

AGENDA  
PENDLETON TOWN BOARD  
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS  
January 9, 2023

**6:50 p.m. Public Hearing #1 – Proposed Modification of Water Rates**

**6:55 p.m. Public Hearing #2 – Proposed Modification of Sewer Rates**

**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 12, 2022
- Approval of Voucher Abstract #24, Vouchers #22-01407 to #22-01465 that was paid on December 28, 2022:

General Fund	\$	19,509.95
Highway	\$	28,224.78
Sewer	\$	31,936.83
Water	\$	22,914.94
Total	\$	102,586.50

- Approval of Voucher Abstract #1, Vouchers #22-01466 to #22-01538 to be paid on January 11, 2023:

General Fund	\$	123,563.93
Highway	\$	46,091.09
Refuse	\$	552.00
Sewer	\$	12,603.04
Water	\$	45,634.12
Trust & Agency	\$	6,631.50
Total	\$	235,075.68

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**Other Reports:**

- Supervisor's Report:
  - Tax collected for November 2022 was \$186,866.60. This is an increase of \$27,908.70 when compared with November 2021. The year to date received is \$2,127,921.22 which is an increase of \$173,533.44 from 2021.
  
- 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
  
- Assignment of Annual Audits:
  - Town Clerk/Tax Collector
  - Town Justice – Judge Mack
  - Town Justice – Judge Maziarz
  - Water/Sewer Accounts

**Other Reports**

- Councilman Leible
- Councilman Hickman
- Councilman Lombardo
- Attorney Joerg
- Engineer Britton
- Budget Officer Matuski

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- Department Heads:
  - Town Clerk Maurer
  - Highway/Water & Sewer Superintendent Fischer
  - Building Inspector Diedrich
  - Assessor Valentine

**New Business**

1. Proclamation Honoring the Honorable Edmund P. Maziarz
2. Proclamation Honoring Public Works Employees
3. Proclamation Honoring Wendelville Fire Company, Inc.
4. Proclamation Honoring Hebler Sales & Service
5. Resolution for Modification of Water Rates
6. Resolution for Modification of Sewer Rates
7. Resolution for Winter Recreation Program
8. Resolution for Engineering Services – Water Line Replacement
9. Resolution for Directional Boring
10. Resolution for Limited Compensation - Court Assistance
11. Resolution to Declare Multiple Items as Surplus
12. Resolution for Expenditure - Remote Monitoring Control
13. Resolution to Establish Vendor Rates - Pendleton Station Market
14. Resolution for Part-Time Seasonal Help
15. Resolution to Advertise for Open Truck Driver Position
16. Resolution for Introduction of Local Law No. \_\_ of 2023 – Amendment of Town Code
17. Resolution for Expenditure – Various Public Works Repairs
18. Resolution for Expenditure – Emergency Infrastructure Repairs
19. Resolution Establishing Compensation
20. Resolution to Accept Resignation
21. Resolution for Appointment to Open Town Board Position

**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,

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- 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 Conservation Advisory Council Members- 1-year appointment
  10. Appointment of Zoning Board of Appeals Members - 5-year appointment
  11. Appointment of Board/Committee Chairpersons
    - Planning Board Chairperson
    - Zoning Board of Appeals Chairperson
    - Conservation Advisory Council Chairperson
    - Recreation Committee Chairperson
  12. Planning Board Administrative Assistant and Secretary
  13. Appointment of Town Prosecutors
  14. Appointment of Registrar of Vital Statistics, Records Management Officer and Investigator of Bingo Licenses and Games of Chance
  15. Appointment of Deputy Town Clerks
  16. Appointment of Deputy Registrar of Vital Statistics
  17. Appointment of Deputy Tax Collector
  18. Appointment of Deputy Highway Superintendent
  19. Appointment of Stormwater Management Officer
  20. Authorize Code Enforcement Officer to issue violations, using proper notification procedures, for grass cutting of unkempt properties per Town Code
  21. Authorize Mileage Reimbursement
  22. Procurement Policy
  23. Code of Ethics
  24. Sexual Harassment Policy
  25. Workplace Violence Policy
  26. 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
  27. Authorize Highway Superintendent to purchase stone, oil, culvert pipe, etc. at county prices within the budget
  28. Authorize purchase of water from Niagara County
  29. Authorize purchase of water from neighboring towns
  30. Procurement of Road Salt
  31. Authorize annual memberships for:
    - American Water Works Association (AWWA)
    - Association of Public Historians of New York (APHNY)
    - New York Planning Federation (NYPF)

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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 Association of Tax Receivers and Collectors (NYSATRC)
  - New York State Association of Towns (NYSAOT)
  - New York State Association of Town Superintendents of Highways, Inc.
  - New York State Town Clerk's Association (NYSTCA)
  - Niagara County Assessors Association (NCAA)
  - Niagara County Association of Town Superintendents of Highways, Inc.
  - Niagara County Municipal Clerks Association (NCMCA)
  - Niagara County Supervisors Association (NCSA)
32. Authorize the Supervisor to sign the following agreements:
- Wendelville Fire Company, Inc. – Town Contract
  - Wendelville Fire Company, Inc. – Fuel Purchase
  - 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**