

**Town of Ridgeway
Organization Meeting
Monday, January 4, 2016**

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(Abs. Exc.)
Sarah Fisher	Councilwoman

Others	Mark Goheen	Highway Superintendent
	Barbara J. Klatt	Town Clerk

David Wells

Pledge of Allegiance

RESOLUTION NO. 1 – 1/4/16

**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
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
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:	
Zoning Enforcement Clerk:	Nancy Traxler
Zoning Enforcement Officer:	Daniel Wolfe

Zoning Enforcement Officer-Second:	
Zoning Board Of Appeals(5 years)	Alice 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(2016)
Planning Board Member(5 years)	Charles Pettit
Planning Board Member	Richard Fisher
Planning Board Chairman(5 years)	Thomas Fenton(2016)
Planning Board Member	Richard Swan
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:	
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 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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 2 – 1/4/16 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
Deputy Clerk (2nd) Nancy Traxler

APPOINTMENTS BY HIGHWAY SUPERINTENDENT

Highway Clerk-Part-Time: Cheryl Sills

APPOINTMENTS BY TOWN JUSTICE

Court Clerk Stacy Silker

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

Adopted: 4 ayes 0 nays

**RESOLUTION NO. 3 – 1/4/16 RESOLUTION TO ACCEPT
COMMITTEE APPOINTMENTS OF THE
SUPERVISOR**

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 4 – 1/4/16 RESOLUTION TO SET SALARIES,
WAGES 2016

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	40,016.00
Highway Superintendent	56,504.00
Deputy Highway Superintendent	2,653.00
Water Superintendent	11,480.00
Deputy Water Superintendent	1,083.00
Town Justice	25,750.00
Court Clerk	30,766.00
Councilman (4)	3,560.00 ea.
Assessor	53,000.00
Registrar of Vital Statistics	550.00
Registrar of Vital Statistics (Deputy)	500.00
Registrar of Vital Statistics (2 nd Deputy)	100.00
Water Receiving Clerk	5,665.00
Water Bookkeeper	5,588.00
Water District #11/Bookkeeping	2,669.00
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	8257.00

HOURLY

Deputy Town Clerk	\$ 13.75/hr
Deputy T.C. 2 nd	10.50/hr
Planning/Zoning Clerk	10.50/hr
Water Billing Clerk	10.50/hr
Code Enforcement/Zoning	21.89/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	9.50/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 Councilman Toussaint, who moved its adoption.
Seconded by Councilwoman Woodruff.

Adopted: 4 ayes 0 nays

**RESOLUTION NO. 5 – 1/4/16 RESOLUTION TO SET MILEAGE
ALLOWANCE**

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

Resolved to set mileage allowance of officers and employees using personal
vehicles for official Town business at: \$. 54 per mile.

Adopted: 4 ayes 0 nays

**RESOLUTION NO. 6 – 1/4/16 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 Councilman Toussaint, who moved its adoption.
Seconded by Councilwoman Fisher.

Adopted: 4 ayes 0 nays

**RESOLUTION NO. 7 – 1/4/16 RESOLUTION TO SET TOWN BOARD
MEETINGS 2016**

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 8 – 1/4/16 RESOLUTION THAT GENERAL AND
WATER PAYROLL IS PAID BI-WEEKLY

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO. 9 – 1/4/16 RESOLUTION TO CO-SPONSOR
SENIOR CITIZEN PROGRAM 2016

Resolved to co-sponsor Senior Citizen Program for 2016.

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

Adopted: 4 ayes 0 nays

RESOLUTION NO.10 – 1/4/16 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 Fisher, who moved its adoption.
Seconded by Councilman Toussaint.

Adopted: 4 ayes 0 nays

RESOLUTION NO.11 – 1/4/16 RESOLUTION TO AUTHORIZE
SUPERVISOR TO SIGN 2016

CONTRACTS/AGREEMENTS

Resolved to authorize Supervisor to sign the following 2016 contracts/agreement:

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO.12 – 1/4/16 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 Councilwoman Woodruff, who moved its adoption.
Seconded by Councilman Toussaint.

Adopted: 4 ayes 0 nays

RESOLUTION NO.13 – 1/4/16 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 Councilwoman Fisher.

Adopted: 4 ayes 0 nays

RESOLUTION NO.14 – 1/4/16 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 Councilman Toussaint, who moved its adoption.
Seconded by Councilwoman Woodruff.

Adopted: 4 ayes 0 nays

RESOLUTION NO.15 – 1/4/16 RESOLUTION THAT THE TOWN BOARD HAS REVIEWED CODE OF ETHICS POLICY, PROCUREMENT POLICY AND COMMUNICATIONS TECHNOLOGY POLICY

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

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

Adopted: 4 ayes 0 nays

RESOLUTION NO.16 – 1/4/16 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. 17 – 1/4/16 RESOLUTION TO SET HOLIDAYS FOR TOWN OFFICE FOR 2016

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

Resolved to set holidays for Town Office for 2016.

Adopted: 4 ayes 0 nays

RESOLUTION NO. 18 – 1/4/16 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. 19 – 1/4/16 RESOLUTION TO AUTHORIZE
BOOKKEEPER TO MAKE END-OF-
YEAR BUDGET TRANSFERS

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

Resolved to authorize bookkeeper to make end-of-year budget transfers.

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 2:23 P.M. by Councilwoman Woodruff and seconded by Councilwoman Fisher.

Town of Ridgeway,

Barbara J. Klatt
Town Clerk

