Village Board Meeting Minutes

**April 14, 2020**

**The Village of Caledonia Board of Trustees held a meeting on Tuesday, April 14, 2020 at 6:30 p.m. via videoconference.**

**Members Present:** Mayor Scott DiLiberto, Deputy-Mayor Jerry O’Donoghue, Trustee Greg Boilard, Janet Cappotelli and Sarah Santora.

**2020-2021 Budget Public Hearing:** Clerk-Treasurer Ann Marie Grattan read the legal notice published in the Livingston County Newspaper. A **motion** was made by Deputy-Mayor O’Donoghue to open the Public Hearing at 6:30 p.m.; Trustee Boilard seconded the motion.

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

NAY: None

Mayor DiLiberto detailed some of the General and Water Budgets. The tax rate will go from 9.034% to 9.1%, increasing the Tax Levy $19,903. This is a very small increase to village residents. The majority of the tax revenue increase is due to 5 new homes on the tax roll. Water rates will remain the same for now; we will review Monroe County rates again in January 2021.

General Appropriations include a new police SUV $11,338 for 3 years of payments, a Mack 6-wheel dump truck $200,000, Economic Development Façade/Sign Program - $2,000, Big Springs Museum donation $3,000 & our Waste Management contract is $193,410.

Water Appropriations include 75 new water meters $15,000, new water remote meter read software $19,000, Monroe County Water purchase $190,000 and the State Street waterline replacement Bond payment $38,700.

Due to the Coronavirus and the uncertainty of revenues, the budgets may be adjusted in June once the fiscal year begins.

A **motion** was made by Trustee Cappotelli to approve Mayor DiLiberto’s Appointments; Deputy-Mayor O’Donoghue seconded the motion.

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

NAY: None

1. Deputy-Mayor Gerald O’Donoghue
2. Tax Collector Ann Marie Grattan
3. Clerk-Treasurer Ann Marie Grattan
4. Deputy-Clerk Treasurer Chris Lauffer
5. Village Attorney Edmund Russell
6. Court Clerk Margaret Donegan
7. OIC Police Chief Jared Passamonte
8. Code Enforcement Officer Michael Burnside
9. Crossing Guard Valerie Kay
10. Recreation Chairperson Betty McClenney
11. Recreation Director Josh Shelton

**Village of Caledonia April 14, 2020**

1. Planning Board Rhett Clark
2. Board of Appeals (vacant opening)
3. Associate Village Justice Kyle MacKay
4. Water & Street Working Foreman Christopher Buckley
5. Registrar of Vital Statistics Laurie Sattora

Q. Deputy Registrar of Vital Statistics Christine Binnert

A **motion** was made by Deputy-Mayor O’Donoghue to approve the Livingston County Newspaper as the official village paper, Depositories The Bank of Castile and Five Star Bank and the Federal mileage reimbursement of .575 per mile, Trustee Boilard seconded the motion.

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

NAY: None

A **motion** was made by Trustee Cappotelli to approve the Financial Officer to renew all CD’s, payment of bonds, BANS, financial transactions and to prepay vouchers such as utilities, postage, insurance, if due before next meeting; Trustee Boilard seconded the motion

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

NAY: None

A **motion** was made by Deputy-Mayor O’Donoghue to approve Mayor DiLiberto’s 2020-2021 Meeting Dates & Times; Trustee Boilard seconded the motion.

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

NAY: None

A. May 5, 2020 6:30 p.m.

B. May 29, 2020 3:30 p.m. (Friday)

C. June 2, 2020 6:30 p.m.

D. July 7, 2020 6:30 p.m.

E. August 4, 2020 6:30 p.m.

F. September 1, 2020 6:30 p.m.

H. October 6, 2020 6:30 p.m.

I. November 3, 2020 6:30 p.m.

J. December 1, 2020 6:30 p.m.

K. January 5, 2021 6:30 p.m.

L. February 2, 2021 6:30 p.m.

M. March 2, 2021 6:30 p.m.

N. April 5, 2021 6:00 p.m.

A **motion** was made by Deputy-Mayor O’Donoghue to approve the 2020-2021 Employee Handbook, Code of Ethics and the following Village Policies; Trustee Cappotelli seconded the motion.

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

NAY: None

**Village of Caledonia April 14, 2020**

1. Capital Asset Control Policy
2. Cellular Phone Use Policy
3. Credit Card Policy
4. Drug Free Workplace Policy
5. Grievance Policy
6. Harassment in the Work Place Policy
7. Internet Use Policy
8. Investigation for Fraud & Impropriety Policy
9. Investment Policy
10. Procurement Policy
11. Sexual Harassment Policy
12. Travel & Conference Policy
13. Wire Transfer Policy
14. Narcan Policy
15. Workplace Protection Policy

A **motion** was made by Trustee Boilard to approve the March 3, 2020 Board Meeting Minutes; Deputy-Mayor O’Donoghue seconded the motion.

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

NAY: None

A **motion** was made by Trustee Boilard to approve the following bill abstracts; Deputy-Mayor O’Donoghue seconded the motion.

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

NAY: None

Abstract # 643-645 $45,754.25

Abstract # 460-462 $32,816.85

A **motion** was made by Deputy-Mayor O’Donoghue to approve the following Budget Transfers; Trustee Boilard seconded the motion.

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

NAY: None

A3125.400 CT Contractual $2.80 from A1410.110 Deputy CT Personnel

A3120.130 Police PT Personnel $5,744 from A3120.110 Police Personnel

A3120.200 Police Equipment $3,968.73 from A3120.400 Police Contractual

A5110.100 Street Personnel $142.62 from A5142.100 Snow Personnel

A5110.200 Street Equipment $1,779 from Street Contractual A5110.400

A8010.400 Zoning Contractual $2.50 from A8020.400 Planning Bd Contractual

**Village of Caledonia April 14, 2020**

Clerk-Treasurer Ann Marie Grattan presented the Municipal Bank Wire Transfer made on March 25, 2020 for the State Street Water Bond principal payment of $30,000 made to JP Morgan Chase Bank.

**West Main Street Water Tank Demolition Bid Tabulation:** the bid opening was held on Thursday, April 2, 2020. Bids were as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Durable Demolition | Wargo Enterprises | Regional Environmental | Yannuzzi  Group | Mark  Cerrone |
| $42,869 | $149,300 | $156,222 | $278,000 | $349,750 |

A **motion** was made by Deputy-Mayor O’Donoghue to accept the bid by Durable Demolition for $42,869 and approve Mayor DiLiberto to sign the Notice of Award; Trustee Cappotelli seconded the motion.

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

NAY: None

**Public Hearing Comment Period –** no comments were made. A **motion** was made by Deputy-Mayor O’Donoghue to close the Public Hearing at 6:48 p.m.; Trustee Boilard seconded the motion.

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

NAY: None

The following Resolution was offered by Trustee Cappotelli with Trustee Boilard moving for adoption:

**A RESOLUTION** to adopt the budget for the fiscal year commencing June 1, 2020 and ending with May 31, 2021, 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 2020-2021, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2020.

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

NAY: None

**2020-2021 Tax Warrant:** a **motion** was made by Deputy-Mayor O’Donoghue to approve the Tax Warrant; Trustee Cappotelli seconded the motion.

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

NAY: None

**Village of Caledonia April 14, 2020**

Property Tax Levy $987,203.00

For the General Fund (Prorates): $ 1,161.67

For the Water Fund (Unpaid Water): $ 0.00

Being for all purposes a total amount : $988,364.67

There being no further business, a motion to adjourn was made at 6:51 p.m. by Deputy-Mayor O’Donoghue; Trustee Cappotelli seconded the motion.

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

NAY: None

Ann Marie Grattan

Village Clerk-Treasurer