

AGENDA
PENDLETON TOWN BOARD
January 8, 2018

6:50 P.M. Public Hearing – Town Code Amendment – Signage

7:00 P.M. Regular and Organizational Board Meeting

Call meeting to order - Invocation-Salute to the flag

Roll Call

Amendments/additions/deletions

Communications

- Letter from the Food Pantry
- NYC Annual Meeting – Association of Towns

Public Remarks/comments on Agenda items-15 minute time frame- 3 minutes per person

Routine Business:

- Minutes – Regular meeting held December 11, 2017.
- Expenditures authorized and paid for the month of December

General Fund	\$ 74,099.53
Highway	\$ 42,655.38
Water	\$ 6,272.49
Sewer	\$ 10,908.73
Refuse	\$ 34,479.81
Trust & Agency	\$ 0
Fire Protection Dist	\$ 30,101.00

Other Reports:

- Supervisor’s Report:
 - Tax collected for November 2017 - \$121,529.31. This is an increase of \$2,049.18 when compared with November 2016. The year to date received is \$1,056,385.69 which is a decrease of \$30,465.72 from 2016.
- Committee appointments:
 - Building Inspections & Code Enforcement Fischer, Graham
 - Building & Capital Improvements Graham, Leible

- Business Development
 - Fire Company Service Award
 - Fire Board
 - Insurance
 - Public Relations
 - Water & Sewer
 - Highway & Drainage
 - Recreation
 - Security
 - Conservation, Parks, & Trails
 - Ethics
 - Greenway Grant Negotiations
 - Celebrations
- Maerten, Ostrowski
Fischer, Ostrowski
Leible, Maerten
Maerten
Graham, Leible
Graham, Leible
Fischer, Graham
Graham, Ostrowski
Leible, Ostrowski
Fischer, Ostrowski
Maerten
Fischer, Ostrowski
Leible
- Supervisor's appointments:
 - Deputy Supervisor
 - Town Historian
 - Budget Officer
- Mark Walter
Stephanie Chase
Donald Bergman
- Assign annual department audits
 - Chief Fiscal Officer
 - Town Clerk/Tax Collector
 - Town Justices-Judge Murphy
 - Town Justice-Maziarz
 - Water-Sewer Clerks
- Leible
Ostrowski
Graham
Leible
Fischer
- Ad Hoc Committees
 - Code of Ethics Review
 - Procurement Policy Review
 - Employee Manual & Personnel Policies
- Richard Misztal, Joel Maerten
Jeff Stowell, James Argo, Donald Bergman, Joel Maerten
Deborah Maurer, David Leible, Timothy Masters, James Argo, Joel Maerten
- Councilman Leible – Recreation Director
 - Councilman Fischer
 - Councilman Ostrowski
 - Councilman Graham - Welcome
 - Attorney Joerg

- Engineer Britton
- Department Heads
 - Tim Master - Bldg Dept.
 - Jim Argo-Water-Sewer Superintendent
 - Jeff Stowell-Highway Superintendent
 - Kelli Coughlin-Assessor

New Business

1. Public Hearing – Signage
2. Meadows of Pendleton North Major Subdivision Parklands Determination
3. Court Funding Request - Commitment of Funds
4. Budget Line Transfers for General Fund, Highway Fund, and Water Fund

Organizational-Fiscal/Appointments/Agreement

1. Bank Depositories
 - a. Evans Bank
2. Town official newspaper
 - a. Union Sun & Journal
3. Petty Cash Funds
 - a. Town Clerk-\$200.00
 - b. Tax Collector-\$100.00
 - c. Water-\$150.00
 - d. Sewer-\$100.00
4. Designate date for Town Board Meeting
5. Payroll
 - a. **Bi-weekly** - Supervisor, Town Clerk, Assessor, Highway Superintendent, Highway personnel, Water/Sewer Superintendent, Sewer, and Water Dept. personnel, Building Inspectors, general clerks, laborers, justice clerks and Planning Board Administrative Assistant
 - b. **Quarterly** - Town Justices, Councilmen, Dog Control Officer
 - c. **Annual** - Planning Board, Zoning Board of Appeals, Conservation Committee, Board of Assessment Review, Registrar of Vital Statistics, Budget Officer, and Historian
6. Constables (for the court)
 - Patrick Williams
 - George Julius
 - Kenneth Jonmaire
 - Lynn Campbell

- Kevin Locicero
7. Town Engineer
 8. Planning Board
 - a. One 7 yr. appointment
 9. Zoning Board of Appeals
 - a. One 5 yr. appointment
 10. Conservation Board
 11. Recreation Committee
 - a. One 7 yr. appointment
 12. Appointment of Board/Committee Chairman
 - a. Planning Board
 - Chairman
 - Administrative Assistant
 - b. Zoning Board of Appeals
 - Chairman
 - c. Conservation Board
 - Chairman
 13. Town Attorney – 2 year appointment
 14. Prosecutor – 1 year appointment
 15. Records of Management Officer, and Investigator of Bingo Licenses and Games of Chance – Debbie Maurer
 16. Deputy Highway Superintendent – Craig Walter
 17. Stormwater Management Officer (SMO) – Jim Argo
 18. Authorization for Code Enforcement Officer to issue violations, using proper notification procedures, for grass cutting of unkempt properties per Town Code
 19. Mileage reimbursement
 - Reimbursement (per IRS) to be paid by voucher on a monthly basis to the Supervisor, Highway Superintendent, members of the Town Board, Town Clerk, Deputies, Assessor, Dog Control Officer, Town Justices and Court Clerks
 20. Procurement Policy – previous policy in effect-to be reviewed
 21. Code of Ethics – previous policy in effect-to be reviewed
 - Appoint Ethics Committee
 22. Authorize Supervisor to invest surplus monies pursuant to Town Law, pay principle and interest on debts, pay utility and necessary bills prior to audit.
 23. Authorize the Highway Superintendent to purchase stone, oil, culvert pipe etc. at county prices within the budget
 24. Authorize membership for the Town of Pendleton in the New York

State Association of Towns.

25. Authorize membership for the Town of Pendleton in the County Supervisors Association.
26. Authorize Tax Collector membership in the New York State Association of Tax Collectors.
27. Authorize membership for Town Historian Association
28. Authorize membership for NYS Town Clerk Association
29. Authorize for Supervisor to sign the following agreements:
 - Wendelville Volunteer Fire Co. for Fire Protection for \$317,000
 - Wendelville Volunteer Fire Co. for fuel
 - PABA for the amount of \$1,500.00
 - N. Tonawanda Public Library-\$15,000.00
 - Lockport Public Library-\$15,000.00
 - NIACAP for \$1,500.00

Public remarks/comments

Board Members Discussion

- Set date and time for work session
- Executive Session - personnel

Adjournment