

TOWN OF PENDLETON
WORK SESSION
September 23, 2024

A Work Session of the Town Board of the Town of Pendleton was held at the Town Hall, 6570 Campbell Blvd., Pendleton, NY, on the 23rd day of September 2024 at 7:00 p.m. The meeting was open to the public.

Deputy Supervisor Mark Walter called the meeting to order at 7:01 p.m.

Deputy Supervisor Walter, Councilman Buechler, Councilman Hickman, Councilman Leible and Councilman Lombardo were present. Supervisor Maerten was absent.

Also present:

Deborah Maurer – Town Clerk
Dave Fischer – Highway/Water & Sewer Superintendent
Claude Joerg – Town Attorney
Dave Britton – Town Engineer
Tom Maturski - Budget Officer
Patrick Covell - Recreation Director

There were nine residents in attendance.

RESOLUTION 251-24

MEETING MINUTES - SEPTEMBER 9, 2024

Motion by Councilman Leible, seconded by Councilman Buechler, the following resolution was

ADOPTED: Ayes 4 Buechler, Hickman, Leible, Lombardo
Nays 0
Absent 1 Maerten

BE IT RESOLVED, by the Town Board of the Town of Pendleton, on this 23rd day of September 2024, that the meeting minutes from the Regular Meeting held on September 9, 2024, are hereby approved as presented by Town Clerk Maurer.

RESOLUTION 252-24

ABSTRACT #18

Motion by Councilman Leible, seconded by Councilman Hickman, the following resolution was

ADOPTED: Ayes 4 Buechler, Hickman, Leible, Lombardo
Nays 0
Absent 1 Maerten

BE IT RESOLVED, by the Town Board of the Town of Pendleton, on this 23rd day of September 2024, to authorize payment of Voucher Abstract #18, Vouchers #24-00953 to #24-00996, to be paid on September 25, 2024 as follows:

| | | |
|---------------|----|------------|
| General Fund | \$ | 33,132.17 |
| Highway | \$ | 12,748.99 |
| Capital Fund | \$ | 272,872.80 |
| Fire District | \$ | 1,000.00 |
| Sewer | \$ | 10,027.72 |
| Water | \$ | 3,258.52 |
| Total | \$ | 333,040.20 |

Engineer Britton provided a brief explanation of proposed change order MC-5, stating that this request represents a decrease in the contract price for Parise Mechanical, Inc. It provides a credit to the previously approved change order GC-22 (Request CR#49), which was approved for Sicoli Construction Services, Inc. [RESOLUTION 250-24 adopted on 9.9.24].

RESOLUTION 253-24

COMMUNITY CENTER CHANGE ORDER MC-5

Motion by Councilman Hickman, seconded by Councilman Buechler, the following resolution was

ADOPTED: Ayes 4 Buechler, Hickman, Leible, Lombardo
Nays 0
Absent 1 Maerten

WHEREAS, the Town Board of the Town of Pendleton authorized the advertisement for bids for a Community Center Project by resolution on January 9, 2023; and

WHEREAS, acceptance of the lowest bid for this advertised project was accepted by resolution on May 8, 2023; and

WHEREAS, work on the Community Center Project has commenced and Change Order MC-5 is recommended by the Town Engineer.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Pendleton on this 23rd day of September 2024, that proposed Change Order MC-5, as presented to the Town Board, is accepted. This resolution shall take effect immediately.

Next, Councilman Buechler commented on the proposed striping for the Town Hall parking lot, expressing disagreement with the left and right turn lane markings at the one-way exit.

RESOLUTION 254-24

ADVERTISEMENT OF REQUEST FOR PROPOSALS - PARKING LOT STRIPING

Motion by Councilman Hickman, seconded by Councilman Lombardo, the following resolution was

ADOPTED: Ayes 3 Hickman, Leible, Lombardo
Nays 1 Buechler
Absent 1 Maerten

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Pendleton on this 23rd day of September 2024, that advertisement for Requests for Proposals is authorized as detailed in the attached Request for Proposals. [Added below.]

FURTHER, BE IT RESOLVED, that the Requests for Proposals will be made available on September 24, 2024 and all proposals are to be submitted to the Town Clerk by 3:00 pm local time on October 10, 2024, with the proposals publicly opened and read aloud at 3:05 pm. This resolution shall take effect immediately.

Request for Proposals

Town Hall Parking Lot Striping

Overview: The Town of Pendleton has improved the current parking lot at the Town Hall complex, which is located at 6570 Campbell Boulevard. The work undertaken included milling the existing pavement and placement of a new layer of asphalt over the existing paved surface. The new parking lot area is now in need of new striping for parking and traffic flow.

Project Location: The parking lot is located at 6570 Campbell Boulevard in the Town of Pendleton. On page 2 of 2 is a plan of the project area with proposed striping layout.

Requested Proposal: Submitted proposals must include all costs, including materials and labor, to applying striping to the project area as detailed in the included plan. Furthermore, proposals must reflect current Prevailing Wage requirements.

Contact: Any questions and other communications are to be directed to the Highway Superintendent, who may be reached at (716) 625-8033.

Deadline: All proposals are due to the Town Clerk of the Town of Pendleton by 3:00 p.m. on October 10, 2024.

BOARD DISCUSSION

Councilman Buechler announced that the Recreation Committee has submitted a newly proposed "Recreation Committee Policy" for review and potential approval. He urged fellow council members to examine the proposal and suggested that a Public Hearing might be required since it would amend the existing Town Code. He also requested that any questions or comments be directed to Recreation Director Patrick Covell. Councilman Hickman expressed his agreement with Councilman Buechler's statements.

Recreation Director Covell clarified that there is no proposed limit on the number of volunteer committee members and that these members do not receive stipends. He added that the policy includes a provision requiring members to attend a minimum number of meetings, with the risk of removal for non-

compliance. After a brief discussion, the proposal was left for further review before being presented for a vote.

Town Clerk Maurer presented the 2025 Tentative Budget Summary Report, prepared by Budget Officer Maturski, to the Town Board. It was agreed that a separate document, also provided by the Budget Officer, would be emailed to the Board and posted online for public viewing the following day.

Mrs. Maurer also presented several other items seeking clarification, including the following:

- Updating the 2025 Budget Calendar, including setting a date for the Public Hearing
- Resolution needed for the Board of Assessment Review appointment
- Resolution needed for the Water Billing Department to relevy delinquent account balances
- Invoices submitted by Armored Alarm for work completed at the Community Center
- Concerns about the construction of the meeting room dais and platform

Councilman Hickman reported that he and Recreation Director Covell have been researching furniture options for the Community Center, and a discussion followed regarding the various choices that were presented.

Councilman Buechler also highlighted the upcoming Community Fair at Pendleton Center United Methodist Church, 6864 Campbell Boulevard, and encouraged residents to attend. The event has traditionally been well-attended and offers a wide range of activities for all.

PUBLIC REMARKS/COMMENTS

A resident of Bear Ridge Road addressed the Board to express concerns about a neighboring property at 7158 Bear Ridge Road. The resident presented a statement outlining several complaints, including:

- The decline in neighboring property values due to the property's condition
- Concerns about the quality of life for the dogs on the property
- Doubts regarding the legitimacy of the owner's training credentials
- The owner raising sheep on the property
- A perceived lack of enforcement and communication from the town

The resident was informed that he had exceeded the allotted time and was asked to submit his written comments to the Town Clerk for distribution to the Board.

Another resident from Bear Ridge Road echoed similar concerns about the property, particularly regarding the dogs.

A third Bear Ridge Road resident noted that, while the property owner is a nice person, the persistent barking of the dogs is a nuisance. He also mentioned instances where individuals had been confronted by the dogs.

Councilman Leible acknowledged the complaints and explained that while resolving such issues takes time, the Board is actively looking into the matter.

Additionally, a different resident inquired whether the proposed Recreation Committee Policy, discussed earlier, could be posted online for public access.

There were no other public comments.

Motion by Councilman Lombardo, seconded by Councilman Leible, to adjourn from the Work Session at 7:55 p.m. Motion carried.

Budget Session

Deputy Supervisor Walter asked Budget Officer Maturski to begin the Budget Session with an overview of the budget process. Mr. Maturski explained that the Edmunds GovTech software is being used for budget preparation this year, resulting in a significantly different format compared to previous budgets. He noted that he will provide both a draft budget report from Edmunds and summary sheets. Since the Board had not yet received the draft budget report, it would be emailed to them by the Town Clerk the following day.

Mr. Maturski stated that he started the budget season by meeting with department heads to discuss anticipated expenses and also reviewed prior expenditures to identify items that were budgeted but not spent.

Additionally, Mr. Matuski clarified that the Capital Fund (H Fund) does not require approval as part of the budget, and it is not necessary to include reserves. He asked the Town Board to review the budget and identify any lines that may need adjustments.

Councilmen Buechler and Hickman requested clarification on the reserve accounts and the Capital Fund. Mr. Matuski provided a brief explanation of the difference between the Fund Balance and Reserves.

The following line items on the 2025 Tentative Budget were discussed:

| | |
|--------------|---------------------------------------|
| A00-1410-100 | Town Clerk - Personal Services |
| A00-1410-120 | Town Clerk - Personal Services |
| A00-1410-400 | Town Clerk - Contractual |
| A00-1460-400 | Records Management - Contractual |
| A00-1620 | Town Hall |
| A00-1670-400 | Central Print & Mailing - Contractual |
| A00-1670-450 | Central Print & Mailing - Supplies |
| A00-1710-401 | IT Administration |
| A00-1710-410 | Administrative - IT Professional Fees |
| A00-3620-400 | Safety Inspection - Contractual |
| A00-4020-100 | Registrar of Vital Statistics |
| A00-7550-410 | Celebration Fire Works |
| A00-7620-400 | Adult Recreation - Contractual |

The next Budget Session will be October 15, 2024 immediately following the Regular Meeting.

Deborah K. Maurer, Town Clerk