

MINUTES of the first **Regular Meeting** of the month of the Pembroke Town Board held on **March 9, 2016** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

PRESENT: John J. Worth, Supervisor
Kathleen Manne, Councilwoman
Thomas Dix, Councilman
K. Warren, Clark, Councilman

ABSENT: Edward G. Arnold, Jr., Deputy Supervisor, Stephen Stocking, Highway Superintendent.

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Deborah Conti, Assessor; Tom Schneider, Planning Board Chairman; Nathan Witkowski, ZBA Chairman.

The meeting was called to order at 7:00 P.M.

Deborah Conti gave the invocation and Supervisor Worth led the Pledge to the Flag.

PUBLIC PARTICIPATION ~ None

APPROVAL OF MINUTES

On **MOTION** of Councilman Clark, seconded by Councilman Dix, to approve the minutes of the Meeting of February 10, 2016 and February 25th, 2016. ALL AYES - MOTION CARRIED.

DEPARTMENT REPORTS

ASSESSOR – Deborah Conti

- Mrs. Conti said that March 1st was the deadline for exemptions to be filed.

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.

ZONING & CODES ENFORCEMENT – Charles Reid

- The monthly report has not yet been submitted.

PLANNING BOARD – Thomas Schneider

- Mr. Schneider said there was no meeting held in February. In March they will hear a land separation.

ZONING BOARD OF APPEALS – Nathan Witkowski

- Mr. Witkowski said there was no meeting held in February. In March they will hear a variance for a swimming pool.

JUSTICE – David O'Connor & Edwin F. Mileham, Jr.

- The February 2016 monthly reports have submitted & filed. Justice O'Connor collected \$25,595.50 in fines; Justice Mileham collected \$20,278.00 in fines. The state will send an invoice for their portion.

HIGHWAY – Stephen Stocking

- Supervisor Worth and Mr. Stocking met with the NYS DOT to discuss the Snow and Ice agreement and the new state evacuation routes. There is an evacuation plan coming to us from the state.

COMMITTEE REPORTS

Councilman Clark – Mr. Clark said that he and Supervisor Worth met with Attorney Mark Boylan on several issues including guidance for town wide refuse. They also discussed the Time Warner Cable franchise agreement and the property that the Town has been trying to sell for over a year now.

Councilwoman Manne – Mrs. Manne said that both she and Laura Landers from Freed Maxick finished the Court Audit.

Mrs. Manne sent Councilman Arnold the Employee Handbook to look over. They will discuss updates and once decisions are made they will get CPP involved.

OLD BUSINESS

- 1 - Sewer Project – In discussions with the engineers, Camden Group and the Village board.
- 2 - Sewer Agreement with Village of Corfu – Supervisor Worth is working on this with the Village trustees.
- 3 - Right to Practice Forestry and Farm signs – will be put up when town signs are done.
- 4 - Joint Youth Program – Discussing options with municipalities that are involved.
- 5 - Joint projects with school – in planning phase.
- 6 - Service Awards for Gary and Pete have been delivered.
- 7 - Grant for Loader from NY State through J O’Connell ~ submitted by J O’Connell.
- 8 - Paint steel doors at fire hall – will be done this summer.
- 9 - Property sales and parking lot permit for Linda’s Diner – Mr. Worth is working with attorney on this.
- 10 - Audit 2015 and court audit – Court audit is complete, Town will be done shortly.
- 11 - County Sales Tax – GAM formed a committee to discuss.
- 12 - Town Wide Refuse study – Councilman Clark will be gathering information.
- 13 - Fire Alarms at Community Center - test & certify by a Rochester company to be planned.

NEW BUSINESS

- 1- Project Reports - Gazebo, dug outs, employee handbook are being worked on.
- 2- Revenue generation Investment Plan (Green Energy and Gas well project) open book NY
- 3- Five year plan – in discussion phase.
- 4- Phase Two for Park - in discussion phase.
- 5- Security Park Cameras – being looked into.
- 6- Health Insurance meeting – meeting was held in February, decision to be made.
- 7- Community Center Floor Wax – Will be done when weather is nicer.

- 8- Projects and criteria for youths to do in Town (Boy Scouts, Girl Scouts and such) - in discussion phase.
- 9- Talk with Mike Newer about how to help with Park (like topsoil left at Park for patches) – will schedule a time with Mr. Newer to discuss.
- 10- Town IT equipment changes possibly outsourcing or upgrading – Supervisor Worth is working on a plan for changes.
- 11- Accounting software changes - being looked into.
- 12- Truck garage building plans - in discussion phase.
- 13- Recycling fees and cost review - in discussion phase
- 14- Park Memorial Plans - in discussion phase
- 15- Broadband Coverage upcoming GAM - Albany thinks we have it –

Next GAM meeting scheduled for 3/17 at the Pembroke Community Center.

RESOLUTIONS

RESOLUTION # 17 of 2016 – Quit Claim Deed for Paper Road

WHEREAS on December 29, 2011 the Pembroke Town Board approved a resolution to abandon paper roads in the Town of Pembroke; **BE IT**

RESOLVED that the Pembroke Town Board authorizes the Town Supervisor to sign a quit claim deed allowing a resident of Indian Falls to legally claim the paper road that adjoins their property.

Motion: Councilman Clark

Second: Councilman Dix

Ayes: Worth, Manne, Dix, Clark

Nays: None

APPROVED by: Unanimous vote (4-0)

RESOLUTION # 18 of 2016 – Municipal Agreement – New York State DOT Extension of Snow & Ice Agreement

WHEREAS, the Town Board of the Town of Pembroke on March 9, 2016 makes a resolution to approve the Snow & Ice Contract No. D009745 between the State of New York and the Town of Pembroke for snow and ice control which will expire on June 30, 2018 unless further extended. The contract will be for \$158,322.75; **BE IT**

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 with an expiration date of June 30, 2018.

Motion: Councilman Dix
Second: Councilman Clark
Ayes: Worth, Manne, Dix, Clark
Nays: None
APPROVED by: Unanimous vote (4-0)

RESOLUTION # 19 of 2016 – Acknowledgment of Uniform Justice Court Act Audit

WHEREAS the New York State Unified Court System announced the Action Plan for the Justice Courts to improve accountability and controls over the Justice Court finances and records; and

WHEREAS Section 2019-a of the Uniform Justice Court Act requires that town justices annually provide their court records and dockets to their respective town boards to be examined or audited; **NOW, THEREFORE, BE IT**

RESOLVED that the Pembroke Town Board confirms that an audit was complete for calendar year ending 2015 for the Town of Pembroke including the Pembroke Justice Court.

Motion: Councilwoman Manne
Second: Councilman Dix
Ayes: Worth, Manne, Dix, Clark
Nays: None
APPROVED by: Unanimous vote (4-0)

RESOLUTION # 20 of 2016 – Payment of Abstract

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 2016 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 of approved vouchers contained within abstract # 5 of 2016.

Motion: Councilman Dix
Second: Councilwoman Manne
Ayes: Worth, Manne, Dix, Clark
Nays: None
APPROVED by: Unanimous vote (4-0)

RESOLUTION #21 of 2016 – Conference Attendance/Highway

WHEREAS Stephen Stocking, Highway Superintendent, is requesting permission to attend the New York State Highway Superintendent’s Association Meeting on March 9, 2016 in Albany, New York for the purpose of lobbying for CHIPs monies; and

WHEREAS monies for this Conference are in the 2016 budget; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board grants permission to Stephen Stocking, Highway Superintendent to attend the above mentioned meeting.

Motion: Councilman Dix

Second: Councilman Clark

Ayes: Worth, Manne, Dix, Clark

Nays: None

APPROVED by: Unanimous vote (4-0)

RESOLUTION # 22 of 2016 – Town Clerk Educational Conference Attendance

WHEREAS Town Clerk Nicole M. Begin, is requesting permission to attend the Skillpath Conference for Women on April 13th, 2016 in Buffalo, NY; and

WHEREAS monies for this Educational Conference are in the 2016 budget; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board grants permission to Nicole M. Begin, Town Clerk, to attend the above mentioned Educational Conference.

Motion: Councilman Clark

Second: Councilwoman Manne

Ayes: Worth, Manne, Dix, Clark

Nays: None

APPROVED by: Unanimous vote (4-0)

The Board discussed the employee healthcare coverage. They considered the cost of high deductible plans and the cost of regular plans. Currently the Town covers healthcare costs and pays the deductible for nine employees. The board agreed to leave the plan as is for the 2016-17 year but agreed that the town cannot continue to pay the deductibles in the future.

A **MOTION** was made by Councilwoman Manne, seconded by Councilman Clark to approve the BCBS of WNY Silver 7100 plan offered by Tompkins for the year April 1, 2016 thru March 31, 2017.

ALL AYES – MOTION CARRIED

On **MOTION** of Councilwoman Manne, seconded by Councilman Clark to adjourn the meeting at 8:27 P.M.

ALL AYES – MOTION CARRIED.

Respectfully submitted,

Nicole M. Begin

Nicole M. Begin, Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF MARCH 9, 2016 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.