

**TOWN OF RIDGEWAY
ORGANIZATIONAL MEETING
JANUARY 2, 2020**

The organizational board meeting was called to order by Supervisor Napoli at 2:00 PM at the Ridgeway Town Hall, Medina NY.

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|--------------------------------|-------------------|--------------|
| Those Officers Present: | Brian Napoli | Supervisor |
| | Jeffrey Toussaint | Councilman |
| | David Stalker | Councilman |
| | Mary Woodruff | Councilwoman |
| | Duane Payne | Councilman |

| | | |
|----------------|----------------|--------------------------------|
| Others: | John Olinger | Interim Highway Superintendent |
| | Karen Kaiser | Town Clerk |
| | Laurie Kilburn | Deputy Town Clerk |
| | Dan Wolfe | Code Enforcement Officer |

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|-----------------------|----------------|
| Those Present: | Patricia Payne |
| | Tom Rivers |

PLEDGE OF ALLEGIANCE

RESOLUTION.NO.1-01/02/2020

RESOLUTION TO APPROVE MINUTES OF DECEMBER 29,
2019 YEAR END MEETING

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

Resolved to approve minutes of December 29, 2019 Year End Meeting.

Adopted: 4 ayes 0 nays

SWEARING IN OF ELECTED OFFICIALS: Mary Woodruff, Brian Napoli, John Olinger, Duane Payne

RESOLUTION NO. NO.2-01/02/2020

RESOLUTION TO MAKE ANNUAL
APPOINTMENTS BY THE TOWN BOARD AS
FOLLOWS:

| | |
|------------------------|---|
| Official Depositories: | Bank of Castile, Key Bank, Generations Bank (Medina S&L) |
| Official Newspaper: | Daily News, other advertising sources |
| 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 |

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|---|-----------------|
| Supervisor's Bookkeeper: | Millenium Roads |
| Appointments by Town Clerk: | |
| Deputy Clerk: | Laurie Kilburn |
| Deputy Clerk (Second): | Joelle Brown |
| Appointments by Highway Superintendent: | |
| Highway Clerk-Part-Time: | Joelle Brown |
| Appointments by Town Justice: | |
| Court Clerk: | Stacey Silker |

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

Resolved to accept appointments by Supervisor, Town Clerk, Highway Superintendent, and Town Justice as shown above.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 4-01/02/2020

RESOLUTION TO ACCEPT COMMITTEE APPOINTMENTS
 OF THE SUPERVISOR
 (First name is Chair)

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

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

Resolved to accept committee appointments of the Supervisor.

Adopted: 5 ayes 0 nays

RESOLUTION NO.5-01/02/2020

RESOLUTION TO SET SALARIES, WAGES AS FOLLOWS:

SALARIED:

| | |
|--|---------------|
| Supervisor | \$12,500.00 |
| Budget Officer | 2,000.00 |
| Supervisor's Bookkeeper | 13,965.00 |
| Town Attorney | 11,000.00 |
| Town Clerk | 38,000.00 |
| Highway Superintendent | 62,272.00 |
| Deputy Highway Superintendent | 2,889.00 |
| Water Superintendent | 12,061.00 |
| Town Justice | 28,562.00 |
| Court Clerk | 41,516.00 |
| Councilman (4) | 5,000.00 each |
| Assessor | 66,950.00 |
| Assessor Trainee | 30,420.00 |
| Registrar of Vital Statistics | 650.00 |
| Registrar of Vital Statistics (Deputy) | 550.00 |
| Registrar of Vital Statistics (Second) | 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 | 480.00/year |
| Zoning Enforcement Officer | 13,978.00 |
| Zoning Enforcement Officer-Second | 10,184.00 |
| Fire and Building Code Officer | 8,675.00 |

HOURLY:

| | |
|-----------------------------|-------------------|
| Deputy Town Clerk | \$17.00/hr |
| Deputy Town Clerk (Second) | 17.00/hr |
| Assessor Technician Trainee | 17.50/hr |
| Planning/Zoning Clerk | 17.00/hr |
| Water Billing Clerk | 17.00/hr |
| Code Enforcement/Zoning | 24.16/hr |
| Court Constables (2) | 15.30/hr each |
| Constables (2) Process | 25.00 per service |
| Part-time MEO | 21.01 |
| Part-time Labor | Minimum Wage |
| Election Inspectors | 12.25/hr |
| Part-time Water Laborer | 12.25/hr |

OTHERS: COMPLETION OF DUTIES:

| | |
|-------------------------------------|---------------|
| Zoning Board of Appeals Members (4) | \$408.00/yr |
| Planning Board Chairman | 480.00/yr |
| Planning Board Members (4) | 408.00/yr |
| Historian | 450.00/yr |
| County Planning Board Member | 25.00/meeting |

Offered by Councilman Toussaint, who moved its adoption.

Seconded by Councilwoman Woodruff.

Resolved to set salaries, wages as shown above.

Adopted: 5 ayes 0 nays

RESOLUTION NO.6-01/02/2020 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 \$0.58 per mile.

Adopted: 5 ayes 0 nays

RESOLUTION NO.7-01/02/2020 RESOLUTION 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.

Resolved to allow the Supervisor to pay the above list of vouchers prior to Town Board audit.

Adopted: 5 ayes 0 nays

RESOLUTION NO.8-01/02/2020 RESOLUTION TO SET TOWN BOARD MEETINGS AS FOLLOWS:

Regular Town Board Meeting: Third Monday of each month (except January and February)
Workshop Meeting: Tuesday before the regular meeting at 7:00 PM
See attached sheet.

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

Resolved to set Town Board meetings as shown above.

Adopted: 5 ayes 0 nays

RESOLUTION NO.9-01/02/2020

RESOLUTION THAT GENERAL, HIGHWAY, AND WATER
PAYROLL IS PAID BI-WEEKLY.

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.10-01/02/2020

RESOLUTION TO CO-SPONSOR SENIOR CITIZEN
PROGRAM FOR 2020

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

Resolved to co-sponsor Senior Citizen Program for 2020

Adopted: 5 ayes 0 nays

RESOLUTION NO.11-01/02/2020

RESOLUTION TO SET BUSINESS HOURS FOR THE TOWN
HALL AS CONTINUOUS FROM 9:00 AM TO 4:30 PM,
MONDAY THROUGH FRIDAY.

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.12-01/02/2020

RESOLUTION TO AUTHORIZE SUPERVISOR TO SIGN THE
FOLLOWING 2020 CONTRACTS/AGREEMENT:

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

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

Resolved to authorize Supervisor to sign the above 2020 contracts/agreements.

Adopted: 5 ayes 0 nays

RESOLUTION NO.13-01/02/2020

RESOLUTION 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 Stalker

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.14-01/02/2020

RESOLUTION TO SET FULL TIME DEPUTY AND CLERKS WORK WEEK AS 35 HOURS/WEEK. ALL OVERTIME REQUIRES APPROVAL OF THE TOWN BOARD. ANY HOURS WORKED BETWEEN 35 AND 40 HOURS PER WEEKS 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 stand work day for retirement purposes:

- Highway Superintendent: 6.5 hours
- Town Clerk: 6.5 hours
- Court Clerk: 6.5 hours
- Assessor: 6.5 hours
- Real Property Appraisal Technician/Trainee: 6.5 hours
- Highway MEO & Laborers: 8 hours
- Bookkeeper & Councilman: 6.5 hours
- Water Clerk: 7 hours
- Deputy Clerk: 7 hours

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

Resolved to set full time deputy and clerks work week as 35 hours/week. All overtime requires approval of the Town Board. Any hours worked between 35 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.

Adopted: 5 ayes 0 nays

RESOLUTION NO.15-01/02/2020

RESOLUTION TO APPROVE THE SUPERVISOR, HIGHWAY SUPERINTENDENT, TOWN CLERK, AND ASSESSOR ATTENDANCE AT TRAINING CONFERENCES WITH THE CONSTRAINTS OF THE BUDGET.

Offered by Councilman Toussaint, who moved its adoption.

Seconded by Councilwoman Woodruff

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.16-01/02/2020

RESOLUTION THAT ALL TOWN BOARD MEMBERS AND EMPLOYEES WILL REVIEW CODE OF ETHICS, PROCUREMENT AND COMPUTER POLICIES AS ADOPTED. SEE ATTACHED COPIES.

Offered by Councilman Toussaint, who moved its adoption.

Seconded by Councilwoman Woodruff

Resolved that all Town Board members and employees will review the current Procurement and Computer Policies which have not changed and adopt revised Code of Ethics with corrected wording under section 15. Political Solicitations.

Adopted: 4 ayes 0 nays 1 abstain

Town of Ridgeway, Code of Ethics

WHEREAS, article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and

WHEREAS section 806 of the General Municipal Law requires the governing body of each county, city (other than the City of New York), town, village, school district and fire district¹ to adopt a code of ethics that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them, and

WHEREAS section 806 of the General Municipal Law also authorizes the governing body of any other municipality to adopt such a code of ethics, and

WHEREAS, a code of ethics adopted by the governing body of a municipality must set forth standards of conduct for the guidance of the officers and employees of the municipality with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable.

NOW, THEREFORE, be it resolved that the Town Board of the Town of Ridgeway hereby adopts a code of ethics to read as follows:

Code of Ethics of the Town of Ridgeway

Section 1. Purpose.

Officers and employees of the Town of Ridgeway hold their positions to serve and benefit the public, and not for obtaining unwanted personal or private gain in the exercise and performance of their official powers and duties. The Ridgeway Town Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Section 2. Definitions.

(a) "Board" means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning or board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees.

(b) "Code" means this code of ethics.

(c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

(d) "Municipality" means Town of Ridgeway. The word "municipal" refers to the municipality.

(e) "Municipal officer or employee" means a paid or unpaid officer or employee of the Town of Ridgeway, including, but not limited to, the members of any municipal board.

(f) "Relative" means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

Section 3. Applicability.

This code of ethics applies to the officers and employees of the Town of Ridgeway, and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Town of Ridgeway.

Section 4. Prohibition on use of municipal position for personal or private gain.

No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters.

(a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.

(b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.

(C) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the municipality. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person's position.

In addition, in the case of a person serving on a municipal board, a copy of the disclosure shall be filed with the board. .Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

Section 6. Recusal and abstention.

(a) No municipal officer or employee may participate in any decision or take any official action.

with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

(b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

(1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or

(2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

(3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

(a) This code's prohibition on use of a municipal position (sec on 4), disclose requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

(1) adoption of the municipality's annual budget;

(2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:

(i) all municipal officers or employees;

(ii) all residents or taxpayers of the municipality or an area of the municipality; or

(iii) the general public

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

(1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;

(2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

(a) No municipal officer or employee may acquire the following investments:

(1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or

(2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.

(b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:

(1) real property located within the municipality and used as his or her personal residence;

(2) less than five percent of the stock of a publicly traded corporation; or

(3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment in conflict with official duties.

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

(a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;

(b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;

(c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or

(d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

Section 10. Future employment.

(a) No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.

(b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.

(c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a municipal officer or employee from:

(a) representing himself or herself, or his or her spouse or minor children before the municipality; or

(b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of municipal resources

(a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.

(b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:

(1) any use of municipal resources authorized by law or municipal policy;

(2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or

(3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.

(c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

(a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

(b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

Section 14. Nepotism.

Except as otherwise required by law:

(a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or a municipal board.

(b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

(a) No municipal officer or employee shall directly or indirectly to compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

(c) Political party position. No municipal officer or employee may, while serving as an elected or appointed Town employee, be a committeeperson, chairman, vice-chairman, or other officer of any Town political party, with the exception of committee persons as of the date of this policy enactment, who shall be considered grandfathered.

Section 16. Confidential Information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

Section 17. Gifts.

(a) No municipal officer or employee shall solicit, accept or receive a gift in violation of section 805-a(l)(a) of the General Municipal Law as interpreted in this section.

(b) No municipal officer or employee may directly or indirectly solicit any gift.

(c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

(1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;

(2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the officer or employee.

(d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.

(2) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the municipality

(2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or

(6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 18. Board of Ethics.

(a) The Town of Ridgeway shall defer violations and investigations to the Orleans County Board of Ethics.

(b) The board of ethics shall render advisory opinions to the officers and employees of the Town of Ridgeway with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the municipality's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Ridgeway Town Board.

Section 19. Posting and distribution

- (a) The Ridgeway Town Supervisor must promptly cause a copy of this code, and a copy of any amendments to the code, to be posted publicly and conspicuously in each building under the municipality's control. The code must be posted within ten days following the date which the code takes effect. An amendment to the code must be posted within ten days following the date which the amendment takes effect.
- (b) The Ridgeway Town Supervisor must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the Town of Ridgeway.
- (c) Every municipal officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Ridgeway Town Clerk, who must maintain such acknowledgments as a public record.
- (d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Section 20. Enforcement.

Any municipal officer or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Section 21. Effective date.

This code takes effect on January 2, 2020.

RESOLUTION NO.17-01/02/2020

RESOLUTION TO ACCEPT MRB ASSOCIATES
(CHATFIELD ENGINEERS) AS DESIGNATED TOWN
ENGINEERS.

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

Resolved to accept MRB Associates (Chatfield Engineers) as designated Town Engineers.

Adopted: 5 ayes 0 nays

RESOLUTION NO.18-01/02/2020

RESOLUTION TO NAME SUPERVISOR AS VOTING
DELEGATE TO NYS ASSOCIATION OF TOWNS
CONVENTION. JEFF TOUSSAINT AS ALTERNATE.

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

Resolved to name Supervisor as voting delegate to NYS Association of Towns convention. Jeff
Toussaint as alternate.

Adopted: 5 ayes 0 nays

RESOLUTION NO.19-01/02/2020

RESOLUTION TO SET HOLIDAYS FOR TOWN OFFICE
AS LISTED BELOW:

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 Woodruff

Resolved to set holiday for Town Office as listed above.

Adopted: 5 ayes 0 nays

RESOLUTION NO.20-01/02/2020 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: 5 ayes 0 nays

RESOLUTION NO.21-01/02/2020 RESOLUTION TO ADOPT CEMETERY FEE SCHEDULE.
SEE ATTACHED - NO CHANGES

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

Resolved to adopt Cemetery fee schedule as attached, no changes.

Adopted: 5 ayes 0 nays

OTHER BUSINESS:

The Supervisor asked if there were any questions or comments. Everyone welcomed Duane Payne as the newest Board Councilmember.

ADJOURNMENT:

As there was no further business a motion to adjourn was made by Councilman Stalker. Seconded by Councilman Toussaint and the meeting was adjourned at 3:10 PM.

Respectfully Submitted,

Karen L. Kaiser
RMC, Town Clerk

