

Village Board Meeting Minutes
April 5, 2021
Organizational Meeting
Budget Public Hearing

The Village of Caledonia Board of Trustees held the Annual Organizational Meeting and Budget Public Hearing on Monday, April 5, 2021 at 6:00 p.m. at the Village Office.

Members Present: Mayor Scott DiLiberto, Deputy-Mayor Jerry O'Donoghue, Trustee Dorothy Grant-Fletcher, Janet Cappotelli and Sarah Santora. Also present was Water & Street Working Foreman Chris Buckley and Police OIC Jared Passamonte.

2021 Budget Public Hearing – Clerk-Treasurer Ann Marie Grattan read the legal notice. A **motion** was made by Deputy-Mayor O'Donoghue to open the Budget Public Hearing at 6:00 p.m.; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

Mayor DiLiberto detailed the General and Water Budgets. The tax rate will go from 9.1% to 9.2%, increasing the Tax Levy \$30,882. This is a small increase to village residents. The majority of the tax revenue increase is due to 4 new homes on the tax roll at full value. Water rates will not change and we will review Monroe County rates again in January 2022. General Appropriations include payment #2 for the new police SUV \$11,338, 2 new lawn mowers, Economic Development Façade/Sign Program \$2,000, Big Springs Museum donation \$3,000 & the Waste Management contract is \$198,245. The Recreation Program will return this summer. Water Appropriations include 75 new water meters \$19,125 and the State Street waterline replacement Bond payment \$38,044. The village is waiting to hear about the water grant we applied for, \$162,000.

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

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

Deputy-Mayor	Jerry O'Donoghue
Tax Collector	Ann Marie Grattan
Clerk-Treasurer	Ann Marie Grattan
Deputy Clerk-Treasurer	Chris Lauffer
Village Attorney	Edmund Russell
Court Clerk	Meg Donegan
Police OIC	Jared Passamonte
Code Enforcement Officer	Mike Burnside
Crossing Guard	Valerie Kay
Recreation Chairperson	Betty McClenney

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Recreation Director	Josh Shelton
Planning Board Chairperson	Rhett Clark
Planning Board	Linda Ludlum
Board of Appeals	2 vacant positions
Board of Appeals Chairperson	Patrick Talty
Associate Village Justice	Kyle MacKay
Water & Street Working Foreman	Chris Buckley
Registrar of Vital Statistics	Seth Graham
Deputy Registrar of Vital Statistics	Christine Binnert

Assignments/Liaison's – a **motion** was made by Trustee Cappotelli to approve Mayor DiLiberto's Assignments; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

Court Department	-	Trustee Santora
County Planning Board	-	Trustee Santora
Police Department	-	Mayor DiLiberto
Town Board	-	Trustee Grant-Fletcher
Board of Appeals	-	Trustee Santora
Planning Board	-	Trustee Cappotelli
Recreation Department	-	Trustee Cappotelli
MacKay Park	-	Trustee Grant-Fletcher
Department of Public Works	-	Deputy-Mayor O'Donoghue
Caledonia Fire Commission	-	Deputy-Mayor O'Donoghue
Vouchers-Bills	-	Trustee Grant-Fletcher
Bank Reconciliation	-	Mayor DiLiberto

A **motion** was made by Trustee Santora to approve the Livingston County Newspaper as the Official Newspaper, Five Star & Bank of Castile Banks as depositories and the 2021 federal mileage rate of reimbursement .56 per mile; Deputy-Mayor O'Donoghue seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

Meeting Dates – a **motion** was made by Trustee Grant-Fletcher to approve the 2021-2022 Meeting Dates & Times; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

May 04, 2021	6:30 p.m.
May 28, 2021	3:30 p.m.
June 01, 2021	6:30 p.m.

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July 06, 2021	6:30 p.m.
August 03, 2021	6:30 p.m.
September 07, 2021	6:30 p.m.
October 05, 2021	6:30 p.m.
November 02, 2021	6:30 p.m.
December 07, 2021	6:30 p.m.
January 04, 2022	6:30 p.m.
February 1, 2022	6:30 p.m.
March 1, 2022	6:30 p.m.
April 04, 2022	6:00 p.m.

A **motion** was made by Trustee Cappelletti to approve the 2021 Employee Handbook and Village Policies; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappelletti, Grant-Fletcher & Santora.

NAY: None

Employee Handbook, Code of Ethics, Capital Asset Control Policy, Cellular Phone Use Policy, Credit Card Policy, Covid19 Moratorium Policy, Drug Free Workplace Policy, Fund Balance Policy, Grievance Policy, Harassment Policy, Internet Use Policy, Investigation for Fraud & Impropriety Policy, Investment Policy, Police Reform & Reinvention Collaborative Process, Public Employer Health Emergency Plan, Procurement Policy, Records Retention Policy, Sexual Harassment Policy, Travel & Conference Policy, Wire Transfer Policy, Narcan Policy and Workplace Protection Policy.

Trustee Santora discussed the park grant on hold until the State budget is passed. Soon the village will have preliminary conversations about specifics of the grant project. Trustee Santora will work with Chris Buckley and businesses/clubs on the signage in the village. The signs have become faded over time and need to be painted. Village website – tabled.

Marijuana Legalization – Governor Cuomo signed into law on March 31, 2021 the Marijuana Regulation and Taxation ACT. The sale of adult-use cannabis will be regulated by the State and not expected until late 2022. NYCOM has sent information regarding future webinars hosted by NYCOM counsels. Discussions will include opting out of retail cannabis sales, the role the local governments will have, law enforcement, etc.

Recreation – Director Josh Shelton and Chairperson Betty McClenney provide a list of Recreation employees for this summer. A **motion** was made by Trustee Santora to hire as Park Supervisors Seth Toland and Josh Shelton and hire as Park Aids Grace Walker, Montgomery Kessler, Taylor Mills and Sebastian Kresge, at \$12.50 per hour. Josh's pay is bundled together with his Director pay; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappelletti, Grant-Fletcher & Santora.

NAY: None

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Water & Street Superintendent Chris Buckley presented the March DPW Report.

6,289,000 gallons of water was pumped and samples tested negative. Remote water meters continue to be installed. 21 stake outs were performed. Street sweeping has started and clean-up of plow damage. The new 6-wheel Mack truck is due in this week. Parks will be open and the Hamilton Park bathroom improvements are complete. 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 Cappotelli, Grant-Fletcher & Santora.

NAY: None

A **motion** was made by Trustee Santora to accept Tom Buckley's letter of resignation effective April 29, 2021; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

Police OIC Jared Passamonte presented the March SRO and Police Reports. The SRO Report includes 15 requests for police service, 13 out-of-building assists, 11 classroom visits and two emergency drills. There were three traffic stops with three tickets issued. Assisted NYSP with a follow up to a sexual assault report. Other duties include medical event on bus at the high school, motor vehicle accident in the parking lot, assisting the Pavilion SRO, a suspicious person on campus, stand by during a student suspension and assisting the Middle School Principal after hours. The Police monthly report includes 74 calls for service, three parking tickets, 17 traffic tickets, seven Town of Caledonia assists and one arrest. There were several fraud complaints regarding NYS unemployment papers being sent by mail. Another fraud complaint was a suspect stating he was a Caledonia Police Officer. There was a house fire at 4306 Avon-Caledonia Road and Officer Dan Chapman was first on scene to assist. There was a DOA on Grant Circle at the group home. Caledonia Marketplace had a fraud complaint, several loose dog complaints and assisted LeRoy PD locate a person. Tenant Park has had several incidents including a fire being set, damage to the pavilion, flipping tables over, light bulbs removed, kids on the roof. OIC Passamonte asked the Village Board to consider surveillance cameras. A **motion** was made by Trustee Grant-Fletcher to accept the report; Deputy-Mayor O'Donoghue seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

A **motion** was made by Trustee Santora for the village to sponsor Hudson Vasile for the Police Academy at Alfred State College; Deputy-Mayor O'Donoghue seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

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Mayor DiLiberto read the Code Enforcement Report for March. Permits were issued for a garage, pool, shed, fence, deck and roof. Construction inspections continue at three locations. Certificate of Occupancy's were issued for an addition, two fences and a generator. Attending Planning Board meetings for the sale of 1 Technology Place, a car repair shop at 3200 State Street and a day care at 2980 Main Street. A **motion** was made by Trustee Cappotelli to accept the report; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora.

NAY: None

Clerk-Treasurer Ann Marie Grattan presented the March Clerk Report. Submitted were Budget Status Reports for General, Water, Capital, Trust & Agency and CD Special Grants Funds, a list of revenues and expenditures, the Financial Report and the Water Reconciliation Report. Department Supervisors received their Payroll & Contractual Reports. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Cappotelli seconded the motion.

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

NAY: None

A **motion** was made by Trustee Cappotelli to approve the Clerk-Treasurer's Bank Wire Transfer of \$35,000 for the State Street Water bond principal payment; Trustee Santora seconded the motion.

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

NAY: None

Bills were audited and ordered paid:

Abstract #672-3, General \$6,560.53 & Water \$959.24

Abstract #484-5, Water \$20,815.39

Abstract #674, General \$109,499.89 & Water \$19,947.00

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

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

NAY: None

Budget Transfers: a **motion** was made by Trustee Grant-Fletcher to approve the following Budget Transfers; Deputy-Mayor O'Donoghue seconded the motion.

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

NAY: None A1325.400 Clerk Treasurer Cont \$375.21 from A1410.110 Deputy CT Pers
A7310.100 Recreation Personnel \$565.42 from A1990.400 Contingent
F1440.400 Engineering \$2,500 from F1990.400 Contingent
F8310.400 Water Admin \$141.32 from F8310.100 Water Admin Pers

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Budget Public Hearing Comment Period – no members of the public attended tonight’s meeting. A **motion** was made by Deputy-Mayor O’Donoghue to close the Public Hearing at 7:20 p.m.; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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

A RESOLUTION to adopt the budget for the fiscal year commencing June 1, 2021 and ending with May 31, 2022, 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. Salaries and Wages for 2021-2022, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2021.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Cappotelli, Grant-Fletcher & Santora

NAY: None

A **motion** was made by Deputy-Mayor O’Donoghue to approve Mayor DiLiberto to sign the 2021 Downtown Partnership Program; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

2021 Tax Warrant: a **motion** was made by Trustee Santora to approve the 2021 Tax Warrant; Deputy-Mayor O’Donoghue seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora NAY: None

Property Tax Levy	\$1,018,085.00
For the General Fund (Prorates):	\$ 1,397.70
For the Water Fund (Unpaid Water):	\$ 0.00
Being for all purposes a total amount :	\$1,019,482.70

There being no further business, Deputy-Mayor O’Donoghue made a motion to adjourn at 7:30 p.m.; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O’Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Ann Marie Grattan - Village Clerk-Treasurer