

**Village Board Meeting Minutes**  
**April 1, 2024**  
**Organizational Meeting**  
**Budget Public Hearing**

**The Village of Caledonia Board of Trustees held the Annual Organizational Meeting and Budget Public Hearing on Monday, April 1, 2024 at 6:00 p.m. at the Village Office.**

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

**Oath of Office:** Mayor DiLiberto administered the Oath of Office to Village Justice Mark Riggi, his 32-year in the position. Trustee Christopher Terborg was sworn in for a four-year term. Trustee Dean Manley was also sworn in for a four-year term. Dean was a previous Trustee for six years, from 1996-2002, then became Mayor from 2002-2006. Mayor DiLiberto congratulated Mark and the newest members.

Deputy-Mayor Cappotelli made a motion to approve the March 5, 2024 Board Meeting Minutes; Trustee Manley seconded the motion.

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

NAY: None

**Clerk-Treasurer Ann Marie Grattan** read the legal notice on the 2024-2025 Budget Public Hearing that was posted in the LCN, official newspaper of the village. Deputy-Mayor Cappotelli made a motion to open the Budget Public Hearing at 6:08 p.m.; Trustee Terborg seconded the motion.

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

NAY: None

Trustee Sarah Santora entered the meeting at 6:10 p.m.

Mayor DiLiberto detailed the General Budget. The Tax Rate increase of 7.46 to 7.65 is a 2.5 % tax levy increase totaling \$26,572 and \$31,764 of fund balance will be used to balance the budget. Appropriations include: Law Contractual and Public Info – General Code was increased due to the amount local laws passed in 2023. The roof at the old pump house building on Park Place will be replaced for \$20,000. The Police Department will replace dash cameras, computers and bulletproof vests. The 2023 Ford Explorer SUV was paid in full. Police Equipment Contractual was decreased significantly. Last year's purchase of a used sweeper did not work out therefore, we start payments of \$39,295 for the next 7 years on a new sweeper. The DPW will continue with updating the GIS Mapping. CHIPS 2023 roll over is \$33,205. With 2024 CHIPS, PaveNY, Extreme Winter Recovery and Pave our Potholes, the total \$125,433 will be used for Grand Circle, Stanton Parkway, Center Street, Crescent Parkway, Grand Avenue, Fairview Place, Clover Street, Pioneer and Iroquois Roads. \$10,000 will be

April 1, 2024

Village of Caledonia

appropriated for sidewalk repairs and \$2,500 for Economic Development. A new part-time Code Enforcement Officer is being added to assist year 100 annual fire inspections. A \$50,000 pavilion will be built at Washburn Park with \$25,000 funding from the Capital Park Reserve, a \$10,000 donation from the Lions Club and an additional \$15,000 from the village general budget. Recreation received an additional \$3,000 in contractual funding. \$3,000 continues as a donation to the Big Springs Museum and \$3,000 also is donated to the annual Trout Festival. Two School Resource Officers will continue this fall.

For the Water Budget, the base rate remains the same at \$35 per unit. The usage rate changed from \$6.70 to \$6.80 in January to offset the MCW rate increase we received. Appropriations include \$210,000 for wholesale water purchases from Monroe County Water. 75 water remote water meters will be purchased for \$24,375; 728 meters have been replaced to date. We will have completed replacing all residential meters by May 2025. Also, in this budget we complete paying off the State Street water bond with a \$40,000 principal payment and \$900 interest payment next April. \$29,662 of fund balance will be used to balance the budget. In May depending on the fiscal year fund balances, it will be determined what amounts will be transfers to the General Equipment Reserve, Capital Reserve and Water Reserve. The mayor then tabled the Public Hearing until the comment period.

**Appointments:** a **motion** was made by Trustee Terborg 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	Chris Lauffer
Village Attorney	Edmund Russell
Deputy-Mayor	Janet Cappotelli
Court Clerk	Margaret Donegan
Police OIC	Jared Passamonte
Code Enforcement Officer	Michael Burnside
Code Enforcement Officer	Vacant
Crossing Guard	Valerie Kay
Recreation Chairperson	Betty McClenney
Recreation Leader (Director IC)	Grace Walker
Recreation Director	Ashley Cornwell
Recreation Commission Member	Vacant
Planning Board	Christopher Frank
Board of Appeals	Patrick Talty
Associate Village Justice	Kyle MacKay
Water & Street Working Foreman	Christopher Buckley
Registrar of Vital Statistics	Seth Graham
Deputy Registrar of Vital Statistics	Christine Binnert

April 1, 2024

Village of Caledonia

**Assignments:** 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	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 .67 and Depositories are Five Star Bank and Tompkins Community Bank; Trustee Manley seconded the motion.

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

NAY: None

**Standard Work Day and Reporting Resolution**

The following resolution was offered by Deputy-Mayor Cappotelli with Trustee Terborg moving for adoption:

**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 April 1, 2024 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: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg

NAY: None

**April 1, 2024**

**Village of Caledonia**

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

A **motion** was made by Deputy-Mayor 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 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 2024-2025 Meeting Dates and Times; Trustee Manley seconded the motion.  
AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
NAY: None

April 30, 2024	4:00 p.m.
May 7, 2024	6:00 p.m.
May 30, 2024	3:30 p.m.
June 4, 2024	4:00 p.m.
July 2, 2024	4:00 p.m.
August 6, 2024	4:00 p.m.
September 3, 2024	6:00 p.m.
October 1, 2024	6:00 p.m.
November 5, 2024	6:00 p.m.
December 3, 2024	6:00 p.m.
January 7, 2025	6:00 p.m.
February 4, 2025	6:00 p.m.
March 4, 2025	6:00 p.m.
April 7, 2025	6:00 p.m.

A **motion** was made by Deputy-Mayor Cappotelli to approve the 2024-2025 Employee Handbook and Policies as listed below; Trustee Terborg seconded the motion.  
AYE: Mayor DiLiberto, Deputy-Mayor Cappotelli, Trustee Manley, Santora and Terborg  
NAY: None

2024-2025 Employee Handbook and Code of Ethics. Policies: Capital Asset Control, Cellular Phone Use, Credit Card, Covid19 Moratorium, Drug Free Workplace, Fund Balance, Grievance, Harassment, Internet Use, Investigation for Fraud & Impropriety, Investment, Naloxone, Police Reform & Reinvention Collaborative Process, Public Employer Health Emergency, Procurement

**April 1, 2024**

**Village of Caledonia**

Records Retention, Sexual Harassment, Travel & Conference, Wire Transfer Policy and Workplace Protection Policy.

**Open Forum:** Emily Grattan and Brooke Vesico, members of the Hometown Holidays Committee, discussed new ideas they would like to implement this year with the help of the village and DPW. Food trucks in the Common parking lot, near Pizza Land, with the left exit from the commons being shut down they day of the parade. The right side would be left open to enter to the store and Five Star Bank. Cars would exit on Center Street. They also have an idea to wrap string lights and garland to the 20 poles on State and Main Streets. They will work with Chris Buckley on this. Emily and Brooke will be back to the October village board meeting.

**Mayor DiLiberto Report –**

- The Livingston County Office of Emergency Management sent a Solar Eclipse Coordination Plan that provides an overview of information and general guidelines regarding emergencies.

- The Urban Forestry Grant is pending approval signatures by the NYS Comptroller's Office. Once approved, the village will sign then the Attorney General's Office.

- National Grid reached out to the village regarding a rebate problem to convert the remaining outdoor lights to LED. This includes Ida's Lane and North Meadows. Conversion costs are being reviewed.

- Two sites are listed on the Brownsfield list; the former gym on State Street and the former Specialized building on Center Street. Bill Bacon from the Livingston County Economic Development Department will keep us informed of progress.

**Deputy-Mayor Cappotelli Report –**

- Recap of the NY Forward Grant not being awarded to the village. A notification letter will be sent to the mayor and the results will be posted on the village website. MRB is working on a quote to potentially apply again next year. The 1<sup>st</sup> Impressions Grant reimbursed the village \$6,500 for last year's costs associated with the grant application. Will the 1<sup>st</sup> Impressions Grant be available again this year to us? At the next meeting in May, decisions will have to be made regarding whether to move forward with the NY Forward 2<sup>nd</sup> grant application or not.

- The Lions Club donation of \$10,000 is at an account at Five Star Bank. The funds will remain there until needed. Deputy-Mayor Cappotelli is the administrator.

- Discussion regarding the Eclipse Kickoff Friday night and where porta potties will be placed throughout the business district. The village office and commons parking lot are acceptable places to use.

**Court Report –**

- Judge Riggi provided a verbal monthly report. There are numerous eviction cases and to help collect fines, payment plans are now being offered.

**April 1, 2024**

**Village of Caledonia**

· The traffic diversion program through Livingston County has been in place for many years. The revenues are divided between the county and village. Judge Riggi would like the board to feel free to ask any questions they might have on court revenues. The court is a service and not a revenue generating department.

· Judge Riggi is in his 12<sup>th</sup> year acting as the Livingston County Magistrates Secretary and Treasurer and the 2024 court grant will be to upgrade security.

A **motion** was made by Deputy-Mayor Cappotelli to accept the verbal monthly report; Trustee Manley seconded the motion.

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

NAY: None

**Police Report –**

· OIC Passamonte reported there were 62 calls for service, 15 traffic tickets issued, seven Town of Caledonia assists, three arrests, four motor vehicle accidents, one mental hygiene and zero arrests.

· The new police SUV is marked and in the process of being wired and equipment set up.

· OIC Passamonte attended a Chiefs meeting in Geneseo regarding Solar Eclipse traffic, NYS laws on hiring standards, rates of pay and obtaining candidates. Officer Estabrooks instructed the Babysitter's Course sponsored by the Caledonia Fire Department. Officer Mitchell attended a HERO program with CMCS students.

· The police department assisted the Livingston County Sheriffs Office with several evictions and background check for pistol permits in the village.

A **motion** was made by 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

**School Resource Officer Report –**

· There were 36 requests for police services from the district, one arrest, one criminal juvenile case cleared, 20 classroom visits and one emergency drill.

· A parent was arrested for endangering the welfare of a student and there was a harassment issue, a sex abuse investigation, testing of vapes for marihuana, a chronic truant issue and a student residency investigation.

· The HERO presentation was for the senior class. There were two unfounded investigations: a student weapon threat and a third-party report of sex abuse.

A **motion** was made by 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

**Code Enforcement Report –**

· Permits were issued for a pump house at the golf course, a roof mounted solar unit at 2984 Main Street, an unattached garage at 3190 Philmore Avenue and a shed at 375 Park Place.

· Violation notices, complaints, inspections continue, compliance issues continue.

**April 1, 2024**

**Village of Caledonia**

- The CEO assisted an owner with a denied building permit, met with an owner regarding a proposed home addition and met with Upstate Breaker about a larger scale solar project.

- The NYS Uniform Code Annual report was completed and a letter was issued allowing for campfires at the school for the PARP Festival.

A **motion** was made Trustee Manley to accept the report; Trustee Terborg seconded the motion.

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

NAY: None

#### **Water and Street DPW Report –**

- 5,978,000 gallons of water was pumped and water testing results were negative.

Remote water meters are being installed on Crescent Avenue, Grand Avenue & Circle, South Drive, Armstrong Place and East Avenue.

- GIS mapping continues, nine stakeouts were performed and the lead service inventory has started. A sanitary survey was performed by the Livingston County Department of Health.

- Every street in the village was swept with the new broom sweeper. Tree trimming and removal has begun and the DPW picked up brush from a recent wind storm.

- Normal maintenance on all equipment and buildings continues. The carpets were cleaned at the Clerk offices and CEO office. Brush was removed from the hillside in Washburn Park and grading/brush removal was complete at Tennent Park. The new AED machines are installed at Tennent Park and Washburn Park/the DPW building.

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

#### **Clerk-Treasurer Report –**

- The Status Report was submitted which includes the total general and water revenues and expenses for the month, water revenues from March 2023 compared to March 2024 and outstanding water.

- Recreation, Police, DPW, Court and Code Enforcement received their budget payroll and contractual reports that list appropriations spent to date and remaining budget totals.

- The Water Reconciliation Report was submitted which outlines penalties applied, payments received, water finals, additional usage fees for new meters, water credits, new billing totals and the remaining unpaid balance.

- The Treasurer's Summary Report details a description of every revenue and expenditure for the month. The Balance Sheets and General Ledgers for General and Water Funds were submitted.

- The Water Credit Report includes a \$136 correction to account 04-2516/229 North Street for a system billing error.

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

April 1, 2024

Village of Caledonia

**Bills were audited and ordered paid** – a **motion** was made by Deputy-Mayor Cappotelli to approve the bills paid; Trustee Terborg seconded the motion.

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

NAY: None

Abstract #216	General Fund	Water Fund
	\$ 2,528.55	\$ 725.08
Abstract #217	\$37,500.02	\$24,433.19

**Budget Transfers: a motion** was made by Deputy-Mayor Cappotelli to approve the following Budget Transfers; Trustee Terborg seconded the motion.

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

NAY: None

AA1325.200	Clerk Equip Contractual	\$661.50	FROM:	AA1410.110	Deputy-Clerk Personnel
FX8310.400	Water Clerk Contractual	\$382.15	FROM:	FX8310.100	Water Admin Personnel

**Budget Public Hearing Comment Period:** no comments were made.

A **motion** to close the Public Hearing was made at 7:35 p.m. by Trustee Manley; Deputy-Mayor Cappotelli seconded the motion.

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

NAY: None

**Deputy-Mayor Cappotelli offered the following resolution with Terborg moving for adoption:**

A **RESOLUTION** to adopt the budget for the fiscal year commencing June 1, 2024 and ending with May 31, 2025, 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 2024-2025, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2024.

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

NAY: None



**April 1, 2024**

**Village of Caledonia**

**Monument Park** – MRB prepared the Site Conceptual Opportunities for redesigning the area. The Village Board received colored packets with Layout A and Layout B along with case studies on other urban parks. The board will review the information and table discussions until the September meeting.

There being no further business, Trustee Manley made a motion to adjourn at 7:47 p.m.; Deputy-Mayor Cappotelli seconded the motion.

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

NAY: None

Ann Marie Grattan  
Clerk-Treasurer