

Organizational Meeting
Caledonia Town Board
January 2, 2014

The Organizational Meeting of the Town Board of the Town of Caledonia was held January 2, 2014, 5:30 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.

<u>PRESENT:</u>	Supervisor	Daniel Pangrazio
	Councilwoman	Pamela Rychlicki
	Councilman	Mark Rothrock
	Councilman	Tim Anderson
	Town Clerk	Laurie Sattora
	Highway Superintendent	Mark Schroeder
	Town & Village Justice	Mark Riggi
	Town Justice	Kyle MacKay

ABSENT: Councilman Todd Bickford

Supreme Court Justice Thomas Moran gave the oath of office to Town Justice Kyle MacKay. Town Justice Mark Riggi gave the oath of office to the other elected officials.

RESOLUTION 01-2014

DEPUTY SUPERVISOR

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

RESOLVED, that the appointment by Supervisor Pangrazio of Pamela Rychlicki as Deputy Supervisor, be supported by the Board.

RESOLUTION 02-2014

HIGHWAY SUPERINTENDENT APPOINTMENT

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

RESOLVED, that Mark Schroeder be re-appointed as Highway Superintendent.

RESOLUTION 03-2014

DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

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

RESOLVED, that the appointment by Highway Superintendent Mark Schroeder to appoint Ronald Beach III as Deputy Highway Superintendent, be supported by the Board.

RESOLUTION 04-2014

APPOINTMENT OF CODE ENFORCEMENT/FIRE MARSHALL

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

RESOLVED, that Thomas Perkins is re-appointed as Code Enforcement Officer Building Inspector and Fire Marshall for the year 2014.

SUPERVISOR CLERK/SECRETARY APPOINTMENT

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

DEPUTY TOWN CLERK APPOINTMENT

Town Clerk Laurie Sattora re-appointed Gretchen Hartford as Deputy Town Clerk.

APPOINTMENT TO ZONING BOARD OF APPEALS – ED SCHIEDEL- 5 YEAR TERM

Appointment made at December 2013 Board Meeting. Ed Schiedel's term will end 12/31/2018.

APPOINTMENT TO PLANNING BOARD- KEN ESTES – 7 YEAR TERM

Appointment made at December 2013 meeting. Ken Estes' term will end 12/31/2020.

RESOLUTION 05-2014

APPOINTMENT OF HISTORIAN- EILEEN LAFAVE-BICKFORD

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Anderson Nay- 0 Absent - Bickford
RESOLVED,, that Eileen LaFave-Bickford is re-appointed as Town Historian.

RESOLUTION 06-2014

APPOINTMENT OF COURT CLERK

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock, the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Anderson Nay- 0 Absent - Bickford
RESOLVED,, that Julie Molisani is re-appointed as Court Clerk to the Town Justices.

RESOLUTION 07-2014

APPOINTMENT OF VITAL STATISTICS REGISTRAR

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

DEPUTY VITAL STATISTICS REGISTRAR APPOINTMENT

Town Clerk Laurie Sattora appointed Gretchen Hartford as Deputy Vital Statistics Registrar.

RESOLUTION 08-2014

OFFICIAL DEPOSITORY

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

RESOLUTION 09-2014

OFFICIAL NEWSPAPER

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

RESOLUTION 10-2014

MILEAGE DESIGNATION

On motion of Councilwoman Rychlicki, seconded by Councilman Rothrock the following resolution was ADOPTED Aye- Pangrazio, Rychlicki, Rothrock, Anderson Nay- 0 Absent - Bickford
RESOLVED, that mileage is paid according to federal guidelines (\$0.56 per mile).

The Board agreed for Councilman Anderson to abstain from the vote because he is a committee member on the Youth Recreation Board.

RESOLUTION 11-2014

YOUTH FUND

On motion of Councilman Rothrock, seconded by Councilwoman Rychlicki the following resolution was ADOPTED Aye- Pangrazio, Rothrock, Rychlicki, Nay- 0 Abstain- Anderson Absent- Bickford
RESOLVED, that the Recreation-Youth Projects appropriation be paid as per budget in the amount of \$9,600.00.

RESOLUTION 12-2014

LIBRARY

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

RESOLVED, that the Library appropriation be paid as per budgeted in the amount of \$70,000.00.

RESOLUTION 13-2014

MUSEUM

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

RESOLVED, that the Museum appropriation be paid as per budgeted in the amount of \$2,300.00.

RESOLUTION 14-2014

DOG CONTROL

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

RESOLVED, that the Town of Caledonia contract with Livingston County for dog control.

RESOLUTION 15-2014

HIGHWAY REPAIR AUTHORIZATION

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

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

RESOLUTION 16-2014

HIGHWAY RULES & REGULATIONS FOR 2014

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

RESOLVED, that the Highway Rules & Regulations for 2014 be adopted.

RESOLUTION 17-2014

NON-HIGHWAY RULES & REGULATIONS FOR 2014

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

RESOLVED, that the Non-Highway Rules & Regulations for 2014 be adopted.

RESOLUTION 18-2014

TOWN ENGINEERS-CHATFIELD ENGINEERS

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

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

RESOLUTION 19-2014

ATTORNEY-JONES & SKIVINGTON

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

RESOLVED, that the Supervisor be authorized to retain the firm of Jones & Skivington, LLC for legal services.

RESOLUTION 20-2014

MEETING SCHEDULE FOR 2014

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

RESOLVED, that Regular Monthly Meetings of the Town Board be held the second Thursday of each month at 7:00 PM local time and in December a second meeting will be held at the end of the year to conduct any necessary year end business. All meetings will be held at the Town Hall, 3109 Main Street, Caledonia, NY.

RESOLUTION 21-2014
VOUCHER SIGNATURE

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

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 22-2014
EMERGENCY OPERATIONS PLAN & GENERAL OPERATING PROCEDURES FOR 2014

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

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

RESOLUTION 23-2014
ADOPTION OF REVISED HAZARDOUS MATERIALS EMERGENCY PLAN

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

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

RESOLUTION 24-2014
AUTHORIZING BLANKET UNDERTAKING

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

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

RESOLUTION 25-2014
CODE OF ETHICS POLICY

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

RESOLVED, that the Town of Caledonia Code Of Ethics Policy has been adopted for 2014.

RESOLUTION 26-2014
PROCUREMENT POLICY

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

RESOLVED, that the Town's Procurement Policy has been adopted for 2014.

RESOLUTION 27-2014
CREDIT CARD POLICY

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

RESOLVED, that Town of Caledonia Credit Card Policy has been adopted for 2014.

RESOLUTION 28-2014
CYBER SECURITY & COMPUTER SYSTEM BREACH NOTIFICATION POLICY FOR 2014

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

RESOLVED, that the Town's Cyber Security & Computer System Breach Notification Policy has been adopted for 2014.

RESOLUTION 29-2014

TIME IS OF THE ESSENCE

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

RESOLVED, that the Supervisor be authorized to handle any business where time is of the essence for utilities, postage, and freight.

RESOLUTION 30-2014

BUILDING PERMIT & ZONING FEE SCHEDULE

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

RESOLVED, that the new fee schedule for building permits and zoning fees be adopted. A copy of the fee schedule is available in the Town Office.

RESOLUTION 31-2014

ACCEPTABLE TRAINING OPTION CREDITS FOR PLANNING & ZONING BOARD MEMBERS

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

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 32-2014

OFFICIAL SALARY SCHEDULE FOR ALL ELECTED OFFICIALS AND EMPLOYEES AS WELL AS THE PAYMENT SCHEDULE FOR 2014

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

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 – 2014

<u>Position</u> – Paid on a monthly basis	<u>Salary per year</u>
Supervisor	\$ 13,500
Secretary to Supervisor	\$ 23,400
Town Clerk	\$ 30,598
Deputy Town Clerk	\$ 9,272
Vital Statistics Registrar	\$ 825
Town Board members (3)	\$ 3,915 ea.
Deputy Supervisor (if Town Board member)	\$ 4,142
Justices (2)	\$ 9,220(Riggs) \$ 7,800(McKay)
Justice Clerk	\$ 7,728
Assessor	\$ 21,574
Assessor Clerk	\$ 1,380
Historian	\$ 2,580
Code Enforcemt Officer/Bldg Safety Inspector	\$ 12,310 / \$55 per inspct
Highway Superintendent	\$ 59,741
	<u>Hourly wage</u>
Planning Board Clerk \$25.00 per mtg.	\$ 10.00
Zoning Board Clerk \$25.00 per mtg.	\$ 11.50

Recycle Attendant	\$ 14.00
Cemetery Attendant	\$ 10.25
Assessor's Aide	\$ 10.00

HIGHWAY WAGES – Paid Bi-Weekly

Hourly wage

Deputy Hwy Superintendent	\$ 22.22
M E O – (experienced full-time)	\$ 21.72
M E O – (1 st year full-time)	\$ 14.00
Seasonal Summer (part-time)	\$ 11.00
Seasonal Winter (part-time)	\$ 11.00

RESOLUTION 33-2014

AUTHORIZATION TO SPEND FUNDS FOR TRAINING CONFERENCES

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

RESOLVED, that the Town Board of the Town of Caledonia approves spending budgeted funds for training conferences for 2014.

AD HOC COMMITTEE ASSIGNMENTS

AUDIT

1. Pamela Rychlicki

PUBLIC SAFETY

1. Mark Schroeder
2. Tim Anderson

BUILDINGS/GROUNDS

1. Tim Anderson
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

Planning Board

Ken Estes – 7 Year Term 12/31/2020

Zoning Board of Appeals

Ed Schiedel – 5 Year Term 12/31/2018

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

Respectfully Submitted,

Laurie Sattora,
Town Clerk