

**MINUTES** of the Pembroke Town Board **Workshop** held on **January 24<sup>th</sup>, 2013** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

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

**OTHERS PRESENT:** Nicole Begin, Town Clerk; Taylor McCabe, McCabe Enterprises; Mark Boylan, Attorney; Mark Masse, GCEDC; Jeremy DeLyser, Clark Patterson Lee; Joe Teresi, Tompkins Insurance; Ken Lauer, Corfu Village Trustee.

The Workshop was called to order at 7:36 A.M.

### **OLD BUSINESS**

**SEWER PROJECT** – Town Clerk reported that there were twelve (12) people with easements left to be signed. Councilman Sformo will make arrangements with the Town Clerk to both go door to door and talk with the owners who have not signed or have those people meet with them at the Town Hall to discuss any issues they may have. Councilman Sformo will stop by to talk to the few people that he knows. Jeremy DeLyser from Clark Patterson Lee spoke with the Pembroke School about the manhole in the sewer drawings. Mr. DeLyser said that there was a misunderstanding about what the engineers were asking for and they are working on it with the school.

**AGREEMENT WITH SCHOOL REGARDING TOWN PARK** – Councilman Arnold will be working on this in the spring.

**UPDATE FROM GCEDC** – Mark Masse said that the GCEDC met with NYS DEC regarding the wetlands in the Buffalo East Tech Park. The NYS DEC said that the projects will need to be scaled back because they thought the design was too aggressive which is what the GCEDC was expecting. Mr. Masse said they are still hard at work trying to find compatible companies to fill the park. They are considering putting up a spec building in the park to cut down on time for a potential business to locate in the park. There will be some archeological work done soon when the weather breaks and there will be some ditching done for the roadways. The SEQR information will be sent out shortly.

The Town Board also discussed the grant that the Town is giving to the GCEDC for the BETP project that has been earmarked & budgeted since 2010. Local Law #1 of 2010 must be amended for the grant to be given. The 2010 Local Law stated Buffalo East Tech Park “North” and is being amended to remove the word “North”. There will be a public hearing in February to amend the local law.

**COMMUNITY CENTER** – Supervisor Mileham said that we received a proposal from Brier Hill for the roof repair/replacement at the Community center. Due to the cost the job will need to be bid out. Councilman Arnold suggested that we have engineers from Clark Patterson create specs for the bidding process. Supervisor Mileham said that Clark Patterson did give some specs for the roof replacement a few years ago and the quote was quite high due to the chance that there is asbestos in the roof and the cost it would take to remove it.

Supervisor Mileham will ask Clark Patterson to draw up the specs for the roof.

Supervisor Mileham said we may have someone interested in purchasing the old stove at the Community Center. Councilman Sformo said that is something that should also be bid out. Councilman Sformo will get information about the stove to Town Clerk Nicole Begin for the advertisement. Councilman Sformo also obtained information for three (3) stoves of various sizes from Ben's Appliances. The Board will replace the stove after the old one is removed.

Councilman Sformo said that the town is in need of a maintenance person to watch over and take care of the two (2) town buildings and the park pavilions. Mr. Sformo said we are fighting a losing battle with the Community Center and Town Hall. There needs to be someone around to maintain both buildings instead of having everything taken care of at the last minute when things break. Mr. Sformo also said that the person should take care of maintenance, painting, light electrical, some construction and they could also be in charge of checking the hall after each rental. This person could also be a wingman for plowing in the winter. Mr. Sformo said that he thinks a list of work items should be put together to create a job position. Councilman Arnold also suggested this person could do all the trim work at the park and cemeteries.

Councilman Sformo said that Scott Stollo installed new lights in the kitchen at the Community Center and he will be getting us a quote on replacing the sink and counter in the ladies room and adjusting the hand dryers in both bathrooms.

### **NEW BUSINESS**

**UPDATING TOWN OF PEMBROKE ZONING LAW** – Supervisor Mileham received a call regarding outdoor music becoming a nuisance at the Indian Falls Log Cabin. He said that the police were notified by the complainant but the police said that there was nothing they could do because there is nothing in the Town law regarding noise. Supervisor Mileham asked how the board felt about adding a noise ordinance regarding noise. Attorney Mark Boylan said establishing a noise ordinance can be a sticky situation. He said the town might have to purchase a noise decibel reader asked who would monitor it. Councilman Arnold asked what the Town of Darien does and asked whether it would be prudent to see what other towns have done. Attorney Mark Boylan said the town could set up a curfew to set what time noise would have to be turned down or be off completely. Mr. Boylan will send over some examples to the Board. Councilman Arnold suggested having the zoning officer talk with the owner at the Log Cabin to see if anything can be worked out before changing the zoning law. Councilman Sformo and Councilman Arnold offered to go talk to the owner to see if anything could be resolved.

**TOWN INSURANCE** – Joe Teresi explained the insurance coverage for the town and went over the policies. He also discussed increasing liability and the umbrella coverage to help protect the town in case of a lawsuit. The Board will look over the policies and make a decision.

**ELECTRICAL WIRING AT TOWN PARK** – Supervisor Mileham said there will be a resolution in February to encumber money left in 2012 budget for the wiring at the town park. Taylor McCabe from McCabe Enterprises explained to the Town Board what will be required by National Grid to put more power to the Town Park for lighting.

The way the wiring would be done would enable the system to continue to be added to later. The plan is to run the wiring down the north edge of the driveway and cut through the parking lot. Councilman Sformo said that the town will need to bid out the project for the excavation and electrical. Town Clerk Nicole Begin will get the bid specs and run the ad for a bid opening on February 12<sup>th</sup> at 10:00 A.M. The Board would like to see the work done in early spring.

Mr. McCabe also looked into a scoreboard for the town park. The best deal out there is from Daktronics in Rochester and it is competitive with state bid. The price is approximately \$5,825.00 for a 5'x10' scoreboard with logo.

## **ROUND TABLE DISCUSSION**

**Councilman Sformo** – Mr. Sformo thanked the Town Historians for their 2012 report and for doing a great job with the Bicentennial events including the art show, time capsule, and Winterfest. They did a great job answering questions about the town's history.

Mr. Sformo said that he spoke with Richard Carine our trash attendant about the price increases for trash. He is also looking into other options for trash in the Town and will have more information soon for 2014. Councilman Worth suggested sending a postcard to resident asking if they are interested in curbside trash pickup. Supervisor Mileham said there is a resolution to enter into a contract with PSI Disposal for 2013 to continue the service the Town is already providing.

Councilman Sformo said he spoke with a resident on Brown Road regarding a barn that is collapsing on Brown Road. Mr. Sformo is going to have Zoning Enforcement Officer Charles Reid go and check it out.

Mr. Sformo said the meeting with the Planning Board and Zoning Board of Appeals went well. The Boards discussed how they would like to handle items that they review and agreed that everything should go through The Zoning Office first before being sent to the boards. They will also be setting up a committee to review the zoning law changes. Planning Board Chairman Schneider suggested at the meeting that there should be one full time zoning officer.

Mr. Sformo attended a county meeting and was informed of the issues the county is having with numbering houses and emergency personnel not being able to find houses when needed. Mr. Sformo asked the board how they felt about the town providing number signs for all town residents. The board felt that the town should not force specific number signs on the residents. Supervisor Mileham said the residents should follow state law and if they do not they will not be found if they have an emergency. Councilman Arnold said we could order signs and provide them to residents who request them. Mr. Sformo will look into signs.

**Councilman Arnold** – Councilman Arnold asked if the town has received anything regarding an increase in health insurance. Supervisor Mileham confirmed that there was. The board discussed changing the employee handbook to spell out who would pay into healthcare. Currently new hires must pay 25% into their healthcare coverage. It was suggested that all new hires would still have to pay 25% into their health insurance and would not receive the supplement card.

Councilman Arnold and Supervisor Mileham will get together to work on the healthcare coverage section of the employee handbook.

**Councilman Worth** – Mr. Worth is going to have new business cards printed soon to include all new email addresses.

Mr. Worth would like to eliminate the fax line that we have through Empire Telephone and put in the fax line through Frontier. The reason for the change is that the town pays approximately \$109.00 per month for that line through Empire. The board was in favor of doing that.

Mr. Worth informed the board that there was meeting with the grant writers to look into any archives grants that are available.

**Councilman DeWind** – Mr. DeWind told the board that he would like to put adult size swings at the park. There are currently swings for small children but Mr. DeWind said that there are a lot of older kids using the swings. Councilman Sformo said he would like to see the park trail paved in the future to open it up to bicyclists and people on roller skates or blades. Mr. Worth said that there may be some grants available for park trails and we should look in to it.

**Superintendent Stocking** – Mr. Stocking has looked into purchasing a new Ford pick-up truck. He can trade in his current truck and the amount to purchase a new truck would be \$27,556.83. The money was put in the 2013 budget for this purchase and the purchase is on state bid. Supervisor Mileham said we can have the resolution at the February meeting.

## **RESOLUTIONS**

### **RESOLUTION # 5 of 2013 – Contract Renewal – PSI Disposal**

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**, the Pembroke Town Board, authorizes the Town of Pembroke Supervisor to enter into a renewal contract, for 2013, for the amount of \$23,356.20 with PSI Disposal, P.O. Box 188 Corfu NY 14036, for the scheduled Recycling and Refuse Collection at the Town Hall located at 1145 Main Rd., Corfu, NY 14036.

**RESOLUTION # 6 of 2013 – Payment of Abstract # 14 of 2012**

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

**RESOLVED** the Town of Pembroke Town Board, authorizes the Town of Pembroke Supervisor to make all payments and bills contained in Abstract # 14 of 2012.

**RESOLUTION # 7 of 2013 – Final Budget Transfers for 2012**

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

**RESOLVED**, that the Supervisor be authorized to make the following Budget transfers:

FROM:	A1110.411	Municipal Court – Stenographer	545.03	
TO:	A1110.42	Municipal Court - Postage		545.03
FROM:	A1620.412	Buildings -Contractual -Corfu -Electric	1187.47	
TO:	A1620.414	Buildings -Contractual -Corfu -Supplies		1187.47
FROM:	A1620.21	Buildings -Equipment -Corfu	1317.79	
	A1620.413	Buildings-Contractual -Corfu -Gas	3241.78	
	A1620.421	Buildings -Contractual -Pembroke -Telcom	564.61	
	A1620.422	Buildings -Contractual -Pembroke -Electric	989.31	
	A1620.423	Buildings -Contractual -Pembroke –Gas	2098.84	
TO:	A1620.424	Buildings -Contractual -Pembroke -Supplies		8212.33
FROM:	A1620.424	Buildings -Contractual -Pembroke-Cleaning	320.75	
TO:	A1620.425	Buildings -Contractual -Utilities -Doll		320.75
FROM:	A1990.4	Contingent Account	8590.49	
	A7110.1	Parks -Personal Services	414.44	
TO:	A7110.2	Parks -Equipment		9004.93
FROM:	A7110.41	Parks -Contractual -Cleaning	1700.00	
	A7510.431	Historian -Bi-centennial -Opening Ceremony	1685.03	
TO:	A7110.4	Parks -Contractual		3385.03

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FROM: A7510.431	Historian -Bi-centennial -Opening Ceremony	340.00	
TO: A7520.4	Historical Property -Contractual		340.00
FROM: A8810.42	Cemeteries -Contractual -Maintenance	741.66	
TO: A8810.1	Cemeteries -Personal Services		741.66
FROM: A9010.8	State Retirement	5909.34	
TO: A9060.8	Hospital & Medical Insurance		5909.34
FROM: DA9050.8	Unemployment Insurance	429.38	
TO: DA9060.8	Hospital & Medical Insurance		429.38
FROM: DA9050.8	Unemployment Insurance	401.74	
TO: DA9089.8	Coveralls		401.74
FROM: DB5110.1	General Repairs -Personal Services	18967.91	
TO: DB5110.4	General Repairs -Contractual		18967.91
FROM: DB9050.8	Unemployment Insurance	283.24	
TO: DB9060.8	Hospital & Medical Insurance		283.24

Supervisor Mileham thanked the Town Board for an interesting first year.

On **MOTION** of Councilman Arnold, seconded by Councilman DeWind to adjourn the meeting at 11:59 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 AND END OF YEAR MEETING OF JANUARY 24, 2013 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.