

**MINUTES** of the Regular Meeting of the Pembroke Town Board held on January 11, 2012 at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

**PRESENT:** Edwin Mileham, Supervisor  
John Worth, Councilman  
Gary De Wind, Councilman  
Edward G. Arnold, Jr., Councilman

**ABSENT:** Peter Sformo, Councilman

**OTHERS PRESENT:** Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Deborah Conti, Assessor; Thomas Schneider, Chairman ZBA; Michael Herec, Planning Board Vice Chairman; Shellye Dale-Hall, Zoning & Codes; Richard Doktor; Scott Waite; Craig Blake

Deborah Conti gave the invocation; Supervisor Mileham led the Pledge to the Flag.

The meeting was called to order at 7:01 P.M.

On **MOTION** of Councilman Arnold, seconded by Councilman DeWind, to approve the Minutes of the December 14<sup>th</sup>, 2011 Regular Meeting; the December 19<sup>th</sup>, 2011 Special Meeting, the December 29<sup>th</sup>, 2011 Workshop & End of Year Meeting and the January 3<sup>rd</sup>, 2012 Organizational Meeting.

**ALL AYES - MOTION CARRIED.**

## **DEPARTMENT REPORTS**

### **ASSESSOR**

- Mrs. Conti reported that through the months of January and February the Assessor's office is taking in Senior STAR, STAR and Ag exemptions. The assessor's office is also willing to do home visits for exemptions if someone is unable to make it to the Town Hall. Mrs. Conti asked everyone to remind people to apply for STAR.

### **ZONING & CODES ENFORCEMENT**

- Mrs. Dale-Hall said that final and end of year report has been submitted and filed. There are some things still open that the Zoning department is working on closing out. Mrs. Dale Hall and Mr. Reid are attending training on January 23-25<sup>th</sup> in Buffalo, NY.
- Mr. DeWind asked about the Ceisner complaint and Mrs. Dale-Hall said it is now in the hands of the Genesee County Court system as the Pembroke Court could not hear the case due to personal acquaintance.

### **HIGHWAY**

- No report at this time.

TOWN CLERK

- Mrs. Begin said that taxes have been coming in and so far we have collected a little over \$260,000.00. There will be a check written to the Town to cover some of the fire districts and water districts.

PLANNING BOARD

- Mr. Herec reported that the Planning Board is currently looking at a couple special use permits one involving a pond and the other regarding a resident that wants to live in their current house while their new house is built on the same property.
- Mr. Herec also said that Flying J is proposing to design and construct a liquid gas petroleum fuel station. The ZBA would have to review and give approval due to height requirements. County Planning would also have to review the project. Mr. Herec also said that they would like to give the Fire Department's a chance to respond with their concerns before an approval is given. Mr. Schneider said that the ZBA will review the project and see how it compares to height restrictions already set in place by the Town Zoning Law. Mrs. Dale-Hall said that the Board's may want to look and see what other Town's have done where this type of fueling station has been put in.

ZONING BOARD OF APPEALS

- Mr. Schneider said that there is a public hearing scheduled for the January 18<sup>th</sup> ZBA meeting for the Flying J Clean Energy project reported above and that someone representing Flying J will be here to answer questions.

JUSTICES

- Reports have been submitted and filed. Mr. Mileham read the reports.

SUPERVISOR

- Reports have been submitted and filed.

**COMMITTEE REPORTS**

**Audit, Finance, Insurance, Investment & Purchasing** – John Worth & Ed Mileham

- Councilman Worth said the he and Supervisor Mileham attended the Association of Towns training January 4<sup>th</sup> -6<sup>th</sup>. The Town is going to work on getting our banking and credit card policies updated. The State is very concerned about transparency and highly recommends putting money aside for capital projects or crisis.

**Building & Grounds, Highway, Assessment, Court** – Gary DeWind & Ed Arnold

- No Report

**Planning, Zoning, Code Enforcement, Public Safety** - Ed Mileham & Ed Arnold

- Supervisor Mileham spoke with Judge O'Connor about getting extra security at the court for DA night.

**Public Services, Water, Sewer, Refuse/Recycling, Economic, Intermunicipal, & Community Development** – Gary DeWind & Peter Sformo

- Councilman DeWind said that the Town is waiting for a response from the NYS DEC on approval to change the sewer district so that it will include Route five to the thruway in order to service more residential properties.

**Youth Recreation, Parks and Land Acquisition** - Gary DeWind & Ed Arnold

- Councilman Arnold reported that youth recreation is on hold until the summer. The park has been closed up for the season in regards to bathrooms, port-a-johns and trash receptacles. The Town is looking into adding a pavilion and batting cages to the park in 2012.

**Human Resources/Benefits** – Ed Mileham & Ed Arnold

- Supervisor Mileham said that the Town is going to review the employee's handbook and some new policies will be put in place over the next several months.

**OLD BUSINESS**

Councilman DeWind said that he will work on getting the roof over the generator done.

Councilman DeWind and Councilman Arnold are putting together a list of duties/suggestions for hiring a part-time person to take care of the Community Center before and after rental.

**NEW BUSINESS**

Supervisor Mileham stated that there is a seminar on Thursday at GCEDC from the Governor's office and asked the board to attend if possible. There is another seminar on Thursday January 26<sup>th</sup>. If the board members are interested in attending they should contact Mr. Mileham.

Mr. Worth asked the Board to add a subcommittee for IT works since it was not listed in any of the committees put in place at the Organizational Meeting. The Board approved the addition as a subcommittee to the Audit Finance Committee and agreed to appoint Councilman John Worth to that Committee.

**PUBLIC PARTICIPATION**

Mr. Doktor asked if there was a sound system in the Community Center. Congresswoman Kathy Hochul spoke there on Tuesday the 10<sup>th</sup> and there was no speaker system. Councilman Arnold said he will look into it.

**RESOLUTIONS**

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

**RESOLUTION # 2 of 2011 – Adoption –Payment of Abstract**

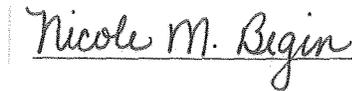
**WHEREAS**, A request has been made to pay the normal operating expenses of the Town of Pembroke, and,

**WHEREAS**, This payment is within the normal scope of the 2012 working budget, and creates no additional cost to the Town of Pembroke; **NOW, THEREFORE BE IT**

**RESOLVED**, That the Town of Pembroke hereby authorizes the Supervisor to make the appropriate payments contained within abstract # 14 of 2011 and # 1 of 2012

On **MOTION** of Councilman Arnold, seconded by Councilman Worth, to adjourn the meeting at 7:35 P.M.  
ALL AYES – CARRIED.

Respectfully submitted,



Nicole M. Begin, Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF JANUARY 11, 2012 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.