

**MINUTES** of the **Meeting** of the Pembroke Town Board held on **March 8<sup>th</sup>, 2018** 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; Thomas Schneider, Zoning Dept.

Supervisor Worth led the pledge of allegiance and Deborah Conti led the prayer.  
Supervisor Worth called the meeting to order at 7:00 P.M.

**PUBLIC PARTICIPATION** ~ None

### **APPROVAL OF MINUTES**

On **MOTION** of Councilman Arnold, seconded by Councilman Dix, to approve the minutes of the meetings of February 8<sup>th</sup> and February 22<sup>nd</sup>, 2018.

ALL AYES - MOTION CARRIED.

### **DEPARTMENT REPORTS**

**ASSESSOR** – Deborah Conti

- Mrs. Conti reported that March 1<sup>st</sup> is taxable status date. Her department is currently working on getting information from anyone that has not renewed due to illness or other extenuating circumstances.

**ZONING & CODES ENFORCEMENT** – Charles Reid & Tom Schneider

- Monthly report submitted and filed.
- Tom Schneider met with the Pembroke Fire Department regarding new state regulations requiring businesses to install Knox boxes if they are not open 24/7. A Knox box is a rapid entry system that provides non-destructive emergency access to commercial and residential properties. It is the Fire Chief's responsibility to make them mandatory and the town would then enforce them. Mr. Schneider will send letters to the businesses where they should be installed. There is also a state mandate put in place in 2015 that states all new builds with truss construction should be marked with a sticker. The stickers will be mandatory and sold in the Town Clerks office to any building being constructed with truss construction.

**HIGHWAY** – Stephen Stocking

- Mr. Stocking is working on replacing faded signs on Town Roads.
- The surplus items in the highway department went to auction and are currently at approximately \$1,200.00.

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.
- Mrs. Begin reported that the new process for dog reminder letters started this month. Owners will get their reminder letters and after one month will get one more reminder sent to them to renew within 30 days. If they still fail to renew, the Town Constable will serve them with a court appearance. They will no longer be allowed to clear it up with a visit to the Town Clerks Office. They will have to appear in court and pay the \$25.00 fine and then renew the dog license. This is all in accordance with the Town's Local Law.

PLANNING BOARD – Thomas Schneider

- The Planning Board discussed set backs for windmills and will hold a meeting on Monday March 12<sup>th</sup> for a property owner that would like to put one up.
- The TA truck stop will be putting in a biodiesel tank and a site plan review was held for the TA building to hold the sewer screen.

ZONING BOARD OF APPEALS – Terrance Daniel

- The February ZBA meeting was cancelled due to lack of agenda items.

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

- The February 2018 monthly reports are submitted. Fines and fess totaled \$42,689.50. The NYS Comptroller will bill for their share.

**COMMITTEE REPORTS**

**Councilman Arnold** – Mr. Arnold and Mr. Worth met with Bob Bausch and Gordon Dibble from the County to discuss the water agreement. They have not heard back from them about their ideas.

**Councilman Dix** – Mr. Dix reported that we have not yet heard back from Mike George about the Highway Garage repairs.

**Councilman Clark** – Mr. Clark and Mr. Dix met with Mr. Schneider to discuss the park projects. They decided that quotes were needed for two gazebos, one for wood construction and one for steel.

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A **MOTION** was made by Councilman Arnold, seconded by Councilman Clark to accept the Parkitects Estimate to erect a 40' x 64' steel shelter with a gable roof in the Town Park with an estimated cost of \$144,630.90 part of which will be covered by the DASNY Grant.

**Motion:** Councilman Arnold

**Second:** Councilman Dix

**Ayes:** Arnold, Manne, Dix, Clark, Worth

**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

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**Councilwoman Manne** – Mrs. Manne said that the Court Audit is complete. The Town Clerk will send all the necessary paperwork to the state.

Mrs. Manne met with Joanne McInerney from Tompkins to go over the healthcare options for the upcoming fiscal year which starts April 1<sup>st</sup>. Mrs. Manne recommended staying with BCBS.

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A **MOTION** was made by Councilwoman Manne, seconded by Councilman Arnold to stay with the current Blue Cross Blue shield plan through Tompkins Ins.

**Motion:** Councilwoman Manne

**Second:** Councilman Arnold

**Ayes:** Arnold, Manne, Dix, Clark, Worth

**Nays:** None

**APPROVED by: Unanimous vote (5-0)**  
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**Supervisor Worth** – Mr. Worth said that the furnace was repaired at the Town Hall and the toilets were fixed in the men’s room at the community center.

Mr. Worth would like to set up a meeting with the businesses near the thruway to gauge interest in hooking into the sewer line because of the inquiry from the new developer of Speedway.

Mr. Worth let the school know that they can dispose of the old voting machines since we declared them surplus property. Mr. Worth suggested that we auction off the other two in our possession.

Mr. Worth said we can now put the dishwasher at the community center out to bid. Suggested putting an ad in the Akron Corfu Pennysaver.

Mr. Worth and Councilman Arnold will meet with the owner of Sweet Lisa to see if they are still interested in full use of the kitchen at the community center.

**RESOLUTIONS**

**RESOLUTION # 18 of 2018** – 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 2017 for the Town of Pembroke including the Pembroke Justice Court.

**Motion:** Councilman Arnold

**Second:** Councilman Clark

**Ayes:** Arnold, Manne, Dix, Clark, Worth

**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

**RESOLUTION # 19 of 2018 – GCEDC Annual meeting & luncheon attendance**

**WHEREAS** the GCEDC holds an annual meeting and luncheon for municipal officers in Batavia, NY for a cost of \$25.00 per person and

**WHEREAS** monies for this annual meeting and luncheon are in the 2018 budget; **NOW, THEREFORE, BE IT**

**RESOLVED** that the Town Board grants permission for Supervisor Worth and Thomas Schneider to attend the above mentioned annual meeting and luncheon.

**Motion:** Councilman Arnold

**Second:** Councilman Dix

**Ayes:** Arnold, Manne, Dix, Clark, Worth

**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

**RESOLUTION # 20 of 2018 – 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 2018 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 # 5 of 2018.

**Motion:** Councilman Clark

**Second:** Councilman Dix

**Ayes:** Arnold, Manne, Dix, Clark, Worth

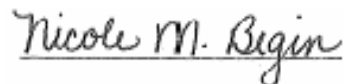
**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

On **MOTION** of Councilman Arnold, seconded by Councilman Dix to adjourn the meeting at 7:59 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 MARCH 8, 2018 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