

Regular Monthly Meeting  
Caledonia Town Board  
April 10, 2014  
7:00 P.M.

A regular Meeting of the Town Board of the Town of Caledonia was held Thursday, April 10, 2014 at 7:00 P.M. at the Town Hall.

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

<b><u>PRESENT:</u></b>	Supervisor	Daniel Pangrazio
	Councilwoman	Pamela Rychlicki
	Councilman	Todd Bickford
	Town Clerk	Laurie Sattora

**OTHERS:** Code Enforcement Officer Tom Perkins, and representatives from Valley Sand and Gravel

**ABSENT:** Councilman Tim Anderson, Councilman Mark Rothrock, Highway Superintendent Mark Schroeder

**RESOLUTION 55-2014**

**APPROVAL OF MARCH 13, 2014 MINUTES**

On motion of Councilwoman Rychlicki, seconded by Councilman Bickford the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Bickford Nay-0 Absent – Anderson, Rothrock  
RESOLVED, that the minutes of March 13, 2014 be approved as presented.

**OPEN FORUM**

Thomas Murphy General Manager of Operations for Valley Sand and Gravel updated the Board on their project. Valley Sand and Gravel is working with all involved agencies and stated that the Final Environmental Impact Statement for Valley Sand & Gravel Inc-Avon Pit should be complete by Mid-April.

Councilman Rothrock entered the meeting at 7:02 P.M.

They are hoping to receive its final letter of approval by the first part of May. Valley Sand & Gravel is proposing to expand their presently permitted sand and gravel mining operation located in the Town of Caledonia. They would like to expand westward into the lands they own west of River Road. Attorney Coniglio who represents Valley Sand and Gravel will speak with Attorney Skivington on the next steps needed to proceed. They will be presenting their application before the Planning Board in the near future.

**ANNOUNCEMENTS/COMMUNICATIONS**

Supervisor Pangrazio reviewed the following communications with the board:

- Supervisor Pangrazio and Deputy Supervisor Rychlicki will be attending the Upcoming Gov't Workshop on Policy and Procedures in May
- Planning Board and ZBA Workshop Training Opportunity on May 15<sup>th</sup>
- A copy of the NYS Pension Related Statistics and Projections for the years 2000 - 2027
- A copy of the Governor's Proposed Tax Freeze
- Attorney Skivington is working on Fletcher's Lane documentation

**DEPARTMENTS/COMMITTEES**

**ATTORNEY-PETER SKIVINGTON**

Attorney Skivington was not required to attend. He is currently working on several action items for the Town.

**ZONING- CODE ENFORCEMENT OFFICER-TOM PERKINS**

Code Enforcement Officer Tom Perkins was not required to submit a report.

**BUILDING/GROUNDS**

The electrical repairs have been completed in the Town Hall and the masonry work on the foundation is progressing.

**PLANNING BOARD - PAM RYCHLICKI**

Councilwoman Rychicki reported that the March Planning Board Meeting was cancelled.

**HIGHWAY – MARK SCHROEDER**

Highway Superintendent Schroeder was unable to attend tonight’s meeting so Supervisor Pangrazio presented the Highway Report to the Board for jobs scheduled for April and those already completed. He also distributed to the Board a copy of the Consolidated Local Street and Highway Improvement Program (CHIPS) Budget Proposal for the upcoming year. The Proposal for 2014/2015 for the Town is \$108,427.00 slightly down from last year.

Highway Superintendent Schroeder has requested that the 1980 Galion Grader and the 2010 Pick Up truck be declared surplus along with a pallet of filters and miscellaneous parts be declared surplus for the upcoming Palmyra Government Surplus Auction in May.

Highway Superintendent Schroeder wanted the board to review the possibility to replace the Loader on a yearly basis and created a cost sheet for the Board to review for feasibility.

The Board had a discussion involving the Loader and options available and would like to take a closer look at the expenses incurred this year due to the harsh weather. The Board would also like to have Superintendent Schroeder check out what is currently available on State Bid before making the decision to replace the loader.

**TOWN CLERK**

Town Clerk Laurie Sattora submitted her monthly report to the Town Board for the month of March 2014.

**TOWN CLERK’S REPORT – MARCH 2014**

Total Local Shares Remitted to Town Supervisor	<b>\$ 2,334.91</b>
Amount paid to: NYS Ag. & Markets Animal Population Control Fund	<b>\$ 88.00</b>
Amount paid to: NYS Health Department for Marriage License	<b>\$ 22.50</b>
Amount paid to: NYS Department of Environmental Conservation – ACH(Electronically)	<b>\$ 165.34</b>
<b>Total State, County &amp; Local Revenues for MARCH 2014:</b>	<b>\$ 2,610.75</b>

**RESOLUTION 56 -2014**

**ACCEPT MARCH 2014 TOWN CLERK’S MONTHLY REPORT**

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

RESOLVED, that the Town Clerk’s March 2014 monthly report be approved as presented.

**DOWNTOWN REVITALIZATION PROJECT**

Councilwoman Rychlicki attended the most recent Downtown Revitalization meeting regarding the Sign and Façade. Three entries were received for the Village of Caledonia and will receive Grants. Another meeting is scheduled for May and will be held at the Town Hall for the New York Main Street Grant Project.

**VILLAGE COMPREHENSIVE PLAN REVIEW**

Councilman Rothrock has been asked to participate and assist the Village in the review of the Village Comprehensive Plan.

**OLD BUSINESS**

**SPRING WORK ON CEMETERY**

The Board discussed annual clean up at the cemetery.

**NEW BUSINESS**

**RESOLUTION 57-2014**

**LIMEROCK SPEEDWAY AMUSEMENT LICENSE**

On motion of Councilman Bickford seconded by Councilman Rothrock the following resolution was

ADOPTED- Aye- Pangrazio, Bickford, Rychlicki, Rothrock   Nay-0           Absent – Anderson

RESOLVED, that the Amusement License for Tri-County Racing Club for Limerock Speedway be approved for the 2014 season.

**RECEIPT OF STATE COMPTROLLER'S AUDIT**

The Board discussed the State Comptroller's Audit and the recommendations.

**RESOLUTION 58-2014**

**RECEIPT OF NYS COMPTROLLER'S AUDIT**

On motion of Councilman Bickford seconded by Councilwoman Rychlicki the following resolution was

ADOPTED- Aye- Pangrazio, Bickford, Rychlicki, Rothrock   Nay-0           Absent – Anderson

RESOLVED, that the Town Board has received and reviewed a copy of the NYS Comptroller's Report Town of Caledonia Financial Management for the period covered January 1, 2012 – October 16, 2013.

**AUDIT OF TOWN CLERK, TAX COLLECTOR, SUPERVISOR'S SECRETARY/CHIEF FISCAL OFFICER AND COURT CLERK BOOKS FOR THE YEAR 2013**

Councilwoman Rychlicki conducted the audit for the Town of Caledonia on March 24, 2014 for the year ending December 31, 2013.

All ledgers, cash sheets, monthly reports, checkbooks and bank statements were thoroughly examined, with no discrepancies to report. All bank accounts are reconciled and reviewed and signed by the Town Supervisor. All deposits were made in a timely manner and accurately recorded. All financial records support these transactions, and all moneys collected were remitted to the appropriate parties. Copies of Councilwoman Rychlicki's reports are on file in the Town Office. A copy of the Court Audit will be forwarded to the office of NYS Office of Court Administration when requested. A separate audit was conducted at the end of December 2013 of retiring Judge Gilbert Smith's records was completed prior to Justice MacKay taking office. Councilwoman Rychlicki used The Local Government Management Guide "Fiscal Oversight Responsibilities of the Governing Board" Record Requirements Appendix C, Appendix D, Appendix E, and Appendix F for the Supervisor's Clerk/Chief Fiscal Officers, the Town Clerk, Tax Collector, and Town Justice's for the year ending December 31, 2013.

**RESOLUTION 59-2014**

**SUPERVISOR'S SECRETARY AUDIT/CHIEF FISCAL OFFICER**

On motion of Councilman Rothrock, seconded by Councilman Bickford, the following resolution was

ADOPTED- Aye- Pangrazio, Rychlicki, Bickford, Rothrock   Nay-0           Absent- Anderson

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Supervisor's Secretary and Chief Fiscal Officer for the year 2013.

**RESOLUTION 60-2014**

**TOWN CLERK/TAX COLLECTOR AUDIT**

On motion of Councilman Rothrock, seconded by Councilman Bickford the following resolution was

ADOPTED- Aye- Pangrazio, Rychlicki, Bickford, Rothrock   Nay-0           Absent- Anderson

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Town Clerk, Tax Collector for the year 2013.

**RESOLUTION 61-2014**

**TOWN COURT AUDIT**

On motion of Councilman Bickford, seconded by Councilman Rothrock the following resolution was

ADOPTED- Aye- Pangrazio, Rychlicki, Bickford, Rothrock   Nay-0           Absent- Anderson

RESOLVED, that the Town Board accepts Councilwoman Rychlicki's audit report of the books for the Town of Caledonia Town Court for the year 2013.

**FUND BALANCE POLICY**

The Board had a discussion regarding the Fund Balance Policy for the Town. The NYS Comptroller's Office suggested that the Town Board have a Formal Written Policy for Fund Balance. The Board is currently working on a policy.

**RESOLUTION 62-2014**

**DECLARING 1980 GALION GRADER SURPLUS TO SEND TO AUCTION**

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

RESOLVED, that the Town Board declares the 1980 GALION Grader Model T500M as surplus and authorizes Highway Superintendent Schroeder to send it to the Palmyra Government Surplus Auction on Saturday May 10, 2014.

**RESOLUTION 63-2014**

**DECLARING PICK-UP TRUCK SURPLUS TO SEND TO AUCTION**

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

RESOLVED, that the Town Board declares the 2010 Chevy Silverado Pick-Up Truck as surplus and authorizes Highway Superintendent to send it to the Palmyra Government Surplus Auction on Saturday May 10, 2014.

**RESOLUTION 64-2014**

**DECLARING PALLET OF MISCELLANEOUS PARTS AND FILTERS SURPLUS TO SEND TO AUCTION**

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

RESOLVED, that the Town Board declares the pallet of miscellaneous parts and filters as surplus and authorizes Highway Superintendent to send it to the Palmyra Government Surplus Auction on Saturday May 10, 2014.

**RESOLUTION 65-2014**

**BUDGET ADJUSTMENT TO INCREASE EXPENDITURE ACCOUNT A1110.2 AND INCREASE REVENUE ACCOUNT A3089 FOR COURT GRANT AWARDED BY JCAP FOR \$329.00**

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

RESOLVED, that the Town Board authorize Supervisor Pangrazio to make the following budgetary adjustment in the amount of \$329.00 for the Court Grant Awarded.

**RESOLUTION 66-2014**

**BUDGET ADJUSTMENT FOR UNALLOCATED INSURANCE COSTS IN THE AMOUNT OF \$1673.61**

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

RESOLVED, that the Town Board authorize Supervisor Pangrazio to make the following budgetary adjustment in the amount of \$1673.61 **FROM: A1010.4 TOWN BOARD CONTRACTUAL TO: A1910.4 UNALLOCATED INSURANCE.**

**RESOLUTION 67-2014**

**IN SUPPORT OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS OFFERING AN ALTERNATIVE TO THE PROPERTY TAX FREEZE**

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

RESOLVED, that The Town Board of the Town of Caledonia is in full support of the resolution passed on March 26, 2014 by the Livingston County Board of Supervisors that they sent to Governor Cuomo, Senator Gallivan, Senator Young, Assemblyman Nojay, and the New York State Association of Counties Offering An Alternative To The Property Tax Freeze.

**RESOLUTION 68-2014**

**CYBER SECURITY INTERNET AND ACCEPTABLE USE POLICY FOR THE TOWN OF CALEDONIA**

On motion of Councilman Bickford, seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Bickford, Rothrock Nay-0 Absent- Anderson  
RESOLVED, that this policy has been updated per recommendation from the NYS Comptroller’s Office when they conducted its audit on the Town. The updated section is as follows:

**Section 5.** Protecting Information and Shared Resources. The Town Board requires all Town Employees to change passwords on their computers every 6 months for security purposes.

**RESOLUTION 69-2014**

**REMOVAL OF ZBA MEMBER FOR NON -COMPLIANCE OF TRAINING REQUIREMENTS**

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED- Aye- Pangrazio, Rychlicki, Bickford, Rothrock Nay-0 Absent- Anderson  
RESOLVED, that The Town Board regretfully removes Zoning Board Member Edward Schiedel as a member of the Zoning Board of Appeals due to failure to comply with the NYS requirements for annual training.

**REVIEW OF SUPERVISORS REPORT**

In the past the Board has reviewed hard copies at the meeting and upon their request received hard copies. On the recommendation from the NYS Comptroller’s Office the Board Members are now receiving via e-mail prior to the board meeting copies of the Monthly Supervisor’s Report which includes up to date Trial Balances and Budget to Actual revenues and expenditures and trial balances for March 2014. All Board Members signed off on all the reports

**AUDIT OF ABSTRACT OF PAID VOUCHERS AND TRIAL BALANCES**

The Board audited the Abstract of Paid Vouchers and trial balances for March 2014.

**RESOLUTION 70-2014**

**PAYMENT OF BILLS**

On motion of Councilman Rothrock seconded by Councilwoman Rychlicki he following resolution was ADOPTED – Aye – Pangrazio, Rothrock, Rychlicki, Bickford Nay-0 Absent – Anderson  
RESOLVED, that the bills be paid in the following amounts:

GENERAL FUND A – Voucher #'s 95- 110-112-122	\$ 33,591.91
GENERAL FUND B – Voucher # 111	\$ 575.63
HIGHWAY FUND DB – Voucher #'s 47 - 64	\$ 43,384.13
GRAND TOTAL	\$ 77,551.67

On motion to adjourn by Councilman Rothrock, seconded by Councilwoman Rychlicki and carried by all, the board meeting was adjourned.

Respectfully Submitted,

Laurie Sattora  
Town Clerk