

MINUTES of the first **Regular Meeting** of the month of the Pembroke Town Board held on **May 11, 2016** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

PRESENT: John J. Worth, Supervisor
Edward G. Arnold, Jr., Deputy Supervisor
Kathleen Manne, Councilwoman
Thomas Dix, Councilman
K. Warren, Clark, Councilman

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; 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 Councilwoman Manne, seconded by Councilman Clark, to approve the minutes of the Meeting of April 13, 2016 and April 28th, 2016. ALL AYES - MOTION CARRIED.

DEPARTMENT REPORTS

ASSESSOR – Deborah Conti

- Mrs. Conti informed the board that the Board of Assessment Review will be held on May 24th. There were 233 change of assessment notices mailed and they included gas wells. The State equalization rate is currently at 97%.

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.
- Mrs. Begin asked if the Town could move forward on a grant to receive free recycling bins to collect cans and bottles in the town park. The board was ok with applying.
- Mrs. Begin said a resident questioned the use of “jake brakes” on Cohocton Road and if it was legal to use them. The board discussed and said there are no roads in the town that don’t allow their use. There were signs on the state roads in the village banning the use of “jake brakes” but the signs were removed by the state years ago.
- Mrs. Begin asked if the basket auction items not picked up from the Brick House Corners Fair could be kept in the small conference room and picked up on Sunday. The board was ok with that as long as someone from the Fair committee was here to distribute them.

ZONING & CODES ENFORCEMENT – Charles Reid

- The monthly report has been submitted and filed.

HIGHWAY – Stephen Stocking

- Mr. Stocking said the highway department will be oil and stoning Vision Parkway this summer.
- The gentleman who mows the cemetery on Pratt Road has asked if the town can remove the black walnut trees there. Mr. Stocking said they can be taken down when we do fall tree work.
- There is a resolution to abandon the old section of Brown Road that was removed when the road was relocated so that the county can correct their files and the deeds.
- The v-plow kept at the town driveway entrance on Alleghany Road has been sand blasted and painted and Mr. Stocking is going to have flags painted on it.

PLANNING BOARD – Thomas Schneider

- Mr. Schneider said the Planning Board approved a Special Use Permit for a pond at the April meeting. They also made a motion not to change the zoning on Phelps Road and the attorney agreed it would not be prudent for the town to do so.
- There is nothing on the agenda yet for May.

ZONING BOARD OF APPEALS – Nathan Witkowski

- Mr. Witkowski said the ZBA approved a variance for a pole barn on route 5 in April.
- There is nothing on the agenda for May.

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

- The April 2016 monthly reports have submitted & filed. Justice O'Connor collected \$17,522.00 in fines; Justice Mileham collected \$18,659.00 in fines. The state will send an invoice for their portion.

SUPERVISOR – John Worth

- Mr. Worth said that with help from the Village of Corfu and the Corfu Sewer Plant they straightened out the sewer connection issue with Mr. Cummings house on Alleghany Road. Mr. Worth said it was nice to work together with the Village and get the task accomplished.
- The auditors from Drescher and Malecki started the towns audit this week.
- The paperwork for the gazebo and dugouts is ready to send in to the grant people once the gazebo specs are complete.
- Mr. Worth has been working with the engineers, attorney, Village of Corfu and the sewer plant to discuss the expansion of the sewer district.

COMMITTEE REPORTS

Tom Schneider – Mr. Schneider fixed some picnic benches at the Town Park and filled in the divots on the ball fields. Next week he will repair some things at the Community Center.

PYA would like to charge for parking once again at the Town Park for the baseball tournaments.

Mr. Schneider took a training course for Code Enforcement to keep up his credentials.

Councilman Clark – Town Clerk Begin gave Mr. Clark a sample trash survey card template to look at. Mr. Clark will have the board make suggestions and then get it back to Nicole to change and get ready to be mailed.

Councilwoman Manne – Mrs. Manne said the first committee meeting held by County Line Stone will be sometime in May. She will have more information to report after the first meeting.

Councilwoman Manne and Councilman Arnold will begin working on the employee handbook.

OLD BUSINESS

- 1 - Sewer Project – Mr. Worth is working with the engineers, Camden Group and the Village board on the expansion project with the TA.
- 2 - Right to Practice Forestry and Farm signs – will be put up when town signs are done.
- 3 - Joint Youth Program – Mr. Worth is working with the Town Attorney to form the Commission.
- 4 - Joint projects with school – The school has submitted their PEP grant paperwork.
- 5 - Grant for Loader from NY State through J O’Connell ~ submitted by J O’Connell.
- 6 - Paint steel doors at fire hall – will be done this summer.
- 7 - Dirt by Town Hall spread and seed - Waiting on DEC for approval to spread dirt and seed the area on the west side of the Town Hall.
- 8 - Property sales and parking lot permit for Linda’s Diner – No report.
- 9 - Town Wide Refuse study – Councilman Clark is gathering information.
- 10 - Project Reports - Gazebo, dug outs, employee handbook are being worked on.

NEW BUSINESS

- 1- Revenue generation Investment Plan (Green Energy and Gas well project) open book NY
- 2- Five year plan – in discussion phase.
- 3- Phase Two for Park - in discussion phase, Board will discuss if a fee schedule is necessary.
- 4- Security Park Cameras – being looked into.
- 5- Community Center Floor Wax – Mr. Worth is working with the ARC for a price.
- 6- Projects and criteria for youths to do in Town (Boy Scouts, Girl Scouts and such) - in discussion phase.
- 7- 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.
- 8- Town IT equipment changes possibly outsourcing or upgrading – Supervisor Worth is working on a plan for changes.
- 9- Accounting software changes - being looked into by Councilwoman Manne and Supervisor Worth.
- 10- Truck garage building plans - in discussion phase.
- 11- Recycling fees and cost review - in discussion phase
- 12- Park Memorial Plans - in discussion phase

RESOLUTIONS

RESOLUTION # 32 of 2016 – Amendment B to revised 2015/16 State Snow & Ice Contract Extension

WHEREAS, The Town of Pembroke is under contract with the New York State Department of Transportation to provide snow & ice control on specified State roads within the Town and;

WHEREAS, expenditure for the 2015/2016 season was estimated at \$238,926.33 and;

WHEREAS, due to the severity of the winter during 2014/2015 we request that an increase in adjustment be made in the amount of \$70,337.83 to reflect the additional lane miles of state roads that were plowed and treated; **NOW, THEREFORE, BE IT**

RESOLVED, to authorize the Town Supervisor John Worth to execute Amendment B to the revised 2015/16 Snow and Ice Contract extension. Said Amendment would increase the estimated cost to perform snow and ice control for the 2014/2015 season by \$70,337.83.

Motion: Councilman Clark

Second: Councilman Arnold

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

RESOLUTION # 33 of 2016 – Joyce – Water Debt Unit removal & Reimbursement – 2509 Main Road

WHEREAS the house located at 2509 Main Road in East Pembroke was demolished in May 2015 and the land left vacant; and

WHEREAS in April 2016 the owners, Mr. & Mrs. William Joyce, requested to have the water debt service unit removed from the property and asked for reimbursement of the water debt service charged to them in 2015 and 2016; and

WHEREAS the taxable status date for removal or addition in assessments for taxing purposes is March 1 and the house was still standing in January 2015 when the 2015 tax bill was due; **NOW, THEREFORE, BE IT**

RESOLVED that the Pembroke Town Board agrees to reimburse Mr. & Mrs. William Joyce \$166.33 for the water debt service they were charged on the 2016 Town/County tax bill.

Motion: Councilman Arnold

Second: Councilwoman Manne

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

RESOLUTION # 34 of 2016 – Final Budget Transfers for 2015

RESOLVED, that the Town Board authorize the Town Supervisor to make the following Budget transfers for 2015:

Account #	Description	Increase	Decrease
A1110.1	Municipal Court-Personal Services	657.87	
A1110.11	Municipal Court-Court Clerk Ft	479.27	
A1110.12	Municipal Court-Prosecutor	.20	
A1110.43	Municipal Court-Mileage	48.95	
A1110.401	Municipal Court-Cont. O'Connor		593.15
A1110.402	Municipal Court-Cont. Mileham		593.14
	Municipal Court	<u>1,186.29</u>	<u>1,186.29</u>
A1220.1	Supervisor-Personal Services	5,840.04	
A1220.4	Supervisor-Contractual		4,335.04
A1220.11	Supervisor-Secretary to Supr.		2,936.25
A1220.12	Supervisor-Deputy Supervisor		750.00
A1220.43	Supervisor-Mileage		250.00
A1220.44	Supervisor-School/Conferences		250.00
A1320.4	Auditor-Contractual	1,000.00	
A1420.4	Law-Contractual	1,681.25	
	Supervisor/Auditor	<u>8,521.29</u>	<u>8,521.29</u>
A1355.1	Assessment-Personal Services	273.16	
A1355.11	Assessment-School/Conferences		273.16
	Assessment	<u>273.16</u>	<u>273.16</u>
A1410.1	Town Clerk-Personal Services	448.51	
A1410.11	Town Clerk-Deputy Town Clerk 1		448.51
	Town Clerk	<u>448.51</u>	<u>448.51</u>
A1440.41	Engineer-Grant Writer	10,000.00	
A1440.4	Engineer-Contractual		4,500.00
A1220.4	Supervisor-Contractual		1,657.35
A1450.4	Elections-Contractual		5,000.00
A1460.4	Record Management	1,157.35	
	Engineer	<u>11,157.35</u>	<u>11,157.35</u>
A1620.41	Buildings-Contractual-Corfu	556.02	
A1620.414	Buildings-Contractual-Corfu-Supplies	3,275.42	
A1620.421	Buildings-Contractual-Pembroke-Telecom	2,616.01	
A1620.424	Buildings-Contractual-Pembroke-Supplies	6,104.83	
A1620.423	Buildings-Contractual-Pembroke-Gas		2,256.71

<u>Account #</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
A1620.425	Buildings-Contractual-Pembroke-Cleaning		1,040.00
A1620.422	Buildings-Contractual-Pembroke-Electric		3,295.92
A1620.415	Buildings-Contractual-Corfu-Cleaning		2,671.31
A1620.413	Buildings-Contractual-Corfu		3,233.23
A1620.411	Buildings-Contractual-Corfu- Telecom		55.11
	Buildings	<u>12,552.28</u>	<u>12,552.28</u>
A1670.4	Central Printing	121.24	
A1680.2	Central Data Processing-Equipment		1,311.85
A1680.4	Central Data Processing-Contractual	1,190.61	
A1920.4	Municipal Dues	99.00	
A1950.4	Taxes/Assessments		99.00
	Central Supply & Data Processing	<u>1,410.85</u>	<u>1,410.85</u>
A1989.41	County Chargebacks-Assessments	12,755.26	
A1989.42	County Chargebacks		551.31
A1990.4	Contingent Account		9,337.54
A1220.4	Supervisor Contractual		2,866.41
	County Chargebacks	<u>12,755.26</u>	<u>12,755.26</u>
A3989.4	Other Public Safety	265.50	
A1220.4	Supervisor Contractual		225.50
A3510.4	Control of Dogs		40.00
	Public Safety	<u>265.50</u>	<u>265.50</u>
A5010.1	Highway Administration-Personal Services	110.31	
A5010.4	Highway Administration-Contractual		110.31
	Transportation	<u>110.31</u>	<u>110.31</u>
A6410.4	Publicity-Contractual	171.09	
A5182.4	Street Lighting-Contractual		171.09
	Publicity	<u>171.09</u>	<u>171.09</u>
A7110.4	Parks-Contractual	1,499.91	
A7110.41	Parks-Contractual-Cleaning		1,499.91
	Parks	<u>1,499.91</u>	<u>1,499.91</u>
A7510.44	Historian-School Conferences	49.18	
A7510.4	Historian-Contractual		49.18
	Historian	<u>49.18</u>	<u>49.18</u>

Account #	Description	Increase	Decrease
A8160.42	Refuse & Garbage-Recycling Contract	1,725.01	
A8160.4	Refuse & Garbage-Contractual		1,725.01
	Refuse & Garbage	<u>1,725.01</u>	<u>1,725.01</u>
A8810.45	Cemeteries-Burial Services	320.00	
A8810.4	Cemeteries-Contractual		320.00
	Cemeteries	<u>320.00</u>	<u>320.00</u>
A9050.8	Unemployment Insurance	136.34	
A9060.8	Hospital & Medical Insurance		136.34
	Employee Benefits	<u>136.34</u>	<u>136.34</u>
A1220.4	Contingent Account-Total Adjustment		9,084.30

B8020.44	Planning-School/Conferences	105.00	
B8020.1	Planning-Personal Services	1,033.00	
B8020.11	Planning-Chairman		1,138.00
B8030.1	Zoning Bd. of Appeals-Personal Services	361.00	
B8030.44	Zoning Bd. of Appeals-School/Conferences	38.55	
B8030.11	Zoning Bd. of Appeals-Chairman		399.55
	Part Town	<u>1,537.55</u>	<u>1,537.55</u>
DA5130.4	Machinery-Contractual	3,732.33	
DA5130.2	Machinery-Equipment		18,850.00
DA5142.1	Snow Removal-Personal Services		41,449.20
DA5142.4	Snow Removal-Contractual		94,814.65
DA5142.41	FEMA Expenditures		27,145.50
DA8989.4	Drug & Alcohol-Contractual		800.00
DA9010.8	State Retirement		10,340.00
DA9030.8	Social Security/Medicare		3,313.21
DA9050.8	Unemployment		265.23
DA9055.8	Disability		300.00
DA9060.8	Hospital & Medical		7,960.40
DA9089.8	Coveralls		478.46
DA5132.2E	Capital Improvements	201,984.32	
	Highway Fund-Town Wide	<u>205,716.65</u>	<u>205,716.65</u>
DB9060.8	Hospital & Medical	1,730.92	
DB9010.8	State Retirement		1,730.92
	Highway Fund-Part Town	<u>1,730.92</u>	<u>1,730.92</u>

Motion: Councilwoman Manne
Second: Councilman Clark
Ayes: Arnold, Manne, Dix, Clark, Worth
Nays: None
APPROVED by: Unanimous vote (5-0)

RESOLUTION # 35 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 # 9 of 2016.

Motion: Councilman Arnold
Second: Councilwoman Manne
Ayes: Arnold, Manne, Dix, Clark, Worth
Nays: None
APPROVED by: Unanimous vote (5-0)

RESOLUTION # 36 of 2016 – Abandonment of a portion of Brown Road

WHEREAS the Highway Superintendent certifies that the unused portion of the right of way that was a former section of Brown Road near the corner of Simonds and Brown Roads has not been opened or maintained for the past twenty (20) years; **AND**

WHEREAS it has been abandoned by the public, and is no longer used as a public highway; **NOW, THEREFORE BE IT**

RESOLVED, that the Town Board formally abandons the unused portion of the right of way that was a former section of Brown Road near the corner of Simonds and Brown Roads. The Town Board and the Highway Superintendent will sign the Certificate of Abandonment.

Motion: Councilman Arnold
Second: Councilman Dix
Ayes: Arnold, Manne, Dix, Clark, Worth
Nays: None
APPROVED by: Unanimous vote (5-0)

On **MOTION** of Councilman Arnold, seconded by Councilman Clark to adjourn the meeting at 7:53 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 MAY 11, 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.