

**MINUTES** of the Regular Meeting of the Pembroke Town Board held on December 14, 2011 at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

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

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Deborah Conti, Assessor; Shellye Dale-Hall, Zoning & Codes; Richard Kutter, Planning Board Chairman; Tom Schneider, ZBA Chairman; Ed Mileham.

Deborah Conti gave the invocation.  
Supervisor Tuttle led the Pledge to the Flag.

The meeting was called to order at 7:00 P.M.

On **MOTION** of Councilman Arnold, seconded by Councilman Sformo, to approve the Minutes of the Regular Meeting November 9<sup>th</sup>, 2011, the Workshop Meeting of November 17<sup>th</sup>, 2011 and the Special Meeting December 5<sup>th</sup>, 2011.  
ALL AYES - MOTION CARRIED.

## **DEPARTMENT REPORTS**

### **ASSESSOR**

- Mrs. Conti reported that her department is working on getting the exemption applications ready for mailing. These applications are for Ag, Over 65 and STAR Exemptions and will be mailed with the tax bills. Mrs. Conti is working with Doneen to get her up to speed on procedures for the acceptance of these forms when returned by the residents.

### **ZONING & CODES ENFORCEMENT**

- Mrs. Dale-Hall said that the Zoning department is closing out a lot of permits and working on old and new complaints. There was a new complaint filed which was brought to the Planning Boards attention regarding the remote control plane club over on Knapp road. The complaint was in regards to noise. The club and land owner have been contacted and have said that they want to be good neighbors and will work with their members towards a solution. Letters have been sent for vehicle and trailer violations.

### **TOWN CLERK**

- The Town Clerks office has been slow and is preparing for the upcoming tax season.

### **PLANNING BOARD**

- Mr. Kutter reported that a Special Use permit has been granted to J&J Truck wash with a stipulation that a curb be put in to channel water to the drain. After the contractors looked it over it was decided to tear out the floor and replace it with a new pitched floor with and underground drainage system. The project was approved by the health department.

**ZONING BOARD OF APPEALS**

- Mr. Schneider said that a public hearing is scheduled for December 21<sup>st</sup> for Nadolinski on Lovers Lane Road to build a garage.

**JUSTICES**

- Reports submitted and filed. Supervisor Tuttle reviewed the reports.

**SUPERVISOR**

- Reports submitted and filed. Supervisor Tuttle listed the resolutions that needed to be done at the next meeting. These resolutions include contracts for Trugreen and PSI disposal, the Corfu Fire Department lease agreement, reappointments, final budget adjustments, as well as a few others.

**COMMITTEE REPORTS**

**Planning, Zoning, Code Enforcement** – Supervisor Tuttle

- Supervisor Tuttle received an email from Mark Boylan in regards to the SEQR review that has been completed by Chatfield engineers. A meeting will be set up to see what the next steps will be.

**Human Resources/Benefits** – Councilman Worth

- Councilman Worth gave the Board the estimate for the new server. He also stated that the Docuware scanning program from Toshiba has been ordered. Supervisor Tuttle said that the board should do a resolution to order the server.

**Parks/Land Acquisition** – Councilman Arnold

- Councilman Arnold reported that the town park is closed up for the 2011 season. The board is very pleased with the park use this year.

**OLD BUSINESS**

The check was sent to the Genesee County Treasurer to offset some of the County taxes. By doing this we lower the amount that Pembroke Town residents pay in the County portion of their Town/County tax bill.

New York State Grant information was sent to Roy Neeland with the PYA and the Corfu Free Library. PYA did not respond and the Corfu Free Library said that the NYS grant offered at this time was not feasible for them.

Ed Mileham and John Worth are signed up for the Newly Elected Schooling offered by the Association of Town's in January.

**NEW BUSINESS**

The New York State Department of Criminal Justice System has requested some training information from our constables. The requested information was forwarded to both constables and we are waiting for their reply.

**PUBLIC PARTICIPATION** - No Public Participation.

**RESOLUTIONS**

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

**RESOLUTION # 59 of 2011 – Building & Codes Training Attendance**

**WHEREAS** Shellye Dale-Hall and Charles Reid, Building & Codes Officer’s, are requesting permission to attend the Niagara Frontier Building Officials Association Education Conference January 23 – 25, 2012 in Cheektowaga, NY; and

**WHEREAS** monies for this Conference will be split between the Town of Pembroke and the Town of Barre for Mrs. Dale-Hall and the Town of Darien for Mr. Reid; and

**WHEREAS** the monies are in the 2012 budget; **NOW, THEREFORE, BE IT**

**RESOLVED** that the Town Board grants permission to Shellye Dale-Hall and Charles Reid, Building and Codes Officer’s, to attend the above mentioned Conference.

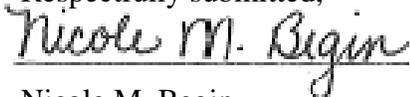
On **MOTION** of Councilman Arnold, seconded by Councilman DeWind, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman Sformo, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE. ALL AYES - MOTION CARRIED

**RESOLUTION # 60 of 2011 - Payment of Abstract # 12 of 2011**

**RESOLVED** the Town of Pembroke Town Board, authorizes the Town of Pembroke Supervisor to make all payments and bills contained in Abstract # 12 of 2011.

On **MOTION** of Councilman Worth, seconded by Supervisor Tuttle, to adjourn the meeting at 7:45 P.M. ALL AYES – CARRIED.

Respectfully submitted,



Nicole M. Begin  
Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF DECEMBER 14, 2011 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.