

**Regular Monthly Meeting
Caledonia Town Board
December 11, 2025**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held on December 11, 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	Dan Pangrazio
	Councilman	Todd Bickford
	Councilwoman	Pam Rychlicki
	Councilman	Quentin Clark
	Councilman	Kevin Keenan
	Town Clerk	Seth Graham

ATTORNEY: Dwight Kanyuck

OTHERS: Highway Superintendent Ron Beach

ATTENDEES FROM SIGN-IN SHEET: Nick Sims, Matt Sluberski, Aaron Crane, Austin Genna, Callan Cappotelli, Trent Moser, Trent Kessler

RESOLUTION 121-2025

NOVEMBER 13, 2025 MINUTES

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 minutes of November 13, 2025, be approved as presented.

OPEN FORUM

AUSTIN GENNA – PRESTIGE PEST SOLUTIONS

Austin Genna appeared before the Town Board to present his proposal to operate a pest control business, primarily involving insecticide application, at 4294 Caledonia-Avon Road. The property is located within a Planned Development District (PDD) and therefore requires referral from the Town Board to the Planning Board for site plan review and approval.

Mr. Genna explained that the pest control industry is highly regulated and that his business would operate in compliance with all required certifications and New York State Department of Environmental Conservation (DEC) regulations.

The Town Board inquired about anticipated parking needs. Mr. Genna stated that the business would initially require three parking spaces, with the potential need for up to six spaces in the future. He further explained that employee vehicles would be taken home after work hours and would not remain on site.

Supervisor Pangrazio noted the importance of ensuring adequate parking availability for the existing dog grooming business operating at the same location.

Following discussion, the Town Board agreed to forward a letter referring the matter to the Town of Caledonia Planning Board for further review and consideration. Mr. Genna will contact the Planning Board Secretary to be placed on the agenda for the January Planning Board meeting.

ANNOUNCEMENTS/COMMUNICATIONS

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

- December 30, 2025, at 4:00 P.M. is scheduled as the year-end meeting, during which the Board will approve and pay final bills and make any necessary budget transfers to properly close out the fiscal year.
- The Livingston County Planning Board meeting minutes from the previous meeting, along with the agenda for the December 11, 2025, meeting, were distributed to the Board for review.
- Lindsay Stone, owner of Hairapy Salon at 3154 East Ave, was awarded \$248.40 from the Livingston County Economic Development Corporation's First Impressions Grant project.
- NYMIR Insurance conducted an inspection of the Town Hall. The inspection found the facility to be in compliance, with only a few minor corrective items noted.
- The 2026 Town Board Meeting Schedule, 2026 Town Holiday Schedule, and the 2026 Highway Department Holiday Schedule were disbursed.
- Supervisor Pangrazio distributed a copy of an email he sent to Town of Caledonia Planning Board Chairman Steve Sickles outlining available training opportunities for members of the Planning Board and Zoning Board of Appeals to fulfill their annual training requirements. Supervisor Pangrazio noted that there are numerous training options available, including attendance at Town Board meetings, participation in online training programs offered through Livingston County and the New York State Department of State, and attendance at Planning Board meetings in neighboring municipalities for observational purposes. Participation in these activities may be applied toward the boards' required annual training hours.
- Supervisor Pangrazio reported that he met with John O'Neil of Integrated Systems, an IT services company based in Victor, NY, regarding future IT support for the Town. Supervisor Pangrazio and Clerk Graham have met with Mr. O'Neil on several occasions and agreed that Integrated Systems would be a suitable provider of IT services moving forward. Supervisor Pangrazio noted that Integrated Systems fits within the Town's budget and that IT support needs are expected to be limited, as the Town's computer systems have been well maintained by Seth and kept up to date over the past several years. He further stated that Integrated Systems would be a good fit for the community and able to work cooperatively with Town staff. Following discussion, the Board agreed that Supervisor Pangrazio is authorized to sign a Professional Services Agreement with Integrated Systems for 25 hours of service, beginning in January 2026.

DEPARTMENTS/COMMITTEES

ATTORNEY – DWIGHT KANYUCK

Town Attorney Dwight Kanyuck updated the Board that Invenergy will begin tree clearing for the Horseshoe Solar project. Additionally, they are set to begin directional hydraulic drilling under the Genesee River. Attorney Kanyuck mentioned a few changes to the Town's Rules & Regulations (Employee Handbook). Clerk Graham will supply Attorney Kanyuck with a copy of the latest Rules & Regulations in .docx format for editability.

ZONING – SUPERVISOR PANGRAZIO

Code Enforcement Officer Tom Perkins was not required to attend the meeting; however, he provided the Town Board with a written update on zoning activities for the past month. Supervisor Pangrazio distributed copies of Mr. Perkins' report to the Board for review:

- **Permits Issued:**
 - 4175 Caledonia-Avon Rd – Deck
 - 276 River Rd – Wood Boiler
 - 1083 McKenzie Rd – Wood Stove
- **Closed Permits:**
 - 732 Cooney Rd – Pole Barn
 - 516 Feeley Rd – 1,400 sq. ft. Garage
 - 2344 LeRoy-Caledonia Rd – Garage
- **Violations:**
 - 2387 LeRoy-Caledonia Rd – Rubbish on Property
- **Inspections:**
 - 2314 LeRoy-Caledonia Rd – Violation notices issued

Supervisor Pangrazio updated the Board that, after experiencing difficulty contacting Frontier Communications regarding the repair of several leaning utility poles along LeRoy-Caledonia Road, he has since been contacted by a Frontier engineer. The engineer advised that six poles are scheduled for replacement.

Supervisor Pangrazio noted that, prior to replacement, Frontier Communications must coordinate with Spectrum to finalize the necessary arrangements; however, the pole replacements are expected to occur in the near future.

PLANNING BOARD – COUNCILWOMAN RYCHLICKI

Councilwoman Rychlicki reported to the Town Board that she attended the most recent Planning Board meeting, during which a public hearing was held regarding Aaron's Alley Dispensary. Members of the public were present both in opposition to and in support of the proposed project. A consultant representing Aaron's Alley Dispensary was in attendance and addressed numerous questions from those present. Councilwoman Rychlicki noted that dispensaries are highly regulated by New York State, and that further review of the project is anticipated in early 2026.

Councilwoman Rychlicki also advised that Ken Estes appeared before the Planning Board regarding his subdivision project.

Additionally, Councilwoman Rychlicki informed the Board that the Planning Board will be transitioned to a separate email system, independent from the Town of Caledonia's email system. She further noted that the Planning Board Secretary is expected to receive a new laptop from the Planning Board's IT provider in the coming year.

BUILDINGS/GROUNDS – SUPERVISOR PANGRAZIO

Supervisor Pangrazio had no new report on Buildings/Grounds this month.

HIGHWAY DEPARTMENT – HIGHWAY SUPERINTENDENT RON BEACH III

Highway Superintendent Ron Beach III updated the Board on the following projects the crew has been working on:

- The new mowing tractor has arrived; however, the Town will wait until spring to pick it up so the warranty begins at that time.
- The new truck has been completed. The equipment is currently at the Highway Department shop, and the truck remains at Tracy Road Equipment, with the possibility of being ready by Christmas.
- Highway crews have been out salting and plowing as needed in response to winter weather conditions.
- Truck #3 is back up and running after repairs were completed.
- The grader was serviced as part of routine equipment maintenance.
- Leaf pickup was completed in the cemetery.
- Rick Steen finished reclaiming freon, and refrigerators and air conditioning units were taken to Multi Metal Recycling for proper disposal.
- A new shop window was ordered from Home Depot, but it has not arrived yet.
- PESH returned to inspect the Highway Department and noted five items that need to be addressed, including fire extinguisher placement, signage, labeling, lockout/tagout documentation, and forklift training pertaining to the same exact forklift that the Town of Caledonia Highway Department operates.
- NYMIR also inspected the shop and recommended adding blowback protection on torches and posting "No Parking" signs in front of the shop.
- Michael is scheduled to take his road test on Monday, December 15, and Damon is scheduled to take his Class A license test on January 6.
- **Upcoming projects include:**
 - Ongoing winter maintenance on equipment
 - Replacement of the shop window.

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

Town Clerk Seth Graham presented the Monthly Clerk’s Report for the month of November:

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>	
A1255	Conservation	Conservation	12	62.65	
	MISCELLANEOUS	Marriage Certificate	1	10.00	
			Sub-Total:	\$72.65	
A1603	MISCELLANEOUS CASH	Death Certificates	17	170.00	
			Sub-Total:	\$170.00	
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	202	2,020.00	
			Sub-Total:	\$2,020.00	
A2544	Dog Licensing	Female, Spayed	13	78.00	
		Male, Neutered	9	54.00	
		Male, Unneutered	2	24.00	
			Sub-Total:	\$156.00	
B2110	PLANNING/ZONING	Building Permits	1	50.00	
			Sub-Total:	\$50.00	
				Total Local Shares Remitted:	\$2,468.65
Amount paid to: NYS Ag. & Markets Animal Population Control Fund				28.00	
Amount paid to: NYS Environmental Conservation				1,074.35	
Total State, County & Local Revenues:			\$3,571.00	Total Non-Local Revenues:	\$1,102.35

RESOLUTION 122-2025

TOWN CLERK’S MONTHLY REPORT – NOVEMBER 2025

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

RESOLVED, that the Monthly Clerk’s Report for November 2025 be approved as presented.

OLD BUSINESS

DISCUSSION – 2026 RULES & REGULATIONS

Supervisor Pangrazio reported that he is working on updates to the Town of Caledonia’s Rules and Regulations for 2026. The Board will review the proposed 2026 Rules and Regulations and take action at a future meeting.

DISCUSSION – 2026 CAPITAL IMPROVEMENT PLAN (CIP)

Supervisor Pangrazio updated the Board that he is currently working on the Capital Improvement Plan and that some adjustments will be made to reprioritize certain items.

NEW BUSINESS

RESOLUTION 123-2025

SET DATE FOR ORGANIZATIONAL MEETING – JANUARY 2, 2025 AT 5:00 P.M.

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 2026 Organizational Meeting will be held on January 2, 2025, at 5:00 P.M.

RESOLUTION 124-2025

APPOINTMENT OF STEPHANIE HANN TO THE PLANNING BOARD (7-YEAR TERM – 12/31/2032)

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

RESOLVED, that Stephanie Hann be appointed to the Town of Caledonia Planning Board for a 7-year term ending on December 31, 2032.

RESOLUTION 125-2025

APPOINTMENT OF JAMES WHEELER TO THE ZONING BOARD OF APPEALS (5-YEAR TERM – 12/31/2030)

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 James Wheeler be appointed to the Town of Caledonia Zoning Board of Appeals for a 5-year term ending on December 31, 2030.

RESOLUTION 126-2025

BUDGET TRANSFER – AA.1220.103 TO AA.1220.102

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 Supervisor Pangrazio is authorized to make the following budget transfer:

FUND			
From:	AA.1220.103 – Supervisor’s Clerk Personal Services	\$125.00	
To:	AA.1220.102 – Supervisor Personal Services Deputy		\$125.00

RESOLUTION 127-2025

BUDGET TRANSFER – AA.1450.400 TO AA.1410.400

On motion of Councilman Keenan seconded by Councilwoman Rychlicki 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 transfer:

FUND			
From:	AA.1450.400 – Election Contractual	\$1,115.00	
To:	AA.1410.400 – Town Clerk Contractual		\$1,115.00

RESOLUTION 128-2025

BUDGET TRANSFER – AA.6772.400 TO AA.6326.400

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 Supervisor Pangrazio is authorized to make the following budget transfer:

FUND			
From:	AA.6772.400 – Programs for Aging	\$500.00	
To:	AA.6326.400 – Website Development Contractual		\$500.00

RESOLUTION 129-2025

BUDGET TRANSFER – AA.9010.800 TO AA.9030.800

On motion of Councilman Clark seconded by Councilman Keenan 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 transfer:

FUND			
From:	AA.9010.800 – New York State Retirement	\$2,505.00	
To:	AA.9030.800 – Social Security Employer Contractual		\$2,505.00

RESOLUTION 130-2025

BUDGET TRANSFER – BB.5020.400 TO BB.8020.400

On motion of Councilwoman Rychlicki seconded by Councilman Bickford 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 transfer:

FUND			
From:	BB.5020.400 – Engineering for Transportation Contractual	\$2,300.00	
To:	BB.8020.400 – Planning Contractual		\$2,300.00

RESOLUTION 131-2025

BUDGET TRANSFER – BB.7310.401 TO BB.7310.400

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 Supervisor Pangrazio is authorized to make the following budget transfer:

FUND			
From:	BB.7310.401 – Youth Programs (Park) Contractual	\$150.00	
To:	BB.7310.400 – Youth Programs Contractual		\$150.00

RESOLUTION 132-2025

BUDGET TRANSFER – DB.5110.400 TO DB.5110.100

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 transfer:

FUND			
From:	DB.5110.400 – Maint of Street, Contractual	\$350.00	
To:	DB.5110.100 – Maint of Street, Personal Services		\$350.00

RESOLUTION 133-2025

BUDGET TRANSFER – DB.5130.401 TO DB.5130.400

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 Supervisor Pangrazio is authorized to make the following budget transfer:

FUND			
From:	DB.5130.401 – Machinery Contractual (Fuel Only)	\$600.00	
To:	DB.5130.400 – Machinery Contractual		\$600.00

RESOLUTION 134-2025

BUDGET TRANSFER – DB.9010.800 TO DB.9030.800

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 Supervisor Pangrazio is authorized to make the following budget transfer:

FUND			
From:	DB.9010.800 – New York State Retirement	\$900.00	
To:	DB.9030.800 – Social Security Contractual		\$900.00

RECAP 2025

Supervisor Pangrazio reported that the Town of Caledonia had a great year and has overcome many financial challenges and is happy to report that the Town is still debt-free.

RESOLUTION 135-2025

SETTING DATES FOR THE 2026 TOWN BOARD MEETINGS

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 2026 Town Board meetings will be held on the 2nd Thursday of the month unless otherwise noted in the schedule below:

Date	Time
Friday, January 2, 2026 (Organizational Meeting)	5:00 P.M.
Thursday, January 8, 2026	7:00 P.M.
Thursday, February 12, 2026	7:00 P.M.
Thursday, March 12, 2026	7:00 P.M.
Thursday, April 9, 2026	7:00 P.M.
Thursday, May 14, 2026	7:00 P.M.
Thursday, June 11, 2026	7:00 P.M.
Thursday, July 9, 2026	7:00 P.M.

Thursday, August 13, 2026	7:00 P.M.
Thursday, September 17, 2026	7:00 P.M.
Tuesday, September 29, 2026 (Budget Workshop)	5:00 P.M.
Thursday, October 8, 2026	7:00 P.M.
Thursday, November 12, 2026	7:00 P.M.
Thursday, December 10, 2026	7:00 P.M.
Wednesday, December 30, 2026 (End of Year Meeting)	4:00 P.M.

RESOLUTION 136-2025

2026 TOWN HALL HOLIDAY CLOSINGS

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

RESOLVED, that the 2026 Town Hall Holiday Closings schedule be adopted as shown below:

Holiday	Date(s) Closed:
New Year’s Day	Thursday, January 1, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
Presidents Day	Monday, February 16, 2026
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth	Friday, June 19, 2026
Independence Day	Wednesday, July 1, 2026 - Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Wednesday, November 25 – Friday, November 27, 2026
Christmas Day	Wednesday, December 23 – Friday, December 25, 2026
New Year’s Eve	Thursday, December 31, 2026

DISCUSSION – 2026 BUILDING & ZONING FEES

Supervisor Pangrazio handed out the current-year Building & Zoning fee schedule to the Board and will discuss any possible changes to the fee schedule with Code Enforcement Officer Tom Perkins and have an updated fee schedule for the Board for the Organizational Meeting.

RESOLUTION 137-2025

PAYMENT OF BILLS

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 bills be paid in the following amounts:

Fund	Amount Expended
General Fund A	\$ 13,518.96
General Fund B	\$ 2,976.35
Highway Fund DB	\$ 29,310.18
Total:	\$ 45,805.49

ADJOURNMENT

On motion to adjourn by Councilman Clark seconded by Councilman Bickford and carried by all, the Board Meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

Seth Graham
Town Clerk/Tax Collector