

Deborah Maurer
4555 Meyer Road
North Tonawanda, NY 14120

December 15, 2025

Town Board
Town of Pendleton
6570 Campbell Boulevard

Dear Members of the Town Board,

With my term as Town Clerk/Tax Collector ending on December 31, 2025, I am submitting this proposal to continue assisting the Town on a limited, as-needed basis. This would be specifically to support the newly appointed Town Clerk/Tax Collector during the transition, especially through the January–April tax collection period.

There are a number of procedures, reports, and timelines tied to tax collection and the Clerk's office that may require clarification as the new Clerk/Tax Collector settles into the role. To avoid any delays or errors, I am offering to be available for questions or guidance only when requested by the Town Board or the incoming Clerk/Tax Collector.

I am proposing an hourly rate of \$50.00 per hour for any consulting work performed. Assistance may include tax collection processes, required submissions, office procedures, or other matters that come up.

Please let me know if you need any further information regarding this proposal.

Regards,

Deborah Maurer
Retiring Town Clerk/Tax Collector