

Village Board Meeting Minutes
April 10, 2018
Organizational Meeting
Budget Public Hearing

The Village of Caledonia Board of Trustees held the Annual Organizational Meeting and Budget Public Hearing on Tuesday, April 10, 2018 at 6:00 p.m. at the Village Office.

Members Present: Mayor Scott DiLiberto, Deputy-Mayor Gerald O'Donoghue, Trustee Marjorie Byrnes, Janet Cappotelli and Gregory Boilard.

Oath of Office: Clerk-Treasurer Ann Marie Grattan administered the Oath of Office to Janet Cappotelli. Village Justice Mark Riggi administered the Oath of Office to Marjorie Byrnes.

Mayor DiLiberto sent a letter to the Livingston County Board of Elections resigning from his position as Village Trustee. Mayor DiLiberto would like to appoint Gregory Boilard to the vacant Trustee position. A **motion** was made by Deputy-Mayor O'Donoghue to accept Mayor DiLiberto's appointment of Gregory Boilard to fill the 2-year Trustee position; Trustee Byrnes seconded the motion.

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

NAY: None

Oath of Office: Clerk-Treasurer Ann Marie Grattan administered the Oath of Office to Gregory Boilard.

2018-2019 Budget Public Hearing – Clerk-Treasurer Ann Marie Grattan read the legal notice published in the official newspaper, The Livingston County News. A **motion** was made at 6:10 p.m. by Deputy-Mayor O'Donoghue to open the Public Hearing; Trustee Byrnes seconded the motion.

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

NAY: None

Mayor DiLiberto detailed the General and Water Budgets. The tax rate will remain at 9.364%. Although the tax levy increases \$12,289, the majority of that is Hardwood Manor on the tax roll for full value & assessment increases due to building permits completed in 2017. New assessments received from the Town Assessor do not go into affect until the September school bill. We will use \$17,400 from the General Equipment Reserve for payment #2 of the 2018 Ford Explorer Police SUV & a new plow for the DPW F-450 truck. Other appropriations will be the purchase of a Bobcat skid steer &

April 10, 2018

Village of Caledonia

snow blower \$51,000. \$20,000 is expected in revenue to offset the cost w/a trade or bidding out the old one. Patching roads \$15,000, crack filling roads \$10,000, street sign replacement \$5,000 and replacing the west side of the Hamilton fence \$6,000. The play areas \$8,200 for use zones will have engineered wood mulch, new boarder and geotextile paper. The Lehigh Street drainage project \$13,470. 10 new trees cost \$2,000. A hydraulic breaker (split ½ with town) is \$3,800. 75 new water meters cost \$14,250 and Monroe County Water purchase is \$201,000. The State Street waterline replacement Bond payment is \$34,788 and there are six remaining payments after this one. A new shop building is \$12,000 and new flooring at the Police Department and foyer is \$4,200. An on-site inspection & appraisal of all village assets is \$4,850. This is mandated by the state every 10 years. The Police ammuniton, computer and tires cost \$4,000. The Livingston County façade/sign program will continue \$2,000 and the Big Springs Museum donation is \$3,000. Recreation expenses & personnel are \$38,956. \$7,200 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 \$21,556. CHIPS revenue will be at \$0. Last year we received \$61,377. We will roll over what we would have received this year so it doubles for the following fiscal year to finish the reconstruction of Lehigh Street.

Appointments: A **motion** was made by Deputy-Mayor O’Donoghue to accept Mayor DiLiberto’s recommendations for appointments; Trustee Byrnes seconded the motion.
AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Boilard, Byrnes & Cappotelli
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 | Jim Coniglio/Ed Russell |
| F. Court Clerk | Julie Molisani |
| G. Police Chief | Dan Chapman |
| H. Code Enforcement Officer | Mike Murphy |
| I. Crossing Guard | Val Kay |
| J. Recreation Chairperson | Betty McClenney |
| K. Recreation Director | Josh Shelton |
| L. Planning Board | Jay Hunt |
| M. Board of Appeals | Bill Hughes |
| N. Associate Village Justice | Kyle MacKay |
| O. Water & Street Working Foreman | Chris Buckley |
| P. Registrar of Vital Statistics | Laurie Sattora |
| Q. Deputy Registrar of Vital Statistics | Chris Binnert |

April 10, 2018

Village of Caledonia

Assignments: a **motion** was made by Deputy-Mayor O'Donoghue to accept Mayor DiLiberto's recommendations for assignments; Trustee Boilard seconded the motion.

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

NAY: None

A. Court Liaison	Marjorie Byrnes
B. County Planning Board Liaison	Marjorie Byrnes
C. Police Liaison	Scott DiLiberto
D. Town Board Liaison	Greg Boilard
E. Board of Appeals Liaison	Marjorie Byrnes
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 village official newspaper, Bank of Castile and Five Star Bank as depositories and the Federal mileage reimbursement rate of .545 per mile.

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

NAY: None

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

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

NAY: None

A **motion** was made by Trustee Cappotelli to approve the 2018-2019 Meeting Dates & Times amending April 1, 2019 to start at 6 p.m.; Trustee Boilard seconded the motion.

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

NAY: None

A. May 1, 2018	6:30 p.m.
B. May 31, 2018	3:30 p.m.
C. June 5, 2018	6:30 p.m.
D. July 3, 2018	6:30 p.m.
E. August 7, 2018	6:30 p.m.
F. September 4, 2018	6:30 p.m.
H. October 2, 2018	6:30 p.m.

- I. November 6, 2018 6:30 p.m.
- J. December 4, 2018 6:30 p.m.
- K. January 8, 2019 6:30 p.m.
- L. February 5, 2019 6:30 p.m.
- M. March 5, 2019 6:30 p.m.
- N. April 1, 2019 6:00 p.m.

A **motion** was made by Trustee Boilard to approve the 2018-2019 Employee Handbook and Village Policies; Trustee Byrnes seconded the motion.

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

NAY: None

- A. Employee Handbook
- B. Code of Ethics
- C. Capital Asset Control Policy
- D. Cellular Phone Use Policy
- E. Credit Card Policy
- 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. Travel & Conference Policy
- N. Wire Transfer Policy

A **motion** was made by Deputy-Mayor O'Donoghue to approve the March 6th and March 9th Board Meeting Minutes; Trustee Cappotelli seconded the motion.

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

NAY: None

Bills were audited and ordered paid:

Abstract #581, General \$3,228.02 & Water \$334.48

Abstract #582, General \$2,055.28 & Water \$490.28

Abstract #415, Water \$15,674.69

Abstract #583, General \$57,776.49 & Water \$1,440.99

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

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

NAY: None

April 10, 2018

Village of Caledonia

A **motion** was made by Deputy-Mayor O'Donoghue to approve the following Budget Transfers; Trustee Byrnes seconded the motion.

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

NAY: None

A1440.400 Engineering \$78.75 from A5110.400 Streets

A1420.400 Law Contractual \$1,698 from A1990.400 Contingent

A3620.400 Safety \$27.13 from A1450.400 Elections

A8560.100 Shade/Tree Personnel \$1,904.78 from A7110.100 Parks Personnel

Clerk-Treasurer Ann Marie Grattan presented the March Clerk Report. Submitted were Budget Status Reports for General, Water, Capital and Trust & Agency Funds, the Financial Report, Department Supervisors Payroll and Contractual Expense Reports and the Water Reconciliation Report. Also the 2017 Fiscal Stress Report from the NYS Comptroller's Office was submitted for review. A **motion** was made by Deputy-Mayor DiLiberto to accept the report; Trustee Cappotelli seconded the motion.

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

NAY: None

State Street Water Bond payment of principal – a **motion** was made to accept Clerk-Treasurer's Ann Marie Grattan's wire transfer form for a payment of \$35,000 made on March 28, 2018; Trustee Boilard seconded the motion.

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

NAY: None

Standard Work Day and Reporting Resolution

The following resolution was offered by Deputy-Mayor O'Donoghue with Trustee Cappotelli 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 10, 2018 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, Byrnes & Cappotelli

NAY: None

April 10, 2018

Village of Caledonia

<u>Appointed Officials:</u>	<u>Standard Work</u>	<u>Days Worked</u>	<u>Term Begins/Ends</u>
	<u>Day Hours</u>	<u>Month</u>	
Court Clerk	7 hours	14.28 days	04/04/16 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
Code Enforcement Officer	6 hours	03.30 days	04/02/18 to 04/04/22
Village Attorney	6 hours	01.04 days	04/02/18 to 04/04/22

The DPW March Report was not presented tonight in the absence of Chris Buckley.

Local Law limiting vehicle weight limits – tabled

A **motion** was made by Deputy-Mayor O’Donoghue to declared the 2008 Bobcat and snow blower surplus property; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Boilard, Byrnes & Cappotelli

NAY: None

Barry Ganzhorn presented the March Matthews-MacKay Report. The balance in the Mackay account remains unchanged. The \$200 CMCS scholarship will be awarded in June. Barry welcomed the new village board members and will present more park information at the May meeting. A **motion** was made by Trustee Boilard to accept the report; Deputy-Mayor O’Donoghue seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Boilard, Byrnes & Cappotelli

NAY: None

Code Enforcement Officer Mike Murphy presented February and March CEO Report. Permits were issued for a demolition of a garage, a pole barn at the NY Bean Plant, a roof and porch. A denied permit was for a front yard shed. The owner was referred to the ZBA for a variance. 2926 Caledonia-Leroy Road has an unapproved church on premise. The board discussed with the village attorney options for rectifying the situation. A possible zoning change could be made if it doesn’t go against the 2003 Comprehensive Plan. The Medical Center at 3350 Brown Road is looking to expand and Sunset Construction on Lehigh Street is adding a new building. A **motion** was made by Trustee Cappotelli to accept the report; Trustee Boilard seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Boilard, Byrnes & Cappotelli NAY: None

April 10, 2018

Village of Caledonia

Budget Public Hearing open forum: no comments were made from those in attendance. A **motion** was made at 7:20 p.m. by Deputy-Mayor O'Donoghue to close the Public Hearing; Trustee Byrnes seconded the motion.

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

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

A RESOLUTION to adopt the budget for the fiscal year commencing June 1, 2018 and ending with May 31, 2019, 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 and Schedule F1, including the Schedule of Salaries and Wages for 2018-2019, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2018.

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

NAY: None

Chief Dan Chapman presented the March Police & SRO Reports. There were 82 calls for service, 36 traffic tickets issued, 10 Town of Caledonia assists and one accident report. Chief Chapman met with CMCS Superintendent Bob Molisani to review safety concern. Officer Mills has been assigned to work enforcement of traffic safety through a county grant. A child safety car seat check will be held April 21st at the Caledonia Fire Department from 10-2 p.m. The School Resource Officer Report includes 10 district requests for police services, four out-of-building assists, three classroom visits and two emergency drills. The SRO assisted the high school principal with an investigation involving vaping devices in school. There were several driving complaints from school staff and the community regarding student driving. A traffic ticket was issued for a passed school bus on Ida's Lane. Emergency lockdown drills were performed in all school buildings. The SRO met with the Transportation Director Ron Otto for a conference with an Ohio School District regarding bus safety drills and programs. The new ambulance service has been updated with district maps/protocols. The SRO Assisted the Leroy Police Department and Genesee County Drug Task Force regarding drug use on Gulf Road in the Town of Leroy. District requests included checking camera

April 10, 2018

Village of Caledonia

footage, possible missing students, phone scams, text harassment and request for ambulance services. A **motion** was made by Deputy-Mayor O'Donoghue to accept the reports; Trustee Boilard seconded the motion.

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

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to approve Caledonia-Mumford Youth Baseball and Softball use of Tennent & Washburn Parks from April 1, 2018 to July 20, 2018; Trustee Byrnes seconded the motion. A certificate of insurance was received.

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

NAY: None

Liquor License – a New York State Liquor Authority license application was received from the Breaking Bread, Inc./Cozy Kitchen. A copy was given to Chief Chapman.

New Business – Mayor DiLiberto discussed the United Way day of caring that Cal-Mum students participate in. Mayor DiLiberto has been in touch with a contact at the school to help organize the event. Also there is a County Community Caring Cleanup being held on April 21st and April 22nd. This is for adults, students and community leaders.

A **motion** was made by Deputy-Mayor O'Donoghue to authorize Mayor DiLiberto and Ed Russell to negotiate a Decommissioning Agreement with Bly Sky Towers, LLC. Trustee Boilard seconded the motion.

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

Executive Session – a **motion** was made at 7:45 p.m. by Trustee Byrnes to enter into Executive Session for legal purposes; Trustee Cappotelli seconded the motion.

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

NAY: None

After some discussion, a motion to close the Executive Session was made at 7:55 p.m. by Deputy-Mayor O'Donoghue; Trustee Cappotelli seconded the motion.

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

NAY: None

April 10, 2018

Village of Caledonia

A **motion** was made by Deputy-Mayor O'Donoghue to accept Janet Cappotelli's letter of resignation from the Recreation Commission; Trustee Boilard seconded the motion.

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

NAY: None

The meeting adjourned at 8 p.m.

Ann Marie Grattan
Village Clerk-Treasurer