

**Village Board Meeting Minutes**  
**April 7, 2025**  
**Organizational Meeting**  
**Budget Public Hearing**

**The Village of Caledonia Board of Trustees held the Annual Organizational Meeting and Budget Public Hearing on Monday, April 7, 2025 at 6:00 p.m. at the Village Office.**

**Members Present:** Mayor Scott DiLiberto, Deputy-Mayor Janet Cappotelli, Trustee Dean Manley, Trustee Sarah Santora and Chris Terborg. Also in attendance: Police OIC Jared Passamonte, Code Enforcement Officer Mike Burnside, Working Foreman Chris Buckley and Village Attorney Ed Russell.

A **motion** was made by Trustee Terborg to approve the March 4, 2025 Board Meeting Minutes; Trustee Manley seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

**Budget Public Hearing:** Clerk-Treasurer Ann Marie Grattan read the legal notice for the 2025-2026 General and Water Budgets. A **motion** was made by Deputy-Mayor Cappotelli to open the Budget Public Hearing; Trustee Terborg seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

**Mayor DiLiberto:** The tax rate will remain the same at 7.653%. The tax levy increase is \$14,563 mainly due to utility property assessment increases and building permits issued. The General Budget is \$1,658,720 - Water Budget \$532,161. Mayor DiLiberto stated there were many increases to insurance, NYS Retirement, fuel costs, etc.

A **motion** was made by Trustee Manley to approve Mayor DiLiberto Appointments; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

Tax Collector	Ann Marie Grattan
Clerk-Treasurer	Ann Marie Grattan
Deputy-Clerk Treasurer	Patricia Riggi
Village Attorney	Edmund Russell
Deputy-Mayor	Janet Cappotelli
Court Clerk	Margaret Donegan
Police OIC	Jared Passamonte
Code Enforcement Officer	Michael Burnside
Code Enforcement Officer	Dave Tytler
Crossing Guard	Valerie Kay
Recreation Chairperson	Betty McClenney
Recreation Director	Johanna Knickerbocker
Planning Board	Rhett Clark

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Board of Appeals	Christopher Cappotelli
Associate Village Justice	Kyle MacKay
Water & Street Working Foreman	Christopher Buckley
Registrar of Vital Statistics	Seth Graham
Deputy Registrar of Vital Statistics	Christine Binnert

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

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

Clerk-Treasurer Liaison	Scott DiLiberto
Code Enforcement Liaison	Scott DiLiberto
Department of Public Works Liaison	Scott DiLiberto
Police Department Liaison	Scott DiLiberto
Court Liaison	Dean Manley
Fire Commission Liaison	Dean Manley
Board of Appeals Liaison	Sarah Santora
County Planning Board Liaison	Sarah Santora
Town Board Liaison	Janet Cappotelli
Planning Board Liaison	Janet Cappotelli
Recreation Liaison	Chris Terborg
MacKay Park Liaison	Chris Terborg

A **motion** was made by Deputy-Mayor Cappotelli to make the Livingston County Newspaper the Official Newspaper for village, the mileage reimbursement rate .70 and Depositories are Five Star Bank and Tompkins Community Bank; Trustee Terborg seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Trustee Terborg to approve the Financial Officer to renew all CD's, payments of bonds, BANS, financial transactions and to pay vouchers if due before the next meeting.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Trustee Manley to approve the 2025-2026 Meeting Dates & Times; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

May 6, 2025	6:00 p.m.
May 29, 2025	3:30 p.m.
June 3, 2025	4:00 p.m.
July 1, 2025	4:00 p.m.
August 5, 2025	4:00 p.m.
September 2, 2025	6:00 p.m.

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October 7, 2025	6:00 p.m.
November 4, 2025	6:00 p.m.
December 2, 2025	6:00 p.m.
January 6, 2026	6:00 p.m.
February 3, 2026	6:00 p.m.
March 3, 2026	6:00 p.m.
April 6, 2026	6:00 p.m.

A **motion** was made by Trustee Terborg to approve the 2025 Employee Handbook and Policies; Trustee Manley seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

- 2025 Employee Handbook
- Code of Ethics
- Capital Asset Control Policy
- Cellular Phone Use Policy
- Credit Card Policy
- Drug Free Workplace Policy
- Fund Balance Policy
- Grievance Policy
- Internet Use Policy
- Investigation for Fraud & Impropriety Policy
- Investment Policy
- Naloxone Policy (Police only)
- Police Reform & Reinvention Collaborative Process
- Public Employer Health Emergency
- Procurement Policy
- Records Retention Policy
- Sexual Harassment Policy
- Workplace Violence Policy
- Workplace Harassment Policy
- Travel & Conference Policy
- Wire Transfer Policy (Clerk only)

**Open Forum:** Alan Garrett discussed how to get more information out to the public regarding the Tree Board. The village can use social media and create a Tree Board link on the village website. Girl Scouts Leader Katie Allen would like to get the girl scouts involved a village clean up. Alan Garrett suggested they help with a project at Tennent Park he is working on.

**Mayor Reports:** Discussed the New York Park Grant recently released. Mayor DiLiberto is working with Michael Cocquyt from Labella Associates for round 2 of the grants. There is work involved with SEQR that pushes us to the next round of applications. Mayor DiLiberto and DPW Foreman Chris Buckley had a meeting with the Department of Transportation, Congresswoman Claudia Tenney's office and Senator Pamela Hemmings office regarding the

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business District on Main and State Street. Items discussed were drainage, curbs, accessibility for the steps, standing water and new curbs.

**Trustee Reports:** Trustee Santora will apply for the 2025 First Impressions Grant and follow up with Louise Wadsworth on a possible kiosk at Monument Park. Trustee Cappotelli inquired on Washburn Park upgrades/projects. The 2025-2026 Budget does not have any upgrades/projects in it. Chris Buckley will restripe the courts and install new nets. Next years budget will include upgrades to the courts. The construction of the new pavilion at Washburn Park is underway. Clerk-Treasurer Ann Marie Grattan suggested a deposit be made into the Park Capital Reserve at fiscal year-end dependent upon available fund balance.

**Clerk Treasurer Ann Marie Grattan presented the March Clerk Reports.** Reports presented include the Clerk Status Report, Treasurer Summary Report, Water Reconciliation Report, Water Credit Report and General/Water balance sheets, statement of revenue & expenditures and the general ledger. A **motion** was made by Trustee Terborg to accept the reports; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Deputy-Mayor Cappotelli to approve the following Budget Transfers; Trustee Manley seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

TO	FROM	AMOUNT
AA1410.100 Deputy Clerk Personnel	AA1990.400 Contingent	\$4,264.05
AA8560.100 Shade/Tree Personnel	AA5142.100 Snow Personnel	\$7,033.00
AA7550.400 Celebrations	AA5110.100 Street Personnel	\$573.20
AA1325.200 Clerk Equipment	AA1325.400 Clerk Contractual	\$78.94

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

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

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REVENUE	EXPENDITURE	AMOUNT
AA3089 State Court Grant	AA1110.400 Court Contractual	\$2,115.75 +
AA3910 State Aid Conservation Program	AA8560.400 Shade/Tree Contractual	\$1,505.60 -

**CEO Mike Burnside presented the March CEO Report.** Permits were issued for a rooftop solar panel, an in-ground pool, a reroof, fence and storage barn. A construction inspection was done at 348 Middle Road and a post-fire inspection at 3242 Philmore Avenue. The NYS DOS Annual Report was submitted. The Census Survey Report was submitted. CEO Burnside is working with Greenspark Energy and the village attorney to complete planning for a solar project at Upstate Breaker and spoke with a restaurant regarding opening up a village restaurant. CEO Tytler responded to a house fire on Philmore Avenue due to conditions found. A food trailer inspected was completed for a new business. A **motion** was made by Trustee Terborg to accept the report; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
NAY: None

A **motion** was made by Trustee Manley to accept Mike Burnside's letter of resignation as Code Enforcement Officer effective May 6, 2025; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
NAY: None

**School Resource Officer Mike Burnside presented the March SRO Report.** There were 44 district requests for police services, one juvenile criminal case cleared, 26 classroom visits and one emergency drill. A ticket was issued for a school bus incident. The SRO is working with a family regarding an student's refusal to go to school. A fight was stopped between two middle school students. Meetings begun on pre-construction security. The SRO assisted with an aggressive elementary student and CPS with students. The SRO attended the HERO program at SUNY Geneseo with the senior class. There are ongoing mental/health/behavioral issues with a middle school student. The SRO assisted the principals with Raider Recess lunch outside. A **motion** was made by Trustee Manley to accept the report; Terborg seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
NAY: None

**Court JCAP Grant:**

The following Resolution was offered by Deputy-Mayor Cappotelli with Manley moving for adoption:

**WHEREAS**, a grant, in the amount of \$2,115.75, was made available to the Village of Caledonia under the Justice Court Assistance Program.

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**WHEREAS**, such grant program funds are to be used to purchase a network video recorder surveillance system, alarm system and safety-enhance the Court Clerk Office,

**NOW, THEREFORE, BE IT RESOLVED**, that the mayor is authorized to accept the grant award of \$2,115.75 and that this resolution shall take effect immediately upon adoption.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

**Police OIC Jared Passamonte presented the March Police Report.** There were 35 tickets issued, three arrests, three motor vehicle accidents, one mental health incident and nine out of town assists. Officer Estabrooks taught the babysitters training course at Jones Hall. Several property checks were conducted for residents out of state. Officer Estabrooks handled a complaint regarding a dirt bike with the youths' parents. There is a custody issue on Spring Street. New Police Officer Clarke played basketball with kids at Hamilton Park. The Caledonia PD assisted the Livingston County Sheriff's Office with an overdose in the Town of Caledonia. There is an open investigation on Grand Circle pending. The radars are set to transfer to Albany next week for certification and calibration testing.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Deputy-Mayor Cappotelli to accept Kendall Mitchells letter of resignation from the Caledonia Police Department effective April 6, 2025; Trustee Manley accepted the report.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

Mayor DiLiberto thanked Kendall for his time with us and wishes him well with his new position at the Wayne County Sheriff's Office.

A **motion** was made by Trustee Terborg to hire Joel Arney as a part-time Police Officer at \$26.50 per hour; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

**Working Foreman Chris Buckley presented the March DPW Report.** 5,281,000 gallons of water was pumped; both water samples were negative. Installation of new water meters and GIS continues; 16 stakeouts were performed. A meter pit was replaced at 3092 McKenzie Place and a curb stop at 26 North Street. A sanitary survey was complete with the Livingston County Department of Health. Road ice used to date is 190 tons. Cold path work was complete and tree trimming/removals finished. Plow clean up damage was done and the DPW started the site work for the new pavilion at Washburn Park.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

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**Bills were audited and ordered paid:**

Abstract #845, General \$2,643.83 & Water \$14,659.81

Abstract #863, General \$1,821.70 & Water \$779.06

Abstract #846, General \$62,512.46 & Water \$4,717.34

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

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Trustee Manley to accept the final State Street Water Bond principal payment; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Trustee Manley to accept Cal-Mum Youth Baseball & Softball, Inc. request to use Tennent Park from March 31<sup>st</sup> to June 28<sup>th</sup>; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Deputy-Mayor Cappotelli to approve Mayor DiLiberto to sign the 2025 IT contracts; Trustee Terborg seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Trustee Terborg to approve Mayor DiLiberto sign the 2025 Downtown Partnership contract; Trustee Manley seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

**Budget Public Hearing Comment Period:** no persons in attendance; no comments.

**Trustee Manley offered the following resolution with Trustee Terborg moving for adoption:**

A **RESOLUTION** to adopt the budget for the fiscal year commencing June 1, 2025 and ending with May 31, 2026, 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:

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**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 2025-2026, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2025.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Trustee Terborg to approve the 2025 Tax Warrant; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

<b>2025 Tax Warrant:</b>	\$1,104,368.00
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For the General Fund (Prorates):	\$ 1,079.51
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For the Water Fund (Unpaid Water):	\$ 819.64
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Being for all purposes a total amount :	\$1,106,267.15
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The Caledonia Recreation Commission presented their 2025 summer hires and new Recreation Director. The park program will run from June 30<sup>th</sup> until August 15<sup>th</sup>. The annual Penny Carnival will be held on Sunday, August 10<sup>th</sup>.

A **motion** was made by Deputy-Mayor Cappotelli to appoint Johanna Knickerbocker as the Recreation Director at \$16.50 per hour/\$5,000 maximum salary; Trustee Manley seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

A **motion** was made by Trustee Terborg to hire Sebastian Kresge as a Recreation Leader and Matt Dollard, Tori Cobb, Sean McNear, Emma Years and Tyler Potter as Recreation Aids at \$15.50 per hour; Deputy-Mayor Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

There being no further business, a motion to adjourn was made at 8 p.m. by Trustee Manley; Trustee Terborg seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

Ann Marie Grattan  
Village Clerk-Treasurer