

AGENDA  
PENDLETON TOWN BOARD  
REGULAR AND ORGANIZATIONAL MEETING  
January 11, 2021

**NOTE:** This meeting will be held pursuant to Governor Cuomo’s Executive Order 202.1, temporarily modifying the Open Meetings Law due to the COVID-19 pandemic and in the interest of public safety:

- The meeting will be conducted live via GoToMeeting.
- The public is invited to listen to live audio of the meeting by calling **1 (872) 240-3212** and entering **Access Code 646-007-485**.
- Public remarks and comments on agenda items must be submitted to the Town Clerk or Town Supervisor by 6:30 p.m. on January 11, 2021.
- The meeting will be recorded and meeting minutes will be posted to the town’s website at [www.pendletonny.us](http://www.pendletonny.us).

**7:00 p.m. Regular and Organizational Board Meeting**

**Call Meeting to Order/Invocation/Salute to the Flag**

**Roll Call**

**Amendments/Additions/Deletions**

**Communications**

**Public Remarks/Comments on Agenda Items**

- Public remarks and comments on the agenda items that are submitted to the Town Clerk prior to the meeting will be read aloud.

**Routine Business:**

- Approval of Minutes - Regular Meeting – December 14, 2020
- Approval of Voucher Abstract #24, Vouchers #20-00843 to #20-00879, that was paid on December 30, 2020:

General Fund	\$	3,565.84
Highway	\$	7,836.51
Refuse	\$	38,052.27
Sewer	\$	453.94
Water	\$	3,271.14
Trust & Agency	\$	1,000.00
Total	\$	54,179.70

- Approval of Voucher Abstract #1, to be paid on January 13, 2021 as follows:
  - Vouchers #20-00880 to #20-00932 for year ending 2020:

General Fund	\$	11,605.59
Highway	\$	32,747.14
Sewer	\$	16,577.02
Water	\$	951.39
Total	\$	61,881.14

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○ Vouchers #21-00001 to #21-00011 for year ending 20210:		
General Fund	\$	12,207.34
Highway	\$	10,102.35
Sewer	\$	1,586.95
Water	\$	3,601.36
Total	\$	27,498.00

**Other Reports:**

- Supervisor's Report:
  - Tax collected for November 2020 was \$114,965.79. This is a decrease of \$9,708.96 when compared with November 2019. The year to date received is \$1,492,602.74 which in a decrease of \$47,243.20 from 2019.
  
- Committee Appointments:
  - Assessment
  - Building Inspections & Code Enforcement
  - Building & Capital Improvements
  - Business Development
  - Fire Company Service Award
  - Fire Board
  - Insurance
  - Public Relations
  - Town Newsletter
  - 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 Accounts

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**Other Reports**

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

**New Business**

1. Architectural Services – Community Center
2. Procurement of Refuse and Recycling Totes
3. Acquisition of Permits – Utility Installations
4. Farmer’s Market Account
5. Wendelville Fire Company – Length of Service Award Program – COVID Response
6. Request for Quotes – Town Hall Landscaping/Lawn Maintenance
7. Request to the Planning Board to Review Town Code Review
8. Repeal of Commercial Refuse Collection Resolution
9. 2021 Assessment Roll – Exemption Resolution
10. Budget Line Transfers
11. Wendelville Fire Company New Members
12. Patrol Request to Niagara County Sheriff
13. Schedule Public Hearing – Public Use of Motorized Vehicles on Town Property

**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 and Sewer District - \$200.00
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, Supervisor’s

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Secretary, general clerks, laborers, justice clerks and Planning Board Administrative Assistant, 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 Chairpersons
    - Planning Board Chairperson
    - Zoning Board of Appeals Chairperson
    - Conservation Advisory Council Chairperson
  13. Planning Board Administrative Assistant and Secretary
  14. Appointment of Recreation Director
  15. Appointment of Town Prosecutors
  16. Appointment of Registrar of Vital Statistics, Records Management Officer and Investigator of Bingo Licenses and Games of Chance
  17. Appointment of Deputy Town Clerks
  18. Appointment of Deputy Registrar of Vital Statistics
  19. Appointment of Deputy Tax Collector
  20. Appointment of Deputy Highway Superintendent
  21. Appointment of Stormwater Management Officer
  22. Appointment of Code of Ethics Committee
  23. Authorize Code Enforcement Officer to issue violations, using proper notification procedures, for grass cutting of unkempt properties per Town Code
  24. Authorize Mileage Reimbursement
  25. Procurement Policy
  26. Code of Ethics
  27. Sexual Harassment Policy
  28. Workplace Violence Policy
  29. 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
  30. Authorize Highway Superintendent to purchase stone, oil, culvert pipe, etc. at county prices within the budget
  31. Authorize purchase of water from Niagara County
  32. Authorize purchase of water from neighboring towns
  33. Procurement of Road Salt
  34. Authorize annual memberships for:
    - Association of Public Historians of New York (APHNY)
    - New York Planning Federation (NYPF)
    - New York State Association of Tax Receivers and Collectors (NYSATRC)

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- New York State Association of Towns (NYSAOT)
  - New York State Assessors Association (NYSAA)
  - New York State Association of Magistrates Court Clerks (NYSAMCC)
  - New York State Magistrates Association (NYSMA)
  - New York State Town Clerk's Association (NYSTCA)
  - Niagara County Assessors Association (NCAA)
  - Niagara County Municipal Clerks Association (NCMCA)
  - Niagara County Supervisors Association (NCSA)
35. Authorize yearly funding for the Pendleton Historical Society
36. 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)
  - Niagara Community Action Program (NIACAP)
  - Niagara County SPCA
  - Pivot Punch
  - Starpoint

**Board Members Discussion**

- Set date and time for next meeting

**Public Remarks/Comments**

**Adjournment**