

MINUTES of the **Regular Meeting** of the Pembroke Town Board held on **August 8, 2012** at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

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

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Deborah Conti, Assessor; Richard Kutter, Planning Board Chairman; Tom Schneider, ZBA Chairman; Richard Doktor

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

The meeting was called to order at 7:02 P.M.

PUBLIC PARTICIPATION ~ No public participation.

On **MOTION** of Councilman DeWind, seconded by Councilman Arnold, to approve the Minutes of the Regular Meeting July 11th, 2012, the Workshop Meeting July 26th, 2012
ALL AYES - MOTION CARRIED.

DEPARTMENT REPORTS

ASSESSOR – Deborah Conti

- The Assessor's office has been updating files with new construction projects. There have been quite a bit of new builds this year as far as garages, pole barns, porches, patios, and a couple new houses.

ZONING & CODES ENFORCEMENT – Shellye Dale-Hall

- The zoning department has been very busy with permits and they are working on getting people in compliance. Mrs. Dale-Hall said that the residents have been very cooperative and receptive to suggestions and requirements.

HIGHWAY – Stephen Stocking

- Nothing to report at this time.

TOWN CLERK – Nicole M. Begin

- The July monthly report was submitted and filed.
- Genesis PPG was contacted as well as a couple of municipalities that use Genesis PPG for credit card processing and some concerns and questions were favorably answered. Through Genesis PPG the Town would have to enter into a three (3) year contract and pay \$279 for the equipment and \$240 annually, with the first annual fee waived. Councilman Worth asked that the Town Clerk look into the cost of changing our Town

Clerk software over to another vendor to see if the price would be lower in order to get a better price for credit card processing. The Town Clerk will check into it.

PLANNING BOARD – Richard Kutter

- The Planning Board reviewed a land separation for the Kelkenberg property on Phelps Road. The owner wants to separate eight (8) acres and sell off the rest of the property which includes the mobile home park. The owner was informed that the mobile home park is a non-conforming lot according to the Town Zoning Law and cannot be changed. There are strict requirements for non-conforming lots and a buyer should be aware of those requirements.
- The Planning Board is also looking at the proposed installation of underground storage tanks at the Travel Centers of America. Engineers at Clark Patterson Lee looked over the project and were satisfied with it.
- The Planning Board and Zoning Officer Shellye Dale-Hall will hold a meeting with residents and the group that flies small gas engine airplanes on Knapp Road. The group applied for a Special Use Permit some time ago and no area residents showed up to the public hearing. The residents are now complaining about noise so a meeting will be planned to try and resolve the issues. Councilman Sformo questioned whether the Planning Board should be trying to remedy an issue for something that the public had the opportunity to voice their opinion on but didn't and the item was approved quite some time ago. Mr. Kutter said he felt that the mission of the Planning Board is to see that everyone can enjoy their property without being affected by neighbors.

ZONING BOARD OF APPEALS – Thomas Schneider

- There were three (3) Use Variances reviewed in July. Mr. Schneider has been looking into Intermodal Shipping Containers regarding siding them as talked about at the July Board meeting. The first Use Variance is in regards to one of these containers. Mr. Schneider has done some research and it seems that the storage containers are not designed to have a structure built onto them. Mr. Schneider looked into examples of laws passed elsewhere and is still working on the issue of siding and or roofing shipping containers. The other Use Variances were for a garage on Hopkins Road and an addition on Main Road.

JUSTICES – Robert Alexander & David O'Connor

- The July monthly reports have not yet been submitted.

SUPERVISOR – Edwin F. Mileham, Jr.

- Supervisor July report was submitted and filed. Mr. Mileham said that there will be some transfers of money in August to pay for bills coming due.
- The Board will start to look at the 2013 budget in the next few weeks.

COMMITTEE REPORTS

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

- Councilman Worth sat through a tax cap webinar and a budget review workshop. There will be a series of webinars in September provided by the state to help municipalities fill out required forms.

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

- Councilman DeWind said that board has been considering changes at the Community Center. A set of keys have recently gone missing when the Red Cross used the hall last. Mr. DeWind would like the board to discuss this more at the Workshop meeting.

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

- The Board is looking into the fee schedule for the Zoning department. It was worked on in 2008 but no changes were made. This may include increases or elimination of some fees. Shellye Dale-Hall and Richard Kutter will come to talk to the board regarding their suggested changes.

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

- Councilman DeWind said that the Board should hear something soon about contracts for the sewer district. The Board is hoping that the specs go out for bid at the end of August.

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

- Councilman DeWind said that the new pavilion is being worked on in the park. There has been an issue with the barn swallows in the first pavilion. Mr. DeWind said that he will see if anything can be done to stop them from nesting there.

Human Resources/Benefits – Ed Mileham & Ed Arnold

- Supervisor Mileham received a call from Joanne McInerney from Tompkins Insurance. She will meet with the committee to discuss changes in the healthcare benefits.

Cemeteries – Gary DeWind & Peter Sformo

- Councilman DeWind said that twenty (20) stones were repaired at the Old Buffalo Road cemetery on Main Road. Craig Wolcott repaired twenty (20) for the price of fifteen (15). The new signs are up at Old Buffalo Road and Richville cemetery on Back Street. Mr. DeWind would like to appropriate money in the 2013 budget for repair of more stones at the Old Buffalo Road cemetery. He would also like to survey and post out the cemetery on North Pembroke Road.

IT – John Worth

- Mr. Worth said the Docuware program should be finished up by tomorrow and the departments can start scanning into the system.

OLD BUSINESS

Mertie Doll Property Update – Supervisor Mileham sent an email out to the attorney regarding an inspection on the property. Closing is set for next Wednesday.

Community Center kitchen equipment – Attorney Dave Saleh is working on an agreement conveying the kitchen equipment to the Town as in the original deed it was all left in the custody of the fire district.

Heaters at the Corfu Fire Department – Supervisor Mileham spoke to Mike Smith and Jesse Stocking with the Village of Corfu DPW regarding installing new heaters in the Corfu Fire Department truck bays.

Payment of Superintendent of Cemeteries – The Town Board discussed that they would pay Jack Bernard bi-weekly for maintaining and supervising the Town of Pembroke Cemeteries. There is a resolution to establish that.

NEW BUSINESS ~ No New Business

RESOLUTIONS

RESOLUTION # 59 of 2012 – Hold up switches for Town offices

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 Supervisor has expressed the need for the Town offices to have hold up alarms installed for the protection of money, property and employees; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board of the Town of Pembroke, authorizes the Town Supervisor to accept the proposal from D&D Alarms of 2088 Richley Road, Corfu, NY for the installation of three (3) hold up alarms to be installed in the town offices for a cost not to exceed \$435.00 with an annual monitoring fee of \$248.00.

RESOLUTION # 60 of 2012 - Salary schedule for Superintendent of cemeteries

On **MOTION** of Councilman DeWind, seconded by Councilman Sformo, 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 Board contracted with Jack Bernard to supervise the town cemeteries on Main Road and North Pembroke Road; **AND**

WHEREAS the town board agreed to pay Jack Bernard annually, \$1,000.00 for the Brick House/Old Buffalo Road Cemetery and \$1,500.00 for the North Pembroke Cemetery; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board agrees to make monthly payments to Jack Bernard for an annual total of \$2,500.00.

RESOLUTION # 61 of 2012 - Payment of Abstract 8 of 2012

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; Councilman DeWind, AYE; Supervisor Mileham, AYE.

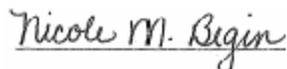
ALL AYES - MOTION CARRIED

RESOLVED that the Town Board of the Town of Pembroke, authorizes the Town Supervisor to make all payments and bills contained in Abstract 8 of 2012.

On **MOTION** of Councilman DeWind, seconded by Councilman Arnold, to adjourn the meeting at 8:11 P.M.

ALL AYES – CARRIED.

Respectfully submitted,



Nicole M. Begin, Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF AUGUST 8, 2012 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.