

TOWN OF PENDLETON
WORK SESSION
November 25, 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 25th day of November 2024 at 7:00 p.m. The meeting was open to the public.

Supervisor Maerten called the meeting to order at 7:04 p.m.

Supervisor Maerten, Councilman Buechler, Councilman Hickman, Councilman Leible and Councilman Lombardo were present.

Also present:

- Deborah Maurer – Town Clerk
- Ron Diedrich – Building Inspector
- Dave Britton - Engineer
- Mark Walter – Deputy Town Supervisor

There were three residents in attendance.

RESOLUTION 285-24

PUBLIC HEARING MINUTES – NOVEMBER 6, 2024

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

ADOPTED: Ayes 5 Maerten, Buechler, Hickman, Leible, Lombardo
Nays 0

BE IT RESOLVED, by the Town Board of the Town of Pendleton, on this 25th day of November 2024, that the meeting minutes from the Public Hearing held on November 6, 2024, are hereby approved as presented by Town Clerk Maurer.

RESOLUTION 286-24

ABSTRACT #22

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

ADOPTED: Ayes 5 Maerten, Buechler, Hickman, Leible, Lombardo
Nays 0

BE IT RESOLVED, by the Town Board of the Town of Pendleton, on this 25th day of November 2024, to authorize payment of Voucher Abstract #22, Vouchers #24-01183 to #24-01234 to be paid on November 27, 2024 as follows:

General Fund	\$	36,968.41
Highway	\$	7,847.99
Capital Fund	\$	43,976.14
Refuse	\$	50,073.15
Sewer	\$	1,762.25
Water	\$	437.62
Total	\$	141,065.56

Expenditure for Concrete Work

Supervisor Maerten explained that the Highway Superintendent and Town Engineer worked together to obtain quotes for the concrete pads needed at the Community Center. This prompted a discussion about the upcoming weather forecast and whether completing the project in the current cold conditions was feasible. Additionally, drainage issues in the parking lot were identified as needing resolution before moving forward. The consensus was to delay the project until the weather improves.

RESOLUTION 287-24

ADVERTISEMENT OF RFP – COMMUNITY CENTER CAMERAS

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

ADOPTED: Ayes 5 Maerten, Buechler, Hickman, Leible, Lombardo
Nays 0

BE IT RESOLVED, by the Town Board of the Town of Pendleton, on this 25th day of November 2024, that advertisement for Requests for Proposals for Community Center Cameras is authorized as detailed in the Request for Proposals [added below this resolution].

FURTHER, BE IT RESOLVED, that the Requests for Proposals will be made available on November 26, 2024, and all proposals are to be submitted to the Town Clerk by 3:00 pm local time on December 9, 2024, with the proposals publicly opened and read aloud at 3:05 pm. This resolution shall take effect immediately.

**Request for Proposals
Security Camera Installation**

Overview: The Town of Pendleton is requesting proposals for work that generally involves the installation of security cameras and control systems for the Town's Community Center.

Project Location: The Community Center is located at 6608 Campbell Boulevard in the Town of Pendleton.

Project Description: The proposed work includes the following:

- A) Supplying and installation of eleven (11) - 8 MP 4k exterior cameras.
- B) Supplying and installation of five (5) - 4 MP interior cameras.
- C) Supplying and installation of a 24 port gigabit PoE switch and rack in existing data closet.
- D) Supplying and installation of uninterruptible power supply (UPS).
- E) Connection of all components to the existing system.
- F) All necessary calibration and programming to ensure proper system operation and integration with the existing camera system.
- G) Installation of any data and power components required for system operation.
- H) Providing training to Town personnel on the operation of the system.

All components, materials, and fitting shall be rated for the application.

Requested Proposal: Submitted proposals must include all costs, including materials and labor, to complete the project as detailed. Furthermore, proposals must reflect current Prevailing Wage requirements.

Contact: Any questions and other communications are to be directed to the Supervisor, who may be reached at (716) 625-8833. Access to the site of the proposed work is available during typical open hours of Town of Pendleton offices.

Deadline: All proposals are due to the Town Clerk of the Town of Pendleton by 3:00 pm on December 9, 2024.

RESOLUTION 288-24

ADVERTISEMENT OF RFP – COMMUNITY CENTER DOOR ACCESS CONTROLS

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

ADOPTED: Ayes 5 Maerten, Buechler, Hickman, Leible, Lombardo

Nays 0

BE IT RESOLVED, by the Town Board of the Town of Pendleton, on this 25th day of November 2024, that advertisement for Requests for Proposals for Community Center Door Access Controls is authorized as detailed in the Request for Proposals [added below this resolution].

FURTHER, BE IT RESOLVED, that the Requests for Proposals will be made available on November 26, 2024, and all proposals are to be submitted to the Town Clerk by 3:00 pm local time on December 9, 2024, with the proposals publicly opened and read aloud at 3:05 pm. This resolution shall take effect immediately.

**Request for Proposals
Door Access Controls Installation**

Overview: The Town of Pendleton is requesting proposals for work that generally involves the installation of door access control systems for the Town's Community Center.

Project Location: The Community Center is located at 6608 Campbell Boulevard in the Town of Pendleton.

Project Description: The proposed work includes the following:

- A) Installation of eleven (11) door access control systems for existing interior and exterior doors.

- B) Installation of eleven (11) high–security door access readers.
- C) Connection of existing door strikes and electronic locks provided by the owner or the designated owner’s representative.
- D) Installation of power supplies and necessary electrical wiring to each power supply.
- E) Installation of all necessary system components required for operation.
- F) Providing twenty-five (25) high-security key fobs.
- G) Programming of controls systems and panels to connect to the existing control system.

The existing control system is ProdataKey and all hardware, components, and control systems are to integrate with this system and all hardware and components currently in place. All fittings, materials, and components shall be rated for the application.

Requested Proposal: Submitted proposals must include all costs, including materials and labor, to complete the project as detailed. Furthermore, proposals must reflect current Prevailing Wage requirements.

Contact: Any questions and other communications are to be directed to the Supervisor, who may be reached at (716) 625-8833. Access to the site of the proposed work is available during typical open hours of Town of Pendleton offices.

Deadline: All proposals are due to the Town Clerk of the Town of Pendleton by 3:00 pm on December 9, 2024.

RESOLUTION 289-24

ADVERTISEMENT OF RFP – FIBER OPTIC INSTALLATION

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

ADOPTED: Ayes 5 Maerten, Buechler, Hickman, Leible, Lombardo
Nays 0

BE IT RESOLVED, by the Town Board of the Town of Pendleton, on this 25th day of November 2024, that advertisement for Requests for Proposals for Fiber Optic Installation is authorized as detailed in the Request for Proposals [added below this resolution].

FURTHER, BE IT RESOLVED, that the Requests for Proposals will be made available on November 26, 2024, and all proposals are to be submitted to the Town Clerk by 3:00 pm local time on December 9, 2024, with the proposals publicly opened and read aloud at 3:05 pm. This resolution shall take effect immediately.

**Request for Proposals
Fiber Optic Network Cable Installation**

Overview: The Town of Pendleton is requesting proposals for work that generally involves the installation of a fiber optic network connection between the Town Hall and Community Center.

Project Location: The Town Hall is located at 6570 Campbell Boulevard and the Community Center is located at 6608 Campbell Boulevard in the Town of Pendleton. Both buildings are located on the same parcel of Town-owned property. The distance between the two buildings is approximately 450 feet. A map of the general project location will be provided with the published Request for Proposals.

Project Description: The proposed work involves placement of a twelve (12) strand fiber optic cable between the Town Hall and Community Center in an existing buried conduit.

Interior work at the Town Hall involves transitioning the fiber optic cable from the conduit into the building and continued interior placement of the fiber optic cable to an existing network server room.

Interior work at the Community Center involves transitioning the fiber optic cable from the conduit into the building and continued interior placement of the fiber optic cable to an existing network server room.

The fiber optic cable will be terminated at each end as specified by the Town. All transitions involve appropriate placement of fittings and weather-barrier products to ensure appropriate resistance to intrusion of water into the conduit and buildings. All necessary hardware for proper placement of the fiber optic cable at all locations shall be included in the work. All materials shall be rated for the application.

Requested Proposal: Submitted proposals must include all costs, including materials and labor, to complete the project as detailed. Furthermore, proposals must reflect current Prevailing Wage requirements.

Contact: Any questions and other communications are to be directed to the Supervisor, who may be reached at (716) 625-8833. Access to the site of the proposed work is available during typical open hours of Town of Pendleton offices.

Deadline: All proposals are due to the Town Clerk of the Town of Pendleton by 3:00 pm on December 9, 2024.

BOARD DISCUSSION

Councilman Buechler reported that he attended the Conservation Advisory Council's (CAC) meeting earlier this month, where he was presented with a list of questions. The CAC has requested that the Town Board define the current role of the council. Additionally, they expressed interest in being involved with any upcoming solar projects, offering their assistance in the process and noting potential opportunities to negotiate better community benefits prior to project approvals.

Councilman Buechler also shared that the CAC is working with the Highway Department regarding the demarcation of the bike path near the Craft Coffee House parking lot, as vehicles have been observed parking on the path. A lengthy discussion followed about potential solutions, such as installing bollards or guardrails, to separate the restaurant's parking lot from the bike path.

He further reported that he attended the recent Recreation Committee meeting and confirmed that plans are on track for the December 6th holiday event.

Engineer Britton discussed the U.S. Environmental Protection Agency's (EPA) "Lead and Copper Rule," explaining that all lead service lines in the system must be identified, and a program must be established to remove them. He stated that he does not anticipate Pendleton having a high number of lead service lines but emphasized the importance of addressing the issue. He is currently collaborating with the Water & Sewer Department to develop an inventory of service lines and submit the required data to the EPA.

PUBLIC REMARKS/COMMENTS

There were no public remarks of comments.

Motion by Councilman Leible, seconded by Councilman Buechler, to enter into an Executive Session with the Deputy Supervisor and Building Inspector, to discuss personnel issues, at 7:38 p.m. Motion carried.

Motion by Councilman Leible, seconded by Councilman Hickman, to adjourn from the Executive Session and Work Session at 9:00 p.m. Motion carried.

Deborah K. Maurer, Town Clerk