

**Regular Monthly Meeting
Caledonia Town Board
March 13, 2025**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held on March 13, 2025, at 7:00 P.M. at the Town Hall, 3109 Main Street, Caledonia, NY 14423.

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

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

ATTORNEYS: Dwight Kanyuck

OTHERS: Highway Superintendent Ron Beach, Code Enforcement Officer Tom Perkins

ATTENDEES FROM SIGN-IN SHEET: Bill Middleton, Nick Sims, Ryan Bulter, Russell Barber, Matt Sluberski

RESOLUTION 56-2025

FEBRUARY 13, 2025 MINUTES

On motion of Councilman Bickford seconded by Councilman Clark the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, Keenan Nay – 0 Absent – 0
RESOLVED, that the minutes of February 13, 2025 be approved as presented.

OPEN FORUM

LIVINGSTON COUNTY SHERIFF – RYAN BULTER

Livingston County Sheriff Ryan Bulter discussed with the Board his role with the Community Policing Unit, a program set up by the Livingston County Sheriff’s Office providing lectures and demonstrations on a variety of topics. The goal of the program is for police officers and citizens to work together to resolve crime related issues by creating awareness and creating a partnership between government and community. Officer Bulter encourages community members to connect with the Livingston County Sheriffs office on social media.

ANNOUNCEMENTS/COMMUNICATIONS

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

- The Board received a letter from Devin Preston, the Caledonia-Mumford Youth Baseball & Softball President. Devin would like to utilize Beach Park for the upcoming youth baseball and softball season. A copy of the Certificate of Liability Insurance will be provided to the Town Clerk.
- The Livingston County Planning Board Agenda for Thursday, March 13, 2025.
- Summary of Price Changes & Annual Bids

- An email from the Livingston County Planning Department seeking volunteers for their eighth annual Community Clean Up event taking place from April 12, 2025, to April 20, 2025.
- Email from the U.S. Department of Agriculture requesting access to town property to survey the area for European Cherry Fruit Flies.

7:10 P.M. – OPEN PUBLIC HEARING FOR PROPOSED LOCAL LAW NO. 1 FOR 2025

Supervisor Pangrazio declared the Public Hearing open at 7:10 P.M. and asked Town Clerk Seth Graham to read the Notice of Hearing for the record that was published in the Livingston County News. Town Clerk Seth Graham read the Notice of Hearing. Supervisor Pangrazio asked those in attendance and the Board Members if they had any questions on the Proposed Local Law.

NICK SIMS

An email from Nick was handed out to the board regarding some suggestions he'd like the Board to take into consideration regarding their updates to our Town's Major/Medium Solar Energy Systems and Battery Energy Storage Systems. Nick said he'd like to see the Notification of Nearby Property Owners distance extended beyond 500-feet, as he feels it does not properly notify residents within the surrounding area. Nick Sims suggested the Board consider increasing the notification distance to 2,000 feet from the boundary of future projects. Additionally, Nick would like the Town Board to consider a setback requirement of solar arrays from all local, County and State-owned parks, properties and trails. In addition, Nick would like to see the panel height reduced to 12 feet. Nick would also like to see a setback for pole-mounted electrical equipment.

ATTORNEY DWIGHT KANYUCK

Attorney Kanyuck addressed some of Nick's concerns, letting he and the Board know that they went through the current law and made adjustments that made sense, including revising some definitions to align better with NYSERDA. Additionally, Dwight stated that there currently is a setback requirement that takes into consideration setbacks from parks and greenways.

DEPARTMENTS/COMMITTEES

ATTORNEY – DWIGHT KANYUCK

Attorney Kanyuck had nothing additional to report.

7:25 P.M. – CLOSE PUBLIC HEARING FOR PROPOSED LOCAL LAW NO. 1 FOR 2025

Supervisor Pangrazio asked if anyone from the public and/or Town Board members had any additional comments on the Proposed Local Law. No one present had any further comments. Supervisor Pangrazio closed the Public Hearing.

CODE ENFORCEMENT OFFICER – TOM PERKINS

Code Enforcement Officer Tom Perkins updated the Board on the following:

- The Highway Department received a UDig NY notification for property near the current Dollar General. Tom inquired and talked to a developer who is looking to possibly build a new Dollar General store, rebranded as DG. The store would add a wider variety of supermarket goods, such as frozen foods and canned goods.

- Tom discussed with the Board the possibility of adding in driveway permits. The goal of the permit would be so the Town would be notified of projects so they can ensure the driveway is installed to code.
- Tom also has received notification that Frontier plans to begin installing fiber-optic lines throughout the Town.

PLANNING BOARD – COUNCILWOMAN RYCHLICKI

Councilwoman Rychlicki updated the Board that she attended the February Planning Board meeting. Jeff Reigle of Cook Properties presented to the Board installing two new mobile homes where the house burned down a few years ago. The Planning Board asked for some additional information. Mr. Reigle will return to the Planning Board soon.

BUILDINGS/GROUNDS – SUPERVISOR PANGRAZIO

Supervisor Pangrazio had no new report on Buildings/Grounds.

HIGHWAY DEPARTMENT – HIGHWAY SUPERINTENDENT RON BEACH

Highway Superintendent Ron Beach updated the Board on the following:

- In February, the crew was still busy plowing. They were out 21 of the 28 days.
- Finished trimming trees on Sand Hill Rd.
- Planning to begin trimming trees on McCorkindale Rd. next week.
- The crew began taking down snow fences.
- Deputy Highway Superintendent Kyle Sickles is making park benches. The cost of purchasing two 6-foot benches with shipping would have been around \$2,000. The crew built three benches, which include two 6-foot benches and a 4-foot bench, for much less.
- Yearly service on Truck #12 has been completed.
- Plows and wings have been painted.
- Ron Beach and Kyle Sickles attended flagging school.
- The Highway Crew attended a UDig NY safety class.
- Kevin Keenan, Kyle Sickles and Ron Beach interviewed 3 candidates to fill Bill Lysko’s position when he retires. They ended up hiring Keith (Casey) Farrell.
- Future Projects:
 - Tree trimming on McCorkindale Rd., McEwen Rd., Cameron Rd., DeNoon Rd., and Skelly Rd.
 - Order more salt and stock the barn.
 - Lawn repairs from Winter.
 - Finish taking down snow fences.
 - Cleaning the park for Spring.
 - Cemetery clean-up.

TOWN CLERK’S MONTHLY REPORT – FEBRUARY 2025 – TOWN CLERK SETH GRAHAM

Town Clerk Seth Graham presented the Monthly Clerk’s Report for the month of February 2025.

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
A1255	Conservation	Conservation	1	1.38
	MISCELLANEOUS	Marriage Certificate	2	20.00
			Sub-Total:	\$21.38
A1603	MISCELLANEOUS CASH	Death Certificates	5	50.00
			Sub-Total:	\$50.00
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	120	1,200.00
			Sub-Total:	\$1,200.00
A2544	Dog Licensing	Female, Spayed	7	42.00
		Male, Neutered	10	60.00
		Male, Unneutered	2	24.00
			Sub-Total:	\$126.00
B2110	Site Plan Review	Site Plan Review	1	150.00
			Sub-Total:	\$150.00
				Total Local Shares Remitted: \$1,547.38
Amount paid to: NYS Ag. & Markets Animal Population Control Fund				23.00
Amount paid to: NYS Environmental Conservation				23.62
Total State, County & Local Revenues:		\$1,594.00	Total Non-Local Revenues: \$46.62	

RESOLUTION 57-2025

TOWN CLERK’S MONTHLY REPORT – FEBRUARY 2025

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

ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, Keenan Nay – 0 Absent – 0

RESOLVED, that the Town Clerk’s Monthly Report be approved as presented.

DISCUSSION – WEBSITE COMPLIANCE – SETH GRAHAM & ATTORNEY DWIGHT KANYUCK

Seth Graham stated that he and Dwight have been working to meet the requirements for municipal websites signed into order by Governor Hochul. Seth is happy to report that the website is now fully compliant with the new Open Meetings regulations. The website is now located at www.caledonianyny.gov. Other municipalities are using the Town of Caledonia’s website as a sample of what is required by the State.

CALEDONIA FIRE DISTRICT – COUNCILMAN CLARK

Councilman Clark and Councilman Keenan attended the Fire District’s monthly meeting, acting as liaisons for the Board. Councilman Clark stated that their new audit has begun. Additionally, the Fire District has received their tax levy for 2025. The Fire Commissioners Board made payment for a chassis, amounting to \$181,000. Additionally, the Fire Commissioners have an insurance claim in for one of their trucks that is damaged.

CALEDONIA LIBRARY – SUPERVISOR PANGRAZIO

Supervisor Pangrazio attended the Caledonia Library’s monthly meeting, acting as a liaison for the Board. Supervisor Pangrazio stated that they are currently hiring a new librarian and made some helpful suggestions to the Library Board.

OLD BUSINESS

DISCUSSION OF AUDITS – COUNCILWOMAN RYCHLICKI

Councilwoman Rychlicki updated the Board on the audits of the Chief Fiscal Officer, Town Clerk, Tax Collector and Justice Court. The audits look great, and all records are in order. Councilwoman Rychlicki stated that the revenues for Justice Court are down. She stated that everything else looks great.

DISCUSSION – CALEDONIA TROUT FESTIVAL

Supervisor Pangrazio handed out an email from Big Springs Museum Board President, Meg Donegan. The Caledonia Trout Festival will take place on Saturday, May 31, 2025. In the past, the Town of Caledonia has donated \$1,000 to the festival. The Board discussed doing a donation again for this year’s event. The Board is interested in donating to the event. Supervisor Pangrazio stated that the event is very well planned and a lot of fun for the community. Nick Sims is on the planning committee for the Caledonia Trout Festival and asked if the Board had any connections to Livingston County Soil & Water, as he’d like to see if they’d be interested in setting up a table at the event. Supervisor Pangrazio will reach out to them.

DISCUSSION – UPDATES ON CODE REVISIONS

Supervisor Pangrazio stated that he will work with Attorney Kanyuck and Code Enforcement Officer Tom Perkins over the next few weeks to discuss revisions to our code.

NEW BUSINESS

RESOLUTION 58-2025

CALEDONIA TROUT FESTIVAL FUNDS

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

RESOLVED, that the Town of Caledonia will donate \$1,000.00 for the Caledonia Trout Festival event on May 31, 2025.

RESOLUTION 59-2025

AMUSEMENT LICENSE – TRI-COUNTY RACING CLUB – LIMEROCK SPEEDWAY 2025

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

RESOLVED, that the Amusement License for Limerock Speedway be approved for the 2025 season. A copy of their insurance has been received.

RESOLUTION 60-2025

ACCEPTING 2024 JUSTICE AUDIT

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

RESOLVED, that the Town Board accepts Councilwoman Rychlicki’s audit report of the books of the Town of Caledonia Justices for the year 2024.

RESOLUTION 61-2025

ACCEPTING 2024 TAX COLLECTOR’S AUDIT

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

RESOLVED, that the Town Board accepts Councilwoman Rychlicki’s audit report of the books of the Town of Caledonia Tax Collector for the year 2024.

RESOLUTION 62-2025

ACCEPTING 2024 CHIEF FISCAL OFFICER / SUPERVISOR’S AUDIT

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

RESOLVED, that the Town Board accepts Councilwoman Rychlicki’s audit report of the books of the Town of Caledonia Chief Fiscal Officer/Supervisor for the year 2024.

RESOLUTION 63-2025

ACCEPTING 2024 TOWN CLERK’S AUDIT

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

RESOLVED, that the Town Board accepts Councilwoman Rychlicki’s audit report of the books of the Town of Caledonia Town Clerk for the year 2024.

RESOLUTION 64-2025

ADOPTING A PERMIT FOR DRIVEWAY/RIGHT-OF-WAY ACCESS PERMITS PURSUANT TO SECTION 149 OF THE NEW YORK STATE HIGHWAY LAW

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

WHEREAS, Section 149 of the New York State Highway Law allows municipalities to adopt a permit process for the construction, reconstruction, or alteration of driveways and other accesses to public highways, roads, or right-of-way (ROW); and

WHEREAS, the Town of Caledonia recognizes the importance of ensuring safe, orderly, and regulated access to public highways from private properties; and

WHEREAS, the Town of Caledonia desires to implement a comprehensive permit process for driveway and ROW access construction, consistent with Section 149 of the New York State Highway Law; and

WHEREAS, the Town of Caledonia has reviewed and considered the requirements set forth by the New York State Highway Law, and deems it in the best interest of public safety and welfare to adopt the permit process specified under Section 149 of the Highway Law; and

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Caledonia as follows:

1. Adoption of Driveway/ROW Access Permit: The Town of Caledonia hereby adopts a permit process in accordance with Section 149 of the New York State Highway Law, effective immediately.
2. Permit Application Requirements: Any person, firm, or corporation wishing to construct, reconstruct, or alter a driveway or access to any public highway or road under the jurisdiction of the Town of Caledonia shall submit a completed application to the [Highway Department/Department of Public Works or relevant municipal department], which shall include but not be limited to, the following:
 - Name and address of the applicant.
 - Description and location of the proposed driveway or access.
 - Proposed plans or drawings of the access.
 - Any other information required by the [Highway Department/Department of Public Works].
3. Permit Fee: The applicant shall pay a permit fee as determined by the Town of Caledonia Town Board to cover the administrative and inspection costs associated with the processing of the permit.
4. Permit Issuance and Conditions: The Highway Superintendent or designated agent shall review all applications for compliance with the applicable laws, regulations, and safety standards. The permit may be issued with conditions that ensure proper design, construction, and safety of the driveway or access, as required under Section 149 of the New York State Highway Law.
5. Inspection and Compliance: The Highway Superintendent or designated agent shall inspect the construction of any permitted driveway or access to ensure compliance with the terms of the permit and applicable regulations.
6. Violations and Penalties: Failure to obtain a permit or comply with the conditions of a permit may result in penalties, including fines and/or the removal or modification of the unauthorized or non-compliant driveway or access, in accordance with applicable provisions of the Highway Law and municipal code.
7. Severability: If any provision of this resolution is held invalid by a court of competent jurisdiction, the remainder of this resolution shall remain in full force and effect.
8. Effective Date: This resolution shall take effect immediately upon adoption.

BE IT FURTHER RESOLVED, that the Highway Superintendent is hereby directed to implement the permit process as set forth in this resolution, in accordance with Section 149 of the New York State Highway Law.

RESOLUTION 65-2025

BUDGET AMENDMENT

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following budget amendment:

Budget Amendment

<i>Transfer From:</i>	DB.5999.000	Fund Balance (Equipment Reserve)	\$167,631.00
<i>Transfer To:</i>	DB.5130.100	Machinery, Equip & Capital Outlay	\$167,631.00

RESOLUTION 66-2025

PAYMENT OF BILLS

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

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

FUND	AMOUNT
General A Fund	\$ 101,409.63
General B Fund	\$ 7,592.20
Highway DB Fund	\$ 22,469.93
Total:	\$ 131,471.76

7:58 P.M. – EXECUTIVE SESSION

On motion of Councilman Bickford seconded by Councilman Clark, the Board adjourned for the purpose of discussing personnel matters.

8:18 P.M. – ADJOURNMENT OF EXECUTIVE SESSION

On motion of Councilman Clark seconded by Councilman Bickford, the Board reconvened into regular session. The Board, having met in Executive Session, hereby reports as follows: No action taken.

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/Tax Collector