

AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS
January 13, 2025

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

Public Remarks/Comments on Agenda Items

- 15-minute time frame - 3 minutes per person

Routine Business:

- Approval of Minutes
 - Work Session – November 25, 2024
 - Regular Meeting – December 9, 2024
- Approval of Voucher Abstract #24, Vouchers #24-01282 to #24-01338 that was paid on December 24, 2024:

General Fund	\$	19,455.82
Highway	\$	28,231.22
Refuse	\$	48,767.31
Sewer	\$	2,829.75
Water	\$	2,475.97
Total	\$	101,760.07

- Approval of Voucher Abstract #1, to be paid on January 15, 2025 as follows:

- Vouchers #24-01339 to #24-01389 for year ending 2024:

General Fund	\$	20,122.50
Highway	\$	25,134.94
Fire District	\$	2,760.00
Sewer	\$	6,365.59
Water	\$	59,962.81
Total	\$	114,345.84

- Vouchers #25-00001 to #25-00005 for year ending 2025:

General Fund	\$	1,734.76
Water	\$	69.48
Total	\$	1,804.24

AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS
January 13, 2025

Other Reports:

- Supervisor's Report:
 - Tax collected for November 2024 was \$196,139.23. This is an increase of \$5,480.35 when compared with November 2023. The year to date received is \$2,238,954.50 which is an increase of \$4,346.51 from 2023.

- 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:
 - Chief Fiscal Officer
 - Town Clerk/Tax Collector
 - Town Justice – Judge Mack
 - Town Justice – Judge Ostrowski
 - Water & Sewer Collection

Other Reports

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

AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS
January 13, 2025

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

New Business

1. Authorization of 2024 Budget Amendment
2. Authorization of 2024 Budget Transfers
3. Establishment of 2025 Compensation Rates
4. Establishment of NYSLRS Standard Work Day Resolutions for Employees
5. Authorization of Cell Phone Stipend
6. Acceptance of Resignation
7. Appointment of Assessor
8. Appointment of Temporary Assessor
9. Appointment of Truck Driver
10. Approval of MOU with Teamsters
11. Authorization of Advertisement for Summer Recreation Positions
12. Authorization of Advertisement for Summer Recreation Director
13. Authorization of Advertisement for Seasonal Laborer Positions
14. Authorization of Advertisement for Seasonal Park Attendant
15. Authorization of Modification of Water Rates
16. Authorization of Modification of Sewer Rates
17. Establishment of Billing Rates for Municipalities
18. Authorization of Grant Management Services
19. Acceptance of Proposal of Professional Services – Drescher & Malecki
20. Approval of Contract Amendment – Dore Landscaping
21. Rejection of Request for Proposal Bids
22. Authorization of Advertisement of Request for Proposals
23. Acceptance of Proposal – Community Center Paving Project Technical Assistance
24. Approval of SEQR Type II Determination – Community Center Paving Project
25. Acceptance of Community Center Change Order – MC-6
26. Acceptance of Community Center Change Order – MC-7
27. Acceptance of Community Center Change Order – GC-23
28. Acceptance of Community Center Change Order – GC-24
29. Approval of Parks Policy
30. Approval of Major Subdivision Fee
31. Authorization of Expenditure – Rock Salt
32. Authorization of Expenditure – Sewer Parts (1)
33. Authorization of Expenditure – Sewer Parts (2)

AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS
January 13, 2025

34. Adoption of Harriet Tubman Underground Railroad New York Scenic Byway
Nomination and Corridor Management Plan
35. Acceptance of Facilities Usage Agreement – Pendleton Ski Club
36. Schedule Public Hearing – Special Use Permit Application
37. Schedule Public Hearing – Rezoning Request
38. Schedule Public Hearing – Local Law No. __ of the Year 2025

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, Summer 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
10. Appointment of Zoning Board of Appeals Secretary
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 Registrar of Vital Statistics
14. Appointment of Records Management Officer
15. Appointment of Investigator of Bingo Licenses and Games of Chance
16. Appointment of Marriage Officer
17. Appointment of Deputy Town Clerks
18. Appointment of Deputy Registrar of Vital Statistics

AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS
January 13, 2025

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. Renewal of Procurement Policy
25. Renewal of Code of Ethics
26. Renewal of Sexual Harassment Policy
27. Renewal of 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. Approve Contract with Wendelville Fire Company for Purchase of Fuel
33. 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 (NYSAT)
 - 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 Magistrates Association (NCMA)
 - Niagara County Municipal Clerks Association (NCMCA)
 - Niagara County Supervisors Association (NCSA)
34. Authorize the Supervisor to Sign the Following Agreements:
 - Niagara Community Action Program (NIACAP)
 - Niagara County SPCA

Public Remarks/Comments

- 15-minute time frame - 3 minutes per person

Adjournment