

MINUTES of the Pembroke Town Board Workshop held on February 23, 2012 at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

PRESENT: Edwin F. Mileham, Supervisor
Edward G. Arnold, Jr., Councilman
Peter Sformo, Councilman
John Worth, Councilman
Gary L. DeWind, Councilman

OTHERS PRESENT: Stephen Stocking, Highway Superintendent; Nicole Begin, Town Clerk; Mark Boylan, Attorney; Jack Bernard, Hillside Cemetery; Pam Ware, Refuse to be a Victim.

The Workshop was called to order at 7:40 A.M.

OLD BUSINESS

Route 33 Water – Councilman Sformo said that the Water Committee will be sending an update letter to the residents on Route 33. As of today there are no grants being given by New York State or the USDA for water projects but that doesn't mean there will never be again. As soon as grants become available for water the Town will apply for the residents on Route 33.

Councilman Sformo also informed the Board that 42 households responded out of 60 initial postcards that were sent out to Route 33 residents asking if they wanted their wells tested. Those 42 names were sent to the Genesee County Health Department who then sent out a survey to those 42 people. Out of the 42 households only 14 responded to the survey so only 14 wells were tested out of 60 residents on Route 33.

Server/Software update – Councilman Worth let the Board know that the Docuware installation should be in the next couple weeks. Mr. Worth has been working out some bugs with the new server installation but so far everything is working out well.

Sewer Project – Councilman DeWind & Councilman Sformo updated the Board on the work that is being done with the Village Board regarding the sewer project. Some of the grant money that was awarded to the Village of Corfu has been swept by New York State. The Village and Town are quickly working at trying to quickly get the project in motion. Councilman Sformo said that the Village indicated that the sewer rate should not be much more than the Village sewer rate. Clark Patterson is waiting for approval on design from the NYS DEC. The Committee is planning on a few more meetings with the engineers, the Village of Corfu, GCEDC and Attorney Mark Boylan before a public hearing will be announced.

Cemeteries – Jack Bernard explained the price list that he has come up with for full/cremation burials in the Old Buffalo Road/Brickhouse Corners cemetery. Mr. Bernard stated that the Board can choose whatever prices they want but should at least charge enough to cover the cost to pay the caretaker of the cemetery and any other costs to run the cemetery.

Corfu Fire District Lease – The Board was informed by Attorney Mark Boylan that the Town will need to hold a public hearing to extend or renegotiate the Corfu Fire District Lease. The contract presented to the Fire District has a 3% increase from 2011. In response to the Corfu

Fire Department's request, the Board decided to extend the old lease agreement for one year at the 2011 price and then look into recalculating the price the following year with a new lease agreement. Mr. Boylan said that because the lease has expired or if the terms were changing a public hearing is necessary. If the lease hadn't expired and no changes were being made a public hearing would not be needed. Councilman Sformo will put numbers together to get the lease agreement in order. Councilman Arnold said that even though the Board agreed to keep the price the same for 2012 the Committee should still get the figures for all bills for the building and the square footage of the leased space to determine what it is costing the Town to maintain the building for all four separate areas.

Houseknecht Road – Attorney Mark Boylan said that after looking through all of the paperwork that he received from Town Clerk Nicole Begin he did not see anything where Mr. Hennig deeded the Road back to the Town so the Town may not actually own the road if nothing was ever done legally in writing. A Resolution was done by the Town to take the road back in 1979 but no deed can be located. Town Clerk Nicole Begin will work with the assessor to see if she has a deed for Houseknecht Road to the Town.

NEW BUSINESS

Pam Ware ~ Refuse to be a Victim – Ms. Ware came to inform the Town Board about a training program that she is helping to run called Refuse to be a Victim. The training will be held at the Pembroke Community Center on April 28th. There is a \$20 fee for the training. It will be a four hour seminar and will include a book and a light lunch. The program will give individual's sensible ways to protect themselves. The class will be limited to 50 people. Literature will be distributed promoting the training.

Pembroke Town Park – Councilman DeWind asked the Board to consider adding another parking lot beyond the football field in the park. Highway Superintendent Stocking said his department may be able to help with the new lot if time allows and he could rent a dozer. There was much discussion regarding how the parking lot should be done. Councilman Arnold thought that the Town should obtain bids and see if the Town Highway Department could do the job for less money. Councilman Worth asked if this was the best place for another parking lot as it may limit space for bleachers at the football field.

Councilman DeWind would like to add four pavilions behind that lot. Councilman Arnold said that he would rather see two pavilions added in the back that are the same size as the big pavilion but without bathrooms. Councilman Sformo agrees and would like to see power in those pavilions.

Supervisor Mileham met with County Clerk Don Read. He obtained some information regarding deeds for the park property including gas wells. The information was passed on to the Town's grant writers so that they could try and get the remaining \$10,000.00 from the original park grant that the Town never received.

Councilman DeWind asked the Board to revisit the idea of batting cages at the Town Park. Supervisor Mileham will put it on the agenda for the March Workshop meeting.

Budget Line for Cemeteries – Councilman Arnold said that \$10,000.00 should be put aside for maintenance of Town cemeteries due to headstone repair, mowing, caretaking, etc...

Councilman DeWind also said that we are currently in the process of replacing deteriorating signs at these cemeteries and that he feels the chain fence should be replaced at the cemetery on the corner of Main Road and Slusser Road. Councilman Sformo said that a line item is already in the budget for cemeteries care and that the money would just have to be moved. Mr. Sformo asked how much money will be needed to cover the costs this year. Councilman Arnold said that the repair of headstones will be costly and suggested repairing the worst stones first and then over the next couple of years repairing the rest. There is \$4,200.00 in the line item now to cover \$4,000.00 cost for mowing and \$200.00 for personal services. Mr. Arnold suggested taking the money from the Park line item. The Board agreed and a resolution will be done at the Regular Town Board meeting in March. Highway Superintendent Stocking will measure the area at Main and Slusser Roads for replacement of fence.

RESOLUTIONS

RESOLUTION # 17 of 2012 was originally presented to the Town Board with a transfer amount of \$200,000.00. A MOTION was made by Councilman Arnold, no second given. Councilman Worth felt that amount was not needed for the transfer and that an amount of \$100,000.00 would be sufficient. The Board discussed it and agreed to amend the Resolution to transfer funds in the amount of \$100,000.00.

Councilman Arnold made a **MOTION** to adopt the following resolution with the amount amended to \$100,000.00, seconded by Councilman DeWind. The following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman Sformo, AYE; Councilman DeWind, AYE; Supervisor Mileham, AYE. ALL AYES - MOTION CARRIED

RESOLUTION # 17 OF 2012 – Temporary Funding Sewer Project

WHEREAS, the Town of Pembroke has adequate Unappropriated Fund Balance and does not anticipate other immediate need for these funds; and

WHEREAS, the Town of Pembroke has plans to construct a sewer line in a new sewer district; and

WHEREAS, funds are needed to pay some preliminary project costs; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board of the Town of Pembroke authorizes the temporary transfer of \$100,000.00 from the A Fund to the HW2- Capital Project Fund by the Town Supervisor to be recorded using the following entries:

Debit A391	Due from other Funds	\$100,000.00	
Credit A201	SAVINGS		\$100,000.00
Debit HW2-201	SAVINGS	\$100,000.00	
Credit HW2-630	Due from other Funds		\$100,000.00

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 DeWind, AYE; Supervisor Mileham, AYE. ALL AYES - MOTION CARRIED

RESOLUTION # 18 of 2012 – Final Budget Transfers for 2011

RESOLVED, That the Pembroke Town Supervisor be authorized to make the following Budget transfers:

FROM: A1110.13	MUNICIPAL COURT – CONSTABLE/SECURITY	55.75	
TO: A1110.14	MUNICIPAL COURT – DEPUTY CLERK – FT		55.75
FROM: A1620.411	BUILDINGS – CONTRACTUAL – Corfu-Telcom	864.73	
TO: A1620.414	BUILDINGS – CONTRACTUAL – Corfu-Supplies		864.73
FROM: A1620.423	BUILDINGS – CONTRACTUAL – Pembroke - Gas	15.55	
TO: A1620.424	BUILDINGS – CONTRACTUAL – Pembroke – Supplies		15.55
FROM: A1670.4	CENTRAL PRINTING & MAILING – contractual	2140.00	
TO: A1680.2	CENTRAL DATA PROCESSING – equipment		2140.00
FROM: A6510.4	VETERANS SERVICES – contractual	26.86	
TO: A6410.4	ECONOMIC ASSIST & OPPRTNTY– publicity – cont'l		26.86
FROM: B1440.4	ENGINEER - contractual	150.00	
TO: B1420.4	LAW - contractual		150.00
FROM: B1990.4	CONTINGENT ACCOUNT	1480.00	
TO: B6989.4	ECONOMIC ASSIST & OPPRTNTY – contractual		1480.00

FROM:	DA5130.2	TRANSPORTATION – MACHINERY – equipment	1515.58
TO:	DA5130.4	TRANSPORTATION – MACHINERY – contractual	1515.58
FROM:	DA9050.8	UNEMPLOYMENT INSURANCE	258.78
TO:	DA9089.8	COVERALLS	258.78

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

RESOLUTION # 19 of 2012 – Budget Amendment – Salary for Deputy Town Clerk #1

WHEREAS, The Town Board approved a 3% raise for employees for the year 2012 with the schedule of salaries being approved at the Organizational meeting on January 3, 2012; and,

WHEREAS, The intended increase was inadvertently overlooked for the position of Deputy Town Clerk #1; **NOW, THEREFORE, BE IT,**

RESOLVED, that the Town Board approves the intended pay rate of \$11.21 for said position retroactive to January 1st, 2012.

On **MOTION** of Supervisor Mileham, seconded by Councilman Arnold to enter into Executive Session to discuss a personnel matter.
ALL AYES - MOTION CARRIED
 TIME 10:20 A.M.

On **MOTION** of Councilman Arnold, seconded by Councilman DeWind to reconvene into regular session.
ALL AYES – MOTION CARRIED
 TIME: 10:50 A.M.

Supervisor Mileham reported that no decisions were made in Executive Session.

ROUND TABLE DISCUSSION

Councilman Arnold – There was an issue in the Community Center with someone using the hall and not putting the tables and chairs back on when it was used during the week of February 13th. According to the calendar, the only group to use the facility during this week was the Village Court and Village Board. There was also a discussion with the Town Clerk and Corfu Fire Chief on February 19th, 2012. The Board felt the necessity to send a letter to the Corfu Fire Chief informing him of the information they received from the Town Clerk. The Committee is trying to resolve the issues that seem to keep coming up with the rental of the Community Center.

Councilman Sformo – Mr. Sformo asked for some Old Business items that have not been resolved to be added to the agenda in the future. One of these items is the hiring an extra security person for the Court on DA night. We received a resume from Bernie Fix and he is well qualified. The Committee will set up an interview.

Another item is the possibility of hiring someone to check the hall before and after rental to make sure everything is cleaned up and nothing is broken or missing. Mr. Sformo thought that it would be a perfect job for a retired person to do, someone with some time on their hands. Councilman Worth feels the Board should think about not renting the room out any more, the doors are getting broke, the heat is being left on, the cost is adding up. Councilman Sformo said that the job will entail a little more than someone looking in the Community Center and saying it was clean or not. There is toilet paper missing, things getting broke, gas to the stove being left on, someone needs to check these items. Councilman Arnold said he could put something together to advertise for an as needed position.

Councilman Worth asked to add to the agenda the items list from the Corfu Fire Department. Greg Lang was going to put something in writing listing items in the Community Center that the Corfu Fire Department no longer wishes to own or maintain. Mr. Worth didn't think that the Town received anything yet.

Councilman Sformo also would like the request for a State Audit put back on the agenda. Mr. Sformo feels that an in depth audit has not been done and with everything that is going on in the Village. Councilman Arnold said that he felt that the Audit that is done on the Town every year is thorough. Councilman DeWind feels we should wait until the sewer project is complete and Councilman Arnold feels we should consult with Laura Landers from Freed, Maxick and Battaglia before a call is made, Councilman Sformo agreed. Supervisor Mileham will ask Laura when she is here in March for the annual audit.

Councilman Sformo asked Highway Superintendent Stocking to add filling the pot holes on Route 77 at the entrance to Evergreen Cemetery to his spring work list.

Councilman Sformo received an email from engineer Tom Carpenter and he said that after speaking to the NYS DEC they seem to be willing to let us shift \$150,000.00 from the Town's

grant for the Town Sewer project to the Village waste water facility treatment work. Clark Patterson will work with the Committee on the details.

Supervisor Mileham – The old and last voting machine that is in the Board room and by State Law can no longer be used by the Town is being picked up by the LeRoy School district. Supervisor Mileham is also looking into the proper disposition of old unused items that are in the Town Hall which include an old desk and cabinet.

On MOTION of Councilman Sformo, seconded by Councilman Arnold, to adjourn the Workshop at 11:42 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 FEBRUARY 23, 2012 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.