

**Town of Caledonia
Organizational Meeting
January 3, 2023
5:00 P.M.**

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 3, 2023, at 5:00 P.M. at the Caledonia Town Hall, 3109 Main Street, Caledonia, NY.

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

PRESENT:

Supervisor	Daniel Pangrazio
Councilman	Todd Bickford
Councilwoman	Pam Rychlicki
Councilman	Quentin Clark
Councilman	Kevin Keenan
Town Clerk	Seth Graham

OTHERS: Highway Superintendent Mark Schroeder

RESOLUTION 01-2023

DEPUTY SUPERVISOR

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

DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

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

RESOLUTION 02-2023

APPOINTMENT OF CODE ENFORCEMENT OFFICER/FIRE MARSHALL

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

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 APPINMENT

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

RESOLUTION 03-2023

APPOINTMENT OF HISTORIAN

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

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

RESOLUTION 04-2023

APPOINTMENT OF COURT CLERK

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

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

RESOLUTION 05-2023

APPOINTMENT OF VITAL STATISTICS REGISTRAR

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

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

RESOLUTION 06-2023

MARK CALLAN – PLANNING BOARD – 7-YEAR APPOINTMENT – 12-31-2029

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

BE IT RESOLVED, that **Mark Callan** be re-appointed to the Planning Board for a term expiring on 12-31-2029.

RESOLUTION 07-2023

TOMMY STEIN – ZONING BOARD OF APPEALS – 5-YEAR APPOINTMENT – 12-31-2027

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

BE IT RESOLVED, that **Tommy Stein** be re-appointed to the Zoning Board of Appeals for a term expiring on 12-31-2027.

RESOLUTION 08-2023

OFFICIAL DEPOSITORY – BANK OF CASTILE

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

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

RESOLUTION 09-2023

OFFICIAL NEWSPAPER – LIVINGSTON COUNTY NEWS

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

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

RESOLUTION 10-2023

MILEAGE DESIGNATION

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

BE IT RESOLVED, that the mileage is paid according to Federal guidelines.

RESOLUTION 11-2023

VILLAGE OF CALEDONIA POLICE CONTRACT FOR 2023

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

BE IT RESOLVED, that the Village of Caledonia Police Contract for 2023 be signed by Supervisor Pangrazio and that the Police appropriation be paid as per the 2023 budget in the amount of \$2,500.00.

RESOLUTION 12-2023

YOUTH RECREATION FUND

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

BE IT RESOLVED, that the Recreation-Youth Projects appropriation be paid as per the 2023 budget in the amount of \$10,500.00.

RESOLUTION 13-2023

CALEDONIA LIBRARY

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

BE IT RESOLVED, that the Caledonia Library appropriation be paid as per the 2023 budget in the amount of \$80,000.00.

RESOLUTION 14-2023

CALEDONIA BIG SPRINGS MUSEUM

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

BE IT RESOLVED, that the Caledonia Big Springs Museum appropriation be paid as per the 2023 budget in the amount of \$3,400.00.

RESOLUTION 15-2023

DOG CONTROL – LIVINGSTON COUNTY

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

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

RESOLUTION 16-2023

HIGHWAY REPAIR AUTHORIZATION

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

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

RESOLUTION 17-2023

TOWN ENGINEERS – MRB GROUP

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

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

RESOLUTION 18-2023

APPOINTMENT OF COUNSEL – THE LAW OFFICES OF PETER K. SKIVINGTON & DWIGHT KANYUCK

On motion of Councilman Keenan seconded by Councilman Bickford the following resolution was ADOPTED - Aye- Pangrazio, Bickford, Clark, Rychlicki, Keenan 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 2023.

RESOLUTION 19-2023

2023 MEETING SCHEDULE

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

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 26, 2023 for the Tentative Budget meeting and December 28, 2023 for the end of the year meeting.

Tuesday, January 3, 2023 (Organizational Meeting)	5:00 P.M.
Thursday, January 12, 2023	7:00 P.M.
Thursday, February 9, 2023	7:00 P.M.
Thursday, March 9, 2023	7:00 P.M.
Thursday, April 13, 2023	7:00 P.M.
Thursday, May 11, 2023	7:00 P.M.
Thursday, June 8, 2023	7:00 P.M.
Thursday, July 13, 2023	7:00 P.M.
Thursday, August 10, 2023	7:00 P.M.
Thursday, September 14, 2023	7:00 P.M.
Tuesday, September 26, 2023 (Budget Workshop)	5:00 P.M.
Thursday, October 12, 2023	7:00 P.M.
Thursday, November 9, 2023	7:00 P.M.
Thursday, December 14, 2023	7:00 P.M.
Thursday, December 28., 2023 (End of Year Meeting)	4:00 P.M.

RESOLUTION 20-2023

VOUCHER SIGNATURE

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

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 21-2023

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

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

RESOLUTION 22-2023

EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES

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

BE IT RESOLVED, that the Emergency Operations Plan & General Operating Procedures be adopted for 2023.

RESOLUTION 23-2023

BLANKET UNDERTAKING FOR 2023

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

RESOLUTION 24-2023

CODE OF ETHICS FOR 2023

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

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

RESOLUTION 25-2023

CREDIT CARD POLICY FOR 2023

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

BE IT RESOLVED, that the Town of Caledonia Credit Card Policy has been adopted for 2023.

RESOLUTION 26-2023

CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2023

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

BE IT RESOLVED, that the Town’s Cyber Security & Computer System Breach Notification Policy has been adopted for 2023.

RESOLUTION 27-2023

INVESTMENT POLICY FOR 2023

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

BE IT RESOLVED, that the Town’s Investment Policy has been reviewed and adopted for 2023.

RESOLUTION 28-2023

PROCUREMENT POLICY FOR 2023

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

BE IT RESOLVED, that the Town’s Procurement Policy has been adopted for 2023.

RESOLUTION 29-2023

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

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

RESOLUTION 30-2023

2023 BUILDING PERMIT & ZONING REES

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

BE IT RESOLVED, that the 2023 fee schedule for building permits and zoning fees be adopted.

2023 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>

Generator	\$50.00
Cell Towers Changes or Additions	\$500.00
Compliance Letter (Property Sales)	\$25.00
Outdoor Wood Burner Furnace	\$35.00
Single Family Home up to 2,000 Sq. Ft.	\$250.00
Over 2,000 Sq. Ft.	\$400.00
Building Permit Renewal	\$20.00
Demolition Permit	\$35.00
Deck	\$40.00
Penalty Fee for Lack of Permit	\$150.00
Certificate of Occupancy	\$100.00
Certificate of Compliance	\$75.00
Commercial Construction	\$500.00 Up to 10,000 Sq. Ft.
10,000 to 20,000 Sq. Ft.	\$12.00 Additional 1,000 Sq Ft.
Over 20,000 Sq. Ft.	\$12.00 Additional 1,000 Sq. Ft
Mobile Homes/Modular Homes in Parks	\$100.00
Agricultural Buildings – up to 1200 Sq. Ft.	\$40.00
1200 to 2500 Sq. Ft.	\$50.00
Over 2500 Sq. Ft.	\$75.00
Additions to Dwelling Unit .06 per sq ft.	\$25.00 minimum
NYS Unified Solar Permit Fee	\$50.00 (Adopted on 5-12-16)
Commercial Solar Energy Structures	\$500 minimum or \$4.50 per KW
Signs \$1.00 per Sq. Ft.	\$20.00 minimum
ReZoning Application Fee	\$500.00
Minor Subdivision	\$150.00
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 - Amended July 2020 New Application Fees \$100 per solicitor + \$100 Non-Refundable Application Fee	
Amusement License	\$100.00
Miscellaneous Commercial	\$200.00
Miscellaneous Residential	\$30.00

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 1st 5 lots \$10.00 for each additional lot.

RESOLUTION 31-2023

ACCEPTABLE TRAINING CREDITS FOR PLANNING & ZONING BOARD MEMBERS

On motion of Councilman Bickford seconded by Councilman Keenan the following resolution was ADOPTED - Aye- Pangrazio, Bickford, Clark, Rychlicki, Keenan 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 online training courses and seminars will be accepted for the required options yearly for Planning and Zoning Board Members.

RESOLUTION 32-2023

OFFICIAL SALARY SCHEDULE

On motion of Councilwoman Rychlicki seconded by Councilman Clark the following resolution was ADOPTED - Aye- Pangrazio, Bickford, Clark, Rychlicki, Keenan 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 2023 Salary and Wage Schedule is on file with the Supervisor’s Clerk.

RESOLUTION 33-2023

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

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

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 2023.

AD HOC COMMITTEES

Audit

1. Pam Rychlicki
2. Todd Bickford

Public Safety

1. Mark Schroeder
2. Todd Bickford

Buildings/Grounds

1. Quentin Clark
2. Dan Pangrazio

Planning Board Liaison

1. Pam Rychlicki
2. Kevin Keenan

Transfer Station

1. Dan Pangrazio
2. Todd Bickford

Village Board Liaison

1. Pam Rychlicki

Policies & Special Projects

1. Kevin Keenan
 2. Quentin Clark
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Motion to adjourn was made by Councilwoman Rychlicki seconded by Councilman Keenan. The Organizational Meeting was adjourned.

Respectfully Submitted,

Seth Graham
Town Clerk