

**Town of Caledonia
Organizational Meeting
January 2, 2026
5:00 P.M.**

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 2, 2026, 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.

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

RESOLUTION 01-2026

DEPUTY SUPERVISOR

On motion of Councilman Keenan seconded by Councilwoman Rychlicki the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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, and Payroll/Trust & Agency accounts for the Town.

RESOLUTION 02-2026

APPOINTMENT OF HIGHWAY SUPERINTENDENT

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

BE IT RESOLVED, that **Ron Beach III** is re-appointed as Highway Superintendent.

DEPUTY HIGHWAY SUPERINTENDENT

Highway Superintendent Ron Beach appointed **Kyle Sickles** as Deputy Highway Superintendent.

RESOLUTION 03-2026

APPOINTMENT OF CODE ENFORCEMENT OFFICER/FIRE MARSHALL

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

Town Clerk Seth Graham appointed **Christine Binnert** as Deputy Town Clerk.

RESOLUTION 04-2026

APPOINTMENT OF HISTORIAN

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

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

RESOLUTION 05-2026

APPOINTMENT OF COURT CLERK

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

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

RESOLUTION 06-2026

APPOINTMENT OF VITAL STATISTICS REGISTRAR

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

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

RESOLUTION 07-2026

STEPHANIE HANN – PLANNING BOARD – 7-YEAR APPOINTMENT – 12-31-2032

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

BE IT RESOLVED, that **Stephanie Hann** is re-appointed to the Planning Board for a term expiring on 12-31-2032.

RESOLUTION 08-2026

JAMES WHEELER – ZONING BOARD OF APPEALS – 5-YEAR APPOINTMENT – 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

BE IT RESOLVED, that **James Wheeler** is re-appointed to the Zoning Board of Appeals for a term expiring on 12-31-2030.

RESOLUTION 09-2026

OFFICIAL DEPOSITORY – TOMPKINS COMMUNITY BANK

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

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

RESOLUTION 10-2026

OFFICIAL NEWSPAPER – LIVINGSTON COUNTY NEWS

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

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

RESOLUTION 11-2026

MILEAGE DESIGNATION

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

BE IT RESOLVED, that the **mileage reimbursement rate** is set according to Federal guidelines at \$0.725/mile.

RESOLUTION 12-2026

VILLAGE OF CALEDONIA – EMERGENCY POLICE CONTRACT FOR 2026

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

BE IT RESOLVED, that the **Village of Caledonia Police Contract** be signed by Supervisor Pangrazio and that the Police appropriation be paid as per the 2026 budget in the amount of \$2,700.00.

RESOLUTION 13-2026

YOUTH RECREATION FUND

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

BE IT RESOLVED, that the **Recreation/Youth Projects** appropriation be paid as per the 2026 budget in the amount of \$11,000.00.

RESOLUTION 14-2026

CALEDONIA LIBRARY

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

BE IT RESOLVED, that the **Caledonia Library** appropriation be paid as per the 2026 budget in the amount of \$81,000.00.

RESOLUTION 15-2026

CALEDONIA BIG SPRINGS MUSEUM & HISTORICAL SOCIETY

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

BE IT RESOLVED, that the **Caledonia Big Springs Museum & Historical Society** appropriation be paid as per the 2026 budget in the amount of \$4,000.00.

RESOLUTION 16-2026

DOG CONTROL – LIVINGSTON COUNTY

On motion of Councilman Bickford seconded by Councilman Clark the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 17-2026

HIGHWAY REPAIR AUTHORIZATION

On motion of Councilman Keenan seconded by Councilwoman Rychlicki the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 18-2026

TOWN ENGINEERS – MRB GROUP

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

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

RESOLUTION 19-2026

APPOINTMENT OF COUNSEL – DWIGHT KANYUCK (KNAUF SHAW) & PETER SKIVINGTON

(CONSULTANT)

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

BE IT RESOLVED, that Supervisor Pangrazio is authorized to retain Dwight Kanyuck of Knauf Shaw as the Town Attorney and Peter Skivington as a consultant.

RESOLUTION 20-2026

2026 TOWN BOARD MEETING SCHEDULE

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

BE IT RESOLVED, that the Town of Caledonia Town Board meetings shall be held on the 2nd Thursday of each month at 7:00 P.M. unless noted below with the following additional meetings of September 29, 2026 for the Tentative Budget meeting and December 30, 2026 for the end of the year meeting.

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 21-2026

VOUCHER SIGNATURE

On motion of Councilman Keenan seconded by Councilwoman Rychlicki the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 22-2026

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

On motion of Councilman Bickford seconded by Councilman Clark the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 23-2026

EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES

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

BE IT RESOLVED, that the **Emergency Operations Plan & General Operating Procedures** be adopted for 2026.

RESOLUTION 24-2026

BLANKET UNDERTAKING FOR 2026

On motion of Councilman Clark seconded by Councilman Bickford the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 25-2026

CODE OF ETHICS FOR 2026

On motion of Councilman Bickford seconded by Councilman Clark the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 26-2026

CREDIT CARD POLICY FOR 2026

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

BE IT RESOLVED, that the Town of Caledonia’s **Credit Card Policy** be adopted for 2026.

RESOLUTION 27-2026

CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION FOR 2026

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

BE IT RESOLVED, that the Town of Caledonia’s **Cyber Security & Computer Systems Breach Notification Policy** has been adopted for 2026.

RESOLUTION 28-2026

INVESTMENT POLICY FOR 2026

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

BE IT RESOLVED, that the Town of Caledonia’s **Investment Policy** has been reviewed and adopted for 2026.

RESOLUTION 29-2026

PROCUREMENT POLICY FOR 2026

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

BE IT RESOLVED, that the Town of Caledonia’s **Procurement Policy** has been adopted for 2026.

RESOLUTION 30-2026

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

On motion of Councilwoman Rychlicki seconded by Councilman Keenan the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 31-2026

2026 BUILDING PERMIT & ZONING FEES

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

BE IT RESOLVED, that 2026 fee schedule for building permits and zoning fees be adopted.

2026 BUILDING PERMIT FEE SCHEDULE

PERMIT TYPE	FEE
Above Ground Swimming Pool	\$20.00
Additions to Dwelling Unit (0.6 per Sq. Ft.)	\$25.00 minimum
Agricultural Building (over 2,500 Sq. Ft.)	\$75.00
Agricultural Buildings (1,200 to 2,500 Sq. Ft.)	\$50.00
Agricultural Buildings (up to 1,200 Sq. Ft.)	\$40.00
Amusement License	\$100.00
Building Permit Renewal	\$50.00
Cell Towers (Changes or Additions)	\$500.00
Certificate of Compliance	\$75.00
Certificate of Occupancy	\$100.00
Commercial Construction (10,000-20,000 Sq. Ft.)	\$75.00 Additional 1,000 Sq. Ft.
Commercial Construction (over 20,000 Sq. Ft.)	\$75.00 Additional 1,000 Sq. Ft.
Commercial Construction (up to 10,000 Sq. Ft.)	\$1,000.00
Commercial Site Review	\$600.00
Commercial Solar Energy Structures	\$500.00 minimum or \$5.00 per KW
Complete Roof Replacement	\$20.00
Compliance Letter (Property Sales)	\$25.00

Deck	\$40.00
Demolition Permit	\$35.00
Final Plan Review of Site Plan	\$400.00
Final Review of Major Subdivision	\$400.00
Generator	\$50.00
Hot Tub	\$35.00
In-Ground Swimming Pool	\$50.00
Major Subdivision	\$200.00 and \$100 per lot in the subdivision
Minor Subdivision	\$150.00
Miscellaneous Commercial	\$200.00
Miscellaneous Residential	\$100.00
Mobile Home Park (due January every year)	\$50.00 for 1 st 5 lots & \$10.00 for each additional lot
Mobile Homes/Modular Homes (in parks)	\$100.00
NYS Unified Solar Permit	\$50.00
Outdoor Wood Buring Furnace	\$35.00
Peddlers License	\$100 per solicitor + \$100 nonrefundable app. fee
Penalty Fee (for lack of permit)	\$150.00
Re-Zoning Application Fee	\$500.00
Shed under 144 Sq. Ft.	\$0.00 (must comply with zoning code Section 130-13)
Shed over 144 Sq. Ft.	Additional .15 Per Square Ft.
Shed up to 144 Sq. Ft. (12x12)	\$10.00
Signs	\$1.00 per Sq. Ft.
Single Family Home (over 2,000 Sq. Ft.)	\$400.00
Single Family Home (up to 2,000 Sq. Ft.)	\$250.00
Site Plan Review	\$150.00
Swimming Pool Deck	\$20.00
Swimming Pool Heater	\$20.00
Wind Generators	Fee according to height or power generated.

RESOLUTION 32-2026

ACCEPTABLE TRAINING CREDITS FOR PLANNING & ZONING BOARD MEMBERS

On motion of Councilman Clark seconded by Councilman Bickford the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 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 training credit.

RESOLUTION 33-2026

OFFICIAL SALARY SCHEDULE

On motion of Councilman Bickford seconded by Councilman Clark the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark, 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 and the Highway Superintendent are paid on a bi-weekly basis. The 2026 Salary and Wage Schedule is on file with the Supervisor’s Clerk.

RESOLUTION 34-2026

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

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

BE IT RESOLVED, that it is authorized to spend funds for training conferences for the Town Supervisor, Town Clerk, Highway Superintendent, Supervisor’s Clerk and Town Board Officials for 2026.

AD-HOC COMMITTEES

Audit

1. Pam Rychlicki
2. Quentin Clark

Public Safety

1. Ron Beach III
2. Kyle Sickles

Buildings/Grounds

1. Quentin Clark
2. Todd Bickford

Planning Board Liaison

1. Pam Rychlicki
2. Kevin Keenan

Highway/Transfer Station

1. Todd Bickford
2. Dan Pangrazio

Village Board Liaison

1. Quentin Clark
2. Todd Bickford

Policies & Special Projects

1. Kevin Keenan
2. Dan Pangrazio

Fire District Liaison

1. Kevin Keenan
 2. Quentin Clark
-

On motion to adjourn by Councilwoman Rychlicki seconded by Councilman Keenan and carried by all, the Organizational Meeting was adjourned.

Respectfully submitted,

Seth Graham
Town Clerk