

Organizational Meeting
Caledonia Town Board
January 2, 2015

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 2, 2015, 5:30 P.M., at the Town Hall, 3109 Main Street, Caledonia, NY.

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

<u>PRESENT:</u>	Supervisor	Daniel Pangrazio
	Councilwoman	Pamela Rychlicki
	Councilman	Mark Rothrock
	Councilman	Tim Anderson
	Councilman	Todd Bickford
	Town Clerk	Laurie Sattora
	Highway Superintendent	Mark Schroeder

RESOLUTION 01-2015

DEPUTY SUPERVISOR

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

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 and Water Checking Accounts for the bank.

DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

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

RESOLUTION 02-2015

APPOINTMENT OF CODE ENFORCEMENT/FIRE MARSHALL

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

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

SUPERVISOR CLERK/SECRETARY APPOINTMENT

Supervisor Pangrazio re-appointed Margaret Donegan and Gretchen Hartford as Clerk/Secretary to Supervisor.

DEPUTY TOWN CLERK APPOINTMENT

Town Clerk Laurie Sattora re-appointed Gretchen Hartford as Deputy Town Clerk and appointed Chris Binnert as Deputy Town Clerk's.

APPOINTMENT TO ZONING BOARD OF APPEALS – PAUL RAYMOND

Appointment made at December 2014 Board Meeting. Paul Raymond's term will end 12/31/2019.

APPOINTMENT TO PLANNING BOARD- KEITH STEIN – 7 YEAR TERM

Appointment made at December 2014 meeting. Keith Stein's term will end 12/31/2021.

RESOLUTION 03-2015

APPOINTMENT OF HISTORIAN- EILEEN LAFAVE-BICKFORD

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that Eileen LaFave-Bickford is re-appointed as Town Historian.

RESOLUTION 04-2015

APPOINTMENT OF COURT CLERK

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that Julie Molisani is re-appointed as Court Clerk to the Town Justices.

RESOLUTION 05-2015

APPOINTMENT OF VITAL STATISTICS REGISTRAR

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that Laurie Sattora is re-appointed as Vital Statistics Registrar.

DEPUTY VITAL STATISTICS REGISTRAR APPOINTMENT

Town Clerk Laurie Sattora appointed Gretchen Hartford & Chris Binnert as Deputy Vital Statistics Registrar's.

RESOLUTION 06-2015

OFFICIAL DEPOSITORY

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Bank of Castile be named as Official Depository of town funds.

RESOLUTION 07-2015

OFFICIAL NEWSPAPER

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Livingston County News be named as the official newspaper for official legal notices.

RESOLUTION 08-2015

MILEAGE DESIGNATION

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that mileage is paid according to federal guidelines (\$0.57.5 per mile).

Councilman Anderson abstained from the vote because he is a committee member on the Youth Recreation Board.

RESOLUTION 09-2015

YOUTH FUND

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Rychlicki, Bickford Nay- 0 Abstain- Anderson Absent- 0
RESOLVED, that the Recreation-Youth Projects appropriation be paid as per budget in the amount of \$9,800.00.

RESOLUTION 10-2015

LIBRARY

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Library appropriation be paid as per budgeted in the amount of \$70,000.00.

RESOLUTION 11-2015

MUSEUM

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Museum appropriation be paid as per budgeted in the amount of \$2,400.00.

RESOLUTION 12-2015

DOG CONTROL

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Town of Caledonia contract with Livingston County for dog control.

RESOLUTION 13-2015

HIGHWAY REPAIR AUTHORIZATION

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that the Highway Superintendent be authorized to spend up to \$2000 for repairs without Town Board approval.

RESOLUTION 14-2015

TOWN ENGINEERS-CHATFIELD ENGINEERS

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that Chatfield Engineers be designated the engineering firm for the Town of Caledonia.

RESOLUTION 15-2015

ATTORNEY-PETER K. SKIVINGTON

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that the Supervisor be authorized to retain Peter K. Skivington, PLLC for legal services.

RESOLUTION 16-2015

MEETING SCHEDULE FOR 2015

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that Regular Monthly Meetings of the Town Board for 2015 will be held on the following days: January 2 @ 5:30 P.M., January 15th, February 12th, March 12th, April 9th, May 14th, June 11th, July 9th, August 13th, September 10th, October 15th, November 12th, December 10th, December 29th. All meetings will be held at the Caledonia Town Hall, 3109 Main Street, Caledonia, New York at 7:00 P.M. except on January 2, 2015 the Organizational Meeting that will be held at 5:30 P.M., and on December 29, 2015 the Year-end Meeting that will be held at 4:00 P.M.

RESOLUTION 17-2015

VOUCHER SIGNATURE

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that Councilman Anderson is authorized to sign all vouchers for the Town Board. In the absence of Councilman Anderson, Councilman Todd Bickford is authorized to sign all vouchers.

RESOLUTION 18-2015

LIVINGSTON COUNTY HAZARDOUS MITIGATION & DISASTER PLAN

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

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

RESOLUTION 19-2015

EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES FOR 2015

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that the EOP and GOP for the year be adopted as filed in the Town Clerk's Office.

RESOLUTION 20-2015

ADOPTION OF REVISED HAZARDOUS MATERIALS EMERGENCY PLAN

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that the Revised Hazardous Materials Emergency Plan for the year be adopted as filed in the Town Clerk's Office.

RESOLUTION 21-2015

AUTHORIZING BLANKET UNDERTAKING

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that the Town Board of the Town of Caledonia consents and approves a blanket undertaking to cover all officers, clerks and employees.

RESOLUTION 22-2015

CODE OF ETHICS POLICY

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Town of Caledonia Code Of Ethics Policy has been adopted for 2015.

RESOLUTION 23-2015

CREDIT CARD POLICY

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that Town of Caledonia Credit Card Policy has been adopted for 2015.

RESOLUTION 24-2015

CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION POLICY

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Town’s Cyber Security & Computer System Breach Notification Policy has been adopted for 2015.

RESOLUTION 25-2015

PROCUREMENT POLICY

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Town’s Procurement Policy has been adopted for 2015.

RESOLUTION 26-2015

TIME IS OF THE ESSENCE

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the Supervisor be authorized to handle any business where time is of the essence for utilities, postage, and freight.

RESOLUTION 27-2015

BUILDING PERMIT & ZONING FEE SCHEDULE

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0
RESOLVED, that the 2015 fee schedule for building permits and zoning fees be adopted.

2015 Building Permit & Zoning Fees

<u>Wind Generators</u>	<u>Fee according to height or power generated.</u>
<u>Complete Roof Replacement</u>	<u>Fee \$20.00</u>
<u>Shed up to 144 Sq Ft. (12 x 12)</u>	<u>Fee \$10.00</u>
<u>Over 144 Sq Ft</u>	<u>Additional .05 Per Square Ft.</u>
<u>Above Ground Pool</u>	<u>\$20.00</u>
<u>Inground Pool</u>	<u>\$50.00</u>
<u>Swimming Pool Deck</u>	<u>Fee \$20.00</u>
<u>Swimming Pool Heater</u>	<u>Fee \$20.00</u>
<u>Hot Tub</u>	<u>Fee \$35.00</u>
<u>Generator</u>	<u>Fee \$50.00</u>
<u>Cell Towers Changes or Additions</u>	<u>Fee \$300.00</u>
<u>Compliance Letter (Property Sales)</u>	<u>Fee \$25.00</u>
<u>Outdoor Wood Burner Furnace</u>	<u>Fee \$35.00</u>
<u>Single Family Home up to 2,000 Sq. Ft.</u>	<u>\$170.00</u>
<u>Over 2,000 Sq. Ft.</u>	<u>\$200.00</u>
<u>Building Permit Renewal</u>	<u>\$10.00</u>
<u>Demolition Permit</u>	<u>\$35.00</u>
<u>Deck</u>	<u>\$40.00</u>
<u>Penalty Fee for Lack of Permit</u>	<u>\$100.00</u>
<u>Certificate of Occupancy</u>	<u>\$100.00</u>
<u>Certificate of Compliance</u>	<u>\$75.00</u>
<u>Commercial Construction</u>	<u>\$400.00 Up to 10,000 Sq. Ft.</u>

10,000 to 20,000 Sq. Ft.	\$6.00 Additional 1,000 Sq Ft.
Over 20,000 Sq. Ft.	\$6.00 Additional 1,000 Sq. Ft
Mobile Homes/Modular Homes in Parks	\$100.00
Agricultural Buildings – up to 1200 Sq. Ft.	\$40.00
1200 to 2500 Sq. Ft.	\$50.00.
Over 2500 Sq. Ft.	\$75.00
Additions to Dwelling Unit .06 per sq ft.	\$25.00 minimum

Signs \$1.00 per Sq. Ft. \$20.00 minimum

*ReZoning Application Fee \$500.00

Minor Subdivision & Site Plan Review \$150.00

Major Subdivision \$200.00 and \$100 per lot in the subdivision

Final Plat Review of Site Plan and also for 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.

Special Use Permits \$100.00

Peddlers License \$50.00 per Company

Amusement License \$100.00

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

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

RESOLUTION 28-2015

ACCEPTABLE TRAINING OPTION CREDITS FOR PLANNING & ZONING BOARD MEMBERS

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

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 on-line training courses and seminars will be accepted for the required training options required yearly for Planning and Zoning Board Members.

RESOLUTION 29-2015

OFFICIAL SALARY SCHEDULE FOR ALL ELECTED OFFICIALS AND EMPLOYEES AS WELL AS THE PAYMENT SCHEDULE FOR 2015

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

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.

ANNUAL SALARIES & HOURLY WAGES – 2015

<u>Position</u> – Paid on a monthly basis	<u>Salary per year</u>
Supervisor	\$ 13,700
Secretary to Supervisor – Gretchen Hartford	\$ 3,958
Secretary to Supervisor – Margaret Donegan	\$ 18,000
Town Clerk	\$ 31,057
Deputy Town Clerk- Gretchen Hartford	\$ 1,568
Vital Statistics Registrar	\$ 825
Town Board members (3)	\$ 3,974 ea.
Deputy Supervisor (if Town Board member)	\$ 4,224
Justices (2)	\$ 9,358(Riggs) \$ 7,917(McKay)
Justice Clerk	\$ 8,728
Assessor	\$ 21,574
Assessor Clerk	\$ 1,200
Historian	\$ 2,620
Code Enforcemt Officer/Bldg Safety Inspector	\$ 12,495 / \$55 per inspct
Highway Superintendent	\$ 60,637

		<u>Hourly wage</u>
Planning Board Clerk	\$25.00 per mtg.	\$ 10.00
Zoning Board Clerk	\$25.00 per mtg.	\$ 11.50
Recycle Attendant		\$ 14.25
Cemetery Attendant		\$ 10.25
Deputy Town Clerk		\$ 10.00

HIGHWAY WAGES – Paid Bi-Weekly

		<u>Hourly wage</u>
Deputy Hwy Superintendent		\$ 22.80
M E O – (experienced full-time)		\$ 22.05
M E O – (1 st year full-time)		\$ 14.00
Seasonal Summer (part-time)		\$ 13.00
Seasonal Winter (part-time)		\$ 13.00

RESOLUTION 30-2015

AUTHORIZATION TO SPEND FUNDS FOR TRAINING CONFERENCES

On motion of Councilman Bickford, seconded by Councilman Anderson, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Bickford, Anderson Nay- 0 Absent - 0

RESOLVED, that the Town Board of the Town of Caledonia approves spending budgeted funds for training conferences for 2015.

AD HOC COMMITTEES

Audit

1. Pam Rychlicki

Public Safety

1. Mark Schroeder
2. Tim Anderson

Buildings/Grounds

1. Dan Pangrazio
2. Todd Bickford

Planning Board Liaison

1. Pam Rychlicki
2. Mark Rothrock

Transfer Station/Highway

1. Todd Bickford
2. Dan Pangrazio

Village Board Liaison

1. Tim Anderson

Policies & Special Projects

1. Mark Rothrock
2. Pam Rychlicki

On motion of Councilman Rothrock, seconded by Councilman Bickford the meeting was adjourned.

Respectfully Submitted,

Laurie Sattora,
Town Clerk