

**Village of Caledonia
Board Meeting Minutes
May 6, 2025**

The Village of Caledonia Board of Trustees held a meeting on Tuesday, May 6, 2025 at 6:00 p.m. at the Village Office.

Members Present: Deputy-Mayor Cappotelli, Trustee Dean Manley, Trustee Sarah Santora and Trustee Chris Terborg. Also present: OIC Jared Passamonte and Code Enforcement Officer Mike Burnside. Absent: Mayor Scott DiLiberto, Working Forman Chris Buckley and Village Attorney Ed Russell.

The meeting was called to order and the Pledge of Allegiance recited.

A **motion** was made by Trustee Santora to approve the April 7, 2025 Board Meeting Minutes; Trustee Terborg seconded the motion.

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

NAY: None

Community Open Forum – Emily Quinn and Brooke Vesico, Hometown Holidays Committee members are having a fundraiser located at Adventures & Art at the corner of Center and Main Street, the day of the Trout Festival. OIC Passamonte agreed to provide crossing for residents from one side of the street to the other.

Village Justice Mark Riggi – informed the village board know the court records and books are available for the annual court audit.

Clerk Treasurer Ann Marie Grattan presented the April Clerk Reports. Reports presented include the Clerk Status Report, Treasurer Summary Report, Water Reconciliation Report, General/Water balance sheets, statement of revenue & expenditures and the General Ledger. A **motion** was made by Trustee Terborg to accept the reports; Trustee Santora seconded the motion.

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

NAY: None

Bills were audited and ordered paid:

Abstract #888, General \$4,489.93 & Water \$1,505.47

Abstract #887, General \$43,240.49 & Water \$19,953.66

Abstract #955, General \$1,867.77

A **motion** was made by Trustee Manley to approve the bills paid; Trustee Terborg seconded the motion.

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

NAY: None

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

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

NAY: None

TO	FROM	AMOUNT
FX9060.800 Medical Insurance	FX1990.400 Contingent	\$333.66
AA1410.110 DT Clerk Personnel	AA1990.400 Contingent	\$942.31
AA8560.100 Shade Tree Personnel	AA5142.100 Snow Personnel	\$442.08
AA9060.800 Medical Insurance	AA1990.400 Contingent	\$1,160.34
FX8310.100 Working Foreman	FX8340.100 T&D Contractual	\$1,316.02

A **motion** was made by Trustee Terborg to approve the following Budget Amendments; Trustee Manley seconded the motion.

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

NAY: None

REVENUE	EXPENDITURE	AMOUNT
AA3501.000 CHIPS	AA5110.400 Street Contractual	\$9,386.02

Code Enforcement Officer Mike Burnside presented the April CEO Report. Permits were issued for a roof, shed and fence. Violation notices were given for a property and tenant complaint. Inspections were completed for a post-fire, construction and order to remedy outside storage. Two fire safety inspections were completed. Mike is working with the Masonic Temple realtor on possible building uses and a potential buyer for 3059 Main Street, the Church of God. Mike also responded with the Caledonia Fire Department for a fire at the Caledonia Express mini mart; no structural damage. Before and after pictures were provided for the property located at 217 North Street, where violations notices have been worked on. A **motion** was made by Trustee Manley to accept the report; Trustee Terborg seconded the motion.

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

NAY: None

OIC Passamonte presented the April Police Report. There were 29 tickets issued, two arrests, two motor vehicle accidents and eight out-of-town assists. OIC Passamonte met with the new school Superintendent, Parole Officer Poth and Leroy Police Chief Kellogg on police matters. The radar units were recertified and calibrated. OIC Passamonte attended Drug Task Force and Law Enforcement Council meetings. The PD assisted with a warrant on North Street. Officer Hann will be taking an autism course. There were several civil matters and incidents this month. The PD assisted and backed up the New York State Police and Livingston County Sheriff's Office with several calls and met with the Humane Society Officer regarding the location of a resident. A **motion** was made by Trustee Terborg to accept the report; Trustee Santora seconded the motion.

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

NAY: None

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School Resource Officer Mike Burnside presented the April SRO Report. There were 37 district requests for police services, 28 classroom visits and two emergency drills. The SRO started pre-prom planning, attending a meeting regarding security during the construction project and moved the SRO office to a new location in the elementary school. A family trouble report was referred to Monroe County. There was a traffic issue on North Street due to construction. Locks were audited on both schools, a new training outline was created for school radios and the SRO continues with Raider Recess. The SRO reviewed videos for several incidents, monitored traffic at the middle school bus loop and offered a DWI presentation to the health classes. A vehicle passed a stopped school bus off campus and an there was an investigation for a 911 call on campus. A **motion** was made by Trustee Terborg to accept the report; Trustee Manley seconded the motion.

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

NAY: None

Mayor Report – in absence of the mayor, Clerk-Treasurer Ann Marie mentioned the LeRoy newspaper offering a Mayor's Corner to Scott. Scott has declined the offer and will use the new village website for regular updates of information to our residents. The Caledonia War Veterans inquired about using the village shop dumpsters for their garbage. After speaking with the village attorney, there would have to be a reasonable sum for access and access would have to be open to the entire village; it could not be exclusive to the Legion. Therefore, access is denied. The Caledonia War Veterans can reach out to Mayor DiLiberto for further discussions on the annual parking lot lease agreement.

Trustee Reports – Trustee Santora mentioned a spring creek cleanup being done by two CMCS seniors on Saturday, May 7th from 12:30 p.m. to 4 p.m. Also, Trustee Santora will reach out to Mayor DiLiberto regarding a date and plaque for the Washburn Park pavilion dedication.

Local Law #1-2025 – amending Chapter 176, Solid Waste, was presented to the Village Board. A **motion** was made by Trustee Terborg to schedule a public hearing on Tuesday, June 3, 2025 at 4 p.m.; Trustee Manley seconded the motion.

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

NAY: None

First Impressions 2025 Grant Application – discussion on what the village could apply for. Trustee Santora will reach out to Louise Wadsworth and discuss getting price quotes on a kiosk for the downtown commons area. Ann Marie Grattan will start the grant application.

A **motion** was made by Trustee Manley to amend the Employee Handbook to include in Section 22 a .25 pesticide license salary increase; Trustee Terborg seconded the motion.

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

NAY: None

The following Standard Workplace Resolution was offered by Trustee Santora, with Trustee Terborg moving for adoption:

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WHEREAS, The New York State Employees' Retirement System requires that a standard workday be established for elected and appointed officials for retirement reporting purposes, and

WHEREAS, The Village of Caledonia adopted a Resolution on May 6, 2025 establishing a standard workday for elected and appointed officials, and

WHEREAS, The Village of Caledonia will hereby continue to establish the standard workday for 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: Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

<u>Positions</u>	<u>Standard Work</u>	<u>Days Worked</u>	<u>Term Begins/End</u>
Court Clerk	7 hours	10.54 days/month	04/01/24 to 03/31/28
Trustee	6 hours	5.66 days/quarter	04/01/24 to 03/31/28
Recreation Director	6 hours	9.25 days/quarter	04/07/25 to 04/05/26
Laborer	6 hours	4.08 days/month	04/07/25 to 04/05/26
Crossing Guard	6 hours	3.91 days/month	04/07/25 to 04/05/26
Associate Vil Justice	6 hours	0.40 days/month	04/07/25 to 04/05/26

There being no further business, a motion to adjourn was made by Trustee Manley at 6:50 p.m.; Trustee Terborg seconded the motion.

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

NAY: None

Ann Marie Grattan

Village Clerk-Treasurer