

TENTATIVE AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARING
January 13, 2020

6:55 p.m. Public Hearing – Proposed Transfer of Highway Equipment Reserve Funds

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

Public Remarks/Comments on Agenda items

- 15-minute time frame - 3 minutes per person

Routine Business:

- Approval of Minutes:

- Approval of Voucher Abstract #1, Vouchers #11611-#11646, to be paid on January 15, 2020

General Fund	\$	19,641.81
Highway	\$	18,715.63
Sewer	\$	15,089.57
Water	\$	49,444.11
Total	\$	102,891.12

Other Reports:

- Supervisor’s Report:
 - Tax collected for November 2019 was \$124,674.75. This is an increase of \$136.80 when compared with November 2018. The year to date received is \$1,539,845.94 which in an increase of \$46,395.10 from 2018.

- Committee Appointments:
 - Assessment
 - Building Inspections & Code Enforcement
 - Building & Capital Improvements
 - Business Development
 - Fire Company Service Award
 - Fire Board
 - Insurance
 - Public Relations
 - Town Newsletter

TENTATIVE AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARING
January 13, 2020

- Water & Sewer
- Highway & Drainage
- Recreation
- Security
- Conservation, Parks, & Trails
- Ethics
- Celebrations

- Supervisor Appointments:
 - Deputy Town Supervisor
 - Town Coordinator
 - Emergency Services Coordinator
 - 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

Other Reports

- Councilman Leible
- Councilman Fischer
- Councilman Graham
- Councilman Evchich
- Attorney Joerg
- Engineer Britton
- Budget Officer Bergman
- Department Heads:
 - Town Clerk Maurer
 - Highway and Water/Sewer Superintendent Stowell
 - Building Inspector Diedrich

New Business

1. Proclamation for Councilman Ostrowski
2. Proclamation for Jane Walter
3. Spectrum Internet for Highway
4. Equipment Surplus – Desk
5. Replacement Parts for E-One Pumps

TENTATIVE AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARING
January 13, 2020

Organizational-Fiscal/Appointments/Agreements

1. Official Depository
 - Evans Bank, headquartered in Hamburg, NY
2. Official Town Newspaper
 - Union Sun & Journal
3. Petty Cash Funds
 - Town Clerk - \$250.00
 - Tax Collector - \$300.00
 - Water District - \$100.00
 - Sewer District - \$100.00
4. Designate Date for Town Board Meeting
5. Payroll
 - **Bi-weekly:** Supervisor, Town Clerk, Assessor, Highway and Water/Sewer Superintendent, Highway, Sewer and Water Department personnel, Building Inspectors, Town Attorney, Supervisor's Secretary, 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. Appointment of Town Constables
7. Appointment of Town Engineer - 1-year appointment
8. Appointment of Planning Board Member - 7-year appointment
9. Appointment of Recreation Committee Member(s) – 7-year appointment
10. Appointment of Conservation Advisory Council Member(s) – 1-year appointment
11. Appointment of Zoning Board of Appeals Member - 5-year appointment
12. Appointment of Board/Committee Chairmen
 - Planning Board Chairman
 - Planning Board Administrative Assistant and Secretary
 - Zoning Board of Appeals Chairman
 - Conservation Advisory Council Chairman
13. Appointment of Recreation Director
14. Appointment of Registrar of Vital Statistics, Records Management Officer and Investigator of Bingo Licenses and Games of Chance
15. Appointment of Deputy Registrar of Vital Statistics
16. Appointment of Deputy Tax Collector
17. Appointment of Deputy Town Clerks
18. Appointment of Deputy Highway Superintendent
19. Appointment of Stormwater Management Officer
20. Appointment of Personnel Records/Payroll Clerk
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
23. Procurement Policy
24. Code of Ethics

TENTATIVE AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARING
January 13, 2020

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. Authorize yearly funding for Pendleton Historical Society
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)

Public Remarks/Comments

Board Members Discussion

- Set date and time for work session
- Executive Session

Adjournment