

MINUTES of the **second Regular Meeting** of the month of the Pembroke Town Board held on **September 29, 2016** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

PRESENT: Edward G. Arnold, Jr., Deputy Supervisor
Kathleen Manne, Councilwoman
Thomas Dix, Councilman

ABSENT: John J. Worth, Supervisor
K. Warren, Clark, Councilman

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Thomas Schneider, Planning Board Chairman.

Deputy Supervisor Arnold called the meeting to order at 6:00 P.M.

APPROVAL OF MINUTES

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

OLD BUSINESS

1. Employee handbook draft review –The draft employee handbook was discussed and the changes that were made based on the board review in August. The items left to discuss are the sections on healthcare coverage, solicitation and drug testing for the drivers. Councilwoman Manne also suggested a legal review by the town Attorney. Deputy Supervisor Arnold recommended discussing at the next workshop meeting.
2. Sewer Easements – Deputy Supervisor Arnold said that the Town Attorney is working on sewer easements for Sewer District #2 and they will need to be completed with land owners and filed with the County. Letters also went out to those residents regarding the number of sewer units that are recorded for their property.
3. Letters went out to Sewer District #2 residents regarding the number of sewer units that are recorded for their property. Water units and sewer units were realigned to match in both sewer districts.
4. Deputy Supervisor Arnold said that the Town Attorney is working on gathering the information regarding town ownership of Brick House Drive so that the Town and GCEDC are both on the same page. The road was dedicated back and accepted by the town in 2009.
5. Summer Youth Program – Tom Schneider attended a meeting with representatives from the Towns of Batavia, Darien, Pembroke and the Village of Corfu regarding the 2016 Joint Youth Program. The Towns did not seem to have too much interest in paying more than they are already contributing. Enrollment was down again this year and has had a steady decline in participation with only 75 participants compared to 175 in 2013. Mr. Schneider spoke to School Superintendent Matt Calderon about the possibility of the school taking over the program with the Towns & Village still contributing. Mr. Calderon has requested a meeting with Tom Schneider and Supervisor Worth on Tuesday October 4th. Attorney Mark Boylan said that a commission would still need to be formed in order for the Towns and Village to contribute money to the program if the school were to take it over.

6. Building Inspection – Tom Schneider is trained as a building inspector and legally he can work with Charlie in the building department doing building inspections but cannot do anything regarding zoning related items as long as he is the Planning Board Chairman. The board would like to make a plan as to what duties Tom would do and then have a resolution to appoint Tom as a building inspector.
7. Budget meeting date was set for October 20th at 6:30.
8. A new board member is needed on the ZBA. Nathan Witkowski has moved and Terrence Daniel was recommended to take Nathan's spot as Chairman so Terrence's spot will need to be filled. Both boards are also in need of alternates.
9. The board members discussed the pay rate of the Town Supervisor. They discussed how much work, meetings and training is involved with being the Town Supervisor and how there are less people interested in running for the position of Town Supervisor. During budget talks, the board would like to discuss the idea of either raising the pay of the Town Supervisors position or hiring a secretary.
10. Comprehensive plan review in 2017 – Tom Schneider would like to get the process started to review the Comprehensive Plan. He will look into what the legal process is for review.
11. Tom Schneider will repair the wall & install a bumper system at the Community Center to protect the wall from the table and chair carts. This will probably be done in October or November.
12. Accounting software changes in progress – Will discuss further with Supervisor Worth.
13. The board is keeping a close watch on water expansion districts throughout the County. The Town would like to expand water districts and unfortunately at this time there are not many grants available for water unless your districts are low income. Most of Pembroke is not considered low income. The board also considered whether the STAMP project could help with water expansion in the Indian Falls area as there were some wells that went dry this summer.
14. Community Center Floor Wax – We are waiting for ARC pricing.
15. The EDC has dirt available at the BETP that the Town may be able to use at the Town Park. Highway Superintendent Stocking will report when more information is available.

COMMITTEE REPORTS

Highway Superintendent Stocking – Mr. Stocking reported the following:

- The highway department spent two weeks trenching at the Town Park.
- Roadsides are currently being mowed.
- CHIP's paperwork was accepted for 95K.
- A Pave NY check was received for 22K.
- The winter equipment will start to be put on trucks on Oct. 15 according to NYS.
- The highway department helped with the paving of the Pembroke Fire Department parking lot.
- Salt will be ordered on October 1st.

The Board discussed possibly having to upgrade the Gasboy program. A quote was requested from the company to see if the money could be put in the 2017 budget.

RESOLUTIONS

RESOLUTION # 61 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 # 18 of 2016.

Motion: Councilman Dix

Second: Councilwoman Manne

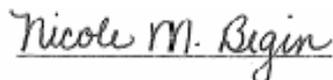
Ayes: Arnold, Manne, Dix

Nays: None

APPROVED by: Unanimous vote (3-0)

On **MOTION** of Councilwoman Manne, seconded by Deputy Supervisor Arnold to adjourn the meeting at 7:19 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 SEPTEMBER 29, 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.