

**Town of Ridgeway
Organization Meeting
Thursday January 2nd, 2014**

The organizational meeting was called to order at 2:10 P.M. by Supervisor Napoli at the Town Hall, Medina, N.Y

Those Officers Present:

	Brian Napoli	Supervisor
	Jeffrey Toussaint	Councilman
	Paul Blajszczak	Councilman
	David Stalker	Councilman
	Mary Woodruff	Councilwoman
Others	Mark Goheen	Highway Superintendent
	Lynne Johnson	Bookkeeper
	Barbara J. Klatt	Town Clerk

Pledge of Allegiance.

Swearing in of Elected Officials – Jeffrey Toussaint- Councilman
David Stalker-Councilman

RESOLUTION NO. 1 – 1/2/14 RESOLUTION TO MAKE ANNUAL
APPOINTMENTS BY TOWN BOARD

Resolved to make annual appointments as follows:

Official Depositories: Bank of Castile, Key Bank, Five Star Bank
Official Newspaper: Journal Register, Daily News, Other Advertising(Lake Plains Pennysaver, Orleans Hub).

Budget Officer: Supervisor
Law Officer: Katherine Bogan (General) & Water Districts: 5, 6, 7, 8, 9, 10,
11, 12, 13.
Webster & Schubel: Water Districts: 3 & 4.

Dog Control Officer: Kathy Smith (County)

Dog Control Clerk:	Town Clerk
Fair Housing Officer	Supervisor
Fire & Building Code Officer:	Daniel Wolfe
Fire & Building Code Officer-Second:	Douglas Rue
Zoning Enforcement Clerk:	
Zoning Enforcement Officer:	Daniel Wolfe
Zoning Enforcement Officer-Second:	Douglas Rue

Zoning Board Of Appeals(5 years)	Robert Roth(2017)
Zoning Board of Appeals (Chairman)	Lawrence Meyer
Zoning Board of Appeals-Vice Chairman	Raymond Wendling
Zoning Board of Appeals(5 years)	Richard Cichocki(2016)
Zoning Board of Appeals	Daniel Wilson
Planning Board Member	Timothy Elliot(2015)
Planning Board Member(5 years)	Charles Petitt(2015)
Planning Board Member	Richard Fisher
Planning Board Chairman(5 years)	Thomas Fenton(2016)
Planning Board Member	Richard Swan
Planning/Zoning Board Clerk:	Karen Kaiser
Water Clerk (Receiving):	Barbara Klatt
Water Billing Clerk:	Cheryl Sills
Water Billing Clerk(Alternate):	
Registrar of Vital Statistics:	Barbara Klatt
Deputy of Vital Statistics:	Karen Kaiser
Historian:	Catherine Cooper
Fixed Asset Officer:	Cheryl Sills
Janitor/Cleaner	
Water Superintendent:	Mark Goheen
Sewer Superintendent:	Mark Goheen
County Planning Board Member:	Thomas Fenton
County Planning Board Alternate:	Timothy Elliot
Glenwood Lake Commission:	Robert Waters, Gary Blackburn, James Watson, Mark Goheen, Barry Jones

Offered by Councilman Blajszczak, who moved its adoption.
 Seconded by Councilman Toussaint.

Adopted: 5 ayes 0 nays

RESOLUTION NO.2 – 1/2/14 RESOLUTION TO ACCEPT APPOINTMENTS
 BY SUPERVISOR, TOWN CLERK, HIGHWAY
 SUPERINTENDENT AND TOWN JUSTICE

Resolved to accept appointments by Supervisor, Town Clerk, Highway
 Superintendent, and Town Justice as follows:

APPOINTMENTS BY SUPERVISOR

Deputy Supervisor	Jeffrey Toussaint
Supervisor's Bookkeeper	Lynne Johnson

APPOINTMENTS BY TOWN CLERK

Deputy Clerk

Karen Kaiser

APPOINTMENTS BY HIGHWAY SUPERINTENDENT

Highway Clerk-Part-Time:

Cheryl Sills

APPOINTMENTS BY TOWN JUSTICE

Court Clerk

Stacy Silker

Offered by Councilwoman Woodruff, who moved its adoption.

Seconded by Councilman Stalker.

Adopted:

5 ayes

0 nays

RESOLUTION NO.3 – 1/2/14

**RESOLUTION TO ACCEPT
COMMITTEE APPOINTMENTS OF THE
SUPERVISOR**

Resolved to accept Committee Appointments of the Supervisor
(First name is Chairman).

Building, Town Clerk, Historian
Village, Town Committee
Youth Committee
Senior Citizens
Highway, Cemetery
Zoning/Planning
Assessor
Finances
Fire
Water
Solid Waste, Ethics
Cablevision, Housing
Knowlesville Sewer
Parks & Recreation
Personnel

Woodruff/Toussaint
Woodruff/Blajszczak
Toussaint/Woodruff
Blajszczak/Woodruff
Toussaint/Blajszczak
Woodruff/Stalker
Woodruff/Stalker
Toussaint/Woodruff
Blajszczak/Stalker
Toussaint/Blajszczak
Toussaint/Woodruff
Stalker/Blajszczak
Toussaint/Stalker
Blajszczak/Stalker
Woodruff/Toussaint

Offered by Councilman Blajszczak, who moved its adoption.

Seconded by Councilwoman Woodruff.

Adopted:

5 ayes

0 nays

RESOLUTION NO.4 – 1/2/14

**RESOLUTION TO SET SALARIES,
WAGES 2014**

Resolved to set salaries, wages as follows:

Salaried:

Supervisor:	\$ 9,882.00
Budget Officer:	1,725.00
Supervisor's Bookkeeper	12,906.00
Town Clerk	37,000.00
Highway Superintendent	50,428.00
Deputy Highway Superintendent	2000.00
Water Superintendent	10,821.00
Deputy Water Superintendent	1,020.00
Town Justice	25,000.00
Court Clerk(Sanderson)	29,000.00
Councilman (4)	3,560.00 each
Assessor	32,876.00
Registrar of Vital Statistics	550.00
Registrar of Vital Statistics (Deputy)	250.00
Water Receiving Clerk	5,000.00
Water Bookkeeper	5,425.00
Water District #10/Bookkeeping	2,516.00
Review Members (5)	175.00/year
Zoning Board of Appeals-Chairman	460.00/year
Zoning Enforcement Officer:	12,541.00
Zoning Enforcement Officer-Second	9,600.00
Fire and Building Code Officer	6,031.00

HOURLY

Deputy Town Clerk	\$ 11.25/hr
Planning/Zoning Clerk	11.00/hr
Water Billing Clerk	13.00/hr
Court Clerk	
Court Constables (2)	13.55/hr each
Part-time MEO	11.25/hr.
Part-time labor	Minimum wage
Election Inspectors	8.50/hr
Part-time water laborer	10.35/hr

OTHERS: COMPLETION OF DUTIES:

Zoning Board of Appeals Members (4):	\$408.00/yr
Planning Board Chairman:	460.00/yr
Planning Board Members (4):	408.00/yr
Historian:	206.00/yr
County Planning Board Member:	25.00/meeting

Offered by Councilwoman Woodruff, who moved its adoption.

Seconded by Councilman Stalker.

Adopted: 5 ayes 0 nays

RESOLUTION NO.5 – 1/2/14 RESOLUTION TO SET MILEAGE ALLOWANCE

Resolved to set mileage allowance:
Resolved to set mileage allowance of officers and employees using personal vehicles for official Town business at: \$. 50 per mile.

Offered by Councilman Stalker, who moved its adoption.
Seconded by Councilman Toussaint.

Adopted: 5 ayes 0 nays

RESOLUTION NO.6 – 1/2/14 RESOLUTION TO ALLOW SUPERVISOR TO PAY VOUCHERS PRIOR TO TOWN BOARD AUDIT

Resolved to allow the Supervisor to pay the following vouchers prior to Town Board audit:

Weekly, monthly and vacation pay.
Utility bills
Postage and freight
Health insurance
Payments to Federal, State, and County Agencies.

Offered by Councilwoman Woodruff, who moved its adoption.
Seconded by Councilman Toussaint.

Adopted: 5 ayes 0 nays

RESOLUTION NO.7-1/2/14 RESOLUTION TO ADOPT UPDATED PROCUREMENT POLICY

Resolved to adopt updated Procurement Policy
Copies to Board

Offered by Councilman Toussaint, who moved its adoption.
Seconded by Councilman Blajszczak.

Adopted: 5 ayes 0 nays

RESOLUTION NO.8 – 1/2/14 RESOLUTION TO SET TOWN BOARD MEETINGS 2014

Resolved to set Town Board meetings as follows

:

Regular Town Board Meeting: Third Monday of each month (except January and February) shall be the third Tuesday at 7:00PM.

Workshop meeting: Tuesday before the regular meeting at 7:00PM.

Offered by Councilman Blajszczak, who moved its adoption.

Seconded by Councilwoman Woodruff.

Adopted: 5 ayes 0 nays

RESOLUTION NO.9 – 1/2/14 RESOLUTION THAT GENERAL AND
WATER PAYROLL IS PAID TWICE MONTHLY

Resolved that general and water payroll is paid twice monthly.

Offered by Councilman Blajszczak, who moved its adoption.

Seconded by Councilwoman Woodruff

Adopted: 5 ayes 0 nays

RESOLUTION NO.10 – 1/2/14 RESOLUTION TO CO-SPONSOR
SENIOR CITIZEN PROGRAM 2014

Resolved to co-sponsor Senior Citizen Program for 2014.

Offered by Councilman Blajszczak, who moved its adoption.

Seconded by Councilman Stalker.

Adopted: 5 ayes 0 nays

RESOLUTION NO.11 – 1/2/14 RESOLUTION TO SET BUSINESS
HOURS FOR TOWN HALL

Resolved to set business hours for the Town Hall as continuous from 9:00AM to 4:30PM, Monday through Friday.

Offered by Councilwoman Woodruff, who moved its adoption.

Seconded by Councilman Stalker.

Adopted: 5 ayes 0 nays

RESOLUTION NO.12 – 1/2/14 RESOLUTION TO AUTHORIZE
SUPERVISOR TO SIGN 2014
CONTRACTS/AGREEMENTS

Resolved to authorize Supervisor to sign the following 2014 contracts/agreement:

Legal Service Agreement: Katherine Bogan, Esq.
Auditor: Amato, Fox and Co., LLC, Tonawanda, NY
Hodgson, Russ Attorneys LLC, Buffalo, NY

Offered by Councilman Toussaint, who moved its adoption.
Seconded by Councilman Blajszczak.

Adopted: 5 ayes 0 nays

RESOLUTION NO.13 – 1/2/14 RESOLUTION TO NAME TOWN
CLERK OFFICIAL TIMEKEEPER
OF ALL TOWN HALL PERSONNEL

Resolved to name Town Clerk as the official timekeeper of all Town Hall personnel. Department heads shall submit time sheets showing daily hours worked, holidays, vacations, personal, funeral, sick days or days off without pay.

Offered by Councilman Toussaint, who moved its adoption.
Seconded by Councilwoman Woodruff.

Adopted: 5 ayes 0 nays

RESOLUTION NO.14 – 1/2/14 RESOLUTION TO SET FULL TIME
DEPUTY AND CLERKS' WORK WEEK

Resolved to set full time deputy and clerks work week as 32.5 hours/week. All overtime requires approval of the Town Board. Any hours worked between 32.5 and 40 hours per week shall be paid at straight time. Any approved hours worked over 40 hours shall be paid at the overtime rate.

Offered by Councilman Toussaint, who moved its adoption.
Seconded by Councilman Stalker.

Adopted: 5 ayes 0 nays

RESOLUTION NO.15 – 1/2/14 RESOLUTION TO APPROVE
SUPERVISOR,HIGHWAY SUPER-
INTENDENT,TOWN CLERK AND
ASSESSOR ATTENDANCE AT
TRAINING CLASSES

Resolved to approve the Supervisor, Highway Superintendent, and Town

Clerk, and Assessor attendance at training conferences within the constraints of the budget.

Offered by Councilwoman Woodruff, who moved its adoption.
Seconded by Councilman Toussaint.

Adopted: 5 ayes 0 nays

RESOLUTION NO.16 – 1/2/14 RESOLUTION THAT THE TOWN BOARD HAS REVIEWED CODE OF ETHICS POLICY AND PROCUREMENT POLICY AS ADOPTED

Resolved that Town Board has reviewed Code of Ethics Policy and Procurement Policy, as adopted. Copies to Board members.

Offered by Councilman Toussaint, who moved its adoption.
Seconded by Councilman Blajszczak.

Adopted: 5 ayes 0 nays

RESOLUTION NO.17 – 1/2/14 RESOLUTION TO NAME SUPERVISOR AS VOTING DELEGATE TO NYS ASSOC. OF TOWNS CONVENTION

Resolved to name Supervisor as voting delegate to NYS Assoc. of Towns Convention. Jeffrey Toussaint as alternate.

Offered by Councilwoman Woodruff, who moved its adoption.
Seconded by Councilman Blajszczak.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 18 – 1/2/14 RESOLUTION TO SET HOLIDAYS FOR TOWN OFFICE FOR 2014

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
July 4th
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day

Day after Thanksgiving Day
Christmas Eve
Christmas Day
Election Day-Town Office used as polling place.
One Floating Holiday (discretion of employee)

Offered by Councilman Blajszczak, who moved its adoption.
Seconded by Councilwoman Woodruff.

Resolved to set holidays for Town Office for 2014.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 19 – 1/2/14 RESOLUTION TO GRANT TOWN
EXEMPTION ON VILLAGE SEWER
AND WATER SYSTEMS

Offered by Councilman Blajszczak, who moved its adoption.
Seconded by Councilman Toussaint.

Resolved to grant Town exemption on Village Sewer and Water Systems.

Adopted: 5 ayes 0 nays

Other Business: Thank you.

As there was no further business to discuss at this time, the meeting was adjourned at 2:35 P.M. by Councilman Toussaint and seconded by Councilman Blajszczak.

Town of Ridgeway,

Barbara J. Klatt
Town Clerk