

**Regular Monthly Meeting  
Caledonia Town Board  
January 8, 2026**

The Regular Monthly Meeting of the Town Board of the Town of Caledonia was held January 8, 2026, at 7:00 P.M. at the Town Hall, 3109 Main Street, Caledonia, NY.

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

**PRESENT:**

Supervisor	Dan Pangrazio
Councilman	Todd Bickford
Councilwoman	Pam Rychlicki
Councilman	Quentin Clark
Town Clerk	Seth Graham

**ABSENT:** Councilman Kevin Keenan

**OTHERS:** Highway Superintendent Ron Beach

**ATTENDEES FROM SIGN-IN SHEET:** No one from the public was present at tonight's meeting

**RESOLUTION 35-2026**

**DECEMBER 11, 2025 MINUTES**

On motion of Councilman Clark seconded by Councilman Bickford the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark   Nay – 0   Absent – Keenan  
RESOLVED, that the minutes of December 11, 2025, be approved as presented.

**RESOLUTION 36-2026**

**DECEMBER 30, 2025 MINUTES**

On motion of Councilman Bickford seconded by Councilwoman Rychlicki the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark   Nay – 0   Absent – Keenan  
RESOLVED, that the minutes of December 30, 2025, be approved as presented.

**RESOLUTION 37-2026**

**JANUARY 2, 2026 MINUTES**

On motion of Councilman Clark seconded by Councilman Bickford the following resolution was ADOPTED – Aye – Pangrazio, Bickford, Rychlicki, Clark   Nay – 0   Absent – Keenan  
RESOLVED, that the minutes of January 2, 2026, be approved as presented.

**OPEN FORUM**

No one was present or requested to speak during Open Forum.

**ANNOUNCEMENTS/COMMUNICATIONS:**

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

- The Town Hall will be closed on Monday, January 19<sup>th</sup> (Martin Luther King Jr. Day)

- Legal Notice from Clerk Graham: The Town Hall will extend its operating hours on Friday, January 30th, from 1:00 p.m. to 4:00 p.m., providing residents with the opportunity to pay taxes during the penalty-free collection period.
- The New York State Department of Transportation reviewed and denied Caledonia’s request to lower the speed limit on Middle Road (County Road 61) between Sylvan Court and US Route 20.
- The Caledonia Trout Festival will be held on May 30, 2026.
- The Livingston County Planning Board agenda for tonight’s meeting and the minutes from the previous meeting were handed out.
- The 2026 Town of Caledonia Planning Board schedule and the 2026 Fire District meeting schedule were handed out to the Board.

**DEPARTMENTS/COMMITTEES**

**ATTORNEY – DWIGHT KANYUCK**

Attorney Kanyuck had no new report for the Board this month.

**ZONING – CODE ENFORCEMENT OFFICER TOM PERKINS**

Code Enforcement Officer Tom Perkins was not required to attend tonight’s meeting and had no new report for the Board.

**PLANNING BOARD – COUNCILWOMAN RYCHLICKI**

Councilwoman Rychlicki reported that the Planning Board did not hold a meeting in December. She further advised that the Planning Board Secretary has requested an updated laptop and provided the Town with specifications for the requested device. The Board briefly discussed the purchase of a laptop through a vendor with whom the Town already conducts business and who accepts the Town’s tax-exempt documentation. Councilwoman Rychlicki stated that she will follow up with the Planning Board Secretary to explore the option of purchasing a suitable laptop through Staples or Amazon, where the Town already maintains accounts, in order to expedite delivery.

**BUILDINGS/GROUNDS – SUPERVISOR PANGRAZIO**

Supervisor Pangrazio reported that he will contact Dan Snyder of Snyder Electric to inspect the light at the side entrance of the Town Hall to determine why it is not functioning.

**HIGHWAY DEPARTMENT – HIGHWAY SUPERINTENDENT RON BEACH**

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

- The new truck has been delivered. Plow equipment has been installed, the sander has been set up, and the truck has been used on several plowing runs.
- Superintendent Beach reported that the Town of Caledonia Highway Department has been actively plowing roads with no changes to established procedures. Plowing typically takes approximately 3½ to 4 hours to complete all routes.
  - Plowing begins on State roads by clearing travel lanes.
  - The crew then proceeds to back roads.

- State roads are revisited to finish shoulders.
- Route 1 consists of approximately 66 lane miles.
- Route 2 consists of approximately 72 lane miles.
- Route 3 consists of approximately 71 lane miles.
- Route 4 consists of approximately 73 lane miles.
- The one-ton truck assists with dead-end roads and smaller streets.
- During the recent windstorm, the crew addressed five fallen trees. All trees were outside of the right-of-way, with treetops landing on roadways.
- Due to favorable weather conditions, the crew washed the trucks, greased fittings, adjusted brakes, and conducted general inspections.
- A total of 700 tons of salt was delivered and properly treated.
- Installation of the new shop windows has been completed.
- PESH violations have been corrected, with the exception of lockout/tagout reports, which have been submitted via email and are awaiting response.
- The NYMIR report was received. Recommendations included:
  - Installation of flashback arrestors on torches (on order)
  - Posting no-parking signs in front of the shop (completed)
  - Posting park hours and rules signage
  - Installing fall protection on the back and sides of the bleachers
  - Conducting motor vehicle record reviews for each driver through NYS LENS
- **Future projects include:**
  - Annual maintenance on Truck #9
  - Annual maintenance on Truck #12
  - Beginning tree-trimming operations

**TOWN CLERK’S MONTHLY REPORT – TOWN CLERK SETH GRAHAM**

Town Clerk Seth Graham presented the Monthly Cash Report for the month of December 2025:

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Conservation	Conservation	5	8.33	
		Marriage Lic.	MARRIAGE LICENSE FEE	1	17.50
		MISCELLANEOUS	Marriage Certificate	3	30.00
		One Day Officiant License	One Day Officiant License	1	25.00
			<b>Sub-Total:</b>	<b>\$80.83</b>	
A1603	MISCELLANEOUS CASH	Death Certificates	7	70.00	
					<b>Sub-Total:</b> <b>\$70.00</b>
A2130	MISCELLANEOUS CASH	Landfill - \$10.00	171	2,213.00	
					<b>Sub-Total:</b> <b>\$2,213.00</b>
A2544	Dog Licensing	Female, Spayed	10	60.00	
		Female, Unspayed	1	12.00	
		Male, Neutered	19	114.00	
		Male, Unneutered	2	24.00	
		Late Fee	Late Fee	1	5.00
			<b>Sub-Total:</b>	<b>\$215.00</b>	
B2110	PLANNING/ZONING	Building Permits	3	340.00	
		Reimbursement Fees	1	1,103.27	
					<b>Sub-Total:</b> <b>\$1,443.27</b>
<b>Total Local Shares Remitted:</b>				<b>\$4,022.10</b>	
Amount paid to: NYS Ag. & Markets Animal Population Control Fund .....				38.00	
Amount paid to: NYS Environmental Conservation .....				446.67	
Amount paid to: State Health Dept. For Marriage Licenses .....				22.50	
<b>Total State, County &amp; Local Revenues:</b>		<b>\$4,529.27</b>	<b>Total Non-Local Revenues:</b>		<b>\$507.17</b>

**RESOLUTION 38-2026**

**TOWN CLERK'S MONTHLY REPORT – DECEMBER 2025**

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

RESOLVED, that the Town Clerk's Monthly Report for the month of December 2025 be approved as presented.

**OLD BUSINESS**

**DISCUSSION – 2026 RULES & REGULATIONS**

Supervisor Pangrazio distributed the revised Rules & Regulations for 2026 ahead of the meeting so the Board could review them. The Board commented that the updates were well prepared.

**NEW BUSINESS**

**RESOLUTION 39-2026**

**2026 RULES & REGULATIONS – NON-HIGHWAY**

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

RESOLVED, that the Town Board approves the Rules & Regulations for Non-Highway employees for 2026.

**RESOLUTION 40-2026**

**2026 RULES & REGULATIONS – HIGHWAY**

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

RESOLVED, that the Town Board approves the Rules & Regulations for Highway employees for 2026.

**RESOLUTION 41-2026**

**FUND BALANCE POLICY FOR 2026**

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

RESOLVED, that the Town Board has reviewed its Fund Balance Policy and adopts the current policy which is on file in the Town Office.

**RESOLUTION 42-2026**

**2026 EMERGENCY POLICE PROTECTION AGREEMENT WITH THE VILLAGE**

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

RESOLVED, that Supervisor Pangrazio is authorized to sign the 2026 Emergency Police Protection Agreement with the Village of Caledonia for the year 2026.

**RESOLUTION 43-2026**

**DECLARE SURPLUS OLD ARMY TRUCK**

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

RESOLVED, that the Town Board hereby declares the old army truck as surplus equipment and it has been removed from the Town of Caledonia’s inventory.

**RESOLUTION 44-2026**

**BUDGET AMENDMENT – AA.1990.400 TO AA.1010.100**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Amendment:

Fund			
<b>From:</b>	AA.1990.400 – Contingency	\$1.00	
<b>To:</b>	AA.1010.100 – Town Board Personal Services		\$1.00

**RESOLUTION 45-2026**

**BUDGET AMENDMENT – AA.1990.400 TO AA.1110.400**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Amendment:

Fund			
<b>From:</b>	AA.1990.400 – Contingency	\$102.00	
<b>To:</b>	AA.1110.400 – Justice Contractual		\$102.00

**RESOLUTION 46-2026**

**BUDGET AMENDMENT – AA.1990.400 TO AA.1310.400**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Amendment:

Fund			
<b>From:</b>	AA.1990.400 – Contingency	\$1.00	
<b>To:</b>	AA.1310.400 – Finance Contractual		\$1.00

**RESOLUTION 47-2026**

**BUDGET AMENDMENT – BB.1990.400 TO BB.8010.100**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Amendment:

<b>Fund</b>			
<b>From:</b>	BB.1990.400 – Contingency	\$1.00	
<b>To:</b>	BB.8010.100 – Zoning Personal Services		\$1.00

**RESOLUTION 48-2026**

**BUDGET AMENDMENT – BB.1990.400 TO BB.8010.400**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Amendment:

<b>Fund</b>			
<b>From:</b>	BB.1990.400 – Contingency	\$185.00	
<b>To:</b>	BB.8010.400 – Zoning Contractual		\$185.00

**RESOLUTION 49-2026**

**BUDGET AMENDMENT – DB.1990.400 TO DB.5130.400**

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

RESOLVED, that Supervisor Pangrazio is authorized to make the following Budget Amendment:

<b>Fund</b>			
<b>From:</b>	DB.1990.400 – Contingency	\$1,700.00	
<b>To:</b>	DB.5130.400 – Machinery Contractual		\$1,700.00

**RESOLUTION 50-2026**

**BANK TRANSFER TO EXPEND FUNDS FOR NEW TRUCK**

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

RESOLVED, that Seth Graham is authorized to make a transfer from the Highway Cash Capital Reserve fund to the Highway DB Checking account in the amount of \$117,295.97.

**RESOLUTION 51-2026**

**PAYMENT OF BILLS**

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

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

<b>Fund</b>	<b>Amount Expended</b>
General Fund A	\$ 11,228.25
General Fund B	\$ 66.17
Highway Fund DB	\$ 142,671.72
<b>Total:</b>	<b>\$ 153,966.14</b>

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

Respectfully Submitted,

Seth Graham  
Town Clerk