

MINUTES of the second **Regular Meeting** of the Pembroke Town Board held on **May 28, 2015** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

PRESENT: Annie Lawrence, Supervisor
Peter G. Sformo, Deputy Supervisor
Gary L. DeWind, Councilman
Edward G. Arnold, Jr., Councilman

ABSENT: John J. Worth, Councilman

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Mark Boylan, Boylan Law Firm; Tom Dix.

The meeting was called to order at 5:30 P.M.

PUBLIC PARTICIPATION ~ None

On **MOTION** of Councilman Sformo, seconded by Councilman Arnold to enter into Executive Session to discuss a personnel matter. **TIME 5:37 P.M.**
ALL AYES - MOTION CARRIED

The Town Board reconvened into regular session. **TIME: 6:22 P.M.**

Supervisor Lawrence reported that no decision was made in executive session.

APPROVAL OF MINUTES

On **MOTION** of Councilman DeWind, seconded by Councilman Arnold, to approve the minutes of the first Regular Meeting of May 13th, 2015.
ALL AYES - MOTION CARRIED.

COMMITTEE REPORTS

Councilman Arnold – Mr. Arnold informed the board that the memorial bench that was requested to be placed in the park for Betty Funke is currently being worked on. Supervisor Lawrence asked if the board wanted to put a moratorium on memorials until a plan can be made for anything further. The Town Board discussed a path with pavers that could be purchased as memorials. Town Clerk Begin will get information regarding the pavers.

Deputy Supervisor Sformo – Mr. Sformo said that the Memorial Day Parade went well and he has not heard anything back from the NYS Dot regarding the paperwork that was submitted for the parade permit.

Councilman Sformo said the Dissolution Committee will meet again soon. They have questions regarding information they were given from the NYS representative.

Councilman Sformo said that he thinks County Line Stone should be sending out a letter to the residents concerning the road change and does not believe the Town Board should send a letter until the residents are given options regarding the road change and a tour of the facility.

Councilman Sformo asked the board members if they had a chance to read the email he received regarding an unhappy renter of the Pembroke Community Center. Councilman Sformo thinks some of their rental fee should be returned to them because of the shape the hall was left in before they used it. The board discussed options for the community center. Town Clerk Begin will gather any information she can find from other halls in the area that rent out their facility.

Supervisor Lawrence – Mrs. Lawrence said she received a letter regarding the state equalization rate for the assessment roll. It has been approved and out state equalization rate is 100%. The town received a check for approximately \$5,200.00.

Mrs. Lawrence said she received a letter from County Self Insurance Workers Compensation. The letter states that all new employees need to have a physical and this would include all the Joint Youth employees.

Supervisor Lawrence said she was contacted by the DEC Officer for this area on May 26th regarding the dirt pile on the west side of the building. The dirt had been contaminated by an oil tank that was left in the ground from the old trailer that was there. The DEC Officer will contact the Highway Superintendent on how it should be handled to decontaminate it. Once the meter reading is a normal level the dirt can be put back in the ground where it was taken from.

Mrs. Lawrence said there is a grant meeting on June 2nd at 3:30pm at the Town Hall. Councilman Worth will attend as well as the Village Mayor and representatives from J. O'Connell and Associates. They will go over grants that are available to the municipalities.

On June 3rd Supervisor Lawrence will be auditing the 2014 court financials with Laura Landers from Freed Maxick and Battaglia.

Supervisor Lawrence contacted the Pembroke Central School to verify that the High Point Community Church is now their emergency evacuation site. She has been unable to verify at this time.

Mrs. Lawrence contacted Reverend Dean at the High Point Community Church to ask them to provide written communication of their interest in connecting to the sewer district.

Assemblyman Steve Hawley's office was contacted by Supervisor Lawrence to inform them of the petition to the NYS DOT that will begin in June requesting turning arrows and lowering of the speed limit at the corner of Routes 5 and 77 west to the Thruway overpass.

A resident on Scribner Road contacted Supervisor Lawrence because he said he is not getting a Certificate of Occupancy from Zoning Officer Charles Reid. Mrs. Lawrence spoke with Mr. Reid and he said that the resident has to clean up the property and was given a week to do so before a C of O will be issued.

Supervisor Lawrence asked the board about re-establishing a board of ethics since the three member board is no longer available. The Town Board discussed and decided to advertise in the paper for members.

Grievance Day was held on May 26th, 2015. Assessor Deborah Conti was unavailable so the board heard the grievances of the residents and decisions will be made when Deborah Conti returns.

Supervisor Lawrence asked if the Town had a policy for employees out on medical leave. If an employee is out for medical reasons for an extended period of time does the employee have to provide a letter from the doctor listing limitations, etc...? Councilman Arnold said he will need to check the employee handbook but he thought there was something in there. Mrs. Lawrence said that her clerk is working on updating the employee handbook.

Mrs. Lawrence gave the Town Board information she received from the Town of Elma in regards to energy savings. The board would like to review the information and get back to her.

Supervisor Lawrence asked the Town Board if the Office of the Aging could use the Community Center on October 29th, 2015 at no charge for Medicaid signups. They would provide proof of insurance. The board discussed and felt that because of past practice they could not let it out free of charge and they would have to pay the rental fee like everyone else. Councilman Arnold said that the board needs to review the rental of the community center and work on better practices. Town Clerk Begin will contact other halls to find out what their rental practices are.

Mrs. Lawrence said that Laura Landers from Freed Maxick will be at the next board meeting to go over the Financial AUD.

RESOLUTIONS

RESOLUTION # 47 of 2015 – Budget Amendment – FEMA November Storm 2014

On **MOTION** of Councilman Arnold, seconded by Councilman DeWind, the following **RESOLUTION** was **TABLED** until the next board meeting until Highway Superintendent Stocking and Supervisor Lawrence could find out if it could be used toward the purchase of the new plow truck.

WHEREAS, the Town Board of the Town of Pembroke makes a resolution to increase revenues DA4960 FEMA AID in the amount of \$36,943.00 for FEMA Grant received in 2015 and increase appropriation DA5142.410 in the amount of \$36,943.00 for expenditures related to the for the November Storm of 2014.

RESOLUTION # 48 of 2015 – 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 Sformo, AYE; Councilman DeWind, AYE; Supervisor Lawrence, AYE.
ALL AYES - MOTION CARRIED

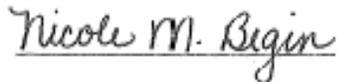
WHEREAS, A request has been made to pay the normal operating expenses of the Town of Pembroke, and,

WHEREAS, these payments are within the normal scope of the 2015 working budget, 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 # 10 of 2015.

On **MOTION** of Councilman Sformo, seconded by Councilman Arnold to adjourn the meeting at 7:24 P.M.
ALL AYES – MOTION CARRIED.

Respectfully submitted,



Nicole M. Begin, Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF MAY 28, 2015 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD. APPROVAL OF MINUTES BY THE TOWN BOARD IS DONE AT THE NEXT REGULAR TOWN BOARD MEETING.