

AGENDA  
PENDLETON TOWN BOARD  
REGULAR AND ORGANIZATIONAL MEETING  
January 8, 2024

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

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

**Roll Call**

**Amendments/Additions/Deletions**

**Public Remarks/Comments on Agenda Items**

- 15-minute time frame - 3 minutes per person

**Routine Business:**

- Approval of Minutes
  - Regular Meeting – December 11, 2023
- Approval of Voucher Abstract #24, Vouchers #23-01225 to #23-01291\* that was paid on December 27, 2023:

General Fund	\$	243,546.62
Highway	\$	40,789.23
Fire Protection	\$	158,171.00
Refuse	\$	47,586.35
Sewer	\$	2,215.12
Water	\$	2,995.75
Trust & Agency	\$	500.00
Total	\$	495,804.07

\*Vouchers 23-01237 and 23-01238 were voided

- Approval of Voucher Abstract #1, to be paid on January 10, 2024 as follows:

- Vouchers #23-01292 to #23-01297 for year ending 2023:

General Fund	\$	382,572.30
Highway	\$	19,916.28
Refuse	\$	300.00
Sewer	\$	6,438.09
Water	\$	2,998.39
Total	\$	412,225.06

- Vouchers #24-00001 to #24-00044 for year ending 2024:

General Fund	\$	13,711.51
Highway	\$	2,440.74
Sewer	\$	2,229.75
Total	\$	18,382.00

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**Other Reports:**

- Supervisor's Report:
  - Tax collected for November 2023 was \$190,658.88. This is an increase of \$3,792.28 when compared with November 2022. The year to date received is \$2,234,607.99 which is an increase of \$106,686.77 from 2022.
  
- 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
  - Pendleton Senior Citizens
  
- 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 Ostrowski
  - Water/Sewer Accounts

**Other Reports**

- Councilman Leible
- Councilman Hickman
- Councilman Lombardo
- Councilman Buechler
- Attorney Joerg
- Engineer Britton

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

**New Business**

1. Facilities Usage Agreement - BSA Troop 98
2. Facilities Usage Agreement - Pendleton Ski Club
3. Establishment of Compensation Rates
4. 2023 Budget Line Modifications
5. 2024 Budget Line Modifications
6. Appointment of Assessor's Information Clerk
7. Niagara County IT Municipal Agreement
8. Authorize Advertisement of Position
9. Community Center Project Change Orders
10. Accept Resignation
11. Seasonal Help - Clerical Appointment

**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
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
  - **Quarterly:** Deputy Town Supervisor, 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 Engineer - 1-year appointment
7. Appointment of Planning Board Member - 7-year appointment
8. Appointment of Conservation Advisory Council Members- 1-year appointment
9. Appointment of Zoning Board of Appeals Members - 5-year appointment

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10. Appointment of Board/Committee Chairpersons
  - Planning Board Chairperson
  - Zoning Board of Appeals Chairperson
  - Conservation Advisory Council Chairperson
  - Recreation Committee Chairperson
11. Planning Board Administrative Assistant and Secretary
12. Appointment of Registrar of Vital Statistics
13. Appointment of Records Management Officer
14. Appointment of Investigator of Bingo Licenses and Games of Chance
15. Appointment of Marriage Officer
16. Appointment of Deputy Town Clerks
17. Appointment of Deputy Registrar of Vital Statistics
18. Appointment of Deputy Tax Collector
19. Appointment of Deputy Highway Superintendent
20. Appointment of 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
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)
  - 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)

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32. Authorize the Supervisor to sign the following agreements:

- Wendelville Fire Company, Inc. – Fuel Purchase
- Niagara Community Action Program (NIACAP)

**Board Members Discussion**

- Set date and time for next meeting

**Public Remarks/Comments**

**Adjournment**