Town of Caledonia Organizational Meeting January 3, 2022 5:00 P.M.

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 3, 2022, 5:00 P.M. at the Town Hall, 3109 Main Street, Caledonia, NY.

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

Judge Mark Riggi gave the Oath of Office to the newly elected officials.

PRESENT:

Supervisor Daniel Pangrazio
Councilman Todd Bickford
Councilman John Pike
Councilman Quentin Clark
Town Clerk Seth Graham

OTHERS: Judge Kyle Mackay, Judge Mark Riggi, Mark Schroeder Highway Superintendent

ABSENT: Councilwoman Pam Rychlicki

RESOLUTION 01-2022

DEPUTY SUPERVISOR

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was

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

RESOLUTION 02-2022

APPOINTMENT OF HIGHWAY SUPERINTENDENT

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

BE IT RESOLVED, that **Mark Schroeder** is re-appointed as Highway Superintendent.

DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

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

RESOLUTION 03-2022

APPOINTMENT OF CODE ENFORCEMENT OFFICER/FIRE MARSHALL

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was

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

BE IT RESOLVED, that **Thomas Perkins** is re-appointed as Code Enforcement Officer, Building Inspector and Fire Marshall.

SUPERVISOR CLERK APPOINTMENT

Supervisor Pangrazio appointed Kathryn Raymond as Clerk to the Supervisor.

DEPUTY CLERK APPOINTMENT

Seth Graham appointed Chris Binnert as Deputy Clerk.

RESOLUTION 04-2022

APPOINTMENT OF HISTORIAN

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

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

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

RESOLUTION 05-2022

APPOINTMENT OF COURT CLERK

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

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

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

RESOLUTION 06-2022

APPOINTMENT OF VITAL STATISTICS REGISTRAR

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

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

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

DEPUTY VITAL STATISTICS REVISTRAR APPOINTMENT

Town Clerk Seth Graham appointed **Chris Binnert** as Deputy Vital Statistics Registrar.

RESOLUTION 07-2022

<u>KEITH STEIN – PLANNING BOARD 7-YEAR APPOINTMENT – 12-31-2028</u>

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was

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

BE IT RESOLVED, that **Keith Stein** be re-appointed to the Planning Board for a term expiring on 12-31-2028.

RESOLUTION 08-2022

RUSS BARBER – ZONING BOARD OF APPEALS 5-YEAR APPOINTMENT – 12-31-2026

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

BE IT RESOLVED, that **Russ Barber** is re-appointed to the Zoning Board of Appeals for a term expiring on 12-31-2026.

RESOLUTION 09-2022

OFFICIAL DEPOSITORY - BANK OF CASTILE

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

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

RESOLUTION 10-2022

OFFICIAL NEWSPAPER – LIVINGSTON COUNTY NEWS

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

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

RESOLUTION 11-2022

MILEAGE DESIGNATION

On motion of <u>Councilman Pike</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rycl

BE IT RESOLVED, that mileage is paid according to Federal guidelines (\$0.585 per mile)

RESOLUTION 12-2022

VILLAGE OF CALEDONIA POLICE CONTRACT FOR 2022

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

BE IT RESOLVED, that the Village of Caledonia Police Contract for 2022 be signed by Supervisor Pangrazio and that the Police appropriation be paid as per the 2022 budget in the amount of \$2,500.00.

RESOLUTION 13-2022

YOUTH RECREATION FUND

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Recreation-Youth Projects appropriation be paid as per the 2022 budget in the amount of \$10,500.00.

RESOLUTION 14-2022

CALEDONIA LIBRARY

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Caledonia Library appropriation be paid as per the 2022 budget in the amount of \$79,000.00.

RESOLUTION 15-2022

CALEDONIA BIG SPRINGS MUSEUM

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Caledonia Big Springs Museum appropriation be paid as per the 2022 budget in the amount of \$3,400.00.

RESOLUTION 16-2022

DOG CONTROL – LIVINGSTON COUNTY

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was

ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that Dog Control for the Town of Caledonia shall be contracted through Livingston County Dog Control.

RESOLUTION 17-2022

HIGHWAY REPAIR AUTHORIZATION

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

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

RESOLUTION 18-2022

TOWN ENGINEERS - MRB GROUP

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was

ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that **MRB Associates** shall be designated the engineering firm for the Town of Caledonia.

RESOLUTION 19-2022

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

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

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 2022.

RESOLUTION 20-2022

2022 MEETING SCHEDULE

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was

ADOPTED Aye- Pangrazio, Bickford, Clark, Pike

Nay- 0

Absent- Rychlicki

BE IT RESOLVED, that the Town of Caledonia Town Board meetings shall be held on the 2nd Thursday of every month at 7:00 P.M. unless noted below with the following additional meetings of September 26th at 5:00 P.M. for the Tentative Budget meeting, and December 28th at 4:00 P.M. for the end of the year meeting.

January 3rd – Organizational Meeting – 5:00 P.M.

January 13th – 7:00 P.M.

February 10th – 7:00 P.M.

March $10^{th} - 7:00 \text{ P.M.}$

April 14th – 7:00 P.M.

May $12^{th} - 7:00 \text{ P.M.}$

June $9^{th} - 7:00 \text{ P.M.}$

July 14th – 7:00 P.M. (3rd Thursday)

August $11^{th} - 7:00 \text{ P.M.}$

September 8th – 7:00 P.M.

September 26th – 5:00 P.M. (Tentative Budget Meeting)

October $13^{th} - 7:00 \text{ P.M.}$

November $10^{th} - 7:00$ P.M.

December $8^{th} - 7:00 \text{ P.M.}$

December 28th – 4:00 P.M. (End of Year Meeting)

RESOLUTION 21-2022

VOUCHER SIGNATURE

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was

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

BE IT RESOLVED, that Councilman Bickford is authorized to sign all vouchers for the Town Board and in his absence Councilman Pike is authorized to sign all vouchers for the Town Board.

RESOLUTION 22-2022

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

BE IT RESOLVED, that the Livingston County Hazardous Mitigation & Disaster Plan be adopted and is on file in the Town Clerk's office.

RESOLUTION 23-2022

EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

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

RESOLUTION 24-2022

BLANKET UNDERTAKING FOR 2022

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

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 25-2022

CODE OF ETHICS FOR 2022

On motion of <u>Councilman Bickford</u> seconded by <u>Councilman Clark</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Town of Caledonia Code of Ethics Policy has been adopted for the year.

RESOLUTION 26-2022

CREDIT CARD POLICY FOR 2022

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Town of Caledonia Credit Card Policy has been adopted for 2022.

RESOLUTION 27-2022

CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2022

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Town's Cyber Security & Computer System Breach Notification Policy has been

adopted for 2022.

RESOLUTION 28-2022

INVESTMENT POLICY FOR 2022

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Town's Investment Policy has been reviewed and adopted for 2022.

RESOLUTION 29-2022

PROCUREMENT POLICY FOR 2022

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the Town's Procurement Policy has been adopted for 2022.

RESOLUTION 30-2022

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

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

BE IT RESOLVED, that the Supervisor be authorized to handle any business where time is of the essence for utilities, postage, and freight.

RESOLUTION 31-2022

2022 BUILDING PERMIT & ZONING FEES

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki **BE IT RESOLVED**, that the 2022 fee schedule for building permits and zoning fees be adopted.

2022 BUILDING PERMIT FEE SCHEDULE

Wind Generators	Fee according to height or power generated.
Complete Roof Replacement	Fee \$20.00
Shed up to 144 Sq Ft. (12 x 12)	Fee \$10.00
Over 144 Sq Ft	Additional .05 Per Square Ft.
Above Ground Pool	\$20.00
In ground Pool	\$50.00
Swimming Pool Deck	\$20.00
Swimming Pool Heater	\$20.00
Hot Tub	\$35.00
Generator	\$50.0 <u>0</u>

Cell Towers Changes or Additions	\$500.0 <u>0</u>
Compliance Letter (Property Sales)	\$25.00
Outdoor Wood Burner Furnace	<u>\$35.00</u>
Single Family Home up to 2,000 Sq. Ft.	<u>\$250.00</u>
Over 2,000 Sq. Ft.	<u>\$400.00</u>
Building Permit Renewal	<u>\$20.00</u>
Demolition Permit	<u>\$35.00</u>
Deck	<u>\$40.00</u>
Penalty Fee for Lack of Permit	<u>\$150.00</u>
Certificate of Occupancy	<u>\$100.00</u>
Certificate of Compliance	<u>\$75.00</u>
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	<u>\$100.00</u>
Agricultural Buildings – up to 1200 Sq. Ft.	<u>\$40.00</u>
1200 to 2500 Sq. Ft.	<u>\$50.00</u>
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.	
-	New Application Fees \$100 per solicitor + \$100 Non-Refundable
Application Fee	
Amusement License	\$100.00
Miscellaneous Commercial	\$200.00
Miscellaneous Residential	\$30.00

<u>Certified Mailings & Legal Notice Fees for Zoning Board of Appeals-All charges are to be reimbursed to the Town by applicant.</u>

Mobile Home Park Fees- Due January of Every Year. Renewal Application Mailed out every December. \$50.00 for 1^{st} 5 lots \$10.00 for each additional lot.

RESOLUTION 32-2022

OFFICIAL SALARY SCHEDULE

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was

ADOPTED Aye- Pangrazio, Bickford, Clark, Pike

Nay- 0

Absent- Rychlicki

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 2022 Salary and Wage Schedule is on file with the Supervisor's Clerk.

RESOLUTION 33-2022

ACCEPTABLE TRAINING CREDITS FOR PLANNING & ZONING BOARD MEMBERS

On motion of <u>Councilman Clark</u> seconded by <u>Councilman Bickford</u> the following resolution was ADOPTED Aye- Pangrazio, Bickford, Clark, Pike Nay- 0 Absent- Rychlicki

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.

AD HOC COMMITTEES

Audit

- 1. Pam Rychlicki
- 2. Todd Bickford

Buildings/Grounds

- 1. Quentin Clark
- 2. Pam Rychlicki

Transfer Station

- 1. Dan Pangrazio
- 2. Todd Bickford

Policies & Special Projects

- 1. John Pike
- 2. Quentin Clark

Public Safety

- 1. Mark Schroeder
- 2. Todd Bickford

Planning Board Liaison

- 1. Pam Rychlicki
- 2. John Pike

Village Board Liaison

1. John Pike

Motion to adjourn was made by <u>Councilman Pike</u> seconded by <u>Councilman Bickford</u>. The Organizational Meeting was adjourned.

Respectfully Submitted,

Seth Graham Town Clerk