

**Town of Ridgeway
Board Meeting
Tuesday, February 22, 2022
410 West Avenue, Medina**

Those Officers Present:	Brian Napoli	Supervisor	
	Jeffrey Toussaint	Councilman	
	Mary Woodruff	Councilwoman	
	Duane Payne	Councilman	
	John Olinger	Highway Superintendent	
	Hannah Hill	Town Clerk	
	Trisha Laszewski	Assessor	
	Jason Raduns	Code Enforcement Officer	
	Those Officers Absent:	Cliff Barber	Councilman
		Kathy Bogan	Town Attorney

The meeting was called to order by Supervisor Napoli at 7:00 P.M. with the reciting of the pledge of allegiance.

RESOLUTION NO. 28 - 2/22/2022 RESOLUTION: ACCEPT THE AGENDA FOR FEBRUARY 22, 2022 MEETING

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

Adopted: 4 Ayes 0 Nays

Resolved to accept the agenda for the February 22, 2022 Town Board meeting.

RESOLUTION NO. 29 - 2/22/2022 RESOLUTION: ACCEPT THE MINUTES OF THE TOWN BOARD MEETING ON JANUARY 18, 2022 AS PRESENTED

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

Adopted: 4 Ayes 0 Nays

Resolved to accept the minutes for the Town Board meeting of January 18, 2022 as presented.

COMMUNICATIONS:

- A. Route 104 bridge replacement wins national award
- B. MRB comments on Swett Road solar project
- C. Tax Collections, so far: \$3,918,463.44, 78%

DATE OF NEXT MEETINGS:

Workshop: March 15, 2022, 7 PM, Ridgeway Town Hall.
Board Meeting: March 21, 2022, 7 PM, Ridgeway Town Hall

OLD BUSINESS:

WD#15: Residents contacted for water samples.

NEW BUSINESS:

RESOLUTION NO. 30 – 2/22/2022

**RESOLUTION: APPROVE NEW COPIER LEASE
WITH COPIER FAX OF BUFFALO**

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

Adopted: 4 Ayes 0 Nays

Resolved to approve new copier lease with Copier Fax of Buffalo.

RESOLUTION NO. 31 – 2/22/2022

**RESOLUTION: APPROVE TOWN OF RIDGEWAY
COURT AUDIT. SUBMIT TO COURT SYSTEM.**

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

Adopted: 4 Ayes 0 Nays

Resolved to approve Town of Ridgeway Court audit and submit to Court System.

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Ridgeway

Month Reviewed:

Jan 2021

Through

Dec. 2021

Name of Justice:

Joseph R. Kujawa

Review Performed By:

Brian Napoli
Mary Woodruff
Jeffrey Tassaint

Date

1/20/22
1/20/22
1/20/22

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded receipt:</i>		
# <u>5040</u> Date <u>12/29/2021</u> Amount <u>\$50.00</u>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded deposit:</i>		
Date <u>12/31/2021</u> Amount <u>\$6760.00</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Month Totaled and Summarized</i> _____		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are all checks signed by the Justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded check:</i>		
# <u>1281</u> Date <u>12/13/2021</u> Amount <u>\$97.00</u>		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>1/03/2022</u> Month Ending <u>Dec. 2021</u>		
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input type="checkbox"/>	<input type="checkbox"/>

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Dockets and Case Files</u>		
▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cash Book Reconciliation

- | | | |
|---|-------------------------------------|--------------------------|
| ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Does the cash book total agree with the bank reconciliation and supporting information? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Last Cash Reconciliation:

Date Performed 1/3/2022 Month Ending Dec. 2021

Reports to the Division of Criminal Justice Services

- | | | |
|---|-------------------------------------|-------------------------------------|
| ▶ Are reports made timely to the Division of Criminal Justice Services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Reports to the Justice Court Fund

- | | | |
|---|-------------------------------------|-------------------------------------|
| ▶ Are reports made timely to the Justice Court Fund? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do reported amounts agree with docket dispositions and case files? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do reported amounts agree with cash receipt and disbursement books?
Last report submitted: Month Ending <u>Dec. 2021</u> Date <u>1/3/22</u> Amount <u>3,578.00</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Reporting to the Department of Motor Vehicles - TSLED Program</u>		
▶ Has the court received any notices regarding pending cases? If yes, why were the cases pending and what corrective actions were taken, if any _____	<input type="radio"/>	<input checked="" type="radio"/>
<p>Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.</p>		
▶ Are reports from TSLED to the court maintained and utilized? Last TSLED Report Available: Date <u>Dec. 2021</u>	<input checked="" type="radio"/>	<input type="radio"/>
<p>Note: Courts can access reports on-line from TSLED at any time.</p>		
▶ How many cases are shown as pending in the last TSLED report? <u>195</u>	<input type="radio"/>	<input type="radio"/>
▶ Does the cash book total agree with the bank reconciliation and supporting information?	<input checked="" type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> • Is the number of pending cases reasonable? • How many cases are shown as pending for more than ^{60?} 90 days? <u>195</u> • What actions have been taken to dispose of these cases? <u>Letters to drivers, but not much can be done if they do not pay, due to NYS change in VTL laws.</u> 	<input type="radio"/>	<input type="radio"/>

Overall Evaluation

RESOLUTION NO. 32 - 2/22/2022

RESOLUTION: APPROVE PHONE CONTRACT WITH HOVERNET NETWORKS. AUTHORIZE SUPERVISOR TO SIGN.

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

Adopted: 4 Ayes 0 Nays

Resolved to approve phone contract with Hovernet Networks and authorize supervisor to sign.

RESOLUTION NO. 33 - 2/22/2022

RESOLUTION: APPROVE THE UPDATED DECOMMISSIONING PLAN DATED 1/17/2022 FOR THE 11074 RIDGE ROAD AND 11202 RIDGE ROAD SOLAR PROJECTS.

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

Adopted: 4 Ayes 0 Nays

Resolved to approve the updated decommissioning plan dated 1/17/22 for the 11074 Ridge Road and 11202 Ridge Road solar projects.

OTHER BUSINESS:

- A. Fire Company Report, read by Councilman Payne.



MONTH OF JANUARY 2022

EMS - 13
MVA - 3
HAZ. CONDITION - 1
AUTO. ALARM - 1
STRUCTURE FIRE - 1
MUTUAL AID - 3 (2 GIVEN; 1 RECEIVED)

TOTAL CALLS - 22

TOTAL MANPOWER HOURS - 137.15
AVERAGE FIREFIGHTER PER CALL - 5.9
AVERAGE FIREFIGHTER PER EMS CALL - 3.7

OVER 20 FIREFIGHTERS COMPLIED WITH THE OSHA AND PESH MANDATED 8 HOUR OSHA REFRESHER, 4 HOUR HAZ. MAT. REFRESHER, AND BLOOD BORNE PATHOGENS REFRESHER.

B. Department and County Legislator Report

Town Clerk: Clerk Hill said that as of Friday, February 18, an even 90.00% of the tax warrant had been collected. She said she was getting more comfortable in the office with the help of Laurie Kilburn and Joelle Brown as well as Joanna and the rest of the Town Hall. The Town Clerk's office received two more boxes of Covid test kits from the County and has been handing them out.

Assessor: Assessor Laszewski said they are still working on the update, and commented that it has been a breath of fresh air at the Town Hall.

Code Enforcement Officer: CEO Raduns stated that he is feeling at home in Ridgeway. He has been continuing with his training and has been out on a few calls.

Highway Superintendent: Superintendent Olinger said the Highway has been busy plowing snow and working in the shop. He said that they will start ditching in the next week or two. He also let the Board know that Tim Feldman would be retiring at the end of the month.

C. Councilman Reports:

Councilman Payne: nothing to report

Councilman Toussaint: nothing to report

Councilwoman Woodruff: nothing to report

D. Pay Bills:

Supervisor asked for a motion to pay the bills as presented.

Total Abstract: \$324,362.13

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

QUESTIONS/CONCERNS:

None.

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

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

Motion carried: 4 Ayes 0 Nays

The meeting was adjourned at 7:09pm.

Respectfully submitted,

Hannah Hill
Ridgeway Town Clerk