

**Town of Ridgeway
Organization Meeting
Tuesday, January 5th, 2021**

Those Present:

Brian Napoli
Jeffrey Toussaint
Mary Woodruff
David Stalker
Duane Payne

Town Supervisor
Councilman
Councilman
Councilman (on Phone)
Councilman

John Olinger
Karen Kaiser

Highway Superintendent
Town Clerk

Supervisor Napoli called the meeting to order at 2 P.M. With the reciting of the pledge of allegiance

Supervisor Napoli asked for a motion to approve the minutes of the December 29,2020 end of the year meeting. Councilman asked that the minutes be tabled until the next meeting and all members agreed.

RESOLUTION NO.1-01/05/2021

RESOLUTION TO MAKE THE
ANNUAL APPOINTMENTS BY
THE TOWN BOARD AS
PRESENTED.

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

Adopted:

5 Yes

0 No

Resolved, to make the annual appointments by the Town Board as presented,

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
Fire & Building Code Officer: Daniel Wolfe
Fire & Building Code Officer-Second:
Zoning Enforcement Clerk: Joelle Brown
Zoning Enforcement Officer: Daniel Wolfe
Zoning Enforcement Officer-Second:
Zoning Board of Appeals (5 years): Larry Meyer
Richard Cichocki
Lawrence Meyer.
Zoning Board of Appeals (Chairman): Raymond Wendling
Zoning Board of Appeals-Vice Chairman: Thomas Fenton
Planning Board Chairman: Tim Elliott
Planning Board Vice Chairman: Kathleen Blackburn.
Planning Board Member (5 years)
Planning/Zoning Board Clerk: Joelle Brown
Water Clerk (Receiving): Karen Kaiser
Water Billing Clerk: Joelle Brown
Water Billing Clerk (Alternate):
Real Property Appraisal Technician/Trainee: Julie Cecchini
Marriage Officer: Karen Kaiser
Registrar of Vital Statistics: Karen Kaiser
Deputy of Vital Statistics: Laurie Kilburn
Historian: Catherine Cooper
Fixed Asset Officer: Laurie Kilburn
Janitor/Cleaner: White Glove Cleaning Services
Water Superintendent: John Olinger
Sewer Superintendent: John Olinger
County Planning Board Member: Thomas Fenton
County Planning Board Alternate: Timothy Elliot
Constables: Claude Grimes (Court)
James Wells (Court)

Glenwood Lake Commission: Gary Blackburn,
James Watson,

Barry Jones

RESOLUTION NO.2-1/05/2021

RESOLUTION TO ACCEPT THE APPOINTMENTS BY THE TOWN SUPERVISOR, TOWN CLERK, TOWN JUSTICE AND HIGHWAY SUPERINTENDENT AS PRESENTED.

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

Adopted:

5 Yes

0 No

Resolved to accept the appointments by the Town Supervisor, Town Clerk, Town Justice and the Highway Superintendent as presented.

APPOINTMENTS BY SUPERVISOR

Deputy Supervisor
Supervisor’s Bookkeeper

Jeffrey Toussaint
Millennium Roads

APPOINTMENTS BY TOWN CLERK

Deputy Clerk
Deputy Clerk (Second)

Laurie Kilburn
Joelle Brown

APPOINTMENTS BY HIGHWAY SUPERINTENDENT

Highway Clerk-Part-Time:

Joelle Brown

APPOINTMENTS BY TOWN JUSTICE

Court Clerk

Stacey Silker

RESOLUTION NO.3-1/5/2021

RESOLUTION TO ACCEPT COMMITTEE APPOINTMENTS OF THE SUPERVISOR (First Name is Chairman) AS PRESENTED.

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

Adopted:

Adopted 5 Yes

0 No

Resolved to accept the Committee Appointments of the Supervisor (first name being Chairman) as presented.

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

RESOLUTION NO.4-1/5/2021

TO SET SALARIES, WAGES AS PRESENTED.

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

Adopted:

5 Yes

0 No

Resolved to accept the salaries as presented.

Salaried:	
Supervisor:	12,500.00
Budget Officer:	2,000.00
Supervisor's Bookkeeper	15,500
Town Attorney	11,000.00
Town Clerk	42,214.00

Highway Superintendent	69,184.00
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	68,289.00
	Ridgeway portion: \$30,047.16.
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	8,500.00
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
Cemetery Superintendent Stipend	4000.00
Cemetery Clerk Stipend	2800.00
Cemetery Clerk Stipend (2 nd)	1200.00
HOURLY	
Assessor Trainee	18.36/hr.
Deputy Town Clerk	17.00/hr
Deputy Town Clerk (Second)	17.50/hr
Planning/Zoning Clerk	17.50/hr
Water Billing Clerk	17.50/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	14.00/hr
Part-time water laborer	13.50 /hr

OTHERS: COMPLETION OF DUTIES:

Zoning Board Chairman:	480.00/yr.
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

RESOLUTION NO.5-1/5/2021

RESOLUTION: TO SET MILEAGE ALLOWANCE OF OFFICERS AND EMPLOYEES USING PERSONAL VEHICLES FOR OFFICAL TOWN BUSINESS AT \$.58 PER MILE.

Adopted:

5 Yes

0 No

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

Resolved to set mileage allowance of officers and employees using personal vehicles for official Town business at: \$.58 per mile.

RESOLUTION NO.6-1/5/2021

RESOLUTION: 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 PAYMENT TO FEDERAL, STATE AND COUNTY AGENCIES.

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

Adopted:

5 Yes

0 No

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 and payments to Federal, State and County Agencies.

RESOLUTION NO.7-1/5/2021

RESOLUTION: TO SET THE TOWN BOARD MEETINGS AS FOLLOWS: REGULAR TOWN BOARD MEETINGS: THIRD MONDAY OF THE MONTH (Except January and February). WORKSHOP MEETING TUESDAY BEFORE THE REGULAR MEETING AT 7:00 P.M.

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

Adopted:

5 Yes

0 No

Resolved, to set the Town Board meetings as follow: Regular Board Town Board meetings: Third Monday of the Month (except January and February). Workshop meeting Tuesday before the Town Board meeting at 7:00P.M

**Town of Ridgeway
Meeting Schedule
2021**

**Note: All meetings are held at the Ridgeway Town Hall, unless noted otherwise.
All meetings start at 7PM, unless noted otherwise.**

**January: 5 Organization Meeting, 2PM, Town Hall.
12 Work session, Tuesday.
19 Board meeting, Tuesday.**

**February: 9 Work session, Tuesday
16 Board meeting, Tuesday**

**March: 9 Work session
15 Board meeting.**

**April: 13 Work session.
19 Board meeting.**

**May: 11 Work session
17 Board meeting**

**June: 15 Work session
21 Board meeting.**

**July: 13 Work session
19 Board meeting.**

**August: 10 Work session
16 Board meeting.**

**September: 14 Work session
20 Board meeting.**

**October: 12 Work session
18 Board meeting.**

**November: 9 Work session.
15 Board meeting.**

**December: 14 Work session
20 Board meeting.
30 End of Year meeting. 2PM, Town Hall.**

RESOLUTION NO.8-15/2021

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

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

Adopted:

5Yes

0 No

Resolved, the General, Highway, and Water payroll is paid bi-weekly.

RESOLUTION NO.9-1/5/2021

RESOLUTION: TOWN TO CO-SPONSOR
SENIOR CITIZEN PROGRAM FOR 2021

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

Adopted:

5 Yes

0 No

Resolved, Town of Ridgeway to Co-Sponsor the Senior Citizen Program for 2021.

RESOLUTION NO.10-1/5/2021

RESOLUTION: TO SET THE BUSINESS
HOURS FOR THE TOWN HALL AS
CONTINUOUS FROM 9:00 A.M. TO 4:30
P.M. MONDAY THROUGH FRIDAY.

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

Adopted:

5 Yes

0 No

Resolved to set the business hours for the Town Hall as continuous from 9:00 A.M. to 4:30 P.M.
Monday through Friday.

RESOLUTION NO. 11-1/5/2021

RESOLUTION: TO AUTHORIZE THE
SUPERVISOR TO SIGN THE FOLLOWING

2021 CONTRACTS/AGREEMENTS.
LEGAL SERVICE AGREEMENT: KATHERINE
BOGAN, ESQ. AUDITOR: AMATO FOX AND CO.,
LLC,
TONAWANDA, NY. HODGSON, RUSS ATTORNEYS
LLC, BUFFALO, NEW YORK.

Adopted:

5 Yes

0 No

Resolved to authorize the Supervisor 2021 contracts and agreements with Katherine Bogan Esq.

Auditor: Amato Fox and Co. LLC, Tonawanda, NY.

RESOLUTION NO.12-1/5/2021

RESOLUTION: NAME THE TOWN CLERK AS OFFICIAL TIMEKEEPER OF ALL TOWN HALL PERSONNEL. DEPARTMENT HEADS SHALL SUBMIT TIME SHEETS SHOWING THE DAILY HOURS WORKED, HOLIDAYS, VACATION, PERSONAL, FUNERAL, SICK DAYS OR DAYS OFF WITHOUT PAY.

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

Adopted:

5 Yes

0 Yes

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.

RESOLUTION NO.13-12/5/2021

RESOLUTION: 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 35.0 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 Woodruff who moved its adoption.
Seconded by Councilman Payne.

Adopted:

5 Yes

0 No

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 retirement purposes:

Highway Superintendent: 8 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, Water Clerk, & Councilman: 6.5 hours
Deputy Clerk: 6.5 hours

RESOLUTION: NO.14-1/5/2021

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

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

Adopted:

5 Yes

0 No

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

RESOLUTION: NO15-1/5/2021

RESOLUTION: THAT ALL TOWN BOARD MEMBERS AND EMPLOYEES WILL RECEIVE THE CODE OF ETHICS, PROCUREMENT AND COMPUTER POLICIES AS ADOPTED. COPIES TO ALL.

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

Adopted:

5 Yes

0 No

Resolved, that all Town Board members and employees will receive the Code of Ethics, Procurement and Computer Policies as adopted. Copies to all.

RESOLUTION: NO.16-1/5/2021

RESOLUTION: TO NAME MRB GROUP (Formally Chatfield Engineers) AS THE DESIGNATED TOWN ENGINEERS.

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

Adopted:

5 Yes

0 No

Resolved, name MRB Group (formally Chatfield Engineers) as designated Town Engineers.

RESOLUTION: NO.17-1/5/2021

RESOLUTION: NAME THE SUPERVISOR AS VOTING DELEGATE TO NYS ASSOC. OF TOWNS CONVENTION. JEFFREY TOUSSAINT AS ALTERNATE.

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

Adopted:

5 Yes

0 No

Resolved, to name the Supervisor as voting delegate to New York State Assoc. of Towns Convention. Jeff Toussaint as alternate.

RESOLUTION NO.18-1/5/2021

RESOLUTION: SET THE HOLIDAYS FOR THE TOWN OFFICE.

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
New Year's Day
Election Day-Town Office used as polling place.
One Floating Holiday (discretion of employee).

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

Adopted:

5 Yes

0 No

Resolved: Set holidays for Town office.

RESOLUTION NO.19-1/5/2021

RESOLUTION: GRANTING TOWN EXEMPTION ON VILLAGE SEWER AND WATER SYSTEMS.

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

Adopted:

5 Yes

0 No

Resolved, to grant Town Exemption on Village sewer and water systems.

RESOLUTION NO.20-1/5/2021

RESOLUTION: ADOPT THE
CEMETERY FEE SCHEDULE
(no change).

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

Adopted:

5 Yes

0 No

Resolved, to adopt Cemetery Fee Schedule (no change).

Other Business.

The Marshall Road bridge is open.

As there was no further business the Supervisor asked for a motion to adjourn.

Offered by Councilman Woodruff.
Seconded by Councilman Toussaint.
The meeting was adjourned at 2:28 P.M.

Respectfully Submitted by,

Karen L. Kaiser
Town Clerk/RMC

