AGENDA
PENDLETON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING & PUBLIC HEARINGS
January 12, 2026

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

Call Meeting to Order/Invocation/Salute to the Flag

Roll Call Supervisor Maerten, Councilman Buechler, Councilman Kantor, Councilman Lukasik, Councilman Rumbold.

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 8, 2025
  - Work Session – December 22, 2025

- Approval of Voucher Abstract #24, Vouchers #25-01301 to #25-01359 that was paid on December 24, 2025:

General Fund	$	21,337.84
Highway	$	24,463.66
Capital	$	1,056.00
Refuse	$	51,850.47
Sewer	$	15,773.94
Water	$	13,189.36
Total	$	127,671.27

- Approval of Voucher Abstract #1, to be paid on January 14, 2026 as follows:
  - Vouchers #25-01360 to #25-01369 for year ending 2025:

General Fund	$	3,512.56
Sewer	$	443.09
Water	$	77.13
Total	$	4,032.78

  - Vouchers #26-00001 to #26-00058 for year ending 2026:

General Fund	$	77,919.43
Highway	$	40,249.09
Sewer	$	2,750.67
Water	$	5,340.37
Total	$	126,259.56

Other Reports:

- Supervisor's Report:
  - Tax collected for November 2025 was $196,599.76. This is an increase of $460.53 when compared with November 2024. The year to date received is $2,364,962.80 which in an increase of $126,008.30 from 2024.

COMMITTEE APPOINTMENTS 2025

Assessment	Councilmen Buechler and Kantor
Building Inspections & Code Enforcement	Councilmen Lukasik and Kantor
Building & Capital Improvements	Councilmen Lukasik and Rumbold
Business Development	Councilman Kantor and Rumbold
Fire Company Service Award	Councilmen Buechler and Kantor
Fire Board	Councilman Buechler & Supervisor Maerten
Insurance	Councilman Rumbold, Supervisor Maerten
Town Newsletter	Councilmen Lukasik and Rumbold
Water & Sewer	Councilmen Kantor and Rumbold
Highway & Drainage	Councilmen Buechler and Lukasik
Information Technology & Networking	Councilmen Buechler and Rumbold
Recreation	Councilmen Lukasik and Rumbold
Security	Councilmen Lukasik and Rumbold
Conservation, Parks, & Trails	Councilmen Buechler and Lukasik
Ethics	Councilman Buechler
Celebrations	Councilmen Kantor and Rumbold
Senior Citizens	Councilmen Buechler and Kantor

SUPERVISOR APPOINTMENTS

Deputy Town Supervisor	Mark Walter
Emergency Services Coordinator	Mark Walter
Town Historian	Thomas Kraemer
Budget Officer	Thomas Maturski

ASSIGNMENT OF ANNUAL AUDITS

Chief Fiscal Officer	Councilman Buechler
Town Clerk/Tax Collector	Councilman Rumbold
Town Justice – Judge Mack	Councilman Kantor
Town Justice – Judge Ostrowski	Councilman Lukasik
Water & Sewer Collection	Councilmen Buechler and Rumbold

Other Reports

- Councilman Buechler
- Councilman Rumbold
- Councilman Lukasik
- Councilman Kantor

- Attorney Joerg
- Engineer Britton
- Budget Officer Maturski
- Department Heads:
    - Town Clerk Lemma
    - Highway/Water & Sewer Superintendent Fischer
    - Building Inspector Barnes
    - Assessor Freiert
    - Recreation Director Covell

New Business

1. Resolution Authorizing a Cell Phone Stipend for Specific Positions
2. Resolution Authorizing Posting of Seasonal Park Attendant Position
3. Resolution Authorizing Advertisement of Seasonal Laborer Positions
4. Resolution Authorizing Grant Management Services
    - Contract for Grant Writing Services
5. Resolution Authorizing Posting of Summer Recreation Positions
    - Open Positions
6. Resolution Authorizing Expenditure
7. Resolution Accepting Proposal
8. Resolution Authorizing Purchase of Water from Niagara County
9. Resolution Authorizing Purchase of Water from Neighboring Towns
10. Resolution Authorizing Signing of Agreement
    - Trail License
11. Resolution Approving Fee Schedule
12. Resolution Modifying Compensation
13. Resolution Approving Change of Title
14. Resolution Authorizing Expenditure for Community Center (1 of 2 & 2 of 2)
    - Quotation (Grosso Door & Hardware, Inc.)

Organizational-Fiscal/Appointments/Agreements

1. Official Depository
    - NBT Bank, headquartered in Norwich, 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 - Second Monday of the month at 7pm.
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 Dave Britton of Nussbaumer and Clarke, Inc.
7. Appointment of Planning Board Member – 7 year appointment – John Higgins
8. Appointment of Planning Board Member – 6 year appointment - Ron Diedrich
9. Appointment of Conservation Advisory Council Members– 1-year appointment No letters submitted
10. Appointment of Zoning Board of Appeals Members - 5-year appointment - Nicholas Graves
11. Appointment of Zoning Board of Appeals Secretary – Nicholas Graves
12. Appointment of Board/Committee Chairpersons
    - Planning Board Chairperson – John Higgins
    - Zoning Board of Appeals Chairperson – Nicholas Graves
    - Conservation Advisory Council Chairperson -
    - Recreation Committee Chairperson – Patrick Covell
13. Planning Board Administrative Assistant and Secretary – John Higgins
14. Appointment of Registrar of Vital Statistics – Noreen Lemma
15. Appointment of Records Management Officer – Noreen Lemma
16. Appointment of Investigator of Bingo Licenses & Games of Chance – Noreen Lemma
17. Appointment of Deputy Town Clerks – Tracy Graczyk, Aimee Jarvis
18. Appointment of Deputy Registrar of Vital Statistics – Tracy Graczyk
19. Appointment of Deputy Tax Collector – Tracy Graczyk
20. Appointment of Deputy Highway Superintendent – Jonathan Berry
21. Appointment of Stormwater Management Officer – Troy Barnes
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 - $72.5 per mile
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 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 Magistrates Association (NCMA)
    - Niagara County Municipal Clerks Association (NCMCA)
    - Niagara County Supervisors Association (NCSA)
31. 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