

**Village Board Meeting Minutes  
December 7, 2021**

**The Village of Caledonia Board of Trustees held a meeting on Tuesday, December 7, 2021 at 6:30 p.m. at the Village Office.**

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

A **motion** was made by Trustee Grant-Fletcher to approve the November 2, 2021 Board Meeting Minutes; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**Mayor DiLiberto Report** – distributed to the Village Board was the Livingston County Hazard Mitigation Plan draft, the 2020 Town & Village Census population change and NYCOM's Marijuana Legalization Resources for Cities and Villages. Mayor DiLiberto asked the board to review the packets, especially the marijuana packet, as residents may have questions and concerns that are addressed in the literature.

**Trustee Cappotelli** – thanked the Village Police, Caledonia Fire Department and Department of Public Works for their help with the Hometown Holiday's. Everything ran smoothly from the tree lighting Friday night to Breakfast with Santa and the parade. A report was submitted by Recreation Director Josh Shelton - 198 people attended Breakfast with Santa. The new Santa and Mrs. Claus were a success. Over 35 volunteers set up, cleaned, took down, cooked and served food including the boys Basketball team and the National Junior Honor Society. The community donated \$551 for the breakfast. A community wide committee is being formed to help research and plan ways to revitalize village parks. The first meeting is on January 10<sup>th</sup> at 6:30 p.m.

**Trustee Santora** - A **motion** was made by Deputy-Mayor O'Donoghue to rescind the motion from the November 2, 2021 Board Meeting accepting the court audit; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None (RE: The court audit has to be for the fiscal year ending May 31, 2021)

A **motion** was made by Deputy-Mayor O'Donoghue to accept the new court audit presented by Trustee Santora for Fiscal Year May 31, 2021; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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**Clerk-Treasurer Ann Marie Grattan presented the November Clerk Report.** Submitted were Budget Status Reports for General, Water, Capital, CD Special Grant and Trust & Agency Funds, a list of revenues and expenditures, the Financial Report and the Water Reconciliation Report. Department Supervisors received their Payroll & Contractual Reports. One water credit was issued to 03-2301 for \$9.60. A **motion** was made by Trustee Grant-Fletcher to accept the reports; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**DPW Report** – no report due to Chris's absence.

**Bids for the Church Street Water Main Material Supply:**

|                      |             |
|----------------------|-------------|
| T. Mina Supply, Inc. | \$40,536.97 |
| Blair Supply         | \$46,315.46 |
| Core & Main LP       | \$50,479.00 |

A **motion** was made by Trustee Grant-Fletcher to accept the bid from T. Mina Supply, Inc. for \$40,536.97 and authorize Mayor DiLiberto to sign the Notice of Award; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Santora to accept Richard Kaness' letter of resignation effective December 30, 2021 for the purpose of retirement; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to hire Kyle Bice as a full-time Motor Equipment Operator effective January 3, 2022 at an hourly rate of \$18.00 per hour; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**Code Enforcement Officer Mike Burnside presented the November CEO Report.** Permits were issued for a shed, two fences, cell tower upgrades and a wood stove. Construction inspections continue at a new build home on Brown Road, 2926 Main Street – Caledonia Mini Storage, 3154 State Street – former Q's building and 3213 Lehigh Street – Rhett Clark. Mike met with a representative from Crosby's about a new sign and potential business owners regarding an Air BNB, Smoke Shop and Marijuana Dispensary. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Cappotelli seconded the motion.

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AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**Police OIC Jared Passamonte presented the November Police Report.** There were 52 calls for service, seven Town of Caledonia assists, three motor vehicle accidents, 21 traffic tickets issued, 22 parking snow ordinance tickets and two arrests. The Caledonia PD, New York State Police and Livingston County Sheriff Office assisted with complaints coming out of the A-Plus (Sunoco) gas station on North Street. Several tickets were issued, two arrests made and two NYS Liquor Authority violation referrals made to the Buffalo District Office for further review. The situation continues to be monitored by the Caledonia PD. A highly intoxicated individual repeatedly calling 911 was dealt with accordingly. There was an overdose on Main Street and Officer Estabrooks and Burnside forced their way into a bathroom and administered two shots of Narcan which saved the individuals life. There was a landlord/tenant issue resolved on Lehigh Street. The traffic devices on Park Place results were similar as to when the police officers ran radar. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**School Resource Officer Mike Burnside presented the November SRO Report.** There were 22 requests for police services, nine out-of-building assists, three classroom visits and one emergency drill. There were 10 traffic stops resulting in six tickets issued, a harassment incident on a school bus and a suspicious package in the elementary school. The SRO assisted in locating a former student – DSS referral and worked with the Town of Wheatland about possible damage by students. A missing student was found off campus. A meeting occurred with the social worker regarding an adult that drug overdosed at home while the student was home. Additional work with the social worker on MHA of a student. The Shop with a Cop list was submitted to the Geneseo Police Department. Assistance was provided to the CMCS PTO Thanksgiving Meal Giveaway. The SRO assisted with a toy gun at the elementary school and resolved a parking issue of a vehicle left at the school overnight. A **motion** was made by Trustee Grant-Fletcher to accept the report, Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**Bills were audited and ordered paid:**

Abstract #690, General \$2,530.75 & Water \$691.41

Abstract #499, Water \$15,334.44

Abstract #691, General \$129,609.22 & Water \$20,184.94

Abstract #500, Water \$1,633.24

Abstract #95, Capital \$15,819.50

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

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**2022 Garbage/Recycle Bids:** a **motion** was made by Trustee Santora to bid the contracts on January 4, 2022 at 6:30 p.m.; Deputy-Mayor O'Donoghue seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Santora to approve Mayor DiLiberto to sign the 2022 Town of Caledonia Police Contract with changes made by Village Attorney Ed Russell; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to approve Mayor DiLiberto to sign the 2022 Caledonia Fire Department lease contract with changes made by Village Attorney Ed Russell; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to accept Brittany Gnage's letter of resignation from the Caledonia Recreation Commission; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to appoint Stephanie Pullyblank to the Caledonia Recreation Commission; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**Executive Session:** a **motion** was made by Trustee Grant-Fletcher to enter into Executive Session at 7:45 p.m. to discuss personnel; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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After some discussion, a **motion** was made by to close the Executive Session at 7:55 p.m. by Deputy-Mayor O'Donoghue; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Deputy-Mayor O'Donoghue to amend the 2021 Employee Handbook regarding the Health Insurance Buy-Out as detailed below; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

**Amendment:** All full-time employees shall have the option of the aforementioned medical coverage or paid \$2,500 in salary. Notification to the Village Office is during the Open Enrollment Period, which begins October 15 and is payable to employees in an additional paycheck to be paid the last day of *next* November. A monthly prorate will be used for New Hires for the first year of the Buy-Out, determined by their start date. To receive this option, the employee must be off of the Village insurance for the entire year. If an employee resigns, retires or is terminated prior to the November 30<sup>th</sup> pay out day, no prorate or payment of any kind will be made. The employee must show proof of coverage by another plan to be eligible for this benefit. If for any reason the employee should lose or cancel their medical insurance, they will forfeit the \$2,500 salary option and enroll in one of the Excellus health plans offered by the Village.

There being no further business, a motion was made at 7:56 p.m. by Deputy-Mayor to adjourn; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Deputy-Mayor O'Donoghue, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Ann Marie Grattan  
Village Clerk-Treasurer