

**Regular Monthly Meeting
Caledonia Town Board
March 10, 2022**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held March 10, 2022, 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.

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

ATTORNEYS: Dwight Kanyuck

ABSENT: Councilman John Pike

OTHERS: Highway Superintendent Mark Schroeder

ATTENDEES FROM SIGN-IN SHEET: Kevin Keenan, Chris Leonard

RESOLUTION 55-2022

FEBRUARY 10, 2022 MINUTES

On motion of Councilman Clark seconded by Councilman Bickford the following resolution was ADOPTED – Aye- Pangrazio, Bickford, Clark, Rychlicki Nay- 0 Absent- Pike
RESOLVED, that the minutes of February 10, 2022 be approved.

OPEN FORUM

No one requested to speak for open forum.

ANNOUNCEMENTS/COMMUNICATIONS

Supervisor Pangrazio reviewed the following announcements and communications with the Board:

- NYMIR met with Supervisor Pangrazio to discuss the rates for our 2022-2023 insurance. The rates only increased 0.7%.
- Supervisor Pangrazio discussed with the Board that the Town Code, specifically pertaining to Enforcement Regulations will need revision soon. He, Attorney Kanyuck, and Code Enforcement Officer Tom Perkins will meet to discuss the changes.
- Supervisor Pangrazio met with JP Schepp from MRB Group to discuss the outside walls of the Town Hall. JP will follow up with a quote for the job.

DEPARTMENTS/COMMITTEES

ATTORNEY DWIGHT KANYUCK – HORSESHOE SOLAR

Attorney Kanyuck updated the Board that he and Supervisor Pangrazio have been working with Horseshoe Solar on satisfying the Town’s requirements for the proposed project.

PLANNING BOARD – COUNCILWOMAN RYCHLICKI

Councilwoman Rychlicki stated that the Planning Board met last month with Attorney Kanyuck to discuss and learn about the new solar code, which was great. The Planning Board meeting for the month was canceled.

BUILDINGS/GROUNDS – SUPERVISOR PANGRAZIO

Supervisor Pangrazio and Councilman Clark will meet with JP once they receive more information about the cost to repair the outside walls at the Town Hall. Supervisor Pangrazio is looking into painting the façade and having a handicapped accessible door installed at the Town Hall.

HIGHWAY SUPERINTENDENT – MARK SCHROEDER

Highway Superintendent Mark Schroeder updated the Board on projects that the Highway Department has been working on:

- Superintendent Schroeder has been working on permits required to do the project on Quarry Rd.
- The Highway Crew remodeled the bathroom at the Town Barn. The bathroom turned out great.
- They have been plowing quite a bit due to the amount of snow we received.
- Mark received two quotes for fire alarms for the Town Barn. He’s waiting for one more and will update the Board next month.
- They will be working for the County in Livonia.
- Mark received a letter regarding the Speed Limit on Route 5. The State will investigate and follow up within the next six months.
- Deputy Superintendent Ron Beach III would like to hold baseball practices at the Highway Department. The Board agreed it would be a great place for a small baseball diamond. Mark will look into getting a backstop to create a baseball field.

SETH GRAHAM – TOWN CLERK’S MONTHLY REPORT – FEBRUARY 2022

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	2	1.66
	MISCELLANEOUS	Marriage Certificate	2	20.00
			Sub-Total:	\$21.66
A1603	MISCELLANEOUS CASH	Death Certificates	27	270.00
			Sub-Total:	\$270.00
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	117	1,170.00
			Sub-Total:	\$1,170.00
A2544	Dog Licensing	Female, Spayed	12	72.00
		Male, Neutered	13	78.00
		Male, Unneutered	2	24.00
	Late Fee	Late Fee	1	5.00
			Sub-Total:	\$179.00
B2110	PLANNING/ZONING	Building Permits	1	500.00
		Electrical Inspector	1	50.00
			Sub-Total:	\$550.00
			Total Local Shares Remitted:	\$2,190.66
Amount paid to: NYS Ag. & Markets Animal Population Control Fund				31.00
Amount paid to: NYS Environmental Conservation				28.34
Total State, County & Local Revenues:			\$2,250.00	Total Non-Local Revenues: \$59.34

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Seth M. Graham, Town Clerk, Town of Caledonia during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

_____	_____	_____	_____
Supervisor	Date	Town Clerk	Date

RESOLUTION 56-2022

TOWN CLERK'S REPORT

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

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

RESOLVED, that the Clerk's monthly report is approved as presented.

OLD BUSINESS

CALEDONIA RURAL CEMETERY – COUNCILWOMAN RYCHLICKI

Councilwoman Rychlicki updated the Board that the cemetery project is moving along, and she hopes to see it completed by May.

DISCUSSION OF AUDITS – COUNCILWOMAN RYCHLICKI

Councilwoman Rychlicki updated the Board that she completed the audits for the Town Clerk, Tax Collection, Chief Fiscal Officer's, and Supervisor's Clerk's financial records.

All ledgers, cash sheets, monthly reports, checkbooks, and bank statements were thoroughly examined with no discrepancies to report. All bank accounts are reconciled and reviewed and signed by the Town Supervisor. All deposits were made in a timely manner and accurately recorded. All moneys collected were remitted to the appropriate parties. Councilwoman Rychlicki had one recommendation for the Town Clerk to lock the file cabinet containing the Dog Licenses at night. Copies of Councilwoman Rychlicki's reports are on file in the Town Office. Councilwoman Rychlicki used The Local Government Management Guide "Fiscal Oversight Responsibilities of the governing Board" Record Requirements for the Supervisor's Clerk/Chief Fiscal Officers, for the year ending December 31, 2021.

NEW BUSINESS

DISCUSSION – NYMIR AUDIT OF HIGHWAY BARN

Supervisor Pangrazio, Town Clerk Seth Graham and Highway Superintendent Mark Schroeder are working to satisfy NYMIR's requests. NYMIR requested a local law titled "Notification of Highway Defects"; however, the Town Code has the Town covered. The fire alarm system will be installed, which will fully satisfy the requests by NYMIR.

RESOLUTION 57-2022

AUTHORIZATION TO SIGN AND SUBMIT PAYMENT FOR 2022 DOWNTOWN PARTNERSHIP PROGRAM

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

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

RESOLVED, that Supervisor Pangrazio is authorized to sign and submit payment for the 2022 Downtown Partnership Program in the amount of \$2000.00.

RESOLUTION 58-2022

ACCEPT 2021 CHIEF FISCAL OFFICER & SUPERVISOR'S CLERK AUDIT

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

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

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Chief Fiscal Officer and Supervisor's Clerk for the year 2021.

RESOLUTION 59-2022

ACCEPT 2021 TOWN CLERK/TAX COLLECTION AUDIT

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

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

RESOLVED, that the Town Board accepts Councilwoman Rychlicki’s audit report of the books for the Town of Caledonia Town Clerk and Tax Collection for the year 2021.

AUDIT OF ABSTRACT OF PAID VOUCHERS AND TRIAL BALANCES

The Board audited the Abstract of paid Vouchers and trial balances.

RESOLUTION 60-2022

PAYMENT OF BILLS

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

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

GENERAL FUND A	Voucher #'s 51-89	\$ 31,097.20
GENERAL FUND B	Voucher #'s 57, 58, 83, 87, 88	\$ 2,008.61
HIGHWAY FUND DB	Voucher #'s 25-31	\$ 9,268.92
GRAND TOTALS		\$ 42,374.73

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

Respectfully Submitted,

Seth Graham
Town Clerk