

**Village Board Meeting Minutes**  
**April 1, 2019**  
**Organizational Meeting**  
**Budget Public Hearing**

**The Village of Caledonia Board of Trustees held the Annual Organizational Meeting and Budget Public Hearing on Monday, April 1, 2019 at 6:00 p.m. at the Village Office.**

**Members Present:** Mayor Scott DiLiberto, Deputy-Mayor Jerry O'Donoghue, Trustee Greg Boilard, Janet Cappotelli and Sarah Santora. Also present was Attorney Ed Russell, Water & Street Working Foreman Chris Buckley, Police Officer Jared Passamonte, Code Enforcement Officer Mike Burnside and MacKay Park Supervisor Barry Ganzhorn.

**Oath of Office:** Clerk-Treasurer Ann Marie Grattan administered the Oath of Office to Greg Boilard and Sarah Santora. Trustee Boilard's term is for 1 year; Trustee Santora's term is for 3 years.

**2019-2020 Budget Public Hearing:** Clerk-Treasurer Ann Marie Grattan read the legal notice posted in the Livingston County Newspaper. A **motion** was made by Trustee Cappotelli to open the Public Hearing at 6:05 p.m.; Trustee Boilard seconded the motion. AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora  
NAY: None

**Mayor DiLiberto detailed the Budgets:** The tax rate is reduced from 9.364% to 9.034%. Although the tax rate decreased the levy will increase \$19,023 mainly due to the re-assessment done every 4 years and building permits issued in 2018. Lehigh Street Project: \$40,000 from the Capital Reserve. CHIPS \$114,798. Total project cost \$186,171. General Appropriations include the 3<sup>rd</sup> & final payment for Police SUV \$11,058, Police ammunition, computer, tires \$4,000 & AED machine for \$1,300, new county tax software for Clerk \$3,000, Economic Development Façade/Sign Program - \$2,000, Big Springs Museum donation \$3,000 and the Waste Management contract is \$183,080. Recreation \$40,885. \$6,500 in revenue is received through donations (Penny Carnival, Breakfast w/Santa & trip admission costs). The Town of Caledonia donates \$10,200 bringing the total Village cost to run the program at \$24,185. Patching \$15,000, park rides \$2,000, a F150 Ford Pickup \$33,000 (Sale of blue F150 - \$15,000; final cost: \$18,000), a used Bucket Truck \$25,000 and LED fixtures for Business District \$2,100, sidewalk repairs \$5,000 and 10 new trees \$2,000. Water Appropriations include 75 new water meters \$14,250, water purchase from Monroe County Water \$210,284 and the State Street waterline bond payment of \$34,263. Property Taxes amount to \$967,300 and Water Revenues \$468,000. Other revenues include Court \$45,000, Public Safety \$49,350. For the School Resource officer \$47,150 and the Town of Caledonia pays \$2,200 for police coverage. Mortgage Tax is \$10,000, State Aid was cut to \$0, Sales Tax \$45,000, Utilities Gross Surcharge \$47,500, CFD rent \$16,800 and sweeping streets \$4,000.

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A **motion** was made by Deputy-Mayor O'Donoghue to approve Mayor DiLiberto's Appointments; Trustee Boilard seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

A. Deputy-Mayor	Jerry O'Donoghue
B. Tax Collector	Ann Marie Grattan
C. Clerk-Treasurer	Ann Marie Grattan
D. Deputy-Clerk Treasurer	Sandra Peterson
E. Village Attorney	Ed Russell
F. Court Clerk	Meg Donegan
G. Police Chief	Dan Chapman
H. Code Enforcement Officer	Mike Burnside
I. Crossing Guard	Val Kay
J. Recreation Chairperson	Betty McClenney
K. Recreation Director	Josh Shelton
L. Planning Board	Kristen Murphy
M. Board of Appeals	Patrick Talty
N. Board of Appeals	Vacant
O. Associate Village Justice	Kyle MacKay
P. Water & Street Working Foreman	Chris Buckley
Q. Registrar of Vital Statistics	Laurie Sattora
R. Deputy Registrar of Vital Statistics	Chris Binnert

A **motion** was made by Deputy-Mayor O'Donoghue to approve Mayor DiLiberto's Assignments; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

A. Court Liaison	Sarah Santora
B. County Planning Board Liaison	Sarah Santora
C. Police Liaison	Scott DiLiberto
D. Town Board Liaison	Greg Boilard
E. Board of Appeals Liaison	Sarah Santora
F. Planning Board Liaison	Janet Cappotelli
G. Recreation Liaison	Janet Cappotelli
H. MacKay Park Liaison	Greg Boilard
I. DPW Liaison	Jerry O'Donoghue
J. Vouchers-Bills/Bank Reconciliation	Scott DiLiberto
K. Fire Commissioners Liaison	Jerry O'Donoghue

A **motion** was made by Deputy-Mayor O'Donoghue to approve the Livingston County Newspaper as the official paper of the village, Bank of Castile and Five Star Bank as

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Depositories and mileage reimbursement at .58 per miles; Trustee Boilard seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to approve the Financial Officer to renew all CD's, payment of bonds, BANS, financial transactions and to prepay vouchers such as utilities, postage and insurance; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

A **motion** was made by Trustee Boilard to approve the 2019-2020 Meeting Dates & Times; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

- |                      |                       |
|----------------------|-----------------------|
| A. May 1, 2019       | 6:30 p.m. (Wednesday) |
| B. May 31, 2019      | 3:30 p.m. (Friday)    |
| C. June 4, 2019      | 6:30 p.m. (Tuesday)   |
| D. July 2, 2019      | 6:30 p.m. (Tuesday)   |
| E. August 6, 2019    | 6:30 p.m. (Tuesday)   |
| F. September 3, 2019 | 6:30 p.m. (Tuesday)   |
| H. October 1, 2019   | 6:30 p.m. (Tuesday)   |
| I. November 5, 2019  | 6:30 p.m. (Tuesday)   |
| J. December 3, 2019  | 6:30 p.m. (Tuesday)   |
| K. January 7, 2020   | 6:30 p.m. (Tuesday)   |
| L. February 4, 2020  | 6:30 p.m. (Tuesday)   |
| M. March 3, 2020     | 6:30 p.m. (Tuesday)   |
| N. April 6, 2020     | 6:00 p.m. (Monday)    |

A **motion** was made by Trustee Boilard to approve the Employee Handbook and policies; Deputy-Mayor O'Donoghue seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

- A. Employee Handbook
- B. Code of Ethics
- C. Capital Asset Control Policy
- D. Cellular Phone Use Policy
- E. Credit Card Policy

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- F. Drug Free Workplace Policy
- G. Grievance Policy
- H. Harassment in the Work Place Policy
- I. Internet Use Policy
- J. Investigation for Fraud & Impropriety Policy
- K. Investment Policy
- L. Procurement Policy
- M. Sexual Harassment Policy
- N. Travel & Conference Policy
- O. Wire Transfer Policy
- P. Narcan Policy

A **motion** was made by Deputy-Mayor O'Donoghue to approve the March 5<sup>th</sup> and March 10<sup>th</sup>, 2019 Board Meeting Minutes; Trustee Boilard seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

**Bills were audited and ordered paid:**

Abstract #435, Water \$19,526.71

Abstract #612, General \$3,785.73 & Water \$494.31

Abstract #314, T&A \$1,491.88

Abstract #436, Water \$780.39

Abstract #613, General \$48,339.02 & Water \$2,383.19

A **motion** was made by Deputy-Mayor O'Donoghue to approve the bills paid; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

**Linda White** - 3096 Main Street discussed a Bed & Breakfast in the upstairs of her building. Linda presented the Village of Caledonia Operating Permit Application form.

A **motion** was made by Deputy-Mayor O'Donoghue to schedule a Public Hearing on Wednesday, May 1, 2019 at 6:30 p.m.; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

**Clerk-Treasurer Ann Marie Grattan presented the March Clerk Report.** Submitted were Budget Status Reports for General, Water, Capital and Trust & Agency Funds, a list of revenues and expenditures, the Financial Report, Department Supervisors payroll and contractual expense reports and the Water Reconciliation Report. A **motion** was made by Trustee Boilard to accept the report; Trustee Cappotelli seconded the motion.

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AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to accept the Municipal Bank Wire Transfer from the Village Clerk; Trustee Boilard seconded the motion. Principal \$30,000

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

**Tax Cap override repeal** – remove from agenda.

**Standard Work Day and Reporting Resolution:** The following resolution was offered by Trustee Cappotelli with Trustee Boilard 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 1, 2019 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 DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

<b><u>Appointed Officials:</u></b>	<b><u>Standard Work Day Hours</u></b>	<b><u>Days Worked Month</u></b>	<b><u>Term Begins/Ends</u></b>
Court Clerk	7 hours	14.28 days	02/05/19 to 04/03/20
Deputy Clerk- Treasurer	6 hours	10.66 days	04/02/18 to 04/04/22
Crossing Guard	6 hours	03.91 days	04/02/18 to 04/04/22
Associate Village- Justice	6 hours	00.40 days	04/02/18 to 04/04/22
Recreation Director	6 hours	03.38 days	04/02/18 to 04/04/22

**Water & Street Working Foreman Chris Buckley** presented a verbal March DPW Report. A water leak on Main Street near Spring Street will be fixed on Tuesday. Water meters were read for April billing and new meters were installed. Trees were trimmed and salt was ordered for ice control. The new modern, standard stop signs were installed.

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The LED light conversion was completed at the Commons. There were numerous equipment repairs this month. A new 4-seat swing set was ordered. A **motion** was made by Trustee Boilard to accept the report; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

A **motion** was made by Trustee Cappotelli to amend the Water Department Current Rate Schedule to add "G". New Meter Replacement" to Field Service Charges; Trustee Boilard seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

D. New Meter Replacement: Any resident contacted to replace their existing meter with a new Orion meter has 30 days to do so. The Village Clerk's Office will mail letters. Failure to schedule an appointment within 30 days of the letter date will result in a \$25 penalty added on to each quarter billing until the meter is replaced.

**Police Officer Jared Passamonte presented the March Police Report.** There were 54 calls for service, 30 traffic tickets issued, two parking tickets, 10 Town of Caledonia assists, three accident reports and three arrests. Officer Estabrooks responded and was first on scene for an incident in the town involving a gun. There was a DOA at the Caledonia Apartments. The Drug Task Force is investigating two cases in the village and town. There was a larceny on Spring Street at the Ravich property. Caledonia Police escorted the Cal-Mum Basketball team to the monument to celebrate their Sectional victory. There was an arrest for criminal possession of controlled substance. There was a burglary on South Drive for \$300 cash stolen. A **motion** was made by Trustee Boilard to accept the report; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

**Police Officer Jared Passamonte presented the March School Resource Officer Report.** There were 20 requests for police services, five out of building assists, four classroom visits and one emergency drill. The SRO has begun the planning of the pre-prom DWI crash simulation. Also the SRO met with student/parent on sexting/child pornography laws. A domestic violence presentation was given to the health class. Police service requests included reviewing camera footage, possible weapon on the bus, possible missing student, drug and weapon investigations, student driving complaints, suspicious phone calls and assisting the principal with a student transport to school/home. A **motion** was made by Trustee Boilard to accept the report; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora NAY: None

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**Barry Ganzhorn presented the MacKay-Matthews Trail Park Report for March.**

All new signs and mailboxes were posted at the MacKay Park. The trail guides are in the mailboxes. Barry reported that 200 raccoons and books were ordered for the fundraiser. Next month Barry will have project profit figures. A **motion** was made by Trustee Cappotelli to accept the report; Deputy-Mayor O'Donoghue seconded the motion.  
AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora  
NAY: None

**Open Forum:** Steve Mitchell/John Cunningham – 2997 West Street. Thanked Chris Buckley for work performed; cold patched a pot hole and trimmed a tree. Also, discussed the vacant property located at 300 Leicester Street. The condition of the home is causing wild animals to lurk around the high grass. CEO Mike Burnside is in the processing of contacting the owner. A discussion regarding the Waste Management truck backing onto West Street and possibly dedicating the road to the village.

Mayor DiLiberto reminded the Village Board the Day of Caring with Cal-Mum Students is Wednesday, May 22<sup>nd</sup>.

A **motion** was made by Deputy-Mayor O'Donoghue to declare the Police Chiefs cell phone and the DPW bucket truck surplus property; Trustee Santora seconded the motion.  
AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora  
NAY: None

Trustee Cappotelli attended a meeting at the Wheatland Chambers in Scottsville and would like to join forces for a fundraiser. The Floating for our Future fundraiser would consist of 20 sponsors at \$250 each or small increments. The sponsor's tube down Oatka Creek on Saturday, June 22<sup>nd</sup> and donations would be set aside for park equipment. A Park Playground Committee would be formed to assist with the already developed fundraiser in Scottsville.

**Budget Public Forum:** No comments were made. A **motion** was made by Deputy-Mayor O'Donoghue to close the Public Hearing at 7:17 p.m.; Trustee Boilard seconded the motion.  
AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora  
NAY: None

Deputy-Mayor O'Donoghue offered the following resolution with Trustee Cappotelli moving for adoption:

**A RESOLUTION** to adopt the budget for the fiscal year commencing June 1, 2019 and ending with May 31, 2020, making appropriations for the conduct of Village

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government and establishing rates of compensation for officers and employees for such period;

**WHEREAS**, this board has met at the time and place as specified in the notice of public hearing on the preliminary budget and heard all persons desiring to be heard thereon:

**RESOLVED**, that the preliminary budget as set forth is hereby adopted and that several amounts stated in the column title "Adopted" in Schedule A1, Schedule F1 and Schedule H1, including the Schedule of Salaries and Wages for 2019-2020, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2019.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

A **motion** was made by Trustee Boilard to authorize Mayor DiLiberto to sign the North Meadows and Lehigh Street easements; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

There being no further business, a motion to adjourn was made by Deputy-Mayor O'Donoghue at 7:30 p.m.; Trustee Boilard seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Boilard, Cappotelli & Santora

NAY: None

Ann Marie Grattan  
Village Clerk-Treasurer