

**MINUTES** of the Pembroke **Town Board Workshop** held on **July 26, 2012** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

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

**OTHERS PRESENT:** Nicole Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Mark Boylan, Town Attorney; Mark Masse, GCEDC.

The Workshop was called to order at 7:32 A.M.

### **OLD BUSINESS**

**Sewer Project** – Supervisor Mileham reported that we received an email from Tom Carpenter from Clark Patterson that said the DEC is waiting for the Intermunicipal Agreement between the Town and the Village of Corfu for the sewer project. Attorney Mark Boylan is working on the agreement. Attorney Mark Boylan resolved some questions regarding the Intermunicipal Agreement from the town and Village boards. Mr. Boylan is confident that the Board could pass a resolution allowing the Supervisor to sign the agreement. Some of the board members had questions regarding billing, etc... Mr. Boylan said those were things that would be in the sewer use law and not the Intermunicipal Agreement.

**Cemeteries** – Supervisor Mileham said that the sign is up at the Richville Cemetery on Back Street. The agreement with Cornerstone church for the fence at the cemetery at Main and Slusser Roads is filed with the County Clerk. Town Clerk Begin looked into applying for a grant for the North Pembroke Cemetery. In order to submit the application there must be two bids included for anything that the board may want done. Councilman DeWind said he was believed some of the stones were being scraped when the mowing is being done at the Old Buffalo Road cemetery. Supervisor Mileham spoke to the landscaper about it. The rules and regulations for the cemeteries have been given to the board members. There was a question as to the cost and legalities of burying a loved ones cremated remains with another full burial if the family wanted to do this on their own. The Town Clerk will contact Jack Bernard and ask him how other cemeteries deal with this issue.

**Janitorial Services** – The ARC is now cleaning the Town offices, Community Center and Town Park. The office employees are satisfied with the work being done.

**Mertie Doll Property** – Supervisor Mileham said the check for the purchase of the Mertie Doll property is being delivered this week.

**Charge Card Terminal** – The Town Clerk has been looking into a charge card terminal for the Clerk's office. This would enable the Clerk to accept credit cards as a form of payment. There are some options available. Some of those options would require the Clerk to change the Town

Clerk software which the Town Clerk does not want to do. Town Clerk Nicole Begin said she could wait until 2013 so that she could budget for the terminal. Councilman Sformo said that nothing will change in the next six months and that he feels this is something we should offer to the residents. After some discussion and input from the board it was agreed that the Town Clerk will contact Genesis PPG from Clarence, New York to verify some information and the Town Clerk will have a resolution at the next Town Board meeting.

**Fire and Hold Up Alarms** – Supervisor Mileham received a quote from D&D alarms for fire and hold up alarms for the amount of \$4,600.00. Mr. Mileham suggested that the Town at the very least put in the hold up alarms for a cost of \$135.00

**Computer & Internet Policy** – Supervisor Mileham has asked everyone to look over the computer & internet policy and also a credit card policy that if approved he would like employees to sign to keep in their personnel files.

**Corfu Fire Department kitchen equipment** – Supervisor Mileham received a letter from Kathy Skeet from the Corfu Fire Department stating that they are willing to sign an agreement relinquishing the kitchen equipment in the community center to the Town. The original deed stated that the kitchen equipment would remain property of the Fire Department. Attorney Dave Saleh would be willing to write something up for both entities to sign. Once the agreement is final Councilman Arnold will look into the cost of replacing the stove in the kitchen because there have been issues with lighting it and possibly leaking gas if the gas is not shut off at the valve.

**Community Center Roof** – The Board discussed in length the need for replacement of the roof at the Court/Community Center. Highway Superintendent Stocking will get an estimate to replace the roof at the Court/Pembroke Community Center at 116 East Main Street in Corfu. If a pitched roof is installed the air conditioners would have to be replaced and new units installed on the ground. There was some discussion as to the cost of running the community center and the board talked of the possibility of leasing the area for offices or other interests instead of renting it. The Town gets approximately \$800.00 a year in rental fees for the Community Center which does not cover the cost of heating and cooling the room.

**GCEDC** – Mark Masse updated the Board regarding the Buffalo East Tech Parks. Mr. Masse will continue to keep the board informed as to what the GCEDC is doing regarding properties in the Town of Pembroke.

**Park Pavilion** – The Town park pavilion will be started next week. The building permit was issued from the zoning department.

### **NEW BUSINESS**

**Use of Athletic fields at Town Park** – A resident voiced concerns regarding use of the park fields. The resident was under the impression that non-PYA groups could not use the fields.

Supervisor Mileham let the resident know that the Town has not denied any individual or group access to field use.

### **ROUND TABLE**

**Councilman Arnold** – The hot water tank at the Community Center was replaced by 77 Construction after it broke and leaked on Friday July 20<sup>th</sup>. The mats to place under the benches along the park trail are in and ready to be placed and have already been placed under the bleachers at the Park.

**Councilman DeWind** – Mr. DeWind submitted bills for the signs at the cemeteries for Excel Fence. The sign on Back Street was for \$522.50 and the other on Main Road for \$358.00.

**Superintendent Stocking** – Mr. Stocking asked the attorney whether the Town could do anything legally for the resident on Houseknecht Road. The road is a paper road that was illegally dedicated years ago for the sole purpose of running electric to the house at the end of the paper road. Mr. Boylan said that the resident needs to get easements from the adjoining property owners in order to have the road legally for his use alone. The resident is the only one that has ever used the road. Mr. Boylan said that because the road is not an actual dedicated road the town legally can not pay for attorney fees to get the easements for the resident using tax payer dollars.

Mr. Stocking said that the highway department has paved the back of the parking lots at the Corfu building and Town building. The highway department is paving Phelps Road next week. The highway crew will seal the parking lot at the Corfu building and install a guardrail at the back of the building by the court clerk's entrance.

**Supervisor Mileham** – Mr. Mileham said that along with updates to the Internet and Credit card policies, the employee handbook should be updated as well.

There was some discussion regarding the building permit fee schedule. The town board is going to adopt the 2003 building permit fee schedule today but has decided to review it again and adopt a new fee schedule when and if the board agrees on it.

### **RESOLUTIONS**

#### **RESOLUTION # 55 of 2012 – Superintendent of Cemeteries**

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

**WHEREAS** the Town of Pembroke has acquired the North Pembroke Cemetery on North Pembroke Road in the Town of Pembroke and is in need of a Superintendent for the cemetery; and

**WHEREAS** in February 2012 the Town Board of the Town of Pembroke resolved to contract with Jack Bernard to manage the Brick House Corners/Old Buffalo Road Cemetery; **NOW, THEREFORE BE IT**

**RESOLVED**, that the Town Board of the Town of Pembroke approves Jack Bernard to be Superintendent of Cemeteries for the North Pembroke Cemetery on North Pembroke Road as well as the Brick House Corners/Old Buffalo Road Cemetery on Main Road.

**RESOLUTION # 56 of 2012 – Rules & Regulations for the Town of Pembroke Cemeteries**

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 Sformo, AYE; Councilman DeWind, AYE; Supervisor Mileham, AYE.

ALL AYES - MOTION CARRIED

**RESOLVED** that the Town Board of the Town of Pembroke hereby adopts the following Rules and Regulations for the Cemeteries currently maintained by the Town of Pembroke.

1. Superintendent is in charge of all interments.
2. Cemetery is open to the public from dawn to dusk every day.
3. Casket interments require a concrete vault or liner for graves purchased.
4. No planting of trees, shrubs, or bushes.
5. Keep plantings and pots in line with gravestones.
6. No glass containers allowed.
7. This is a carry-in, carry-out cemetery. Do not leave trash or debris on grounds.
8. The Town of Pembroke reserves the right to remove all flowers, wreaths, or other decorations from lots when they become unsightly.
9. The use of one grave space shall be limited to interments as follows: One adult burial, or one adult burial and one infant burial, or one adult burial and one urn of cremated remains, or two urns of cremated remains.

10. Scattering of cremated remains is prohibited. Cremation ashes shall be interred in a rigid receptacle. Container shall be concrete, plastic, wood, or metal durable receptacle.
11. Benches or chairs, other than those placed by the cemetery, are not allowed on cemetery property.
12. All gravestones or monuments will be placed on a concrete foundation.

These rules and regulations may be amended by the Town Board by board resolution if needed.

**RESOLUTION # 57 of 2012** – Authorization for Intermunicipal Agreement with the Village of Corfu for Sewer District # 1

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

**RESOLVED** to authorize Town Supervisor Edwin F. Mileham Jr. to execute the Intermunicipal Agreement with the Village of Corfu for Sewer District # 1 as amended.

**RESOLUTION # 58 of 2012** – Adoption of 2003 Building Permit Fee Schedule

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 Sformo, AYE; Councilman DeWind, AYE; Supervisor Mileham, AYE.

ALL AYES - MOTION CARRIED

**RESOLVED** to adopt the 2003 Building Permit Fee Schedule as is.

Workshop

-6-

07/26/12

On MOTION of Councilman Arnold, seconded by Councilman Sformo, to adjourn the Workshop at 10:21 A.M.  
ALL AYES – CARRIED

Respectfully Submitted,

Nicole M. Begin

Nicole M. Begin  
Town Clerk

THESE MINUTES ARE THE FINAL MINUTES OF THE TOWN BOARD WORKSHOP OF JULY 26 2012 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.