

Village Board Meeting Minutes
February 7, 2023

The Village of Caledonia Board of Trustees held a meeting on Tuesday, February 7, 2023 at 6:30 p.m. at the Village Office.

Members Present: Mayor Scott DiLiberto, Trustee Janet Cappotelli, Dorothy Grant-Fletcher and Sarah Santora. Also present Working Foreman Chris Buckley, Code Enforcement Officer Mike Burnside, Officer-in-Charge Jared Passamonte and Village Attorney Ed Russell. Absent: Deputy-Mayor Jerry O'Donoghue.

A **motion** was made by Trustee Grant-Fletcher to approve the January 3, 2023 Board Meeting Minutes; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Public Hearing Local Law #1-2023 – Property Tax Levy. Clerk-Treasurer Ann Marie Grattan read the legal notice posted in the Livingston County Newspaper. A **motion** was made by Trustee Grant-Fletcher to open the Public Hearing at 6:32 p.m.; Trustee Cappotelli seconded the motion. Mayor DiLiberto explained the law is passed each year to allow the Village to override the property tax cap if necessary.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Open Forum: n/a

Mayor DiLiberto Report: the Livingston County Economic Development Department will meet with the Village Trustees to discuss the Main Street grant program on Tuesday, February 21st at 7 pm. The Trout Festival planning is underway and will have more vendors this year plus antique fishing equipment for sale. The mayor will be attending the Fireman's award ceremony on Saturday, February 11th. A **motion** was made by Trustee Santora to schedule a special meeting for Tuesday, February 21st, at 7 pm, to meet with the LCED; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Recreation Chairperson, Betty McClenney – discussed Director, Josh Shelton's intent to resign on March 31st. The Recreation Commission interviewed for a replacement and recommends dividing the job into 2 Recreation Director part-time positions. Grace Walker would be Recreation Director as would Ashley Cornwell. Grace will be responsible for the summer park program, planning and supervising; Ashley for the Penny Carnival and winter youth events. A **motion** was made by Trustee Cappotelli to hire Grace Walker as a part-time Recreation Director effective on April 1, 2023; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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A **motion** was made by Trustee Cappotelli to hire Ashley Cornwell as a part-time Recreation Director effective on June 1, 2023; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A discussion continued with Betty McClenney, Recreation Chairperson, over the length of the program (6.3 weeks) and hours of operation (9-4 pm). Mayor DiLiberto asked that the Commission discuss rates of pay for the new Director positions, keeping in mind it should go down from Josh Shelton's current rate of \$7,200. With inflation and increases within the budget, ways to reduce expenditures should be considered. Whether that be by cutting a staff member, or changing the weeks open or hours of operation or charging a one-time registration fee. Mayor DiLiberto asked that the Commission consider some of the suggestions mentioned to keep the program viable.

Trustee Reports: Trustee Cappotelli discussed the Park Revitalization next meeting will be in March to further discuss renovation plans/fundraising. Trustee Santora discussed a new grant the Livingston County Economic Development department has, that she will review and apply to. Also she congratulated the Caledonia Police Department for the Excellence in Student Services Award they received, in regards to school safety programs.

Code Enforcement Officer Mike Burnside presented the January CEO Report. A permit was issued for a generator on Middle Road. Construction inspections continue at 1 Technology Place and 3108 Main Street. Certificate of Occupancy and Completions were issued for a window project, a shed, an antenna project, and two additions. An elevator complaint was received; service performed and inspection complete on January 20, 2023. Mike completed the annual US Census Data Report and had a phone interview with the DEC regarding Flood Plains. A **motion** was made by Trustee Santora to accept the report; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Clerk-Treasurer Ann Marie Grattan presented the January Clerk Report. Submitted were Budget Status Reports for General, Water, Capital and Trust & Agency Funds, a list of revenues and expenditures, the Water Credit Report and the Financial 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, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Santora to approve a Budget Amendment to A2260 Public Safety & A3120.130 PT Police Personnel \$300; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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A **motion** was made by Trustee Santora to refund Dale Phillips, 3086 Mill Street, \$1,500 for a water tapping fee; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Water Rate Increase: LCSWA 2023 new rates are as follows: the 4" meter per day charge will increase from \$6.03 to \$6.50. The per thousand rates will increase from \$2.47 to \$2.55. A **motion** was made by Trustee Grant-Fletcher to increase the per thousand village rates from \$6.60 to \$6.70 and increase the Caledonia Iroquois CP, LLC per thousand village rates from \$9.85 to \$9.95, effective February 7, 2023; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

The Village software used for accounting purposes: Accounts Payable, General Ledger and Payroll, purchased in 2001 will soon become obsolete with Windows 11. Harris Computers currently is the provider of Impact32 accounting software and Flexbill water software. The new accounting software, Spectrum, is compatible with the Flexbill software converted in 2014. A **motion** was made by Trustee Cappotelli to approve Mayor DiLiberto to sign the agreement to purchase the new software from Harris Computers, \$20,513 conversion/setup/training, annual maintenance/support is \$2,840.66; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Cappotelli to approve Mayor DiLiberto to sign the Probationary Report for Officer McKaylee Cross as Satisfactory/Retain; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

OIC Jared Passamonte presented the January Police Report. There were 65 calls for service, seven Town of Caledonia assists, three motor vehicle accidents, two mental health incidents, 15 traffic tickets issued and two arrests. There is an ongoing investigation for a child abuse case with the Bivona Child Advocacy Center. The Caledonia PD has attended several custody exchanges as a peacekeeper for a home on Park Place. The PD assisted the Monroe County Sheriff's with an abandoned vehicle and there was a juvenile incident on Center Street. An issue was resolved with a vehicle on State Street that violated the snow ordinance. There were two mental health incidents and three firearms removed for a residence. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

School Resource Officer Mike Burnside presented the January SRO Report. There were 27 district requests for police services, six out of building assists, one juvenile criminal case cleared,

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six classroom assists and two emergency drills. One traffic ticket was issued for one stop. There was an investigation in the high school for the smell of marihuana. The investigation of stolen property resulted in an employee's resignation. The SRO attended the countywide SRO meeting. The SRO presented CRASE training for school staff and attended the suicide prevention task force meeting. The elementary school safety assessment was complete. A student threat resulted in a home visit to the family. A welfare check of a student was conducted. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Water and Street Superintendent Chris Buckley presented the January DPW Report.

7,413,000 gallons of water was used and samples were both negative. The GIS mapping of the water system continues; all main valves are complete with curbstops being worked on now. Seven stake outs were performed and remote meters continue to be installed. 40 tons of salt has been used to date and Christmas trees have been picked up. The village crew worked for the county on River Road. The new step van is set up with the tools and inventory. The old step van was sold at auction. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Bills were audited and ordered paid:

Abstract #525, Water \$80.00

Abstract #728, General \$19,074.96 & Water \$885.61

Abstract #729, General \$3,346.85 & Water \$1,030.26

Abstract #730, General \$33,229.82 & Water \$2,686.46

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

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Grant-Fletcher to schedule Budget Workshops on February 26, 2023 and March 5, 2023 at 9 a.m.; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Grant-Fletcher to schedule the Organizational Meeting for Monday, April 3, 2023 at 6:00 p.m.; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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A **motion** was made by Trustee Santora to schedule the Budget Public Hearing for Monday, April 3, 2023 at 6:00 p.m.; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Public Hearing Comment Period – no comments. A **motion** was made by Trustee Cappotelli to close the Public Hearing at 7:55 p.m.; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Resolution and order enacting Local Law #1-2023: the following resolution was offered by Trustee Cappotelli with Trustee Grant-Fletcher moving for adoption:

WHEREAS, a resolution was duly adopted by the Board of Trustees of the Village of Caledonia on January 3, 2023 for a Public Hearing to be held on February 7, 2023 at the Caledonia Village Hall, 3095 Main Street, Caledonia, New York, to hear all interested parties on a proposed Property Tax Levy Local Law.

WHEREAS, notice of said public hearing was duly advertised in the Livingston County Newspaper, the official newspaper of said Village of Caledonia, and

WHEREAS, said public hearing was duly held on February 7, 2023 at the Caledonia Village Hall, 3095 Main Street, Caledonia, New York, and all parties in attendance were permitted an opportunity to speak on behalf or in opposition to the Proposed Local Law, or any part thereof, and

WHEREAS, the Board of Trustees, after due deliberation, finds it in the best interest of said Village to adopt Local Law No. 1-2023.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Caledonia hereby adopts said Local Law No. 1 of 2023 a Local Law authorizing a property tax levy in excess of the limited established in General Municipal Law §3-c.

RESOLVED, that the Village Clerk is hereby directed to enter said Local Law in the minutes of this meeting and in the Local Law Code Book of the Village of Caledonia, and to give due notice of the adoption of said Local Law to the Secretary of State.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

There being no further business, the meeting adjourned at 8 p.m.

Ann Marie Grattan
Village Clerk-Treasurer