

**Town of Ridgeway
Organization Meeting
Tuesday, January 2, 2025
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

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

APPROVAL OF MINUTES:

Supervisor Napoli asked for a motion to accept the minutes of the December 16, 2024 Board Meeting and December 27, 2024 End of Year Meeting as presented. The motion was offered by Councilwoman Woodruff and seconded by Councilman Barber.

Motion Carried: 5 Ayes 0 Nays

RESOLUTION NO. 01 - 01/02/2025

**RESOLUTION: 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 (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 Clerk:	Ivie Allis

Registrar of Vital Statistics:	Hannah Hill
Deputy of Vital Statistics:	Laurie Kilburn
Historian:	Shane Sia
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

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

Adopted: 5 ayes 0 nays

Resolved to make annual appointments as listed above.

RESOLUTION NO. 02 - 01/02/2025

RESOLUTION: 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:	Stacy Silker

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 03 - 01/02/2025

RESOLUTION: 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/Emergency Services	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 Toussaint.

Adopted: 5 ayes 0 nays

Resolved to accept committee appointments of the Supervisor.

RESOLUTION NO. 04 - 01/02/2025

RESOLUTION: SET SALARIES, WAGES AS FOLLOWS:

SALARIED:	
Supervisor	\$12,900.00
Budget Officer	2,600.00
Town Clerk	40,400.00
Highway Superintendent	77,112.00
Deputy Highway Superintendent	3,206.00
Water Superintendent	13,190.00
Town Justice	32,200.00
Court Clerk	48,500.00
Councilman (4)	5,150.00 each
Assessor	61,620.00
Ridgeway Portion (Assessor and Clerk):	54,699.00
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
BAR Review Members (5)	200.00/year
Code/Zoning Enforcement Officer	58,435.00
Cemetery Superintendent Stipend	4,000.00
Cemetery Clerk Stipend	2,800.00
Cemetery Clerk Stipend (2 nd)	1,200.00
Planning/Zoning Clerk Stipend	1,200.00

HOURLY:

Deputy Town Clerk	20.60/hr
Deputy Town Clerk (second)	21.25/hr
Assessor Clerk	18.75/hr
Water Billing Clerk	21.25/hr
Court Constables (2)	21.00/hr each
Constables (2) Process	25.00 per service
Part-time MEO	24.13/hr
Part-time Labor	16.96/hr

OTHERS: COMPLETION OF DUTIES:

Zoning Board Chairman	525.00/yr
Zoning Board of Appeals Members (4)	500.00/yr
Planning Board Chairman	525.00/yr
Planning Board Members (4)	500.00/yr
Historian	500.00/yr
County Planning Board Member	25.00/meeting

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

Adopted: 5 ayes 0 nays

Resolved to set salaries, wages as shown above.

RESOLUTION NO. 05 - 01/02/2025

RESOLUTION: SET MILEAGE ALLOWANCE OF OFFICERS AND EMPLOYEES USING PERSONAL VEHICLES FOR OFFICIAL TOWN BUSINESS AT 70 CENTS PER MILE, IRS RATE

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

Adopted: 5 ayes 0 nays

Resolved to set mileage allowance of officers and employees using personal vehicles for official Town business at 70 cents per mile.

RESOLUTION NO. 06 - 01/02/2025

**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
Payments to Federal, State, and County Agencies**

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 07 - 01/02/2025

**RESOLUTION: 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.

Adopted: 5 ayes 0 nays

Resolved to set Town Board meetings as attached.

**Town of Ridgeway
Meeting Schedule
2025**

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

January: 2 Organization Meeting, 2PM
14 Work session
21 Board meeting, Tuesday

February: 11 Work session
18 Board meeting, Tuesday

March: 11 Work session
17 Board meeting

April: 15 Work session
21 Board meeting

May: 13 Work session
19 Board meeting

June: 10 Work session
16 Board meeting

July: 15 Work session
21 Board meeting

August: 12 Work session
18 Board meeting

September: 9 Work session
15 Board meeting

October: 2 Budget Workshop, 2pm
14 Work session
20 Board meeting

November: 10 Work session
17 Board meeting

December: 9 Work session
15 Board Meeting
30 End of Year meeting, 2PM

RESOLUTION NO. 08 - 01/02/2025

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

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 09 - 01/02/2025

RESOLUTION: CO-SPONSOR SENIOR CITIZEN PROGRAM FOR 2025

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

Adopted: 5 ayes 0 nays

Resolved to co-sponsor Senior Citizen Program for 2025.

RESOLUTION NO. 10 - 01/02/2025

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

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

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. 11 - 01/02/2025

RESOLUTION: AUTHORIZE SUPERVISOR TO SIGN THE FOLLOWING 2025 CONTRACTS/AGREEMENT:

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

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

Adopted: 5 ayes 0 nays

Resolved to authorize Supervisor to sign the above 2025 contracts/agreements.

RESOLUTION NO. 12 - 01/02/2025

RESOLUTION: 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 Councilman Barber, 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. 13 - 01/02/2025

RESOLUTION: 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 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 Clerk: 6.5 hours
- Highway MEO & Laborers: 8 hours
- Bookkeeper, Water Clerk & Councilman: 6.5 hours
- Deputy Clerk: 6.5 hours
- Code Enforcement Officer: 6.5

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 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.

RESOLUTION NO. 14 - 01/02/2025

RESOLUTION: 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 Councilwoman Woodruff.

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. 15 - 01/02/2025

RESOLUTION: ALL TOWN BOARD MEMBERS AND EMPLOYEES WILL RECEIVE THE PERSONNEL MANUAL AND BE REQUIRED TO SIGN

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

Adopted: 5 ayes 0 nays

Resolved that all Town Board members and employees will receive the personnel manual and be required to sign.

RESOLUTION NO. 16 - 01/02/2025

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

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

Adopted: 5 ayes 0 nays

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

RESOLUTION NO. 17 - 01/02/2025

RESOLUTION: SET HOLIDAYS FOR TOWN OFFICE AS LISTED BELOW:

New Year's Day
Martin Luther King Day
President's Day
Good Friday

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

Adopted: 5 ayes 0 nays

Resolved to set holidays for Town office as listed above.

OTHER BUSINESS:

Supervisor Napoli asked if there was any other business.

Councilwoman Woodruff brought up the State required workplace violence training. She offered suggestions to help keep the Town safe and compliant and the Board discussed.

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

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

Motion carried: 5 Ayes 0 Nays

The meeting was adjourned at 2:20.

Respectfully submitted,

Hannah Hill
Ridgeway Town Clerk