

**Village of Caledonia  
Board Meeting Minutes  
October 7, 2025**

**The Village of Caledonia Board of Trustees held a meeting on Tuesday, October 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 was OIC Jared Passamonte. Absent: Code Enforcement Officer Robert LaPoint, Working Foreman Chris Buckley and Village Attorney Ed Russell.

A **motion** was made by Trustee Manley to approve the September 2, 2025 Board Meeting Minutes; Trustee Terborg seconded the motion.

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

**2015 Ford Explorer SUV:** Clerk-Treasurer Ann Marie Grattan read the legal notice. Bids are as follows:

| <b>Bidder</b>    | <b>Address</b> | <b>Bid</b> |
|------------------|----------------|------------|
| Scott Mielke     | Caledonia, NY  | \$2,750.00 |
| John J. Armitage | LeRoy, NY      | \$1,178.00 |

A **motion** was made by Trustee Manley to award the 2015 Ford Explorer SUV for bid amount \$2,750 to Scott Mielke; Trustee Santora seconded the motion.

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

**Community Open Forum:**

Michelle Poprawski, 16 North Street, NYS DEC Fish Hatchery Manager, discussed wanting to have 10 hens on the property 300 feet off of the property line. The state land consists of the fish hatchery and the home she resides in and is approximately 27 acres. The coop would be on the opposite side of the house; farthest from the hatchery. Village Code Chapter 59 – Animals, Article II – Keeping of Certain Animals Other Than Dogs, §59-20 Exclusions includes C – any person who operates a farm pursuant to the definition of “farm” set forth in this article. The Farm definition is any parcel of land containing five acres or more which is used for raising, production or breeding of animals, livestock or poultry, etc. The village board agreed with the interpretation set forth in this chapter for farming fish permitting hens under Exclusions.

Debbie Davis, 3187 East Avenue discussed a village event celebrating the 250<sup>th</sup> birthday of America. The event will be held on Memorial Day, May 26<sup>th</sup>, following the annual parade. The parade will be larger this year with floats, more vehicles and groups. There will be a live band, free food, bounce houses, kid games, tug of war, sack races, corn hole, a K-9-unit, bag pipes, 20 antique vehicles, horses, tractors, etc.

Steve Tulowiecki, 290 Grand Avenue discussed a project to make the village more vibrant with pole banners. The banners would spotlight the heritage and culture of Caledonia. Examples would be a banner on brown trout, Oatka and Spring Creeks, silo's, barns, Oak trees, fossils, etc. The art work could be provided by the CMCS students. The village board recommended forming a committee; Deputy-Mayor Cappotelli volunteered to be a member.

**Clerk-Treasurer Report presented the September Clerk Report.** Reports presented are the Treasurer Summary Report, Water Reconciliation Report, Fund Balance Sheets, Property Tax Report, Statement of Revenue & Expenditures and the General Ledger. A **motion** was made Deputy-Mayor Cappotelli to accept the report; Trustee Terborg seconded the motion.  
 AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
 NAY: None

**Bills were audited and ordered paid:**

Abstract Batch #1246, General \$1,433.09 & Water \$932.61  
 Abstract Batch #1266, General \$575.62 & Water \$246.72

A **motion** was made by Trustee Terborg 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 Terborg to approve the following Budget Amendments; Trustee Manley seconded the motion.  
 AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
 NAY: None

| REVENUE                                      | EXPENDITURE  | AMOUNT               |
|--|--|----------------------|
| AA3910.000 State Aid Conservation - \$26,005 | AA7110.400 Park Contractual<br>AA1990.400 Contingent | \$13,000<br>\$13,005 |

A **motion** was made by Trustee Manley to approve the following Budget Transfer; Trustee Terborg seconded the motion.  
 AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
 NAY: None

| EXPENDITURE                     | EXPENDITURE                | AMOUNT   |
|---------------------------------|----------------------------|----------|
| AA7310.100 Recreation Personnel | AA7310.400 Recreation Cont | \$652.88 |

**Code Enforcement Officer Robert LaPoint presented the September CEO Report.** Permits were issued for new vinyl siding and a sign at 3154 East Avenue and a fence at 3240 Iroquois Road. Certificate of Occupancies and Completion were for a wooden fence, pre-built shed and porch replacement. Robert met with the owners of 3221 Iroquois Road for violations now in compliance. Progress is being made at 3279 Clover Street for their violations. 3242 Philmore Avenue, working with the owner to get the storage pod removed from the road before plowing season begins. The home has been under renovations due to a recent fire. Multiple interested parties have contacted the village on the current zoning of 3059 Main Street, the former Church

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of God, regarding converting it to R-3, a multi-family residence. It was recommended this come to a village board meeting to discuss. A **motion** was made by Trustee Terborg to accept the report; Trustee Manley seconded the motion.

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

NAY: None

**Working Foreman Chris Buckley presented the September DPW Report.** 5,356,000 gallons of water was pumped and both water samples tested negative. GIS mapping continues and 19 stake outs were performed. New remote water meters are all installed except for 1 residential home and nine businesses. The Middle Road 8" valve was repaired and foundation cracks were filled in at the Graney Road water tower. Patching took place on Keenan Place and Center Street. The village crew helped the Town of Caledonia with stone, oil and paving. A ditch was regraded on Gaslight Lane at the water tower property. Sweeping street continues as does normal equipment maintenance. The beaver dam was removed on Mill Street per the NYS Department of Conservation Fisch Hatcher request. The leaf machine is prepped and ready for leaf season. The dugouts are up at the baseball field at Tennent Park. The NYS Department of Labor did a surprise inspection. Safety training will have to be conducted annually. A **motion** was made by Deputy-Mayor Cappotelli to accept the report; Trustee Manley seconded the motion.

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

NAY: None

**Capital Improvement Plan** for the village was presented to the Village Board. Listed are projects for 2025-2026 Fiscal year to 2030-2031 Fiscal Year. Each project includes a cost and priority rank of low, medium or high. The plan will be posted onto the Village website and reviewed and updated every year. A **motion** was made by Trustee Manley to approve the Village Capital Improvement Plan; Trustee Terborg seconded the motion.

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

NAY: None

**Pamela Way Village Drainage Easement** – with 3081 Pamela Way was prepared by the village attorney. A **motion** was made by Trustee Manley to approve the easement; Trustee Terborg seconded the motion.

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

NAY: None

**Chapter 202 Vehicle and Traffic** – tabled for village attorney; stop signs at dead end streets and crosswalk on Iroquois Road Washburn Park to new parking lot.

**Chapter 67 Brush, Grass and Weeds** – tabled for village attorney.

**OIC Jared Passamonte presented the September Police Report.** There were 63 calls for service, 29 traffic tickets issued, three arrests and nine Town of Caledonia assists. The PD assisted the Livingston County Sheriff's Office with a suicidal subject. A suspicious male on State Street was located and spoken to and family trouble on Lehigh Street. An accident on

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North Street resulted in tickets being issued for leaving the scene of an accident, crossing hazardous markings and driving on a sidewalk. Car vs motorcycle on East Avenue resulted in three tickets issued. The PD assisted the New York State Police with backup. Officer Estabrooks assisted a citizen who lost their purse on Quarry Road. The new patrol SUV is ready for patrol. Two dog owners were issued tickets for a dog at large on Jersey Street. The PD assisted the ambulance and citizens with numerous calls. 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

**OIC Jared Passamonte presented the September School Resource Officer Report.** There were 61 district requests for police services, 10 classroom visits and 10 emergency drills. The SRO's assisted with Raider Recess outdoors, traffic flow and Child Protective Services. The SRO's have emergency plans for events and had several lock-down and fire drills in each building. They assisted the school social worker with a home visit and CPS with an on-campus interview. 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

**Mayor Report:** Greenlight Fiber Optics is seeking a lease agreement at the former Main Street water tower location. A lease fee is being worked out. The baseball dugouts were completed by the Eagle Scout. The new Dollar General Project on State Street is on hold. Tuesday, November 14<sup>th</sup> at 11:00 is the first meeting for the NYTMA grant. The Brownfield grant includes the old gym on State Street and the former Specialized Inc. building on Center Street. The New York State Department of Labor surprise visit was conducted at the village DPW shop at 256 Park Place and Village Office/Police Department/CEO Office and Court Office/Court Room located at 3095 Main Street. Violations are being worked on.

**Trustee Reports:** Trustee Santora and Deputy-Mayor Cappotelli submitted an application to the Livingston County Youth Bureau 2025/2026 Youth Sports Funding Grant. The YSE funding award is for \$33,906 and the YTS funding award is \$27,178. Deputy-Mayor Cappotelli received a letter from Kelly Jones regarding safety issued for the crossing area near the monument. She reached out to the New York State Department of Transportation and they will conduct a safety study.

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

**WHEREAS**, the Caledonia Village Court is applying to the 2025-2026 Justice Court Assistance Program for a grant up to \$2,696.77;

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**WHEREAS**, an application requesting funding will be submitted to purchase additional devices to allow for electronic court proceedings; including a desktop computer and monitor, a smart mount cart, wireless keyboard/mouse, speaker and webcam;

**WHEREAS**, the electronic devices will be located in the Courtroom;

**WHEREAS**, Court Clerk Meg Donegan is hereby authorized to execute the application and any and all other required documents related to the grant,

**NOW, THEREFORE, be it resolved**, that the Board of the Village of Caledonia authorizes the Caledonia Village Court to apply for a JCAP grant in the 2025-2026 grant cycle up to \$2,696.77.

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

NAY: None

**Election Certification 2025** was certified by Clerk Treasurer Ann Marie Grattan on October 7, 2025 and will be forwarded to the Livingston County Board of Elections: Village Mayor (1) Village Trustees (2). Deputy-Mayor Cappotelli made a **motion** to accept the certification; Trustee Santora seconded the motion.

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

NAY: None

**Tax Resolution:** Deputy-Mayor Cappotelli offered the Resolution with Trustee Santora moving for adoption:

NOW, THEREFORE, pursuant to Section 1442 of the New York State Real Property Tax Law, be it resolved that the Village of Caledonia requests collection of certain delinquent Village Taxes by the County of Livingston.

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

NAY: None

The resolution was unanimously adopted and will be filed with the Livingston County Treasurer and the Clerk of the Livingston County Board of Supervisors on October 7, 2025.

The Village of Caledonia Child Protection Policy was presented to the board. A **motion** was made by Trustee Manley to approve the policy annually; Trustee Terborg seconded the motion.

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

NAY: None

**Executive Session:** a **motion** was made at Deputy-Mayor Cappotelli at 7:40 p.m. to enter into Executive Session to discuss personnel; Trustee Terborg seconded the motion.

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

NAY: None

After some discussion, a **motion** was made by Trustee Manley at 8:45 p.m. to close the Executive Session; Trustee Terborg seconded the motion.

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

NAY: None

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There being no further business, a motion to adjourn at 8:40 p.m. was made 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