

**Town of Ridgeway
Organization Meeting
Tuesday, January 2, 2018**

The organizational meeting was called to order at 2:00 P.M. by Supervisor Napoli at the Ridgeway Town Hall, Medina, N.Y.

Those Officers Present:

Brian Napoli	Supervisor
Jeffrey Toussaint	Councilman
Mary Woodruff	Councilwoman
David Stalker	Councilman
Sarah Fisher	Councilwoman

Others	Mark Goheen	Highway Superintendent
	Karen L. Kaiser	Town Clerk
	Karen Lake-Maynard	Orleans County Clerk
	Leo Kaiser	

Pledge of Allegiance

Swearing in of elected Officials was performed by Orleans County Clerk Karen Lake-Maynard who swore in Karen L. Kaiser Town Clerk, Jeffrey Toussaint Councilman, Dave M. Stalker Councilman, Mark J. Goheen Highway Superintendent.

RESOLUTION NO. 1 – 01/02/18 RESOLUTION TO APPROVE TOWN BOARD MINUTES OF END OF YEAR MEETING

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

Resolved to approve Town Board minutes of End of Year Meeting.

Adopted: 4 ayes 0 nays

RESOLUTION NO. 2 – 01/02/18 RESOLUTION TO MAKE ANNUAL APPOINTMENTS BY TOWN BOARD

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

Resolved to make annual appointments as follows:

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

Budget Officer: Supervisor
Law Officer: Katherine Bogan (General) & Water Districts: 5, 6, 7, 8, 9,10
11, 12,13,14,15
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:	Julie Cecchini
Water Clerk (Receiving):	Karen Kaiser
Water Billing Clerk:	Cheryl Sills
Water Billing Clerk(Alternate):	Julie Cecchini
Real Property Appraisal Tech/Trainee:	Carianne Glass
Marriage Officer:	Karen Kaiser
Registrar of Vital Statistics:	Karen L. Kaiser
Deputy of Vital Statistics:	Elisa(E.J.) Payne
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 – 1/02/18 **RESOLUTION TO ACCEPT APPOINTMENTS
BY SUPERVISOR, TOWN CLERK, HIGHWAY
SUPERINTENDENT AND TOWN JUSTICE**

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

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	Elisa Payne
Deputy Clerk (2 nd)	Julie Cecchini

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 – 1/02/18 **RESOLUTION TO ACCEPT
COMMITTEE APPOINTMENTS
OF THE SUPERVISOR**

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

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 – 1/02/18 RESOLUTION TO SET SALARIES,
WAGES 2017

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

Resolved to set salaries, wages as follows:

SALARIED:

Supervisor:	\$ 9,882.00
Budget Officer:	1,725.00
Supervisor's Bookkeeper	13,965.00
Town Attorney	8,345.00
Town Clerk	30,000.00
Highway Superintendent	59,363.00
Deputy Highway Superintendent	2,786.00
Water Superintendent	11,710.00
Deputy Water Superintendent	1,105.00
Town Justice	27,054.00
Court Clerk	32,324.00
Councilman (4)	3,560.00 ea.
Assessor	56,228.00
Assessor Technician Trainee	24,612.00
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	2,804.00
Review Members (5)	175.00/year
Zoning Board of Appeals-Chairman	460.00/year
Zoning Enforcement Officer:	13,571.00
Zoning Enforcement Officer-Second	9,888.00
Fire and Building Code Officer	8,422.00

HOURLY

Deputy Town Clerk	\$ 11.00/hr
Deputy T.C. 2 nd	11.00/hr
Assessor Technician Trainee	14.56/hr
Planning/Zoning Clerk	11.00/hr
Water Billing Clerk	14.60/hr
Code Enforcement/Zoning	23.46/hr
Court Constables (2)	14.79/hr each
Constables (2) Process	25.00 per service
Part-time MEO	11.25/hr
Part-time labor	Minimum wage
Election Inspectors	10.50/hr
Part-time water laborer	11.00/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 – 01/02/18 RESOLUTION TO SET MILEAGE ALLOWANCE

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

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 – 01/02/18 RESOLUTION TO ALLOW SUPERVISOR
TO PAY VOUCHERS PRIOR TO TOWN
BOARD AUDIT

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

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 – 1/02/18 RESOLUTION TO SET TOWN BOARD
MEETINGS 2018

Offered by Councilman Stalker, 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 – 1/02/18 RESOLUTION THAT GENERAL AND
WATER PAYROLL IS PAID BI-WEEKLY

Offered by Councilwoman Woodruff, who moved its adoption.
Seconded by Councilwoman Fisher.

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 2018

Offered by Councilwoman Woodruff, who moved its adoption.
Seconded by Councilwoman Fisher.

Resolved to co-sponsor Senior Citizen Program for 2018.

Adopted: 4 ayes 0 nays

RESOLUTION NO.11 – 1/02/18 RESOLUTION TO SET BUSINESS
HOURS FOR TOWN HALL

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

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 – 1/02/18 RESOLUTION TO AUTHORIZE
SUPERVISOR TO SIGN 2018
CONTRACTS/AGREEMENTS

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

Resolved to authorize Supervisor to sign the following 2018 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 – 1/02/18 RESOLUTION TO NAME TOWN
CLERK OFFICIAL TIMEKEEPER
OF ALL TOWN HALL PERSONNEL

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

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 – 1/02/18 RESOLUTION TO SET FULL TIME
DEPUTY AND CLERKS' WORK WEEK

Offered by Councilman Stalker, 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
elected and appointed positions for retirement purposes:

Highway Superintendent	8 Hours per day	Mark Goheen
Town Clerk:	6.5 Hours per day	Karen L. Kaiser
Deputy Clerk	6.5 Hours per Day	
Court Clerk:	6.9 Hours per day	Stacy Silker
Assessor:	6.5 Hours per day	Patricia Laszewski
Real Property Appraisal Technician/Trainee	6.5 Hours Per day	Carianne Glass
Town Supervisor	6 Hours per day	Brian Napoli
Bookkeeper, Water Clerk, & Councilman	6.5 days	

Adopted: 4 ayes 0 nays

RESOLUTION NO.15 – 1/02/18 RESOLUTION TO APPROVE
SUPERVISOR, HIGHWAY SUPER-
INTENDENT, TOWN CLERK AND
ASSESSOR ATTENDANCE AT
TRAINING CLASSES

Offered by Councilwoman Woodruff, who moved its adoption.

Seconded by Councilwoman Fisher.

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 MEMBERS AND EMPLOYEES HAVE REVIEWED CODE OF ETHICS POLICY; PROCUREMENT POLICY AND COMMUNICATIONS TECHNOLOGY POLICY

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO.17 – 1/02/18 RESOLUTION TO APPROVE CHATFIELD ENGINEERS AS DESIGNATED TOWN ENGINEERS

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

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. JEFF TOUSSAINT AS ALTERNATE OR DESIGNEE.

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 19 – 1/02/18 RESOLUTION TO SET HOLIDAYS
FOR TOWN OFFICE FOR 2018

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

Resolved to set holidays for Town Office for 2018.

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 – 1/02/18 RESOLUTION TO GRANT TOWN
EXEMPTION ON VILLAGE SEWER
AND WATER SYSTEMS

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 21 – 1/02/18 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

RESOLUTION NO 22-1/02/18

RESOLUTION TO ADD KAREN KAISER, TOWN CLERK, TO CHECK SIGNING CARD AT BANK OF CASTILE. REMOVE BARB KLATT

Resolved to add Karen Kaiser to check signing card at the Bank of Castile, and Remove Barb Klatt

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

Resolved to add Karen Kaiser to check signing card at Bank of Castile and remove Barb Klatt.

Adopted: 4 ayes 0 nays

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 2:45 P.M. by Councilman Stalker and seconded by Councilwoman Woodruff.

Town of Ridgeway,

Karen L. Kaiser
Town Clerk

TOWN OF RIDGEWAY SALARIED PAYROLL-2017

DATE: 2017

LEGISLATIVE BOARD	A1010.1	\$ 547.68
MUNICIPAL COURT	A1110.1 & A1110.12	2238.97
SUPERVISOR	A1220.1	906.68
BUDGET OFFICER	A1340.1	66.34
ASSESSOR	A1355.1	2099.62
TOWN CLERK	A1410.1	1623.73
HIGHWAY SUPERINTENDENT	A5010.1	2238.42
VITAL RECORDS	B4020.1	42.31
WATER	SW8310.1	900.34
WATER DIST.#13	83402HW13	105.73
DEPUTY HWY.SUPERINTENDENT	A5011.1	105.04

TOTAL: \$10874.86

LEGISLATIVE BOARD:

#142	J. TOUSSAINT	A1010.1	136.92
#189	D. STALKER	A1010.1	136.92
#186	M.WOODRUFF	A1010.1	136.92
	SARAH FISHER	A1010.1	136.92
JUSTICE:	#194	J. KUJAWA	A1110.1 1020.12
JUSTICE CLERK	#183	S. SILKER	A1110.12 1218.85
SUPERVISOR:	#172	B. NAPOLI	A1220.1 380.07
	#172	B. NAPOLI	A1340.1 66.34
BOOKKEEPER:	#146	L. JOHNSON	A1220.1 526.61
	#146	L. JOHNSON	SW8310.1 228.04
	#146	L. JOHNSON	83402HW13 105.73
ASSESSOR:	#154	P. LASZEWSKI	A1355.1 2099.62
TOWN CLERK:	#119	B. KLATT	A1410.1 1623.73
	#119	B. KLATT	SW8310.1 230.77
	#119	B. KLATT	B4020.1 23.08
VITAL RECORDS:	#184	<i>Es. Klyne -</i> K. KAISER	B4020.1 19.23
HWY. SUPERINT.	#180	M. GOHEEN	A5010.1 2238.42
WATER SUPERINT.	#180	M. GOHEEN	SW8310.1 441.53
DEPUTY HWY. SUPER.#108		T. FELDMAN	A5011.1 105.04

TOWN OF RIDGEWAY HOURLY PAYROLL-2017

DATE:

COURT CLK/CONSTABLE A1110.1 -----
 ASSESSOR(TECH TRAINEE)A1355.1 -----
 DEPUTY TOWN CLERK A1410.1 -----
 ANIMAL CONTROL A3510.1 -----

ZONING B8010.1 -----
 PLANNING B8020.1 -----
 CODE ENFORCEMENT B3620.1 -----

WATER SW8310.1 -----

HIGHWAY DA5140.1 -----

TOTAL \$ _____

NAME	ACCT.	RATE	HRS.	AMT.
<i>EJ Payne</i> #184 K. KAISER	A1410.1	<i>11.00</i> 14.50	_____	_____
	A3510.1	<i>11.00</i> 14.50	_____	_____
#162 D. WOLFE	B8010.1	23.00	_____	_____
	B3620.1	23.00	_____	_____
#166 C. SILLS	SW8310.1	14.31	_____	_____
#197 C. GLASS	A1355.1	14.14	_____	_____
#198 J. CECCHINI	A1410.1	11.00	_____	_____
J. CECCHINI	B8010.1	11.00	_____	_____
J. CECCHINI	B8020.1	11.00	_____	_____
J. CECCHINI	SW8310.1	11.00	_____	_____
J. CECCHINI	DA5140.1	11.00	_____	_____
#191 C. GRIMES	A1110.1	14.50	_____	_____
#193 J.STACHEWICZ	A1110.1	14.50	_____	_____

