

**Town of Ridgeway
Organization Meeting
Tuesday January 6th, 2015**

The organizational meeting was called to order at 2:05 P.M. by Supervisor Napoli at the Town Hall, Medina, N.Y

Those Officers Present:

Brian Napoli	Supervisor
Jeffrey Toussaint	Councilman
Paul Blajszczak	Councilman
David Stalker	Councilman
Mary Woodruff	Councilwoman

Others	Mark Goheen	Highway Superintendent
	Barbara J. Klatt	Town Clerk

Pledge of Allegiance.

RESOLUTION NO. 1 – 1/6/15

RESOLUTION TO MAKE ANNUAL
APPOINTMENTS BY TOWN BOARD

Resolved to make annual appointments as follows:

Official Depositories: Bank of Castile, Key Bank, Five Star Bank Official
Newspaper: Daily News, Other Advertising(Lake Plains Pennysaver, Orleans Hub).

Budget Officer: Supervisor

Law Officer: Katherine Bogan (General) & Water Districts: 5, 6, 7, 8, 9,10
11, 12, 13.

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:	Hannah Hill
Zoning Enforcement Officer:	Daniel Wolfe
Zoning Enforcement Officer-Second:	

Zoning Board Of Appeals(5 years)	Robert Roth(2017)
Zoning Board of Appeals (Chairman)	Lawrence Meyer
Zoning Board of Appeals-Vice Chairman	Raymond Wendling
Zoning Board of Appeals(5 years)	Richard Cichocki(2016)
Zoning Board of Appeals	Daniel Wilson
Planning Board Member	Timothy Elliot(2015)
Planning Board Member(5 years)	Charles Petitt(2015)
Planning Board Member	Richard Fisher
Planning Board Chairman(5 years)	Thomas Fenton(2016)
Planning Board Member	Richard Swan
Planning/Zoning Board Clerk:	Karen Kaiser
Water Clerk (Receiving):	Barbara Klatt
Water Billing Clerk:	Cheryl Sills
Water Billing Clerk(Alternate):	Hannah Hill
Registrar of Vital Statistics:	Barbara Klatt
Deputy of Vital Statistics:	Karen Kaiser
Historian:	Catherine Cooper
Fixed Asset Officer:	Cheryl Sills
Janitor/Cleaner:	White Glove Serv.
Water Superintendent:	Mark Goheen
Sewer Superintendent:	Mark Goheen
County Planning Board Member:	Thomas Fenton
County Planning Board Alternate:	Timothy Elliot
Glenwood Lake Commission:	Robert Waters, Gary Blackburn, James Watson, Mark Goheen, Barry Jones

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 2 – 1/6/15 RESOLUTION TO ACCEPT APPOINTMENTS
BY SUPERVISOR,TOWN CLERK, HIGHWAY
SUPERINTENDENT AND TOWN JUSTICE

Resolved to accept appointments by Supervisor, Town Clerk, Highway
Superintendent, and Town Justice as follows:

APPOINTMENTS BY SUPERVISOR

Deputy Supervisor	Jeffrey Toussaint
Supervisor's Bookkeeper	Lynne Johnson

APPOINTMENTS BY TOWN CLERK

Deputy Clerk
Deputy Clerk (2nd)

Karen Kaiser
Hannah Hill

APPOINTMENTS BY HIGHWAY SUPERINTENDENT

Highway Clerk-Part-Time:

Cheryl Sills

APPOINTMENTS BY TOWN JUSTICE

Court Clerk

Stacy Silker

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 3 – 1/6/15

RESOLUTION TO ACCEPT COMMITTEE APPOINTMENTS OF THE SUPERVISOR

Resolved to accept Committee Appointments of the Supervisor
(First name is Chairman).

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 4 – 1/6/15

RESOLUTION TO SET SALARIES, WAGES 2015

Resolved to set salaries, wages as follows:

Salaried:

Supervisor:	\$ 9,882.00
Budget Officer:	1,725.00
Supervisor's Bookkeeper	13,293.00
Town Attorney	7,942.00
Town Clerk	38,200.00
Highway Superintendent	52,000.00
Deputy Highway Superintendent	2,575.00
Water Superintendent	11,145.00
Deputy Water Superintendent	1,051.00
Town Justice	25,000.00
Court Clerk(Sanderson)	29,870.00
Councilman (4)	3,560.00 ea.
Assessor	34,000.00
Registrar of Vital Statistics	550.00
Registrar of Vital Statistics (Deputy)	300.00
Registrar of Vital Statistics (2 nd Deputy)	100.00
Water Receiving Clerk	5,500.00
Water Bookkeeper	5,588.00
Water District #10/Bookkeeping	2,591.00
Review Members (5)	175.00/year
Zoning Board of Appeals-Chairman	460.00/year
Zoning Enforcement Officer:	12,917.00
Zoning Enforcement Officer-Second	9,600.00
Fire and Building Code Officer	6,212.00

HOURLY

Deputy Town Clerk	\$ 11.60/hr
Deputy T.C. 2 nd	10.80/hr
Planning/Zoning Clerk	11.60/hr
Water Billing Clerk	13.50/hr
Code Enforcement/Zoning	21.25/hr
Court Constables (2)	14.00/hr each
Part-time MEO	11.25/hr
Part-time labor	8.25/hr Minimum wage
Election Inspectors	9.50/hr
Part-time water laborer	10.35/hr

OTHERS: COMPLETION OF DUTIES:

Zoning Board of Appeals Members (4):	\$408.00/yr
Planning Board Chairman:	460.00/yr
Planning Board Members (4):	408.00/yr
Historian:	206.00/yr

County Planning Board Member:

25.00/meeting

Offered by Councilman Blajszczak, who moved its adoption.

Seconded by Councilwoman Woodruff.

Adopted:

5 ayes

0 nays

RESOLUTION NO. 5 – 1/6/15

RESOLUTION TO SET MILEAGE
ALLOWANCE

Offered by Councilman Blajszczak, who moved its adoption.

Seconded by Councilman Stalker.

Resolved to set mileage allowance of officers and employees using personal vehicles for official Town business at: \$. 50 per mile.

Adopted:

5 ayes

0 nays

RESOLUTION NO. 6 – 1/6/15

RESOLUTION TO ALLOW SUPERVISOR
TO PAY VOUCHERS PRIOR TO TOWN
BOARD AUDIT

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

Payments to Federal, State, and County Agencies.

Offered by Councilwoman Woodruff, who moved its adoption.

Seconded by Councilman Blajszczak.

Adopted:

5 ayes

0 nays

RESOLUTION NO. 7 – 1/6/15

RESOLUTION TO SET TOWN BOARD
MEETINGS 2015

Resolved to set Town Board meetings as follows:

Regular Town Board Meeting: Third Monday of each month (except January and February) shall be the third Tuesday at 7:00PM.

Workshop meeting: Tuesday before the regular meeting at 7:00PM.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 8 – 1/6/15 RESOLUTION THAT GENERAL AND
WATER PAYROLL IS PAID TWICE MONTHLY

Resolved that general and water payroll is paid twice monthly.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 9 – 1/6/15 RESOLUTION TO CO-SPONSOR
SENIOR CITIZEN PROGRAM 2015

Resolved to co-sponsor Senior Citizen Program for 2015.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.10 – 1/6/15 RESOLUTION TO SET BUSINESS
HOURS FOR TOWN HALL

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.11 – 1/6/15 RESOLUTION TO AUTHORIZE
SUPERVISOR TO SIGN 2015
CONTRACTS/AGREEMENTS

Resolved to authorize Supervisor to sign the following 2015 contracts/agreement:

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.12 – 1/6/15 RESOLUTION TO NAME TOWN
CLERK OFFICIAL TIMEKEEPER
OF ALL TOWN HALL PERSONNEL

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.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.13 – 1/6/15 RESOLUTION TO SET FULL TIME
DEPUTY AND CLERKS' WORK WEEK

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.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.14 – 1/6/15 RESOLUTION TO APPROVE
SUPERVISOR,HIGHWAY SUPER-
INTENDENT,TOWN CLERK AND
ASSESSOR ATTENDANCE AT
TRAINING CLASSES

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.15 – 1/6/15

RESOLUTION THAT THE TOWN
BOARD HAS REVIEWED CODE OF
ETHICS POLICY AND PROCUREMENT
POLICY

Resolved that Town Board has reviewed Code of Ethics Policy and
Procurement Policy. Copies to Board members.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO.16 – 1/6/15

RESOLUTION TO NAME SUPERVISOR
AS VOTING DELEGATE TO NYS ASSOC.
OF TOWNS CONVENTION

Resolved to name Supervisor as voting delegate to NYS Assoc. of Towns
Convention. Jeffrey Toussaint as alternate.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 17 – 1/6/15

RESOLUTION TO SET HOLIDAYS
FOR TOWN OFFICE FOR 2015

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 Blajszczak, who moved its adoption.
Seconded by Councilman Stalker.

Resolved to set holidays for Town Office for 2015.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 18 – 1/6/15 RESOLUTION TO GRANT TOWN
EXEMPTION ON VILLAGE SEWER
AND WATER SYSTEMS

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

Resolved to grant Town exemption on Village Sewer and Water Systems.

Adopted: 5 ayes 0 nays

Other Business: Thank you.

As there was no further business to discuss at this time, the meeting was adjourned at 2:15 P.M. by Councilman Toussaint and seconded by Councilman Blajszczak.

Town of Ridgeway,

Barbara J. Klatt
Town Clerk