

AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING
January 14, 2019

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
- Accept the expenditures on Abstract #24 that were authorized and paid on December 31, 2018
 - General Fund \$ 27,682.22
 - Highway \$ 31,673.92
 - Fire Protection District \$167,948.00
 - Refuse & Garbage District \$ 35,158.12
 - Sewer \$ 23,401.28
 - Water District \$ 11,686.48
 - Total \$297,550.02
- Approval of Voucher Abstract #1A to be paid on January 16, 2019
 - General Fund \$ _____
 - Highway \$ _____
 - Refuse & Garbage District \$ _____
 - Sewer \$ _____
 - Water District \$ _____
 - Fire Protection \$ _____
 - Trust & Agency \$ _____
 - Total \$ _____
- Approval of Voucher Abstract #1B to be paid on January 16, 2019
 - General Fund \$ _____
 - Highway \$ _____
 - Refuse & Garbage District \$ _____
 - Sewer \$ _____
 - Water District \$ _____
 - Fire Protection \$ _____
 - Trust & Agency \$ _____
 - Total \$ _____

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Other Reports:

- Supervisor's Report
- Committee Appointments:
 - Assessor
 - Building Inspections & Code Enforcement
 - Building & Capital Improvements
 - Business Development
 - Fire Company Service Award
 - Fire Board
 - Insurance
 - Town Newsletter
 - Water & Sewer
 - Highway & Drainage
 - Recreation
 - Security
 - Conservation, Parks, & Trails
 - Ethics
 - Celebrations (July 4th)
 - Celebrations (Farm & Home Days)
- Supervisor Appointments:
 - Deputy Town Supervisor
 - Town Historian
 - Budget Officer
- Assignment of Annual Audits:
 - Chief Fiscal Officer
 - Town Clerk/Tax Collector
 - Town Justice – Judge Mack
 - Town Justice – Judge Maziarz
 - Water/Sewer Clerk
- Councilman Leible
- Councilman Fischer
- Councilman Ostrowski
- Councilman Graham
- Attorney Joerg
- Engineer
- Budget Officer
- Department Heads:
 - Highway Superintendent Stowell
 - Assessor Coughlin
 - Building Inspector Thompson

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New Business

1. Federal Surplus Property Program Renewal
2. EZ-Pass
3. Public Hearing – Change to Chapter 247 Zoning
4. Server Upgrade
5. Amendment to Town Code Chapter 13 – Conservation Board amended to a Conservation Advisory Council

Organizational-Fiscal/Appointments/Agreement

1. Official Depository
 - Evans Bank, headquartered in Hamburg, NY
2. Official Town Newspaper
 - Union Sun & Journal
3. Petty Cash Funds
 - Town Clerk
 - Tax Collector
 - Water District
 - Sewer District
 - Water Billing
4. Designate Date for Town Board Meeting
5. Payroll
 - **Bi-weekly:** Supervisor, Town Clerk, Assessor, Highway Superintendent, Highway, Sewer and Water Department personnel, Building Inspectors, Town Attorney, general clerks, laborers, justice clerks and Planning Board Administrative Assistant, Town Prosecutor and Town Constables
 - **Quarterly:** Town Justices, Councilmen, Dog Control Officer, Recreation Director
 - **Annual:** Planning Board, Zoning Board of Appeals, Conservation Advisory Council, Board of Assessment Review, Registrar of Vital Statistics, Budget Officer and Town Historian
6. Town Constables
7. Town Engineer
 - One 1-year appointment
8. Planning Board
 - One 7-year appointment
 - One 1-year appointment
9. Recreation Committee
 - One 7-year appointment
10. Conservation Advisory Council
 - 1-year appointment(s)
11. Zoning Board of Appeals
 - One 5-year appointment
12. Appointment of Board/Committee Chairmen
 - Planning Board Chairman
 - Planning Board Administrative Assistant and Secretary

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- Zoning Board of Appeals Chairman
- Conservation Advisory Council Chairman
- 13. Appointment of Recreation Director
- 14. Town Prosecutor
 - 1-year appointment
- 15. Registrar of Vital Statistics, Records Management Officer and Investigator of Bingo Licenses and Games of Chance
- 16. Deputy Registrar of Vital Statistics
- 17. Deputy Tax Collector
- 18. Deputy Town Clerks
- 19. Deputy Highway Superintendent
- 20. Stormwater Management Officer
- 21. Authorize Code Enforcement Officer to issue violations, using proper notification procedures, for grass cutting of unkempt properties per Town Code
- 22. Authorize Mileage Reimbursement to be paid, per IRS guidelines, by voucher on a monthly basis to the Supervisor, Members of the Town Board, Town Clerk, Deputies, Assessor, Highway Superintendent, Town Justices, Court Clerks and Dog Control Officer
- 23. Procurement Policy
- 24. Code of Ethics
- 25. Code of Ethics Appointment
- 26. Sexual Harassment Policy
- 27. Workplace Violence Policy
- 28. Authorize Supervisor to invest surplus monies pursuant to Town Law, pay principle and interest on debts and pay utility and necessary bills prior to audit
- 29. Authorize Highway Superintendent to purchase stone, oil, culvert pipe, etc. at county prices within the budget
- 30. Authorize membership for the Town of Pendleton in the New York State Association of Towns (AOT)
- 31. Authorize membership for the Town of Pendleton in the Niagara County Supervisors Association
- 32. Authorize membership for the Town Clerk in the Niagara County Municipal Clerks' Association (NCMCA)
- 33. Authorize membership for the Tax Collector in the New York State Association of Tax Receivers and Collectors (NYSATRC)
- 34. Authorize membership for Town Historian Association
- 35. Authorize membership for New York State Town Clerk's Association (NYSTCA)
- 36. Yearly funding for Pendleton Seniors
- 37. Authorize the Supervisor to sign the following agreements:
 - Wendelville Fire Company, Inc. – Town Contract
 - Wendelville Fire Company, Inc. – Fuel Purchase
 - Pendleton Athletic Booster Association (PABA)
 - Lockport Public Library
 - Niagara Community Action Program (NIACAP)

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Public Remarks/Comments

Board Members Discussion

- Set date and time for work session

Adjournment

DRAFT