

AGENDA  
PENDLETON TOWN BOARD  
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS  
January 10, 2022

- This meeting is open to the public.
- The public is also invited to listen to live audio of the meeting by calling **1 (312)757-3121** and entering **Access Code 470-640-429**.

**6:50 p.m. Public Hearing #1 – Town of Pendleton Code of Ethics**

**6:55 p.m. Public Hearing #2 – Rezoning Request - 6255 Campbell Boulevard**

**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**

- 15-minute time frame - 3 minutes per person

**Routine Business:**

- Approval of Minutes
  - Regular Meeting – December 13, 2021
  - Work Session – December 22, 2021
- Approval of Voucher Abstract #24, Vouchers #21-01241 to #21-01293 that was paid on December 29, 2021:

General Fund	\$	15,237.53
Highway	\$	9,583.24
Fire Protection	\$	40,000.00
Sewer	\$	6,262.63
Water	\$	39,513.84
Trust & Agency	\$	688.00
Total	\$	111,285.24

- Approval of Voucher Abstract #1, to be paid on January 12, 2022 as follows:
  - Vouchers #21-01294 to #21-21-01330 for year ending 2021:

General Fund	\$	10,177.47
Highway	\$	17,632.78
Sewer	\$	150.30
Water	\$	44,798.55
Total	\$	72,759.10
  - Vouchers #22-00001 to #22-00014 for year ending 2022:

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General Fund	\$	4,929.26
Highway	\$	6,617.78
Fire Protection	\$	10,000.00
Sewer	\$	5,306.73
Total	\$	26,853.77

**Other Reports:**

- Supervisor's Report:
  - Tax collected for November 2021 was \$158,957.90. This is an increase of \$43,992.11 when compared with November 2020. The year to date received is \$1,954,387.78 which is an increase of \$461,785.04 from 2020.
  
- Committee Appointments:
  - Assessment
  - 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
  
- 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

**Other Reports**

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

**New Business**

1. Proclamations
2. SEQR - 6255 Campbell Blvd
3. Rezoning Request - 6255 Campbell Blvd
4. Snow and Ice Contract 2021-2024
5. Security System Upgrade Project Bids
6. Accept Wendelville Fire Company 2021 Service Award Points
7. Appointment of Deputy Town Clerks
8. Appointment of Temporary Assessor
9. Establishment of Compensation
10. E-One Grinder Pump Parts
11. Cell Phone Stipend

**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, and Town Constables

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- **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 Attorney
  7. Appointment of Town Constables
  8. Appointment of Town Engineer - 1-year appointment
  9. Appointment of Planning Board Member - 7-year appointment
  10. Appointment of Conservation Advisory Council Members- 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. Authorize Code Enforcement Officer to issue violations, using proper notification procedures, for grass cutting of unkempt properties per Town Code
  23. Authorize Mileage Reimbursement
  24. Procurement Policy
  25. Code of Ethics
  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 purchase of water from Niagara County
  31. Authorize purchase of water from neighboring towns
  32. Procurement of Road Salt
  33. 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)
    - New York State Association of Towns (NYSAT)

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- 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)
34. 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 Precision Corporation

**Board Members Discussion**

- Set date and time for next meeting

**Public Remarks/Comments**

**Adjournment**