

**MINUTES** of the Pembroke Town Board Workshop held on January 27, 2011 at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

**PRESENT:** James H. Tuttle, Supervisor  
Peter Sformo, Councilman  
John Worth, Councilman  
Gary L. DeWind, Councilman  
Edward G. Arnold, Jr., Councilman

**OTHERS PRESENT:** Stephen Stocking, Highway Superintendent; Nicole Begin, Town Clerk; Deborah Conti, Assessor

The Workshop was called to order at 7:35 A.M.

Supervisor Tuttle reported that he sent a letter to the Village of Corfu offering Zoning and Building services. The Village did not approach the Town but the Mayor did approach our Zoning Officer, Charles Reid about doing some work for the Village. Supervisor Tuttle felt that it would be good if we could help them and save them some money and use the same agreement we had with them previously.

A copy was given to the Board members of the Official Response from the GCEDC regarding the recent newspaper articles and the State investigation.

We received a call from Matt Landers in the County Treasurers Office telling us that our sales tax check will be mailed to us on Friday and it is approximately \$18,000.00 more that we received last year.

## **OLD BUSINESS**

The emergency generator has been ordered for the Court Building and should get here sometime in February or March. When it is delivered we will have Mr. Osbourne from Spring Creek Construction install it.

Councilman Sformo said that before the generator is installed there is a problem of ice buildup in the concrete slab that the generator will sit on that needs to be taken care of first. Mr. Sformo also asked what the cost would be to install.

Councilman De Wind said that we will definitely get the problem solved before we install the new generator. Mr. De Wind suggested building something over the top of the generator to protect it from the elements.

Supervisor Tuttle said that he will call and get an estimate for installation from Mr. Osbourne.

Councilman Arnold said that he thought we used Spring Creek Construction for something we had done before.

Councilman Sformo said that according to the Purchase Policy we need to get written requests from a few different places if it is over \$3,000.00.

Supervisor Tuttle said we will get a few written estimates if need be.

### **NEW BUSINESS**

**Contract for Pest Control** - Supervisor Tuttle said that the Town received an agreement from Pest Rx for the pest control for both Town buildings. The contract will be \$700.00 for the year. A resolution can be done at the Regular Town Board meeting if we decide to the agreement. Pest Rx has been taking care of bee and ant problems for us for a couple of years.

Councilman Sformo said that if they spray for anything that it should be done at night or on the weekend to avoid any issues with employees.

**Dates for Interviews** - Supervisor Tuttle asked the Board if they had any comments regarding the resumes received for the part time clerk position. Mr. Tuttle said that dates for interviews will be set for a Tuesday night in February. All Board members are welcome to sit in on the interviews with Mr. Tuttle and Mr. Worth.

Supervisor Tuttle called Civil Service to ask about Deborah Conti's request to appoint Nancy as her clerk as well as Deputy Town Clerk. If that is done, a position will have to be created for that job. Nicole can let Nancy help the Assessor at any time and keep her as only Deputy Town Clerk and a new position will not have to be created. Nancy's will not work over 19.5 hours for the Town Clerk and helping in the Assessor's Office. Nicole and Nancy are ok with this agreement. Once the new part time clerk is fully trained Nancy will no longer be needed. The Board agreed that creating a new position was not in the Town's best interest at this time and that Nancy should help out Debbie as needed at Nicole's discretion.

Councilman Worth asked about salary and set hours so that we can let people know when interviewing. According to the Organizational meeting the position will be at \$10.56 per hour. The hours will not exceed 19.5 hours per week. Mr. Worth thought we should be able to let the people know what days and hours they will be needed. Supervisor Tuttle said they should sit down with Shellye Dale-Hall, Deborah Conti and Charles Reid before interviews.

**Purchase of Equipment for Park** – Councilman De Wind gave each Board member a listing of all the services that the Pembroke School District provides for the Town Park.

Mr. De Wind said that the school is requesting that the Town purchase a "Line Laser" machine that carries the striper to stripe fields at the Town park. The cost would be \$5099.00. The school provides a lot for the Town park, mowing, striping, and trash removal, two men and man hours plus maintenance on the mowers. Mr. De Wind feels this purchase would help the Town and the school in that aspect.

Supervisor Tuttle is concerned that the Town would purchase a piece of equipment to fit a piece a equipment that the school owns, if the school should have to replace their equipment and their new striper does not fit the machine that the Town owns then the Town will be stuck with an unusable piece of machinery. Mr. Tuttle feels it would be better to do a resolution to give the school money to purchase the machine themselves and if they have to replace it, they could replace the equipment as a whole unit.

Councilman Worth agreed that we gain a lot from the help we get from the school. Mr. Worth said that we need a written agreement saying that the school will do striping for the Town for a certain time period in exchange for the Line Laser.

Councilman Sformo said that a three year contract to stripe the Town fields in Spring, Summer and Fall. Councilman Arnold said to make sure that the fields are striped for all activities, both school and PYA.

All the Board members agreed that the Town does not want to hold ownership of the piece of equipment and feel that we should get a written agreement with the school to do striping in exchange for the money to purchase the machine themselves.

Councilman De Wind will contact the school to see if they are willing to this agreement. Mr. Sformo will contact PYA to see if they are in agreement with this so that PYA would not have to stripe the fields too.

Councilman De Wind said that the fields will need to be re-fertilized this spring.

The Board agreed to give \$6000.00 to the Pembroke School in exchange for a written agreement.

Supervisor Tuttle will contact Mark Boylan with our information to draw up a contract.

### **ROUND TABLE DISCUSSION**

Supervisor Tuttle said that there would be a resolution presented for Highway Superintendent Stephen Stocking to attend the annual CHIPS conference.

**Councilman Sformo** – Mr. Sformo sent an email to the Board saying that the heating unit at the Community Center and the garage doors in the Fire Department are being fixed this morning. The roof is leaking in several spots at the Community Center and will need to be repaired this year. There are 7-10 drums of aluminum sealer in the storage room and in the Spring we will have Scott Strollo spread that out until the roof can be repaired.

Councilman Sformo said that Scott Strollo has agreed to stay on as our maintenance person but does not want to continue mowing.

Superintendent Stocking said that we need to get the mowing contract out to bid. Highway employee Aaron Swable will continue to mow the grass at the Town Hall.

Councilman Sformo suggested that Resolutions should not be done at Town Workshop Meetings unless there is an emergency that requires it. Mr. Sformo believes Resolutions should be done at Town Board night meetings only because most of the public only shows up to our night meetings. Councilman De Wind stated that we changed that procedure four years ago. Councilman Arnold said that for the most part we only do Resolutions at morning workshops and if we are voting on big spending items we do try to hold them off until night meetings unless there is a time constraint. Councilman De Wind said that the public has the opportunity to attend any meeting. Councilman Arnold said that we need to use some judgement as to what items we vote on at Town Workshop meetings.

Supervisor Tuttle pointed out that Town Workshop meetings used to be held on the Friday morning before Town Board meetings to discuss items to be presented at those regular meetings. The Board decided to change that procedure and found it was better business for the Town to split the meetings to every two weeks so that if items came up between meetings that we had a better opportunity to take action on them and serve the Town better. The morning meetings are called Workshops but are listed as regular public meetings and are advertised as so. Supervisor Tuttle also pointed out there are a lot of people that work nights and cannot attend regular board meetings as well as people who cannot attend morning workshops. This split gives everyone an opportunity to attend.

The Board agreed to take Councilman Sformos' suggestion into consideration.

**Councilman De Wind** – Councilman De Wind and Councilman Arnold discussed upgrading and expanding upon the Tiny-tots playground at the park with new mulch and possibly putting in some swings. Councilman asked if the Board wants to consider putting some evergreen trees in the park.

Also, Mr. De Wind said that a fence should be placed along the road near the soccer field to prevent kids from kicking balls and running into the driveway which gets pretty busy during the spring and summer months. Supervisor Tuttle suggested getting a price to see if it needs to be bid out. Councilman Worth asked if we should look into a gate for the park entrance while looking into fence so that it can be done all at once. The Board decided not at this time.

Councilman De Wind feels that what happened with the Ceisner property down in East Pembroke is just terrible and he feels very sorry that the Board did not know and that it wasn't taken care of sooner. The Board agreed. Supervisor Tuttle and Highway Superintendent said it was being repaired.

**Superintendent Stocking** – Mr. Stocking will be attending CHIPS conference on March 8th & 9<sup>th</sup>, 2011. Mr. Stocking said that they will be working on Read Road and County Line Road this summer. The Highway Department went through 4500 ton of salt material already this winter. There is about a quarter left in the salt barn.

The Highway Department is requesting that after 15 years an employee would get one extra vacation day per year to add to vacation time. Councilman Arnold said that right now with the economy and times being the way they are that this is not the time for it.

Supervisor Tuttle said that the renewal for the Health Insurance is coming up in April. We should be receiving information soon from Tompkins Insurance and Independent Health.

The Community Center was left in disarray after the Corfu Fire Department held their training on January 22<sup>nd</sup>. Councilman De Wind wants a letter written to the Fire Department. Councilman Sformo is going to look into it before a letter is written.

Supervisor Tuttle said that there needs to be a resolution at the Town Board meeting for corrections to the Organizational Meeting minutes, one being changing Susan Parker to an hourly employee at her request.

Mrs. Conti came in around 8:30am to ask about the status of her request to appoint Nancy Mandolene as her clerk. The board explained to her that it was discussed earlier in the meeting and let her know what they've decided.

On MOTION of Councilman De Wind, seconded by Councilman Arnold, to adjourn the Workshop at 10:03 A.M.  
ALL AYES – CARRIED

Respectfully Submitted,

Nicole M. Begin

Nicole M. Begin  
Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD WORKSHOP OF JANUARY 27, 2011 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.