

**MINUTES** of the Pembroke Town Board Workshop held on March 24, 2011 at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

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

**ABSENT:** Peter Sformo, Councilman

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

The Workshop was called to order at 7:38 A.M.

### **OLD BUSINESS**

Mowing Contract – Bids were received for the mowing contract and a bid opening was held on February 25<sup>th</sup>, 2011. Attorney Mark Boylan was contacted to see whether it was possible to take the Town resident over the lowest bidder. Supervisor Tuttle said he is prepared to have a resolution at the April Board meeting to accept the lowest bid. Highway Superintendent Stocking said he spoke to Attorney Mark Boylan and the attorney said that a bid opening was not necessary due to the dollar amount of the bids. Councilman John Worth said he read the purchase policy and it states that we can choose someone from the town and also says to choose the lowest bid so he wonders if the Attorney thinks there is a conflict with the wording of the purchase policy. Councilman Arnold said that we should have Attorney Mark Boylan look at our Purchase Policy and see if it is acceptable to accept the bid from the town resident and we should get clarification for the future. Supervisor Tuttle will scan policy and send it to him. Councilman Arnold said if it is not acceptable to accept the residents' bid and if we can legally throw out all the bids, he thinks that we should have the Highway Department look at the feasibility of doing the mowing ourselves. The Board agreed.

2010 Audit – The part of the Audit that is done here at the Town is finished and we should hear back from Freed Maxick in a few weeks with their details.

Purchase of Striping Machine – Supervisor Tuttle has been questioned as to the legality of the purchase of the machine for the school. We have received a bill for the purchase and it was delivered to the school. Councilman Arnold was told by the school that the machine was on state contract. Councilman De Wind said he gave authorization for the school to order the machine because he thought that the Board agreed to that. Councilman Arnold thought the same. Councilman De Wind and Councilman Arnold are going to get something in writing from the school regarding the Town's purchase of the striping machine in exchange for the school striping the fields at the Town Park.

Supervisor Tuttle was contacted by company offering to put a box at the Town Hall for the recycling of Computer equipment. The only issue would be that the box is made of heavy

corrugated cardboard and would need shelter from the weather. The Board discussed using Ed Arnold Scrap Processors for recycling of computers, televisions, cell phones and other electronic equipment along with our regular scrap process as we do on the first and third Saturday of the month. This way we would not need to build a shelter to protect a box.

Generator Installation – The emergency generator has been delivered to the Community Center. The paperwork has been submitted to the State for the finalization of the grant and we should be reimbursed with the next two months. The Board agreed to have Supervisor Tuttle contact Spring Creek Construction to install the generator. The board discussed covering and protecting the generator from weather and vehicles.

### **NEW BUSINESS**

Supervisor Tuttle reported that the auditors suggested that the Town does a dollar award resolution for the \$250,000.00 that we are encumbering to the EDC because we didn't pay it out within 60 days. Councilman Worth asked if this was for 2011 and not for 2010.

Supervisor Tuttle attended the public hearing in Genesee County for the Foreign Trade Zone. Genesee County will apply to be a Foreign Trade Zone and there would be no cost to the Town or County. This would be a positive thing for both the County and the Town and a lot of businesses would be positively affected. There will be a presentation at the April GAM meeting which the Town of Pembroke will be hosting on April 21<sup>st</sup>, 2011.

The Town of Pembroke received the renewal contract for Turnbull Heating and Air Conditioning and a resolution will be done at our April Board meeting.

Supervisor Tuttle gave the Board a copy of the report given at the last GAM meeting regarding NYS is cutting funding for the Youth Bureau however the Town will still be receiving the same for 2011. Our cost may increase in 2012 if the cuts stay the same.

### **ROUND TABLE DISCUSSION**

**Councilman Arnold** – Councilman De Wind spoke with Jeff Kohl about getting more sand on the ball diamonds because the sand settled a few inches and needs to be replaced. The park diamonds will need about 20 ton of sand. The sand will need to be delivered and spread as soon as possible because baseball season begins in April.

**Councilman De Wind** – The bleachers have been delivered for the football field. The bleachers will be staked down so they cannot be dragged around and moved. One of the old bleachers was blown over by wind and snapped the back fencing. It will be repaired as soon as possible. Councilman De Wind spoke to Excel Fence about installing the fence along the driveway and about getting a price to install a couple batting cages. The fields will need to be fertilized again this spring.

Councilman De Wind spoke with Tom Carpenter about the sewer project a few weeks back and they were waiting for the weather to break. Supervisor Tuttle heard the same. Councilman De Wind questioned why we cannot get funding for water down Indian Falls Road and the Town of Batavia is putting water in. Supervisor Tuttle explained that the Town of Batavia pays for those projects themselves and they do all water billing. When water was first brought into Pembroke a few years back the Town Board voted to have another entity do the work that the Town of Batavia does themselves.

Councilman De Wind asked if the Town could do a resolution against the new radical anti-gun bill proposed by a Downstate senator or is this something that could be done at GAM. Supervisor Tuttle will email everyone in GAM to discuss at the next meeting.

**Councilman Worth** – Computer issues are being addressed. Two email accounts will be disabled this week, one that belonged to Andrea Davis and one for the bookkeeper that is not being used. We have 25 free email accounts through Time Warner Cable. We will be giving a separate email to Charles Reid so that he will not have to share with Shelly Dale-Hall. Both the Supervisor and Highway Superintendent's computers will be cleaned and the fan chassis will be replaced. The issues with the server will be addressed. Supervisor Tuttle said he would like to see all email address changed to the position name rather than the name of the individual. Councilman Worth said that is something we are planning on doing over the next couple of months.

Councilman Worth spoke with Judge Alexander regarding a day last month when people were directed to call the Town Hall because no one was working at Town of Pembroke Court and individuals showed up to resolve tickets. Councilman Worth advised Town Clerk Nicole Begin to contact the Justices to handle the matter. Councilman Worth suggested to Judge Alexander that the Justices write something up so that Town Clerk Nicole Begin can respond to people when this happens. Town Clerk Nicole Begin said that if something like this happens again Judge O'Connor will let her know in advance so that she is aware when callers phone in. Councilman Arnold said that the Town Court office should be covered for all hours listed as open office hours.

**Superintendent Stocking** – The meeting Superintendent Stocking attended in Albany went well. We are keeping our CHIP money this year but we are not sure about the next 2 years.

We need a resolution for the highway employees to attend OSHA training on April 5<sup>th</sup> and 6<sup>th</sup> in Batavia.

Superintendent Stocking asked if it was ok for him to resolve the pigeon problem out in the salt barn. He will call to get prices.

We used about 66 hundred ton of material on the roads during this snow season and we had two trucks break down on the same day but they were fixed within a couple hours.

Councilman De Wind asked the Highway department to lay stone on the park driveway this spring.

Town Clerk asked the board what their opinion was about going “Green” with the Town Newsletter. Councilman Worth said he didn’t think we were ready this year to do that on our website and felt that if we go green we should not offer the option to print it for individuals that request a printed copy. Councilman De Wind said he likes having a hard copy. Supervisor Tuttle thought that we should go green and offer a printed copy to residents who ask for it. It was decided to stay with the printed copy and revisit the idea next year. Councilman De Wind asked if we could do an article in the newsletter for residents in the armed services. The board members agreed that it would be a good idea.

## **RESOLUTIONS**

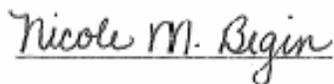
On **MOTION** of Councilman Arnold, seconded by Councilman De Wind, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE.  
ALL AYES - MOTION CARRIED

### **RESOLUTION # 20 of 2011 – OSHA Attendance of Highway Employees**

**BE IT RESOLVED** that the employees of the Town of Pembroke Highway Department are hereby given permission to attend the OSHA training seminar at the Genesee County Fire Training Center on April 5<sup>th</sup> and 6<sup>th</sup> of 2011.

On **MOTION** of Councilman Arnold, seconded by Councilman De Wind, to adjourn the Workshop at 9:20 A.M.  
ALL AYES – CARRIED

Respectfully Submitted,



Nicole M. Begin  
Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD WORKSHOP OF MARCH 24, 2011 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.