

TOWN OF RIDGEWAY
TOWN BOARD MEETING
June 15, 2020,2020, 7P.M.
MEETING HELD BY TELECONFERENCE

Those present by phone

Brian Napoli
Jeffery Toussaint
Mary Woodruff
David Stalker
Duane Payne

Town Supervisor
Councilman
Councilwoman
Councilman (Absent)
Councilman

John Olinger
Karen Kaiser
Laurie Kilburn
Patricia Laszewski
Kathy Bogan
Dan Wolfe

Highway Superintendent
Town Clerk
Deputy Town Clerk
Assessor
Attorney
Code Enforcement Officer (Absent)

The meeting was called to order at 7 P.M. by Supervisor Napoli who thanked everyone for dialing in.

RESOLUTION NO.70-05/15/2020

RESOLUTION TO ACCEPT THE AGENDA
FOR THE JUNE 15,2020 MEETING

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

Adopted:

Supervisor Napoli	yes
Councilman Toussaint	yes
Councilwoman Woodruff	yes
Councilman Payne	yes

Resolved to accept the agenda for the June 15,2020 meeting.

RESOLUTION NO.71-06/15/2020

RESOLUTION TO APPROVE THE TOWN
BOARD MINUTES OF THE MAY 18,2020
TOWN BOARD MEETING HELD BY TELE-
COMMUNICATION.

Upon asking for a motion Councilman Woodruff stated that she would like the minutes corrected and the pro-nouns be removed. Councilwoman Woodruff stated that she felt this to be very important for later generations to be able to identify who was being referred to as well as their position.

At this point Councilman Woodruff asked that the approval of the minutes be tabled until the changes were made.

The approval of the minutes is tabled.

COMMUNICATIONS:

- A. NYSLRS: Section 41-j Plan adoption and Acknowledgement
- B. Hazard Mitigation Plan Maintenance procedures, draft
- C. New York State Canal Corp. Earthen Embankment Integrity Program
- D. Ridgeway Tax Collector: \$8337.09 Penalties for taxes.
- E. Orleans County Board of Elections: Schedule for upcoming elections.
- F. Orleans County Board of Election: Schedule of upcoming elections.
- G. Letter from the owner of Borrego regarding the sale of project and name change to AES Distributive Energy Inc.

DATE OF NEXT MEETINGS:

- A. Workshop, July 14th, 2020,7 P.M.
- B. Board Meeting: July 20th, 7P.M Meeting

OLD BUSINESS:

- A. WD#13 extension- Highway Superintendent Olinger stated that the Highway department had started on the extension today and with the help of the Village of Medina had laid 100 ft. of water main and will hopefully be finished by the end of the week.
- B. B. Phase 3:

NEW BUSINESS:

RESOLUTION NO.72-06/15/2020

RESOLUTION: ACCEPT BID FROM BANK OF GREEN COUNTY FOR WD#7,8,9 RE-FINANCING ,2.49%.

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

Adopted:

Supervisor Napoli	yes
Councilman Toussaint	yes
Councilwoman Woodruff	yes
Councilman Payne	yes

Resolved to accept the bid for wd#7,8,9 Refinancing at 2.49% with the Bank of Greene County.

Councilman Woodruff asked if there was a letter or some notification when a new water district was complete so that potential customers knew what the procedure was to connect to the new district. Highway Superintendent Olinger said no that it was usually just word of mouth.

Attorney Bogan then stated that there had always been a letter that was sent out and that the water clerk should be sending it out at the completion of the water district that it had always been done that way.

Highway Superintendent Olinger said he would speak with Joelle Brown the water clerk and if she couldn't find the letter that he would have her contact Cheryl Sills the past water clerk. Councilman Woodruff than asked that this become policy with each completed district.

SUMMARY OF BID RESULTS

Municipal Solutions, Inc.

Issuer: Town of Ridgeway, Orleans County, New York
 Amount/Type: \$305,000 Public Improvement Serial Bonds, 2020
 Sale Date: May 26, 2020
 Bonds Dated: June 10, 2020
 Bonds Due: June 1, 2021 - 2042
 Closing Date: June 10, 2020
 Legal Opinion: Hodgson Russ LLP
 John A. Alessi, Esq.
 Callable: Yes - On or after June 1, 2028
 Reoffered: No
 Closing: Local
 Paying Agent: Greene County Commercial Bank

BIDDER	YEARS	INTEREST RATE	PREMIUM	NET INTEREST RATE (NIC)
GREENE COUNTY COMMERCIAL BANK	2021-2042	2.490%	\$0.00	2.4900%
Roosevelt & Cross, Inc.	2021 -2026	2.750%	\$0.00	3.0871%
	2027-2037	3.000%		
	2038	3.125%		
	2039	3.250%		
	2040	3.375%		
	2041-2042	3.500%		

Bold Font Denotes Purchaser.

RESOLUTION NO.73-06/15/2020

RESOLUTION: ACCEPT 2019 AUDIT FROM ALLIED FINANCIAL (AMATO FOX)

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

Adopted:

Supervisor Napoli	yes
Councilman Toussaint	yes
Councilwoman Woodruff	yes
Councilman Payne	yes

Resolved to accept the 2019 audit form Allied Financial (Amato Fox)

(Due to the number of pages in this file it is available for anyone to view in the Town Clerks office)

RESOLUTION NO..74-06/15/2020

RESOLUTION: PARTICIPATE IN COUNTY- WIDE
WATER STUDY-WENDEL ENGINEERING

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

Adopted:

Supervisor Napoli	yes
Councilman Toussaint	yes
Councilwoman Woodruff	yes
Councilman Payne	yes

Resolved to participate in the Countywide water study with no commitment by Supervisor Napoli to Join but to participate in the study and see what comes of it.

RESOLUTION NO.75: -06/15/2020

RESOLUTION: ADOPT LGS-1 NEW YORK STATE
RECORDS RETENTION AND DISPOSITION
TO REPLACE MU-1 EFFECTIVE AUGUST ,2020
FOR USE BY ALL OFFICERS IN LEGALLY DIS-
POSINGOF VALUELESS RECORDS LISTED
THEREIN.

After some conversation and questions from Councilman Woodruff and the Town Attorney Kathy Bogan regarding the need for the adoption and the purpose of adopting the LGS-1 program. the motions for the resolution was made.

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

Adopted:

Supervisor Napoli	yes
Councilman Toussaint	yes
Councilwoman Woodruff	yes
Councilman Payne	yes

RESOLVED, By the Town Board of the Town of Ridgeway that the Records retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing the legal minimum retention periods for local government records, is hereby being replaced beginning August 1,2020 with Records Retention and Disposition Schedule LGS-1 for the use by all officers in legally disposing of valueless records listed therein;

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Records Retention and Disposition Schedule LGS-1* after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.



*New York State
Archives*

Western New York
Newsletter

May 2020

Announcing the LGS-1 Retention Schedule



The State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1st, 2020.

The new schedule, *Retention and Disposition Schedule for New York Local Government Records* or LGS-1, will supersede and replace:

- *CO-2 Schedule* for use by counties (2006).

- *MU-1 Schedule* for use by cities, towns, villages, and fire districts (2003),
- *MI-1 Schedule* for use by miscellaneous local governments (2006), and
- *ED-1 Schedule* for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

Local governments must adopt the LGS-1 prior to using it, even if they adopted and have been using the CO-2, MU-1, MI-1, or ED-1 Schedules.

Governing boards of local governments will have a five-month period – between August 1st, 2020 when LGS-1 is issued and January 1st, 2021 when the four existing schedules expire – to adopt the Schedule by resolution (a model resolution is available on the State Archives' website).

Local government records may not be legally destroyed after the end of 2020 unless the LGS-1 is formally adopted.

There is no need to notify the State Archives of LGS-1 adoptions, but local governments should keep a record of the date of adoption and maintain the resolution permanently.

The organization and formatting of the LGS-1 is similar to the existing four schedules.

Section heading names have been retained. Because of the consolidation, the LGS-1 contains more sections. Local government can ignore those that are not applicable. As with previous schedules, items that are new or significantly revised have been indicated. Each schedule item has been assigned a new, unique number, however, the unique numbers of the four existing schedules have been provided allowing cross referencing. In addition, each schedule item contains the record series title and description, retention period, and any notes.

A copy of the LGS-1 will be available on the State Archives website on August 1st.

Additional online resources will include a list of the major revisions to the Schedule and a webinar series to introduce the LGS-1. Local governments are encouraged to check the State Archives website periodically for LGS-1 news and updates.

By consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidance for records that are common to various local governments. It also makes it easier to apply

RESOLUTION NO.76-06/15/2020

RESOLUTION TO APPROVE SUPPORT OF THE
2021 REASSESSMENT PLAN BY THE RIDGEWAY
TOWN BOARD. SUPERVISOR TO SIGN

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

Adopted:

Supervisor Napoli	yes
Councilman Toussaint	yes
Councilwoman Woodruff	yes
Councilman Payne	yes

Resolved to Approve the support of the Ridgeway Town Board for the 2021 reassessment plan.
Supervisor Napoli to sign.

OTHER BUSINESS:

Fire Company Report – No report

Town Clerk- Town Clerk Kaiser stated that tax season is over. The doors are locked but we're still waiting on customers as we have been from the start of Covid-19, but I will be more than happy to unlock them, we are just trying to follow the directive. The Town Clerks office is receiving requests to reserve the pavilion at Glenwood Lake. The paperwork is completed for the WD#7,8,9. I have created a binder of water payments for the accountant to make sure that we are all on the same page.

Assessor Laszewski-Assessor Laszewski stated that May 26/2020 was grievance day and no one came. The hours were 4P.M. to 8P.M. it was a very long day.

Assessor Trainee Cecchini' s class will be offered via WebEx over the July 4th weekend with NYSAA and she will be out of town two of the days. Assessor Laszewski stated we are checking to see if she can make up the two classes and continue the rest of the class through the WebEx by hoping on at the end. This is a two-part class.

Other than that, it has been relatively quiet, we plan to work on our 2021 work next.

Highway -Superintendent Olinger stated that the Highway crews have been reading water meters, doing new hook-ups, #14 is finished other than planting some grass. We are mowing the cemeteries and roadsides. Met with Brookfield surveyor for the bridge replacement on 104-trying to get the Kayak launch in at Glenwood, and just trying to keep everyone safe and happy as we move forward.

Code Enforcement- Dan Wolfe Absent

Councilman Payne- Nothing at this time.

Councilman Toussaint- Was hoping Code Enforcement Wolfe would be here as I have some concerns in regard to the Borrego project maintenance. The trees are dying, grass needs cut. Some folks don't want solar and our Solar ordinance states they will maintain the fence, trees and landscape. I would really like to make sure that it is maintained properly.

Supervisor Napoli stated that he would speak with Code Enforcement Officer Wolfe in the morning and have him speak with Borrego in the morning as they have now sold the property and the new people should be responsible.

Kathy Bogan then interjected that Supervisor Napoli or Code Enforcement Officer Wolfe should speak with the new owner and the land owner as he has leased the land but, is also responsible for the maintenance of the property. I believe that it sets a bad precedent.

Councilman Woodruff- Councilman Woodruff started by addressing the summer youth program after receiving an e-mail from Jeff Smith of Shelby stating that he had not dismissed the idea of a summer youth program as of yet as a possibility. Councilman Woodruff then addressed Councilman Toussaint stating that she was not sure where the Mayor of Medina stood at this time. Councilman Toussaint stated that he had spoken with Jeff Smith of Shelby as well and that he had not planned to be in the position as Town Supervisor and was not up to speed as of yet.

Councilman Toussaint stated that he must confess that he was losing hope after speaking with Kelsey Evoy from the youth program who expressed her concern as to whether certifications were up to date.

Councilman Woodruff stated that she was not sure if travel would be possible as it has been in the past, so she would like to not lose hope on a summer program, also kids need jobs for the summer.

Second, Councilman Woodruff would like to adopt a process for any communication going out to the public, Boards need to be notified, The Attorney needs to be notified. Woodruff would feel better about steps to be taken within the building and the community. Social Media policy, regarding sites like Memories of Medina. Woodruff uses them when dealing with Home Town Heroes, only with me not the Town, not involving any part of government. Town Board needs to approve, the Supervisor needs to approve. I will be happy to work on a policy the supervisor and the Board need to approve.

Councilman Stalker-Absent

Supervisor Napoli then asked for a motion to pay bills as presented.

Abstract Total- \$131,235.98

Offered by Councilman Toussaint who moved its adoption.

Seconded by Councilman Payne.

All in agreement

Motion to adjourn made by Councilman Woodruff.

Seconded by Councilman Payne.

Meeting was adjourned at 7:56 PM

Respectfully Submitted by,

Karen L. Kaiser

Ridgeway Town Clerk/RMC

