

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

Those 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

Others: Nadine Hanlon County Clerk
Michele Barber
Linda Strickland
Curt Strickland
Jeremy Hill
Matt Hill
Denise Hill
Tom Rivers
Joanna Follman

The meeting was called to order by Supervisor Napoli at 2:01pm. Supervisor Napoli welcomed everyone and explained that the new officials would be sworn in by Nadine Hanlon, the county clerk, and then he would proceed with the meeting. The pledge of allegiance was then recited.

RESOLUTION NO. 01 - 01/03/22

**RESOLUTION TO APPROVE MINUTES OF
DECEMBER 30, 2021 END OF YEAR MEETING**

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

Resolved to approve minutes of December 30, 2021 Year End Meeting.

Adopted: 5 Ayes 0 Nays

Swearing in of elected officials: Hannah Hill, Cliff Barber, Jeffrey Toussaint, John Olinger

RESOLUTION NO. 02 - 01/03/22

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

Official Depositories: Bank of Castile, Key Bank
 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: (County)
 Dog Control Clerk: Town Clerk
 Fair Housing Officer: Supervisor
 Fire & Building Code Officer: Jason Raduns
 Fire & Building Code Officer-Second:
 Zoning Enforcement Clerk: Joelle Brown
 Zoning Enforcement Officer: Jason Raduns
 Zoning Enforcement Officer-Second:
 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 Board Member: Thomas Kline

 Planning/Zoning Board Clerk: Joelle Brown
 Water Clerk (Receiving): Hannah Hill
 Water Billing Clerk: Joelle Brown
 Water Billing Clerk (Alternate):
 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

 Constables: Claude Grimes (Court)
 James Wells (Court)

 Glenwood Lake Commission: Gary Blackburn
 James Watson
 Barry Jones

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

Resolved to make annual appointments as shown above.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 03 - 01/03/22

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:	
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.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 04 - 01/3/22

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	Toussaint/Woodruff
Cablevision/Housing	Payne/Barber
Knowlesville Sewer	Toussaint/Barber
Parks & Recreation	Payne/Barber
Personnel	Woodruff/Toussaint

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

Resolved to accept committee appointments of the Supervisor.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 05 – 01/3/22

**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	11,000.00
Town Clerk	38,000.00
Highway Superintendent	71,260.00
Deputy Highway Superintendent	2,889.00
Water Superintendent	12,432.00
Town Justice	29,419.00
Court Clerk	42,761.00
Councilman (4)	5,000.00 each
Assessor	70,338.00
Ridgeway Portion:	30,948.72
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	8500.00
BAR Review Members (5)	175.00/year
Code/Zoning Enforcement Officer	54,000
Ridgeway Portion:	34560.00
Code/Zoning Clerk Stipend	750.00/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:

Assessor Assistant	\$21.60/hr
Deputy Town Clerk	18.50/hr
Deputy Town Clerk (second)	18.50/hr
Planning/Zoning Clerk	18.50/hr
Water Billing Clerk	18.50/hr
Court Constables (2)	15.76/hr each
Constables (2) Process	25.00 per service

Part-time MEO	22.08/hr
Part-time Labor	Minimum Wage
Election Inspectors	15.00/hr
Part-time Water Laborer	13.91/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 Payne, who moved its adoption.
 Seconded by Councilman Toussaint.

Resolved to set salaries, wages as shown above.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 06 – 01/3/22 RESOLUTION TO SET MILEAGE ALLOWANCE

Supervisor Napoli explained that we use IRS rates for 2022, which is \$0.58.5 per mile.

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

Resolved to set mileage allowance of officers and employees using personal vehicles for official Town business at \$0.58.5 per mile.

Adopted: 5 ayes 0 nays

**RESOLUTION NO. 07 – 01/3/22 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 Barber, who moved its adoption.
 Seconded by Councilwoman Woodruff.

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 08 – 01/3/22

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

Resolved to set Town Board meetings as shown above.

Adopted: 5 ayes 0 nays

**Town of Ridgeway
Meeting Schedule
2022**

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.
11 Work session, Tuesday.
18 Board meeting, Tuesday.

February: 15 Work session, Tuesday
22 Board meeting, Tuesday

March: 15 Work session
21 Board meeting.

April: 12 Work session.
18 Board meeting.

May: 10 Work session
16 Board meeting

June: 14 Work session
20 Board meeting.

July: 12 Work session
18 Board meeting.

August: 9 Work session
15 Board meeting.

September: 13 Work session
19 Board meeting.

October: 11 Work session
17 Board meeting.

November: 15 Work session.
21 Board meeting.

December: 13 Work session
19 Board meeting.
29 End of Year meeting. 2PM, Town Hall.

RESOLUTION NO. 09 – 01/3/22

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

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 10 – 1/3/22

**RESOLUTION TO CO-SPONSOR SENIOR
CITIZEN PROGRAM FOR 2022**

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

Resolved to co-sponsor Senior Citizen Program for 2022

Adopted: 5 ayes 0 nays

RESOLUTION NO. 11 – 1/3/22

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 12 – 01/03/22

**RESOLUTION TO AUTHORIZE SUPERVISOR
TO SIGN THE FOLLOWING 2022
CONTRACTS/AGREEMENT:**

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

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

Resolved to authorize Supervisor to sign the above 2022 contracts/agreements.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 13 – 01/3/22

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

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.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 14 – 01/03/22

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 BETEWEEN 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
- Code Enforcement Officer (Tuesday, Wednesday, Thursday): 8 hours

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

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.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 15 - 01/03/22

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

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 16 - 01/03/22

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

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 17 - 01/03/22

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

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 18 – 01/03/22

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

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 19 – 01/03/22

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

Resolved to set holidays for Town Office as listed above.

Adopted: 5 ayes 0 nays

RESOLUTION NO. 20 – 01/03/22

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

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

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

Adopted: 5 ayes 0 nays

RESOLUTION NO. 21 - 01/03/22

**RESOLUTION TO ADOPT CEMETERY FEE
SCHEDULE**

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

Resolved to adopt Cemetery fee schedule as attached, no changes.

Adopted: 5 ayes 0 nays

Cemetery Fee Schedule

Resident grave Price: \$400.00

Non-Resident grave price \$450.00

Internments

Adults: \$550.00

Child 4'-5': \$365.00

Under 4': \$325.00

Urn Internment / Cremation: \$325.00

Saturdays, Sundays and Holidays additional: \$75.00

Disinterment

Disinterment/Removal to another Cemetery: \$450.00

Reinternment in the Town: \$675.00

Vault Storage Fee: for deaths during the winter: \$100.00

Please make all checks payable to:

Town of Ridgeway

410 West Ave.

Medina, NY 14103

OTHER BUSINESS:

The Supervisor asked if there were any questions or comments. He then introduced Jason Raduns as our new Code Enforcement Officer.

ADJOURNMENT:

As there was no further business, a motion to adjourn was made by Councilwoman Woodruff. Seconded by Councilman Toussaint and the meeting was adjourned at 2:24 PM.

Respectfully Submitted,

Hannah Hill
Town Clerk