

**Village Board Meeting Minutes
April 4, 2016**

The Village of Caledonia Board of Trustees held the Annual Organizational Meeting on Monday, April 4, 2016 at 6:30 p.m. at the Village Office.

Members Present: Mayor Debbie Davis, Deputy-Mayor Scott DiLiberto, Trustee Dorothy Grant-Fletcher, Jerry O'Donoghue and Polly Nothnagle.

Oath of Office – Mark Riggi was sworn in as Village Justice beginning his 24th year on the bench. Jerry O'Donoghue and Scott DiLiberto were sworn in as Trustees and will begin their 9th year as Village Trustees.

Appointments – a **motion** was made by Trustee Grant-Fletcher to approve Mayor Davis recommendations for Appointments; Trustee Nothnagle seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Scott DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle.

NAY: None

Deputy-Mayor	Scott DiLiberto
Clerk-Treasurer	Ann Marie Grattan
Tax Collector	Ann Marie Grattan
Deputy-Clerk Treasurer	Sandy Peterson
Village Attorney	Jim Coniglio/Ed Russell
Court Clerk	Julie Molisani
Police Chief	Dan Chapman
Code Enforcement Officer	Mike Murphy
Bingo Inspector	Mike Murphy
Crossing Guard	Val Kay
Recreation Chairperson	Betty McClenney
Recreation Director	Josh Shelton
Planning Board	Linda Ludlum
Board of Appeals	Steve McIlwaine
Acting Village Justice	Kyle MacKay
Water & Street Working Foreman	Chris Buckley
Registrar of Vital Statistics	Laurie Sattora
Deputy Registrar of Vital Statistics	Chris Binnert

Assignments – a **motion** was made by Trustee Grant-Fletcher to approve the following assignments; Trustee Nothnagle seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

Court Liaison	Dorothy Grant-Fletcher
County Planning Board Liaison	Scott DiLiberto
Police Liaison	Scott DiLiberto

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Town Board Liaison	Polly Nothnagle
Board of Appeals Liaison	Jerry O'Donoghue
Planning Board Liaison	Debbie Davis
Recreation Liaison	Polly Nothnagle
MacKay Park Liaison	Jerry O'Donoghue
DPW Liaison	Debbie Davis
Sign Vouchers-Bills/Bank Recs	Dorothy Grant-Fletcher
Fire Commissioners Liaison	Jerry O'Donoghue

A **motion** was made by Deputy-Mayor DiLiberto to approve the following:

Livingston County as the official newspaper
Bank of Castile and Five Star Bank as depositories
Mileage reimbursement as per federal rates, .54 per mile

Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

A **motion** was made by Deputy-Mayor DiLiberto to approve the Financial Officer Ann Marie Grattan to renew all CD's, payments of bonds, BANS, financial transactions and to prepay vouchers such as utilities, postage, insurance if due before the next meeting; Trustee O'Donoghue seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

2016-2017 Meeting Dates & Times: a **motion** was made by Trustee Grant-Fletcher to accept the meeting dates and times; Deputy-Mayor DiLiberto seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

April 12, 2016	6:30 p.m.
May 3, 2016	6:30 p.m.
May 31, 2016	4:00 p.m.
June 7, 2016	6:30 p.m.
July 5, 2016	6:30 p.m.
August 2, 2016	6:30 p.m.
September 6, 2016	6:30 p.m.
September 30, 2016	4:00 p.m.
October 4, 2016	6:30 p.m.
November 1, 2016	6:30 p.m.
December 6, 2016	6:30 p.m.

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January 3, 2017	6:30 p.m.
February 7, 2017	6:30 p.m.
March 7, 2017	6:30 p.m.
April 3, 2017	6:30 p.m.

A **motion** was made by Deputy-Mayor DiLiberto to approve the 2016-2017 Employee Handbook; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher and O'Donoghue

NAY: Trustee Nothnagle

A **motion** was made by Deputy-Mayor Nothnagle to approve the following Village Policies:

Code of Ethics, Capital Asset Control, Cellular Phone Use, Credit Card, Drug Free Workplace, Grievance, Harassment in the Work Place, Internet Use, Investigation for Fraud & Impropriety, Investment, Procurement, Travel & Conference, Wire

Trustee Dorothy Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

A **motion** was made by Trustee Nothnagle to approve the March 1, March 13, March 16 and March 29, 2016 Board Meeting Minutes; Deputy-Mayor DiLiberto seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

Bills were audited and ordered paid:

Abstract #517, General \$5,804.07 & Water \$766.88

Abstract #362, Water \$14,582.06

Abstract #518, General \$22,126.38 & Water \$614.57

Abstract #363, Water \$240.00

A **motion** was made by Trustee Grant-Fletcher to approve the bills paid; Trustee O'Donoghue seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

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Budget Transfers: a **motion** was made by Trustee Nothnagle to approve the following Budget Transfers; Trustee O'Donoghue seconded the motion.

A YE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

A1620.400 Village Building Cont \$ 1,463.92 from A9015.800 Police Retire
A7110.400 Parks Cont \$12.09 from A7110.100 Parks Pers
A8020.400 Planning Cont \$22.87 from A8010.400 Zoning Cont
A8560.100 Shade/Trees Pers \$1,155.16 from A7110.100 Park Pers

Ann Marie Grattan presented the Clerk Report for the month of March. Submitted were Budget Status Reports for General, Water and Trust & Agency Funds. A list of revenues and expenditures was presented along with the Financial Report and Department Reports for DPW, Police and Recreation. Also submitted was the annual water bond municipal bank wire transfer form. A **motion** was made by Deputy-Mayor DiLiberto to accept the report and the wire transfer submitted on 4/1/16; Trustee O'Donoghue seconded the motion.

A YE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

A **motion** was made by Deputy-Mayor DiLiberto to approve a water credit of \$129.50 to account 04-2518 for a misread water meter in January; Trustee O'Donoghue seconded the motion.

A YE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

Discussion regarding major water leaks at 2 homes. One invoice was for \$1,447 and the other \$2,167. A **motion** was made Deputy-Mayor DiLiberto to charge a 1% late fee charge on any unpaid balance and offer a \$200 monthly payment plan. 03-2125 & 04-2717. Trustee Grant-Fletcher seconded the motion.

A YE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

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The following resolution was offered by Deputy-Mayor DiLiberto with Trustee O'Donoghue moving for adoption:

WHEREAS, The New York State Employees' Retirement System requires that a standard workday be established for all elected and appointed officials for retirement reporting purposes, and

WHEREAS, The Village of Caledonia adopted a Resolution on April 4, 2016 establishing a standard workday for all elected and appointed officials, and

WHEREAS, The Village of Caledonia will hereby continue to establish the standard workday for all elected and appointed officials annually, now, therefore, be it

RESOLVED, that the Village of Caledonia hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked per month to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

<u>Elected Officials:</u>	<u>Standard Work Day Hours</u>	<u>Days Worked Month</u>	<u>Term Begins/Ends</u>
Village Justice	6 hours	2.22 days	04/04/16 to 04/03/20

<u>Appointed Officials:</u>	<u>Standard Work Day Hours</u>	<u>Days Worked Month</u>	<u>Term Begins/Ends</u>
Court Clerk	7 hours	14.28 days	04/04/16 to 04/03/20
Clerk-Treasurer	7 hours	20 days	04/07/14 to 04/06/18
Crossing Guard	6 hours	3.94 days	04/07/14 to 04/06/18
Working Foreman	8 hours	20 days	04/07/14 to 04/06/18
Acting Village Justice	6 hours	1 day	04/07/14 to 04/06/18
Police Chief	6 hours	11.00 days	04/07/14 to 04/06/18
Recreation Director	6 hours	0.50 days	04/07/14 to 04/06/18

Water turn-off's for non-payment. A motion was made by Deputy-Mayor DiLiberto to hold a Public Hearing on June 7, 2016 at 6:30 p.m. to amend Chapter 210-4 of the Village Code; Trustee O'Donoghue seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

§210-4 – Authority to Enforce - cutting off the supply of water to any user who fails to pay water rents for “three” consecutive payment periods will be amended to “two” consecutive payment periods.

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A **motion** was made by Trustee O'Donoghue to appoint Chatfield Engineers as the village official engineering firm; Trustee Nothnagle seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

Chief Chapman presented the Police Report for March. There were 72 service calls, 34 traffic tickets, four Town of Caledonia assists and seven arrests. Caledonia Police has been working with the management of the newly opened bowling alley on issues. An office and vehicle tour was given to the Tiger Den group of young children. Chief Chapman was recertified as a child safety seat technician and has been working with the village insurance company on policies and training. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee O'Donoghue seconded the report.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

Jamison Real Wood BBQ will be having a grand opening on Saturday, May 14th from 11 a.m. until 8 p.m. There will be live music, face paintings, balloon twisting and a free BBQ giveaway.

A **motion** was made by Trustee Nothnagle to approve CM Youth Baseball & Softball and CM Youth Football the use of Washburn and Tennent Parks; Trustee O'Donoghue seconded the motion. A certificate of insurance is pending from both organizations.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

Mill Street Culvert #2 – pending SEQR resolution, lead agency and negative declaration from village attorneys.

There being no further business, a **motion** was made by Trustee Grant-Fletcher to adjourn at 7:20 p.m.; Deputy-Mayor DiLiberto seconded the motion.

AYE: Mayor Davis, Deputy-Mayor DiLiberto, Trustee Grant-Fletcher, O'Donoghue and Nothnagle

NAY: None

Ann Marie Grattan
Village Clerk-Treasurer