

MINUTES of the **Meeting** of the Pembroke Town Board held on **April 11th, 2019** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

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

OTHERS PRESENT: Nicole M. Begin; Town Clerk; Stephen Stocking, Highway Superintendent; Thomas Schneider, Zoning Dept.; James Uebelhoer, Planning Board Chairman; Carl Witmer, Drescher & Malecki.

ABSENT: Edward G. Arnold, Jr., Deputy Supervisor; K. Warren, Clark, Councilman; Deborah Conti, Assessor.

Supervisor Worth led the pledge of allegiance and prayer.
Supervisor Worth called the meeting to order at 6:34 P.M.

PUBLIC PARTICIPATION ~ Carl Witmer of Drescher & Malecki explained the purpose of the external audit conducted by his firm. He reviewed the overall findings of their audit that was worked on in February and March. The final audit will be finished next week.

APPROVAL OF MINUTES

On **MOTION** of Councilman Dix, seconded by Councilwoman Manne, to approve the minutes of the meetings of March 14th and March 28th, 2019.
ALL AYES - MOTION CARRIED.

DEPARTMENT REPORTS

ASSESSOR – Deborah Conti

- No Report

ZONING & CODES ENFORCEMENT – Charles Reid & Tom Schneider

- Monthly report submitted and filed.
- Mr. Schneider said there were four new homes being built in Pembroke and two more in the planning stages.
- Speedway will be issuing a check for their building permit soon.

HIGHWAY – Stephen Stocking

- The small dump truck will be ready in a couple of weeks. Town of Batavia expressed interest in the old truck. Mr. Stocking said it is appraised for \$34 to 40k.
- Mr. Stocking met with Susan Miles from NYS DOT. She is working on the new snow and ice contract.
- Mr. Stocking would like to see what if anything Flying J and TA could do about the amount of trash being left along route 77 across from the truck stops as there is a significant amount of blowing trash on the east side of the road. He placed a call to the DOT.

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.
- Tax Collection is complete. All unpaid taxes were turned over to the County Treasurer on April 10th. The check issued to the town for interest and penalties was \$4,655.18. About half of that paid for the postage to mail bills and receipts.

PLANNING BOARD – James Uebelhoer

- The April meeting may get cancelled due to lack of agenda items. Mr. Uebelhoer contacted Steve Hawley and Mike Ranzenhofer's offices regarding the Comprehensive Plan and how the National Cemetery and the growth from it will fit into the Comprehensive Plan update.
- Mr. Schneider spoke with the board about Planning and ZBA members and possible changes to those boards.

ZONING BOARD OF APPEALS – Terrance Daniel

- The March ZBA meeting was cancelled due to lack of agenda items. There will be a meeting in April and May for variances.

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

- The March 2019 monthly reports are submitted. Fines and fess totaled \$37,066.00. The NYS Comptroller billed \$13,678.00 for their share.

COMMITTEE REPORTS

- Parks / Building - 77 Construction quote for dugouts was \$68,000.00. Mr. Schneider will look at what the Town can do in-house to lower the cost.
- Personnel / HR - Mrs. Manne and Mr. Arnold met with Gary Acker regarding optional employee benefits. Tompkins offers online sexual harassment training. Mrs. Manne will set up the training for the employees. Charles Reid will pay back the overpayment amount he received in payroll in four installments deducted right from his paycheck.

Councilwoman Manne – Mrs. Manne said that the DEC will be advertising a public hearing for County Line Stone some time in May and we should keep an eye out for the advertisement.

Councilman Dix – Mr. Dix and Mrs. Manne met April 6th and will meet again in May to work on the Five-Year Plan.

Supervisor Worth – Mr. Worth met with Flying J and the owner of the Econolodge regarding the sewer. Currently neither feels that they need to connect to the sewer line. Speedway will contract a septic system for their building.

Mr. Worth moved more funds into Treasury Bonds. Money will be in those bonds until October at 2.34%.

There are some old electronics and file cabinets that are no longer of use to the Town. There will be a resolution to declare them surplus and Mr. Worth will work on disposing of them. The engineer working on the Pratt Road bridge this summer needs office space to rent. He would like to use the old finance office for \$600.00 a month until the Pratt Road bridge is complete. There is a resolution to allow it.

Mr. Worth received a call from the Cemetery Caretaker regarding the repair of some headstones in the Town cemeteries.

There is an upcoming webinar regarding policy updates if any board member is interested.

RESOLUTIONS

RESOLUTION # 24 of 2019 – Contract for Heating & Air Conditioning – Turnbull Heating & Air Conditioning

WHEREAS the contract for scheduled maintenance for heating and air conditioning for the Corfu Court building and the Town Hall expired on March 1st, 2019; **NOW, THEREFORE BE IT**

RESOLVED, that the Town of Pembroke Town Board, authorizes the Pembroke Town Supervisor to enter into a renewal contract, for 2019-20, with Turnbull Heating & Air Conditioning of 50 Franklin Street, Batavia, New York 14020, for the scheduled maintenance of the Town of Pembroke Community Center, located at 116 E. Main Street, and the Town Hall located at 1145 Main Road, Corfu, New York 14036; **AND, BE IT FURTHER**

RESOLVED, that the summer and winter maintenance price for service at both the Corfu Court building and Town Hall will not exceed \$2,200.00 plus the service rate per hour charged at time of repair and/or maintenance.

Motion: Councilman Dix

Second: Councilwoman Manne

Ayes: Manne, Dix, Worth

Nays: None

APPROVED by: Unanimous vote (3-0)

RESOLUTION # 25 of 2019 – Rental of Office Space

BE IT RESOLVED that the Pembroke Town Board authorizes the Town Supervisor to enter into a rental agreement with the engineer on the Pratt Road bridge project for use of the old finance office for \$600.00 a month until the Pratt Road bridge is complete.

Motion: Councilman Dix

Second: Councilwoman Manne

Ayes: Manne, Dix, Worth

Nays: None

APPROVED by: Unanimous vote (3-0)

RESOLUTION # 26 of 2019 – 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 2019 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 # 7 of 2019.

Motion: Councilwoman Manne

Second: Councilman Dix

Ayes: Manne, Dix, Worth

Nays: None

APPROVED by: Unanimous vote (3-0)

RESOLUTION # 27 of 2019 – NYS Roadside Mowing

RESOLVED, That the Pembroke Town Board authorizes the Pembroke Highway Department to mow the roadsides on NYS highways within the Town of Pembroke in 2019.

Motion: Councilman Dix

Second: Councilwoman Manne

Ayes: Manne, Dix, Worth

Nays: None

APPROVED by: Unanimous vote (3-0)

On **MOTION** of Councilwoman Manne, seconded by Councilman Dix to adjourn the meeting at 8:05 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 APRIL 11, 2019 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