

**Town of Ridgeway
Organization Meeting
Tuesday, January 3, 2019**

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 (excused)

Others

Mark Goheen	Highway Superintendent
Karen L. Kaiser	Town Clerk
Lynne Johnson	Legislator

Pledge of Allegiance

RESOLUTION NO. 1 - 01/03/19 RESOLUTION TO APPROVE TOWN
BOARD MINUTES OF END OF YEAR
MEETING

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

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

Adopted: 3 ayes 0nays

RESOLUTION NO. 2 - 01/03/19 RESOLUTION TO MAKE
ANNUAL APPOINTMENTS
BY TOWN BOARD

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

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
Dog Control Clerk:	TownClerk
Fair Housing Officer	Supervisor
Fire & Building Code Officer:	Daniel Wolfe
Zoning Enforcement Clerk:	Joelle Brown
Zoning Enforcement Officer:	Daniel Wolfe
Zoning Board of Appeals (Chairman)	Lawrence Meyers
Zoning Board of Appeals-Vice Chairman	Raymond Wendling
Planning Board Chairman	Thomas Fenton
Planning/Zoning Board Clerk:	Joelle Brown
Water Clerk (Receiving):	Karen Kaiser
Water Billing Clerk:	Joelle Brown
Real Property Appraisal Tech/Trainee:	Julie Cecchini
Marriage Officer:	Karen Kaiser
Registrar of Vital Statistics:	Karen L. Kaiser
Deputy of Vital Statistics:	1 st Deputy
Historian:	Catherine Cooper
Fixed Asset Officer:	1 st Deputy
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) James Wells (Court) Eric Harling (Process) David Wells (Process)
Glenwood Lake Commission:	Gary Blackburn, James Watson, Mark Goheen, Barry Jones.

Adopted: 3Ayes 0nays

RESOLUTION NO. 3 - 1/03/2019 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	Millenium Roads

APPOINTMENTS BY TOWN CLERK

Deputy Clerk	1 st Deputy Julie
Deputy Clerk (2 nd)	Joelle Brown

APPOINTMENTS BY HIGHWAY SUPERINTENDENT

Highway Clerk-Part-Time:	Joelle Brown
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APPOINTMENTS BY TOWN JUSTICE

Court Clerk	Stacy Silker
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Adopted: 3 ayes 0nays

RESOLUTION NO. 4 - 1/03/19 RESOLUTION TO
ACCEPT COMMITTEE
APPOINTMENTS OF THE
SUPERVISOR. (First name is
Chairman)

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

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: 3 ayes Onays

RESOLUTION NO. 5 - 1/03/19 RESOLUTION TO SET SALARIES,
WAGES2017

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

Resolved to set salaries, wages as follows:

SALARIED:

Supervisor:	\$ 12,500 -
Budget Officer:	2000.00 -
Supervisor's Bookkeeper	13,965.00 -
Town Attorney	10,000.00
Town Clerk	36,000.00
Highway Superintendent	60,847.00
Deputy Highway Superintendent	2,786.00
Water Superintendent	11,710.00
Deputy Water Superintendent	1,105.00
Town Justice	27,730.00
Court Clerk	40,000.00
Councilman (4)	5,000.00 ea.
Assessor	65,000.00
Assessor Technician Trainee	27,730.00
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 #14/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	\$ 14.00/hr
Deputy T.C. 2 nd	15.00/hr
Assessor Technician Trainee	17.00/hr
Planning/Zoning Clerk	15.00/hr
Water Billing Clerk	15.00/hr
Code Enforcement/Zoning	23.46/hr
Court Constables (2)	14.85/hr each
Constables (2) Process	25.00 per service
Part-time MEO	11.25/hr
Part-time labor	Minimum wage
Election Inspectors	11.00/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:	450.00/yr
County Planning Board Member:	25.00/meeting

Adopted: 3 Ayes 0 Nays

**RESOLUTION NO. 6 - 01/03/19 RESOLUTION TO SET MILEAGE
ALLOWANCE FOR EMPLOYEES
USING PERSONAL VEHICLES
FOR OFFICAL TOWN BUSINESS
AT: \$.58 PER MILE**

Offered by Councilman Toussaint, 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: \$.58 per mile.

Adopted: 3 Ayes 0Nays

February: 12 Work Session, Tuesday
19 Board Meeting, Tuesday

March: 12 Work Session
18 Board Meeting

April: 19 Work Session
15 Board Meeting

May: 14 Work Session
20 Board Meeting

June: 11 Work Session
17 Board Meeting

July: 9 Work Session
15 Board Meeting

August: 13 Work Session
19 Board Meeting

September: 10 Work Session
16 Board Meeting

October: 15 Work Session
21 Board Meeting

November: 12 Work Session
18 Board Meeting

December: 10 Work Session
16 Board Meeting
30 End of Year meeting, 2PM Town Hall

RESOLUTION NO. 9 - 1/03/19 RESOLUTION THAT GENERAL AND WATER PAYROLL IS PAID BI-WEEKLY

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

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

Adopted: 3 Ayes 0 Nays

RESOLUTION NO. 10 - 1/3/19 RESOLUTION TO CO-SPONSOR SENIOR CITIZEN PROGRAM 2019

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

Resolved to co-sponsor Senior Citizen Program for 2019.

Adopted: 3 Ayes 0 Nays

RESOLUTION NO.11 - 1/03/19 RESOLUTION TO SET BUSINESS
HOURS FOR TOWN HALL FROM
9AM TO 4:30 PM MONDAY THROUGH
FRIDAY

Offered by Councilman Toussaint, 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: 3 Ayes 0 Nays

RESOLUTION NO.12 - 1/03/19 RESOLUTION TO AUTHORIZE
SUPERVISOR TO SIGN 2019
CONTRACTS/AGREEMENTS

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

Resolved to authorize Supervisor to sign the following 2019
contracts/agreement:

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

Adopted: 3 Ayes 0Nays

RESOLUTION NO.13 - 1/03/19 RESOLUTION TO NAME TOWN
CLERK OFFICIAL TIMEKEEPER
OF ALL TOWN HALL
PERSONNEL.

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

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: 3 Ayes 0nays

RESOLUTION NO.14 - 1/03/19 RESOLUTION TO SET FULL TIME
DEPUTY AND CLERKS WORK WEEK

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

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	Julie Cecchini
Town Supervisor	6 Hours per day	Brian Napoli
Bookkeeper, Water Clerk, & Councilman	6.5 days	

Adopted: 3ayes 0nays

RESOLUTION NO.15 - 1/03/19 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: 3 Ayes 0 nays

RESOLUTION NO.16- 1/3/19 RESOLUTION THAT THE TOWN BOARD MEMBERS AND EMPLOYEES HAVE REVIEWED CODE OF ETHICS POLICY, PROCUREMENT POLICY AND COMMUNICATIONS TECHNOLOGY POLICY

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

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

Adopted: 3 Ayes 0nays

RESOLUTION NO.17 - 1/03/19 RESOLUTION TO APPROVE MRB GROUP AS DESIGNATED TOWN ENGINEERS

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

Resolved to approve MRB Group Engineers as designated Town

Engineers. Adopted: 3 ayes 0nays

RESOLUTION NO.18 - 1/03/19 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 Councilwoman Woodruff, who moved its adoption. Seconded by Councilman Toussaint.

Adopted: 3Ayes 0nays

RESOLUTION NO. 19- 1/03/19 RESOLUTION TO SET HOLIDAYS
FOR TOWN OFFICE FOR 2019

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

Resolved to set holidays for Town Office for 2019.

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: 3 Ayes 0nays

RESOLUTION NO. 20- 1/03/19 RESOLUTION TO GRANT TOWN
EXEMPTION ON VILLAGE SEWER
AND WATER SYSTEMS

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

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

Adopted: 3 Ayes 0nays

RESOLUTION NO. 21- 1/03/19 RESOLUTION TO ADOPT CEMETERY
FEE SCHEDULE

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

Resolved to adopt cemetery fee schedule.

Adopted:

3 Ayes

0 nays

Bates Road Cemetery Fee Schedule

Resident grave Price: \$400.00

Non-Resident grave price \$450.00

Internments

Adults: \$550.00

Child 4'-5': \$365.00

Under 4' \$325.00

Um Internment / Cremation: \$325.00

Saturdays, Sundays and Holidays additional \$75.00

DISINTERNMENT

Disinterment/Removal to another Cemetery: \$450.00

Reinternment in the Town: \$675.00

Vault storage for deaths during the winter: \$80.00 (no charge if being buried in Bates Road Cemetery)

Please make all checks payable to:

Town of
Ridgeway 410
West Ave.
Medina, NY 14103

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 2:30 P.M. by Councilman Stalker and seconded by Councilman Toussaint.

Town of Ridgeway,

Karen L. Kaiser
Town Clerk