town Office of the Town of Caledonia during normal business hours.

#### **CAPITAL EQUIPMENT RESERVES**

Supervisor Pangrazio updated the Board that at this time our Capital Equipment Reserve Fund is in good shape.

#### **RESOLUTION 104-2021**

#### **NYS STANDARD WORKDAY RESOLUTION FOR RETIREMENT**

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

RESOLVED, that the TOWN OF CALEDONIA hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

BE IT FURTHER RESOLVED that the Clerk for the Town of Caledonia is directed to post a certified copy of this resolution for a minimum of thirty days. A certified copy of this resolution and an affidavit of posting shall be filed with the State Comptroller within **45 days of adoption**.

THE OFFICIAL'S TERM EXPIRATION DATES ARE AS FOLLOWS:

Title	Name	Social Security Number	Registration Number	Standard Work Day (Last 4 Digits)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>							
Supervisor	Daniel Pangrazio	XXXX	XXXXXX	6	01/01/20-12/31/21	N	13.28
Town Clerk	Seth Graham	XXXX	XXXXXX	6	01/01/20-12/31/21	N	21.33
Town Justice	Mark Riggi	XXXX	XXXXXX	6	01/01/20-12-31-21	N	4.09
Town Justice	Kyle MacKay	XXXX	XXXXXX	6	01/01/20 - 12/31/21	N	1.34
<b>Appointed Officials</b>							
Clerk to Supervisor	Kathryn Raymond	XXXX	XXXXXX	6	01/01/21-12/31/21	N	8.17
Court Clerk	Margaret Donegan	XXXX	XXXXXX	6	01/01/21-12/31/21	N	3.34
Highway Superintendent	Mark Schroeder	XXXX	XXXXXX	8	01/01/21-12/31/21	N	26.43
Assessor	Tami Snyder	XXXX	XXXXXX	6	10/01/19-09/30/25	N	14.00
Town Historian	Eileen Lafave-Bickford	XXXX	XXXXXX	6	01/01/21-12/31/21	N	3.12

**RESOLUTION 105-2021**

**BUDGET TRANSFER**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Transfer to the Equipment Capital Reserve.

Debit	DB202 (DB Cash Cap Reserve)	\$11,177.40
Credit	DB2770 (Misc. Revenue)	\$11,177.40

**RESOLUTION 106-2021**

**BUDGET TRANSFER**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Transfer to the General Repairs Contractual.

Debit	DB202 (General Repairs Contractual)	\$19,822.60
Credit	DB2770 (Misc. Revenue)	\$19,822.60

**RESOLUTION 107-2021**

**BUDGET TRANSFER**

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

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Transfer to the General Repairs Contractual.

Debit	DB202 (General Repairs Contractual)	\$109,050.67
Credit	DB2770 (Misc. Revenue)	\$109,050.67

**RESOLUTION 108-2021**

**ACCEPTING LAURIE SATTORA’S RESIGNATION AS ZONING BOARD CLERK**

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

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

RESOLVED, that the Board has accepted Laurie Sattora’s resignation as Zoning Board Clerk.

**DISCUSSION – TOWN CLERK’S OFFICE HOURS**

Town Clerk Seth Graham presented to the Board a change in hours for the Caledonia Town Hall. Previously, the Town has changed their hours seasonally closing half days on Wednesdays in the Fall & Winter and alternated to half days on Fridays in the Spring & Summer months. Town Clerk Seth Graham feels this is a confusing adjustment for the residents of the Town and wants to make it more consistent. He presented the request to change the Town Hall hours to:

Monday-Thursday: 8:00 A.M. – 4:00 P.M.

*Closed from 12-1 for lunch.*

Friday: 8:00 A.M. – 12:00 P.M.

The Board agreed that the new hours are more consistent and make more sense. The Board agreed upon the hour changes effective immediately.

**REVIEW OF SUPERVISOR’S REPORT**

All Board Members have received via email 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 109-2021**

**PAYMENT OF BILLS**

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

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

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

GENERAL FUND A	Voucher #'s 229-257	\$ 9,406.72
GENERAL FUND B	Voucher #'s 245, 246, 247, 258	\$12,911.32
HIGHWAY FUND DB	Voucher #'s 103-112	\$17,522.46
GRAND TOTALS:		\$39,894.50

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

Respectfully Submitted,

Seth Graham  
Town Clerk