

**Town of Ridgeway
Organizational Meeting
Tuesday, January 3, 2022
410 West Avenue, Medina**

| | | |
|--------------------------|-------------------|--------------------------|
| Officers Present: | Brian Napoli | Supervisor |
| | Jeffrey Toussaint | Councilman |
| | Mary Woodruff | Councilwoman |
| | Duane Payne | Councilman |
| | Cliff Barber | Councilman |
| | John Olinger | Highway Superintendent |
| | Hannah Hill | Town Clerk |
| | Jason Raduns | Code Enforcement Officer |
| | | |
| | | |

The meeting was called to order by Supervisor Napoli at 2 PM with the reciting of the pledge of allegiance.

RESOLUTION NO. 01 - 01/03/2023

**RESOLUTION: ACCEPT THE MINUTES OF
THE END OF YEAR MEETING ON
DECEMBER 29, 2022 AS PRESENTED**

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

Adopted: 5 Ayes 0 Nays

Resolved to accept the minutes for the December 29, 2022 End of Year meeting.

RESOLUTION NO. 02 - 01/03/2023

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

| | |
|-------------------------------------|---|
| Official Depositories: | Tompkins Community Bank, Key Bank |
| Official Newspaper: | Batavia 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 Clerk: | Town Clerk |
| Fair Housing Officer: | Supervisor |
| Fire & Building Code Officer: | Jason Raduns |
| Zoning Enforcement Clerk: | Joelle Brown |
| Zoning Enforcement Officer: | Jason Raduns |
| Zoning Board of Appeals (5 years): | |
| Zoning Board of Appeals (Chairman): | Lawrence Meyer |

| | |
|--|-------------------------------|
| Zoning Board of Appeals-Vice Chairman: | Raymond Wendling |
| Planning Board Chairman: | Thomas Fenton |
| Planning Board-Vice Chairman: | Tim Elliot |
| Planning/Zoning Board Clerk: | Joelle Brown |
| Water Clerk (Receiving): | Hannah Hill |
| Water Billing Clerk: | Joelle Brown |
| Assessor Assistant: | Julie Cecchini |
| Registrar of Vital Statistics: | Hannah Hill |
| 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 Elliott |
| Court Constables: | Claude Grimes |
| | James Wells |
| Glenwood Lake Commission: | Gary Blackburn |
| | James Watson |
| | Barry Jones |

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

Adopted: 5 ayes 0 nays

Resolved to make annual appointments as listed above.

RESOLUTION NO. 03 - 01/03/2023

RESOLUTION TO ACCEPT APPOINTMENTS BY SUPERVISOR, TOWN CLERK, HIGHWAY SUPERINTENDENT, AND TOWN JUSTICE AS FOLLOWS:

| | |
|---|-------------------|
| Appointments by Supervisor: | |
| Deputy Supervisor: | Jeffrey Toussaint |
| Supervisor’s Bookkeeper: | Millennium Roads |
| Appointments by Town Clerk: | |
| Deputy Clerk: | Laurie Kilburn |
| Deputy Clerk (Second): | Joelle Brown |
| Appointments by Highway Superintendent: | |
| Deputy Highway Superintendent: | Kevin Hess |
| Highway Clerk-Part-Time: | Joelle Brown |
| Appointments by Town Justice: | |
| Court Clerk: | Stacey Silker |

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 04 - 01/3/2023

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/Barber |
| Assessor | Woodruff/Payne |
| Finances | Toussaint/Woodruff |
| Fire | Payne/Barber |
| Water | Toussaint/Payne |
| Solid Waste, Ethics | Woodruff/Barber |
| Cablevision/Housing | Payne/Barber |
| Knowlesville Sewer | Toussaint/Barber |
| Parks & Recreation | Payne/Barber |
| Personnel | Woodruff/Barber |

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

Adopted: 5 ayes 0 nays

Resolved to accept committee appointments of the Supervisor.

RESOLUTION NO. 05 - 01/3/2023

RESOLUTION TO SET SALARIES, WAGES AS FOLLOWS:

| | |
|--|---------------|
| SALARIED: | |
| Supervisor | \$12,500.00 |
| Budget Officer | 2,500.00 |
| Supervisor's Bookkeeper | 15,500.00 |
| Town Attorney | 12,000.00 |
| Town Clerk | 39,140.00 |
| Highway Superintendent | 73,397.80 |
| Deputy Highway Superintendent | 2,976.00 |
| Water Superintendent | 12,432.00 |
| Town Justice | 30,300.00 |
| Court Clerk | 44,960.00 |
| Councilman (4) | 5,000.00 each |
| Assessor | 72,500.00 |
| Ridgeway Portion: | 31,900.00 |
| Registrar of Vital Statistics | 650.00 |
| Registrar of Vital Statistics (Deputy) | 550.00 |

| | |
|---|-------------|
| Registrar of Vital Statistics (Second) | 100.00 |
| Water Receiving Clerk | 6,500.00 |
| Water Bookkeeper | 8,500.00 |
| BAR Review Members (5) | 175.00/year |
| Code/Zoning Enforcement Officer | 55,000 |
| Code/Zoning Clerk Stipend | 850.00/year |
| Cemetery Superintendent Stipend | 4,000.00 |
| Cemetery Clerk Stipend | 2,800.00 |
| Cemetery Clerk Stipend (2 nd) | 1,200.00 |
| Zoning Board of Appeals-Chairman | 480.00/year |

HOURLY:

| | |
|----------------------------|-------------------|
| Deputy Town Clerk | 19.05/hr |
| Deputy Town Clerk (second) | 20.00/hr |
| Assessor Assistant | 22.25/hr |
| Planning/Zoning Clerk | 20.00/hr |
| Water Billing Clerk | 20.00/hr |
| Court Constables (2) | 16.24/hr each |
| Constables (2) Process | 25.00 per service |
| Part-time MEO | 22.74/hr |
| Part-time Labor | Minimum Wage |
| Election Inspectors | 15.00/hr |
| Part-time Water Laborer | 15.00/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 |

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

Adopted: 5 ayes 0 nays

Resolved to set salaries, wages as shown above.

RESOLUTION NO. 06 – 01/03/2023

RESOLUTION TO SET MILEAGE ALLOWANCE OF OFFICERS AND EMPLOYEES USING PERSONAL VEHICLES FOR OFFICIAL TOWN BUSINESS AT 65.5 CENTS PER MILE, IRS RATE

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

Adopted: 5 ayes 0 nays

Resolved to set mileage allowance of officers and employees using personal vehicles for official Town business at 65.5 cents per mile.

RESOLUTION NO. 07 – 01/03/2023

**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 Councilman Toussaint, who moved its adoption.
Seconded by Councilman Payne.

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 08 – 01/3/2023

**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 Barber, who moved its adoption.
Seconded by Councilman Toussaint.

Adopted: 5 ayes 0 nays

Resolved to set Town Board meetings as attached.

**Town of Ridgeway
Meeting Schedule
2023**

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

January: 3 Organization Meeting, 2PM, Town Hall.
10 Work session, Tuesday.
17 Board meeting, Tuesday.

February: 14 Work session, Tuesday
21 Board meeting, Tuesday

March: 14 Work session
20 Board meeting.

April: 11 Work session.
17 Board meeting.

May: 9 Work session
15 Board meeting

June: 13 Work session
19 Board meeting.

July: 11 Work session
17 Board meeting.

August: 15 Work session
21 Board meeting.

September: 12 Work session
18 Board meeting.

October: 10 Work session
16 Board meeting.

November: 14 Work session.
20 Board meeting.

December: 12 Work session
18 Board meeting.
28 End of Year meeting. 2PM, Town Hall.

RESOLUTION NO. 09 – 01/03/2023

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

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 10 – 1/03/2023

RESOLUTION TO CO-SPONSOR SENIOR CITIZEN PROGRAM FOR 2023

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

Adopted: 5 ayes 0 nays

Resolved to co-sponsor Senior Citizen Program for 2023.

RESOLUTION NO. 11 – 1/03/2023

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 Payne.

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 12 – 01/03/2023

RESOLUTION TO AUTHORIZE SUPERVISOR TO SIGN THE FOLLOWING 2023 CONTRACTS/AGREEMENT:

Legal Service Agreement: Katherine Bogan, Esq.
Auditor: Allied CPA's, PC Victor, NY
Hodgson, Russ Attorneys LLC, Buffalo, New York

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

Adopted: 5 ayes 0 nays

Resolved to authorize Supervisor to sign the above 2023 contracts/agreements.

RESOLUTION NO. 13 - 01/03/2023

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 Toussaint.

Adopted: 5 ayes 0 nays

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.

RESOLUTION NO. 14 - 01/03/2023

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 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 stand work day for retirement purposes:

- Highway Superintendent: 8 hours
- Town Clerk: 6.5 hours
- Court Clerk: 6.5 hours
- Assessor: 6.5 hours
- Assessor Assistant: 6.5 hours
- Highway MEO & Laborers: 8 hours
- Bookkeeper, Water Clerk & Councilman: 6.5 hours
- Deputy Clerk: 6.5 hours

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

Adopted: 5 ayes 0 nays

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 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.

RESOLUTION NO. 15 – 01/03/2023

RESOLUTION TO APPROVE THE SUPERVISOR, HIGHWAY SUPERINTENDENT, TOWN CLERK, ASSESSOR, TOWN JUSTICE, CODE ENFORCEMENT OFFICER, AND COURT CLERK ATTENDANCE AT TRAINING CONFERENCES WITHIN THE CONSTRAINTS OF THE BUDGET.

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 16 – 01/03/2023

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

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 17 – 01/03/2023

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

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 18 – 01/03/2023

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

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 19 - 01/03/2023

**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 Councilman Payne.

Adopted: 5 ayes 0 nays

Resolved to set holidays for Town office as listed above.

RESOLUTION NO. 20 - 01/03/2023

**RESOLUTION TO GRANT TOWN EXEMPTION ON
VILLAGE SEWER AND WATER SYSTEMS.**

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

Adopted: 5 ayes 0 nays

Resolved to grant Town exemption on Village sewer and water systems.

OTHER BUSINESS:

Supervisor Napoli asked for a motion to enter executive session.

The motion was offered by Councilman Toussaint and seconded by Councilwoman Woodruff.

Motion carried: 5 Ayes 0 Nays

Executive session began at 2:20pm.

Supervisor Napoli asked for a motion to end executive session.

The motion was offered by Councilman Barber and seconded by Councilwoman Woodruff.

Motion carried: 5 Ayes 0 Nays

Executive session ended at 2:55pm.

As there was no further business, Supervisor Napoli asked for a motion adjourn.

The motion was offered by Councilman Toussaint and seconded by Councilwoman Woodruff.

Motion carried: 5 Ayes 0 Nays

The meeting was adjourned at 2:56.

Respectfully submitted,

Hannah Hill
Ridgeway Town Clerk