

**Village Board Meeting Minutes**  
**April 2, 2012**  
**Budget Public Hearing & Organizational Meeting**

**The Village of Caledonia Board of Trustees held a meeting on Monday, April 2, 2012 at 6:00 at the Village Office.**

**Members Present:** Mayor Joe Caluorie, Deputy-Mayor Scott DiLiberto, Trustee Steve Polo and Teresa Truman.

Clerk-Treasurer Ann Marie Grattan read the legal notice regarding the 2012-2013 Budget Public Hearing. A **motion** was made by Trustee Polo to open the Public Hearing at 6:02 p.m.; Deputy-Mayor DiLiberto seconded the motion.

AYE: Mayor Caluorie, Deputy-Mayor DiLiberto, Trustee Polo and Truman

NAY: None

Mayor Caluorie detailed the General, Water and Capital Budgets. There will be a 0% tax increase. Phase II of the East Avenue construction project will conclude the project at Armstrong Place. A village website will be developed. The Library Association has been reinstated back into the budget as a line item. The appropriation will be \$15,000. The museum will receive a \$500 increase bringing the appropriation to \$3,000. A new F150 Ford truck will be purchased. The old truck is a 2003 model and the village will be keeping it. Street patching and sidewalk repairs will continue. A new John Deere mower will be purchased with funds the DPW earned assisting Livingston County with a road project last summer. No cuts are being made to the Recreation Program. The garbage contract will be taken over by Waste Management in June. The annual fee is decreasing \$8,109. The water budget has a \$5 increase to the quarterly unit fee. The last \$5 increase was in 2003. The capital budget contains \$65,000 to pay for the first of four years of BANS on the Street Lighting Replacement Project.

A **motion** was made by Trustee Polo to approve the March 6, 2012 Board Minutes; Trustee Truman seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee Polo and Truman

NAY: None

**Bills were audited and ordered paid:**

Abstract #262 Water \$16,029.44

Abstract #408 General \$4,769.88, Water \$87.03

Abstract #409 General \$40,870.88, Water \$2,579.43

Abstract #263 Water \$1,421.40

Abstract #067 Capital \$348.00

A **motion** was made by Trustee Truman to approve the bills paid; Trustee Polo seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee Polo and Truman

NAY: None

**April 2, 2012**

**Village of Caledonia**

A **motion** was made by Deputy-Mayor DiLiberto to approve a payment to the NYS Comptroller's Office, \$6,894.50 for February fees; Trustee Polo seconded the motion  
AYE: Deputy-Mayor DiLiberto, Trustee Polo and Truman  
NAY: None

Court/trial venue change – tabled

A **motion** was made by Deputy-Mayor DiLiberto to approve the following Budget Amendments; Trustee Polo seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee Polo and Truman  
NAY: None

A2665 Sale of Equipment/A3120.400 Police Contractual \$400  
A2680 Insurance Recoveries/A1620.400 Building Contractual \$5,399.75

A **motion** was made by Trustee Polo to approve the following Budget Transfers; Trustee Truman seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee Polo and Truman  
NAY: None

F8330.400 Purification Cont \$120 from F1910.400 Unallocated Insurance  
A5110.100 Street Personnel \$3,440.04 from A5142.100 Snow Personnel  
A8560.100 Shade/Tree Personnel \$3,383.25 from A5142.100 Snow Personnel  
A1010.400 Board Contractual \$85.54 from A1420.400 Law Contractual  
A3120.130 P/T Police \$3,727.50 from A3120.120 Police Personnel  
A3120.400 Police Contractual \$1,220.50 from A3120.120 Police Personnel

**Ann Marie Grattan presented the Clerk-Treasurer Report for the month of March.**

The report included general and water revenues and expenses, Recreation, DPW and Police payroll and contractual budgets. Also submitted were the Water Adjustment Report, Financial Report and balance sheets for General, Water, Capital and Trust & Agency. A **motion** was made by Deputy-Mayor DiLiberto; Trustee Polo seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee Polo and Truman  
NAY: None

A **motion** was made by Trustee Truman to approve the Insufficient Funds return check fee of \$35; Trustee Polo seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee Polo and Truman  
NAY: None

The old fee was \$25. Five Star Bank is now charging \$35 for returned checks.

**Trustee Jerry O'Donoghue entered the meeting at 6:25 p.m.**

**April 2, 2012**

**Village of Caledonia**

**Police Chief Dan Chapman presented the Police Report for the month of March.**

There were 95 service calls, 48 traffic tickets issued, five town assists, 90 property checks, four accident reports, ten arrests, three warrants, one mental hygiene arrest and zero parking tickets. A **motion** was made by Trustee Truman to accept the report; Deputy-Mayor DiLiberto seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Deputy-Mayor DiLiberto to hire Michael Simpson as a cadet P/T Police Officer; Trustee O'Donoghue seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee O'Donoghue to approve Chief Chapman to obtain the Civil Service P/T Police List; Deputy-Mayor DiLiberto seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

**Tom Perkins Code Enforcement Report for the month of March was submitted and**

**read by Mayor Caluorie.** Permits were issued for a fence and shed. Violation notices were sent for parking in a front yard on Church Street, a collapsed brick wall on Park Place, an unsafe building on Main Street and an abandoned vehicle/no construction permit on Leicester Street. A **motion** was made by Trustee Polo; Trustee Truman seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

**Chris Buckley presented the DPW Report for the month of March.** Bacteria samples were both negative. 7,501,000 gallons of water was consumed. Tree trimming and cold patching continues. Catch basins were cleaned and equipment was serviced. Building repairs included the court clerk office and courtroom. A **motion** was made by Trustee O'Donoghue to accept the report; Trustee Polo seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee Polo to permit DPW Superintendent Chris Buckley to sign the FEMA Mutual Aid Agreements with LCWA; Trustee O'Donoghue seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

**April 2, 2012**

**Village of Caledonia**

A **motion** was made by Trustee Truman to rehire Steve Lauffer as a seasonal laborer at his existing pay rate of \$7.75; Trustee O'Donoghue seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue and Truman

NAY: None

Abstain: Trustee Polo

A **motion** was made by Trustee Truman to rehire Matt Heins as a seasonal laborer at his existing pay rate of \$7.25 per hour; Trustee O'Donoghue seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee O'Donoghue to approve the Amusement Permit for the Caledonia Fairgrounds Riding Club April 20<sup>th</sup> – August 4<sup>th</sup>; Trustee Polo seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee O'Donoghue to permit Mayor Caluorie to contact GV Web Marketing to discuss a village website; Trustee Truman seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

The Caledonia and Mumford Fire Departments will hold a 125<sup>th</sup> Anniversary Parade and Celebration on Saturday, July 21<sup>st</sup>, at 3 p.m. The parade will start at the school and end on Main Street in Mumford. The afternoon and evening will include food, events, demonstrations and a live band. The village board members were invited to attend as guests and will be joining the celebration.

**The 2012-2013 Budget Public Hearing Comment Period:**

Carol Nusbickel, town taxpayer, 672 Sylvan Ct – speaking on behalf of the Library Association, Carol thanked the village board for reinstating the library back into the budget as a line item. She also thanked them for the increase, discussed the library's financial year, fundraising and upcoming events.

No other comments were made from those in attendance.

A **motion** was made at 7 p.m. by Trustee O'Donoghue to close the Public Hearing; Trustee Polo seconded the motion.

AYE: Mayor Caluorie, Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo & Truman

NAY: None

**April 2, 2012**

**Village of Caledonia**

Trustee Truman offered the following resolution with Trustee O'Donoghue moving for adoption:

**A RESOLUTION** to adopt the budget for the fiscal year commencing June 1, 2012 and ending with May 31, 2013, making appropriations for the conduct of Village 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 2012-2013, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2012.

AYE: Mayor Caluorie, Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo & Truman

NAY: None

**Appointments** - Mayor Caluorie offered the following appointments:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| A. Deputy-Mayor                      | <u>Scott DiLiberto</u>         |
| B. Tax Collector                     | <u>Ann Marie Grattan</u>       |
| C. Clerk-Treasurer                   | <u>Ann Marie Grattan</u>       |
| D. Deputy-Clerk Treasurer            | <u>Nora Brunette</u>           |
| E. Village Attorney                  | <u>James Coniglio</u>          |
| F. Court Clerk                       | <u>Julie Molisani</u>          |
| G. Police Chief                      | <u>Dan Chapman</u>             |
| H. Code Enforcement Officer          | <u>Tom Perkins</u>             |
| I. Bingo Inspector                   | <u>Tom Perkins</u>             |
| J. Crossing Guard                    | <u>Valerie Kay</u>             |
| K. Recreation Chairperson            | <u>Betty McClenney</u>         |
| L. Recreation Director               | <u>Ashley Cummings</u>         |
| M. Planning Board                    | <u>Mary Catherine Hamilton</u> |
| N. Board of Appeals                  | <u>vacant</u>                  |
| O. Acting Village Justice            | <u>Gil Smith</u>               |
| P. Water/Street Working Foreman      | <u>Chris Buckley</u>           |
| Q. Registrar of Vital Statistics     | <u>Lori Sattora</u>            |
| R. Deputy Registrar Vital Statistics | <u>Gretchen Hartford</u>       |

**A motion** was made by Trustee O'Donoghue to approve the appointments; Trustee Truman seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

April 2, 2012

Village of Caledonia

**Assignments** - Mayor Caluorie offered the following assignments:

- |                                  |                         |
|----------------------------------|-------------------------|
| A. Court Liaison                 | <u>Teresa Truman</u>    |
| B. County Planning Board Liaison | <u>Steve Polo</u>       |
| C. Police Liaison                | <u>Scott DiLiberto</u>  |
| D. Town Board Liaison            | <u>Scott DiLiberto</u>  |
| E. Board of Appeals Liaison      | <u>Joe Caluorie</u>     |
| F. Planning Board Liaison        | <u>Joe Caluorie</u>     |
| G. Recreation Liaison            | <u>Jerry O'Donoghue</u> |
| H. MacKay Park Liaison           | <u>Steve Polo</u>       |
| I. DPW Liaison                   | <u>Jerry O'Donoghue</u> |
| J. Sign Vouchers                 | <u>Teresa Truman</u>    |
| K. Fire Commissioners Liaison    | <u>Joe Caluorie</u>     |

A **motion** was made by Trustee Polo to approve the assignments; Trustee O'Donoghue seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustees O'Donoghue, Polo and Truman.

NAY: None

A **motion** was made by Trustee Polo to approve the Livingston County Newspaper as the village official newspaper; Trustee Truman seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustees O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee Polo to approve the Bank of Castile and Five Star Bank as depositories; Deputy-Mayor DiLiberto seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustees O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee Polo to approve the Financial Officer to renew all CD's, payment of bonds, BANS, financial transactions and to prepay vouchers such as utilities, postage, LT Disposal and insurance, if due before the next board meeting; Deputy-Mayor DiLiberto seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustees O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee Polo to approve the 2012-2013 Meeting Dates & Times; Deputy-Mayor DiLiberto seconded the motion.

- |                      |                               |
|----------------------|-------------------------------|
| A. May 1, 2012       | 6:30 p.m.                     |
| B. May 31, 2012      | 3:30 p.m. (close fiscal year) |
| C. June 5, 2012      | 6:30 p.m.                     |
| D. July 3, 2012      | 4:00 p.m.                     |
| E. August 7, 2012    | 4:00 p.m.                     |
| F. September 4, 2012 | 6:30 p.m.                     |
| G. October 2, 2012   | 6:30 p.m.                     |
| H. November 6, 2012  | 6:30 p.m.                     |

**April 2, 2012**

**Village of Caledonia**

- I. December 4, 2012 6:30 p.m.
- J. January 8, 2013 6:30 p.m.
- K. February 5, 2013 6:30 p.m.
- L. March 5, 2013 6:30 p.m.
- M. April 1, 2013 6:00 p.m. (organizational meeting)

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

A **motion** was made by Trustee O'Donoghue to approve the following handbook and policies; Deputy-Mayor DiLiberto seconded the motion: Employee Handbook, Grievance Policy, Harassment Policy, Drug Free Work Place, Investigation for Fraud and Impropriety Policy, Procurement Policy and Investment Policy.

AYE: Deputy-Mayor DiLiberto, Trustees O'Donoghue, Polo and Truman

NAY: None

**Standard Work Day and Reporting Resolution**

The following resolution was offered by O'Donoghue with Deputy-Mayor DiLiberto 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 2, 2012 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.

<b><u>Elected 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>
Village Justice	6 hours	7 days	04/02/12 to 4/01/16
<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	6 hours	12 days	04/02/12 to 04/01/16
Clerk-Treasurer	7 hours	20 days	04/05/10 to 04/04/14
Crossing Guard	6 hours	5 days	04/02/12 to 04/01/13
Working Foreman	8 hours	20 days	04/02/12 to 04/01/13
Attorney	6 hours	1 day	04/02/12 to 04/01/13
Working Foreman	8 hours	20 days	04/02/12 to 04/01/13
Police Chief	6 hours	14 days	04/02/12 to 04/01/13

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

**April 2, 2012**

**Village of Caledonia**

There being no further business, a motion to adjourn was made at 7:30 p.m. by Trustee Polo; Trustee Truman seconded the motion.

AYE: Deputy-Mayor DiLiberto, Trustee O'Donoghue, Polo and Truman

NAY: None

Ann Marie Grattan  
Village Clerk-Treasurer