

MINUTES of the **Meeting** of the Pembroke Town Board held on **September 14th, 2017** 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

OTHERS PRESENT: Nicole M. Begin; Town Clerk; Stephen Stocking, Highway Superintendent; Tom Schneider, Building Inspector.

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

PUBLIC PARTICIPATION ~ No Public Participation

DEPARTMENT REPORTS

ASSESSOR – Deborah Conti

- No Report.

ZONING & CODES ENFORCEMENT – Charles Reid & Tom Schneider

- Monthly report submitted and filed. Mr. Schneider said Tim Horton's is on schedule.

HIGHWAY – Stephen Stocking

- Mr. Stocking said the Town received the first bill from UniFirst for the Highway department coveralls and the bills is much lower than it was through Doritex. The rug cleaning is also lower going from about \$176 a month to \$82 per month.
- The highway department is working on cleaning up at the park. The Gator has been working out great.
- One of the town's roadside mowers burned up and Mr. Stocking is working with the insurance company.

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.
- Mrs. Begin reported that the "Town Park" sign will be installed in the next couple of weeks and the total cost should be close to \$3,000.00, lower than the approved \$3,500.00.

PLANNING BOARD – Thomas Schneider

- The Planning Board will meet in September regarding a pond and the moving of a dog kennel from Beckwith Road to Genesee Street.

ZONING BOARD OF APPEALS – Terrance Daniel

- The September ZBA meeting has been cancelled due to lack of agenda items.

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

- The July 2017 monthly reports have been submitted & filed. Judge O'Connor collected \$22,311.00 and Judge Mileham collected \$14,122.00. The state submitted an invoice for their \$13,028.00.
- The August 2017 monthly reports have been submitted & filed. Judge O'Connor collected \$26,247.00 and Judge Mileham collected \$13,526.00. The state will submit an invoice for their share.

OLD BUSINESS

1. Sewer Project Lease with Village – Still being looked at by the Village.
2. Sewer Rate Connection Fee – Still being worked on.
3. TA Report – Update to come.
4. Budget – Will be started in the next week or so.
5. Fire Dept. Lease Agreement – Agreement expires in December, the board discussed a longer lease and what the increase, if any, there might be.
6. Paint court conference room & chair moldings – The Court conference room walls are getting beat up by the chairs and Mr. Worth said that a chair rail would help and it needs a paint job.
7. Community Center kitchen plans – cabinets, storage, plumbing. Mr. Worth said the board should come up with a plan of what we should do in the Community Center kitchen.
8. Entrance mat @ community center & outside bench – The entrance mat needs to be replaced with a better option and the bench outside of the Community Center will be sealed by the inmates.
9. Clean rugs @ Town Hall – Mr. Worth suggested having the carpets at the town hall cleaned. The carpets were installed in 2006 and have never been cleaned.
10. Hunting License computer replacement – The computer that the Town Clerk uses to sell hunting licenses has been having issues and uses an unsupported version of Windows XP. Mr. Worth suggested replacing it and got a quote of approximately \$400.00.
11. Town IT equipment changes and copier update, order Docuware and Re-Rite – The IT changes are almost complete. The new copier was delivered last Friday and Re-Write was set up last Friday as well. The staff has been trained on its use. Docuware will be installed shortly Grant for Loader from NY State through J O'Connell (Steve and John)
12. Project Reports - Gazebo / Dug outs – The final DASNY grant paperwork came through for the park and as soon as forms are signed by the Supervisor the project can get underway.
13. Truck garage building plans – Still in planning stages.
14. Grants and Planning projects CRS related Murder Creek – Mr. worth has a meeting on Tuesday and will have more to report at the next meeting.

COMMITTEE REPORTS

Councilman Dix – Mr. Dix said he has not received any response from the school regarding a joint facility and the board decided that the Town will move forward without them.

Thomas Schneider – Mr. Schneider started looking at the Comprehensive Plan and suggested the Town form a committee. Mr. Worth suggested a committee of seven people and knows of a few residents that expressed interest.

Supervisor Worth – Mr. Worth said he is wrapping up the IT upgrades. He purchased a training package for \$10.00 that will help staff and board members with training on Office 365 modules.

Councilman Clark – Mr. Clark said he noticed signs on the utility poles on Akron Road regarding the RC Pulsars.

RESOLUTIONS

RESOLUTION # 59 of 2017 – 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 2017 working budgets, 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 # 16 of 2017.

Motion: Councilman Clark

Second: Councilman Dix

Ayes: Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (4-0)

RESOLUTION # 60 of 2017 – Thomas Schneider Seminar Attendance – Intl. Bldg. Code

WHEREAS Thomas Schneider is requesting permission to attend HalfMoon Education International Building Code Seminar on October 26th, 2017 in Amherst, NY; and

WHEREAS monies for this Educational Conference are in the 2017 budget; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board grants permission to Thomas Schneider to attend the above mentioned Educational Conference. Monies for this training are in the 2017 budget.

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

RESOLUTION # 61 of 2017 – Budget Transfers

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

Account #	Description	Increase	Decrease
A1410.44	Town Clerk-School/Conferences		400.00
A1410.2	Town Clerk-Equipment	400.00	
	Supervisor	<u>400.00</u>	<u>400.00</u>

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

RESOLUTION # 62 of 2017 – Purchase of computer desktop tower for Town Clerk DECALS

WHEREAS, the present computer used to sell DECALS hunting and fishing licenses in the Town Clerks office is experiencing problems due to the XP version of software and no support **NOW, THEREFORE, BE IT,**

RESOLVED that the Town of Pembroke hereby approves the purchase of a Lenovo ThinkCentre M600 10G9 desktop tower from Alternative Solutions for a cost not to exceed \$400.00. Monies for this purchase are in the 2017 budget.

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

On **MOTION** of Councilman Dix, seconded by Councilman Clark to adjourn the meeting at 7:55 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 SEPTEMBER 14, 2017 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO BEING ACCEPTED BY THE TOWN BOARD AT THE FIRST REGULAR TOWN BOARD MEETING OF EACH MONTH