

**MINUTES** of the **Regular Meeting** of the Pembroke Town Board held on **January 9, 2013** at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

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

**OTHERS PRESENT:** Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Deborah Conti, Assessor; Tom Schneider, Planning Board Chairman; Scott Waite

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

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

**PUBLIC PARTICIPATION** - None

On **MOTION** of Councilman DeWind, seconded by Councilman Arnold, to approve the Minutes of the Regular Meeting December 12<sup>th</sup>, 2012, and the Workshop Meeting December 27<sup>th</sup>, 2012

ALL AYES - MOTION CARRIED.

**DEPARTMENT REPORTS**

ASSESSOR – Deborah Conti

- Mrs. Conti updated the Board about taking exemptions thru the end of February. The Assessor’s office is covered on Monday, Tuesday, Thursday & Friday from 9:00 am to 4:00 pm and Wednesday evening from 6:00 to 8:00 pm. Mrs. Conti told the board to let anyone they know turning 65 in 2013 to get the enhanced STAR applications in by March 1<sup>st</sup>.

ZONING & CODES ENFORCEMENT – Shellye Dale-Hall

- Written report submitted and filed.

HIGHWAY – Stephen Stocking

- Superintendent Stocking asked the Board if the roof on the Community Center would be replaced in 2013. Supervisor Mileham said the Board had budgeted money this year to either repair or replace the roof and they hope to put the job out to bid soon. The Committee will work on getting specs together for the bid process.

TOWN CLERK – Nicole M. Begin

- Mrs. Begin reported that taxes are being received and her office has taken in over \$350,000.00 and she should have a check to the Town on Friday for the Fire Districts.
- We have received a couple more easements for sewer district #1.

PLANNING BOARD – Thomas Schneider

- Mr. Schneider has been working on getting up to speed on issues with the Planning Board. He is currently working with Mr. Kutter and Attorney Mark Boylan concerning how to address issues and concerns with the RC Pulsars on Knapp Road. Mr. Schneider said he is looking forward to the change and will do his best to help anyone that wants to come into the town.

ZONING BOARD OF APPEALS – Tom Schneider reported for Nathan Witkowski

- Mr. Schneider reported that there is a variance on the agenda for the January meeting. Mr. Schneider plans attending ZBA meetings for a while to get Mr. Witkowski up to date.
- Mr. Worth asked about setting up a special meeting with the committee for the zoning text changes that were proposed. Mr. Sformo said the committee will meet with the Boards to work on the changes.

JUSTICES – Robert Alexander & David O’Connor

- The December monthly reports have been submitted & filed. December fines and fees remitted to the Town ~ Alexander \$10,605.00 & O’Connor \$21,045.00.

SUPERVISOR – Edwin F. Mileham, Jr.

- Supervisor Mileham said that the transition from the bookkeeper to the outsourced payroll company and finance company is going along pretty smoothly. The transition should be finalized by the end of the month.

**COMMITTEE REPORTS**

Audit, Finance, Insurance, Investment, & Purchasing – Edward Arnold Jr

- No report at this time.

Building & Ground, Highway Assessment, Court – Gary DeWind

- No report at this time.

Planning, Zoning, Code Enforcement, Public Safety – Pete Sformo

- Mr. Sformo welcomed Tom Schneider to the Planning Board.

Public Svcs., Water, Sewer, Refuse/Recycling, Economic, Intermunicipal, & Community Development – Pete Sformo

- Councilman Sformo said that we are working on getting the easements in for sewer district #1 and after the due date of January 11<sup>th</sup> he, Councilman DeWind and Town Clerk Begin will probably go door to door to talk with the people who haven’t signed.
- Mr. Sformo also said that the Board raised the rates for the trash services due to an increase in the cost to the Town. Councilman DeWind and Councilman Sformo will speak with the guys working on trash day to make sure that they are

charging the correct prices. The Board also discussed having an electronics drop off day and decided that they will hold them in the Spring and Fall on trash days. The dates were set for April and September regular trash days.

Youth Recreation Parks and Recreation, Land acquisition, Cemeteries – Gary DeWind

- Councilman DeWind said that the board received a proposal dated December 2012 from McCabe Electric for lighting in the park. Mr. Mileham said that the Town needs to encumber the money from the 2012 park fund balance to help pay for the lighting.

Human Resources/Benefits – Ed Mileham Jr

- Supervisor Mileham said that the Planning Board and Zoning Board of Review were notified of the new changes in Chairman positions and Cheyanne Seelau has been informed of her new position on the Board of Assessment Review. Mrs. Begin said that Mrs. Seelau was in to fill out the required paperwork.

IT, Grants- John Worth

- Councilman Worth said that he is working on making some adjustments so that the new payroll system will work. We are working on setting up a meeting with the grant writers and NYS Archives to see if any grants are available that could pertain to the Town.

**OLD BUSINESS**

**Sewer Project** – Supervisor Mileham reported that the contracts are signed and are now on their way to the NYS Comptroller and Attorney General for their signatures. Easements are coming in and more will be known after Friday as to the next step.

Assessor Deborah Conti asked about encoding the files for the sewer district residents to be able to pay back the debt service. Mrs. Conti wanted to know when the board would need that to be done. Mrs. Conti said she would need to do the coding by May 2013 if it will be needed for the 2014 tax bill cycle. The Committee will contact the Attorney and the Engineers to find out when this will need to be done. Councilman Sformo asked Mrs. Conti if the sewer units would raise the assessed value? Mrs. Conti said it would not raise the value it would just add a unit of debt service.

**Community Center Building** – We received an estimate from Brier Hill Construction for the repair/replacement of the roof at the Pembroke Community Center building. The estimate had three options with the largest amount being estimated at \$89,000.00. The Town Board budgeted \$200,000.00 for the roof for 2013. Supervisor Mileham said he was just notified of a couple more leaks in the roof. The Committee will begin working on getting specs together to put the job out to bid. Town Clerk Begin also notified the board of a complaint regarding the bathroom sink & counter in the women's bathroom. Councilman DeWind said that Scott Strollo is going down to look at it to see if it can be repaired. Councilman Sformo also spoke to Scott Strollo about replacing the kitchen light fixtures with high efficiency fixtures and bulbs.

## **NEW BUSINESS**

**Generator at Community Center** – The generator failed and has not run since May. This was not known until there was a power outage last week. It was looked at and is in need of repair. Generac said the generator is still under warranty for parts but the labor is no longer under warranty. Once the generator is repaired the committee will get a contract together for annual maintenance for both the Community Center and Town Hall generators.

**Electric Line for Park** – This project will be discussed further at the Workshop meeting on January 24<sup>th</sup> when a representative from McCabe Electric will come in to explain what is needed according to their proposal and what National Grid might require.

**Contract for PSI** – The Committee is going to look over the proposal and the Board will discuss at the Workshop meeting on January 24<sup>th</sup>. Town Clerk Begin informed the Board that the current contract did expire on December 31<sup>st</sup>. Councilman Sformo will look into other options for trash service as well.

Supervisor Mileham said there will be a Public Hearing on Amending Local Law #1 of 2010 in February. Councilman Worth said that the board really needs to look over the wording of the law to make sure the amendments are made correctly. The Local Law lists the Buffalo East Tech Park “North” needs to read Buffalo East Tech Park. Supervisor Mileham said that the Town Attorney advised to just remove the word “North” from the local law. Councilman Sformo will check with the GCEDC to make sure the wording is correct for the project.

## **RESOLUTIONS**

**RESOLUTION # 3 of 2013** – Municipal Agreement – New York State DOT Extended Snow & Ice Amendment

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 authorizes the Supervisor to sign the “Agreement to Extend Indexed Lump Sum Municipal Snow and Ice Agreement” between the New York State Department of Transportation and the Town of Pembroke for the 2014/15 Contract Year with an expiration date of June 30, 2015.

**RESOLUTION # 4 of 2013** – Payment of Abstract

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

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

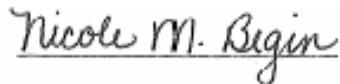
**WHEREAS**, these payments are within the normal scope of the 2012 & 2013 working budgets, and create no additional cost to the Town of Pembroke; **NOW, THEREFORE BE IT**

**RESOLVED**, That the Town of Pembroke hereby authorizes the Supervisor to make the appropriate payments contained within abstract # 13 of 2012 and # 1 of 2013.

On **MOTION** of Councilman DeWind, seconded by Councilman Sformo to adjourn the meeting at 8:03 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 9, 2013 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.