

MINUTES of the Regular Meeting of the Pembroke Town Board held on March 14, 2012 at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

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

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

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

The meeting was called to order at 7:04 P.M.

On **MOTION** of Councilman Arnold, seconded by Councilman DeWind, to approve the Minutes of the Regular Meeting February 8th, 2012 and the Workshop Meeting February 23rd, 2012.
ALL AYES - MOTION CARRIED.

DEPARTMENT REPORTS

ASSESSOR

- Mrs. Conti reported that based on last year's reevaluation project and the Town's decision to re-assess every three years, New York State has given the Town reassessment aid in the amount of \$11,595.00. If the Town had chosen to do annual reassessments we would not have been eligible for aid.

ZONING & CODES ENFORCEMENT

- Mrs. Dale-Hall reviewed her monthly reports. There was some discussion regarding Bruce Ceisner's trailer and the church being converted to a home on North Lake Road. Mrs. Dale-Hall said that the Ceisner issue is now in the hands of Judge Noonan at the County level and N. Lake Road is being worked on by the owners and is in compliance with Town Zoning Law. Councilman DeWind was adamant that these issues get resolved.

HIGHWAY

- Mr. Stocking reported that the highway department is working on some small roadside cleanup and little projects around the highway garage.

TOWN CLERK

- Mrs. Begin said that tax collection is going smooth. There was only one bounced check so far this year. As of right now the Town does not charge a bounced check fee. Councilman Worth explained to the Board that he thought we should start charging a fee because of the work that needs to be done in the Town Clerk's office to correct it. We've collected over \$94,000.00 more than was collected by this time in 2011. There are 183 bills not yet paid.

- Mrs. Begin and Mr. Worth met with Tim Fancher regarding acceptance of credit cards in the Town Clerk's Office. His company, Genesis PPG could offer GovTeller to the Town. There would be startup & equipment cost of \$519 to the Town and an annual cost of \$240.00. The cost to the credit card user would be \$1.50 transaction fee plus 3% of the purchase or 1% for pin debit. Mrs. Begin called M&T bank just to see what they would be able to offer the Town.

PLANNING BOARD

- Mr. Herec reported that the Planning Board gave a negative declaration and approved the site plan for Clean Energy at Flying J. They did receive a letter from the Pembroke Fire Department that said they had no major problem with the project. The owners also received an easement from the adjoining property owners. The Yancey's Fancy site plan for expansion was reviewed and the project is a go.
- The Planning Board is still working on cleaning up old special use permits that are no longer in use.

ZONING BOARD OF APPEALS

- No report at this time. The ZBA meeting for March is cancelled.

JUSTICES

- Supervisor Mileham went over the Justice reports for the month of February. Monthly reports were submitted and filed.

SUPERVISOR

- Supervisor monthly reports were submitted and filed. Supervisor Mileham said the auditors were here this week and are very satisfied with their findings. They will contact us with their audit findings.

COMMITTEE REPORTS

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

- The bicentennial opening day ceremony committee has been meeting monthly and things are moving along smoothly.

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

- No report at this time.

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

- Mr. Mileham said he will meet with Shellye and see what more the Town can do regarding zoning issues and complaints in the Town.

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

- Councilman Sformo reported that he and Councilman DeWind have had meetings with the engineers regarding the sewer project. It may be started around June 2012.

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

- No report at this time.

Human Resources/Benefits – Ed Mileham & Ed Arnold

- Bernie Fix was hired as the second security guard for the Pembroke Town Court. They are working on getting all required paperwork done and a background check.

Cemeteries – Gary DeWind & Peter Sformo

- No report at this time.

IT – John Worth

- Mr. Worth and Mrs. Begin are working on getting the Clerk's office set up to accept credit cards. The Computer upgrades are going well.

OLD BUSINESS

The roof over the generator-Community Center – Councilman DeWind is working with the contractors to get the roof done.

The Corfu Fire District Hall Lease – Supervisor Mileham got measurements of the Corfu facility and is working on a breakdown of the space to be able to come up with a way to charge the tenants fairly. Councilman Sformo asked Supervisor Mileham to send a letter to the Corfu Fire District letting them know what they should be paying until a new lease is in place.

The window in Town Clerk's Office and the side door – Councilman DeWind is going to call the contractor to have them come back and tint the Town Clerk's office window. The door to the board room turned out great.

Councilman DeWind left the meeting at 7:55 P.M.

NEW BUSINESS

Tomkins Insurance Crime Policy – Supervisor Mileham spoke with Joe Teresi about the Town's crime policy. They have an enhanced package that would cover employee theft and computer fraud. The increase in price would be about \$300.00 annually. The Board discussed this policy and decided to hold off and revisit during the next renewal period.

Contract for Doritex Rug exchange and cleaning – Supervisor Mileham said that the Town received a contract renewal for the rugs here at the Town Hall. Highway Superintendent Stocking said that he thought the contract should include the uniforms for the Highway Department. Supervisor Mileham will call and see and there will be a Resolution at the next Town Board meeting.

Industrial Appraisal Company – Previous Town Supervisor Jim Tuttle contracted Industrial Appraisal Company to appraise the Town buildings and an invoice was received for \$155.00.

A **MOTION** was made by Councilman Arnold, seconded by Councilman Sformo to authorize Town Supervisor Ed Mileham to pay the Appraisal invoice in the amount of \$155.00.
ALL AYES - MOTION CARRIED

PUBLIC PARTICIPATION ~ None

On **MOTION** of Councilman Sformo, seconded by Councilman Arnold to enter into Executive Session to discuss a legal matter.
ALL AYES - MOTION CARRIED
TIME 8:06 P.M.

On **MOTION** of Councilman Sformo, seconded by Councilman Arnold to reconvene into regular session.
ALL AYES – MOTION CARRIED
TIME: 8:19 P.M.

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

RESOLUTIONS

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

RESOLUTION # 20 of 2012 – Town Cemetery Surveys

RESOLVED the Town Board of the Town of Pembroke, authorizes Licensed Surveyor’s Dave Lamindola and Greg Townsend to survey three Town cemeteries located on Back Street, Pratt Road and Main and Slusser Roads for a cost not to exceed \$1200.00.

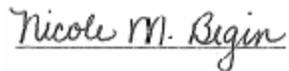
On **MOTION** of Councilman Arnold, seconded by Councilman Sformo, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman Sformo, AYE; Supervisor Mileham, AYE.
ALL AYES - MOTION CARRIED

RESOLUTION # 21 of 2012 – Payment of Abstract # 3 of 2012

RESOLVED that the Town Board of the Town of Pembroke authorizes the Town Supervisor to make all payments and bills contained in Abstract # 3 of 2012.

On **MOTION** of Councilman Sformo, seconded by Councilman Arnold, to adjourn the meeting at 8:26 P.M.
ALL AYES – CARRIED.

Respectfully submitted,



Nicole M. Begin, Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF MARCH 14, 2012 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.