

Budget Officer: Supervisor
Law Officer: Katherine Bogan (General) & Water Districts: 5, 6, 7, 8, 9,10
11, 12, 13,14

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:	Michael Mack
Zoning Enforcement Clerk:	Nancy Traxler
Zoning Enforcement Officer:	Daniel Wolfe
Zoning Enforcement Officer-Second:	Michael Mack
Zoning Board Of Appeals(5 years)	Lawrence Meyers
Zoning Board of Appeals (Chairman)	Lawrence Meyers
Zoning Board of Appeals-Vice Chairman	Raymond Wendling
Planning Board Member(5 years)	Thomas Fenton
Planning Board Chairman	Thomas Fenton
Planning/Zoning Board Clerk:	Nancy Traxler
Water Clerk (Receiving):	Barbara Klatt
Water Billing Clerk:	Cheryl Sills
Water Billing Clerk(Alternate):	Nancy Traxler
Real Property Appraisal Tech/Trainee:	Carianne Glass
Marriage Officer:	Karen Kaiser
Registrar of Vital Statistics:	Barbara Klatt
Deputy of Vital Statistics:	Karen Kaiser
Historian:	Catherine Cooper
Fixed Asset Officer:	Cheryl Sills
Janitor/Cleaner:	White Glove Cleaning Serv.
Water Superintendent:	Mark Goheen
Sewer Superintendent:	Mark Goheen
County Planning Board Member:	Thomas Fenton
County Planning Board Alternate:	Timothy Elliot
Constables:	John Stachewicz (Court)
	Claude Grimes (Court)
	Eric Harling (Process)
	David Wells (Process)

Glenwood Lake Commission: Gary Blackburn,
James Watson,
Mark Goheen, Barry Jones

Adopted: 4 ayes 0 nays

RESOLUTION NO. 3 – 1/3/17

**RESOLUTION TO ACCEPT APPOINTMENTS
BY SUPERVISOR, TOWN CLERK, HIGHWAY
SUPERINTENDENT AND TOWN JUSTICE**

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

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
Deputy Clerk (2 nd)	Nancy Traxler

APPOINTMENTS BY HIGHWAY SUPERINTENDENT

Highway Clerk-Part-Time:	Cheryl Sills
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APPOINTMENTS BY TOWN JUSTICE

Court Clerk	Stacy Silker
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Adopted: 4 ayes 0 nays

RESOLUTION NO. 4 – 1/3/17

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

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

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

Building, Town Clerk, Historian	Woodruff/Toussaint
Village, Town Committee	Woodruff/Fisher
Youth Committee	Toussaint/Woodruff
Senior Citizens	Woodruff/Fisher
Highway, Cemetery	Toussaint/Fisher
Zoning/Planning	Woodruff/Stalker

Assessor	Woodruff/Stalker
Finances	Toussaint/Woodruff
Fire	Stalker/Fisher
Water	Toussaint/Fisher
Solid Waste, Ethics	Toussaint/Woodruff
Cablevision, Housing	Stalker/Fisher
Knowlesville Sewer	Toussaint/Stalker
Parks & Recreation	Stalker/Fisher
Personnel	Woodruff/Toussaint

Adopted: 4 ayes 0 nays

RESOLUTION NO. 5 – 1/3/17 RESOLUTION TO SET SALARIES,
WAGES 2017

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

Resolved to set salaries, wages as follows:

SALARIED:

Supervisor:	\$ 9,882.00
Budget Officer:	1,725.00
Supervisor's Bookkeeper	13,692.00
Town Attorney	8,181.00
Town Clerk	42,217.00
Highway Superintendent	58,199.00
Deputy Highway Superintendent	2,731.00
Water Superintendent	11,480.00
Deputy Water Superintendent	1,083.00
Town Justice	26,523.00
Court Clerk	31,690.00
Councilman (4)	3,560.00 ea.
Assessor	54,590.00
Assessor Technician Trainee	23,896.00
Registrar of Vital Statistics	600.00
Registrar of Vital Statistics (Deputy)	500.00
Registrar of Vital Statistics (2 nd)	100.00
Water Receiving Clerk	6,000.00
Water Bookkeeper	5,929.00
Water District #13/Bookkeeping	2,749.00
Review Members (5)	175.00/year
Zoning Board of Appeals-Chairman	460.00/year
Zoning Enforcement Officer:	13,305.00
Zoning Enforcement Officer-Second	9,888.00
Fire and Building Code Officer	8,257.00

HOURLY

Deputy Town Clerk	\$ 14.50/hr
Deputy T.C. 2 nd	11.60/hr
Planning/Zoning Clerk	11.60/hr
Water Billing Clerk	14.31/hr
Code Enforcement/Zoning	23.00/hr
Court Constables (2)	14.50/hr each
Constables (2) Process	25.00 per service
Part-time MEO	11.25/hr
Part-time labor	Minimum wage
Election Inspectors	9.70/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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 6 – 1/3/17 RESOLUTION TO SET MILEAGE ALLOWANCE

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

Resolved to set mileage allowance of officers and employees using personal vehicles for official Town business at: \$.535 per mile.

Adopted: 4 ayes 0 nays

RESOLUTION NO. 7 – 1/3/17 RESOLUTION TO ALLOW SUPERVISOR TO PAY VOUCHERS PRIOR TO TOWN BOARD AUDIT

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

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.

Adopted: 4 ayes 0 nays

RESOLUTION NO. 8 – 1/3/17 RESOLUTION TO SET TOWN BOARD MEETINGS 2016

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

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.

Adopted: 4 ayes 0 nays

RESOLUTION NO. 9 – 1/3/17 RESOLUTION THAT GENERAL AND WATER PAYROLL IS PAID BI-WEEKLY

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

Resolved that general and water payroll is paid bi-weekly.

Adopted: 4 ayes 0 nays

RESOLUTION NO. 10 – 1/3/17 RESOLUTION TO CO-SPONSOR SENIOR CITIZEN PROGRAM 2017

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

Resolved to co-sponsor Senior Citizen Program for 2017.

Adopted: 4 ayes 0 nays

RESOLUTION NO.11 – 1/3/17 RESOLUTION TO SET BUSINESS HOURS FOR TOWN HALL

Offered by Councilman Stalker, who moved its adoption.

Seconded by Councilwoman Woodruff.

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

Adopted: 4 ayes 0 nays

RESOLUTION NO.12 – 1/3/17 RESOLUTION TO AUTHORIZE
SUPERVISOR TO SIGN 2017
CONTRACTS/AGREEMENTS

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

Resolved to authorize Supervisor to sign the following 2017 contracts/agreement:

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

Adopted: 4 ayes 0 nays

RESOLUTION NO.13 = 1/3/17 RESOLUTION TO NAME TOWN
CLERK OFFICIAL TIMEKEEPER
OF ALL TOWN HALL PERSONNEL

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

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.

Adopted: 4 ayes 0 nays

RESOLUTION NO.14 – 1/3/17 RESOLUTION TO SET FULL TIME
DEPUTY AND CLERKS' WORK WEEK

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

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.

WHEREAS, the Retirement System requires the Town to specify the standard work days of all employees, be it;

RESOLVED, the following is hereby specified as the standard work days for retirement purposes:

Highway Superintendent:	8 Hours per day
Town Clerk:	6.5 Hours per day
Court Clerk:	6.5 Hours per day
Assessor:	6.5 Hours per day
Real Property Appraisal Technician/Trainee:	6.5 Hours per day
Highway MEO & Laborers:	8 Hours per day
Deputy Clerk:	6.5 Hours per day

Adopted: 4 ayes 0 nays

RESOLUTION NO.15 – 1/3/17 RESOLUTION TO APPROVE
SUPERVISOR, HIGHWAY SUPER-
INTENDENT, TOWN CLERK AND
ASSESSOR ATTENDANCE AT
TRAINING CLASSES

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

Resolved to approve the Supervisor, Highway Superintendent, and Town Clerk, and Assessor attendance at training conferences within the constraints of the budget.

Adopted: 4 ayes 0 nays

RESOLUTION NO.16 – 1/3/17 RESOLUTION THAT THE TOWN
BOARD HAS REVIEWED CODE OF
ETHICS POLICY, PROCUREMENT
POLICY AND COMMUNICATIONS
TECHNOLOGY POLICY

Offered by Councilman Stalker, who moved its adoption.

Seconded by Councilwoman Woodruff.

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

Adopted: 4 ayes 0 nays

RESOLUTION NO.17 – 1/3/17 RESOLUTION TO APPROVE CHATFIELD ENGINEERS AS DESIGNATED TOWN ENGINEERS

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

Resolved to approve Chatfield Engineers as designated Town Engineers.

Adopted: 4 ayes 0 nays

RESOLUTION NO.18 – 1/3/17 RESOLUTION TO NAME SUPERVISOR AS VOTING DELEGATE TO NYS ASSOC. OF TOWNS CONVENTION

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 19 – 1/3/17 RESOLUTION TO SET HOLIDAYS FOR TOWN OFFICE FOR 2017

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

Resolved to set holidays for Town Office for 2017.

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)

Adopted: 4 ayes 0 nays

RESOLUTION NO. 20 – 1/3/17 RESOLUTION TO GRANT TOWN EXEMPTION ON VILLAGE SEWER AND WATER SYSTEMS

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 21 – 1/3/17

RESOLUTION TO ADOPT CEMETERY
FEE SCHEDULE

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

Resolved to adopt cemetery fee schedule.

Adopted: 4 ayes 0 nays

Cemetery Fee Schedule

Resident Grave Price: \$400.00 Non-Resident Grave Price: \$450.00

Interments

Adults: \$550.00
Child 4'-5': \$365.00
Under 4': \$325.00
Urn Internment/Cremation: \$325.00
Saturdays, Sundays, Holidays additional: \$75.00

Disinterment

Disinterment/Removal to another cemetery: \$450.00
Reinterment in the Town: \$675.00

Vault Storage Fee: For deaths occurring during winter: \$100.00.

Other Business: Supervisor Napoli thanked everyone and wished all a Happy New Year.

As there was no further business to discuss at this time, the meeting was adjourned at 2:23 P.M. by Councilman Stalker and seconded by Councilman Toussaint.

Town of Ridgeway,

Barbara J. Klatt
Town Clerk