

**MINUTES** of the **second Regular Meeting** of the month of the Pembroke Town Board held on **February 27<sup>th</sup>, 2020** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

**PRESENT:** Thomas Schneider, Supervisor  
Edward G. Arnold, Jr., Deputy Supervisor  
K. Warren Clark, Councilman  
Kathleen Manne, Councilwoman

**OTHERS PRESENT:** Nicole M. Begin, Town Clerk

**ABSENT:** Thomas Dix, Councilman, Stephen Stocking, Highway Superintendent

Supervisor Schneider called the meeting was called to order at 6:30 P.M.

**PUBLIC PARTICIPATION** – None

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**PUBLIC HEARING**  
**LOCAL LAW #1 OF 2020**  
**Grievance Day – Date Change**  
**A local law changing the meeting date of the**  
**Board of Assessment Review of the Town of Pembroke**

The Public Hearing was opened at 6:30 pm.

Town Clerk Begin read the Affidavit of posting. Supervisor Schneider gave a summary of the proposed law and the reason it is necessary now that we are sharing an Assessor with other towns.

Everyone being heard that wished to be heard, a **MOTION** was made by Councilman Clark, seconded by Councilwoman Manne to close the public hearing at 7:55 P.M.

**ALL AYES - MOTION CARRIED**

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**OLD BUSINESS**

1. Charlie's resignation, replacement & cell phone – Supervisor Schneider informed the Town Board that Charles Reid has resigned. The board accepted the resignation effective February 29<sup>th</sup>, 2020. Mr. Schneider asked the board to replace Charlie with Erik Lang. Erik was interviewed in the Fall. The board agreed to hire Mr. Lang at \$12.00 per hour if he is approved by County Human Resources. The Board discussed the cell phone provided to Mr. Reid to use in the service of the Town Zoning department. The Board agreed that the phone will need to be returned within 30 days and Mr. Reid can keep the phone number. Supervisor Schneider will send a certified letter requesting that the phone be returned.
2. Demonstration of BAS Code Enforcement Software – Supervisor Schneider and Mr. Wolbert will view a zoning and codes software demo from BAS on March 4<sup>at</sup> at 9:30 am. Mr. Schneider also wants to look at online payments.
3. Spectrum/Charter Franchise Agreement – Mr. Schneider was contacted by Spectrum to sign the Franchise agreement. Mr. Schneider said the town can increase the rate to 5% and use that money to build-out internet to areas that do not have good internet access. The board agreed.
4. Treasury Bond renewal – It is coming time to renew a treasury bond. Since interest rates are getting lower Mr. Schneider will set up a meeting with NYClass to see if they offer better rates.

**NEW BUSINESS**

1. Independent Audit – Drescher and Malecki spoke with Supervisor Schneider about their audit. They suggested that the Town formalize an IT Plan, make sure we have offsite backup and a disaster recovery plan. They also said that once against the town has too much unallocated fund balance. The Town Board agreed that the five-year plan formulated by Councilwoman Manne and Councilman Dix should be used to allocate funds for the future.
2. The Village of Corfu has inquired about the Town of Pembroke performing code enforcement duties for the Village. Supervisor Schneider said he doesn't think that it is a good idea at the time since our zoning officer is very new and trying to get a handle on the job.
3. Court proceedings may need to be instituted upon unresponsive chronic code violators. Mr. Schneider is exploring options to start taking recurrent code violators to court.

**ROUND TABLE DISCUSSION**

Supervisor Schneider – Mr. Schneider attended the GAM meeting in February. There was a lot of conversation about water rates. Councilman Dix updated the Town Board about the GAM meeting via email. Mr. Schneider said Engineers at CPL sent a Feasibility Study Proposal for the Town Highway Garage and Engineering Proposals for a Pratt Road Water District.

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A **MOTION** was made by Supervisor Schneider, seconded by Councilman Clark to accept the proposals from CPL for the Town Highway Garage Feasibility Study Proposal and Engineering Proposals for a Pratt Road Water District  
**ALL AYES - MOTION CARRIED.**

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Mr. Schneider said there was some miscommunication regarding the size of a gas line to the sewer plant but everything was investigated and it seems the right size pipe was laid.

Town Clerk Begin – Mrs. Begin informed the board that the town received a \$1,000.00 check from Kiwanis Club of Pembroke Corfu Darien along with a letter requesting that the funds be used solely for Town Park supplies.

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A **MOTION** was made by Councilman Clark, seconded by Councilwoman Manne to accept the \$1,000.00 check from Kiwanis Club of Pembroke Corfu Darien and for it to be used only for Town Park supplies.  
**ALL AYES - MOTION CARRIED.**

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Councilman Arnold – Mr. Arnold asked if we had heard from Sweet Lisa regarding the use of the Community Center this year. Town Clerk Begin said that as far as she knew they were still interested but she can reach out to make sure.

Mr. Arnold said he will work with Tompkins Insurance regarding our changes to equipment.

Councilwoman Manne – Mrs. Manne has updated the website with all the new 2020 information. She will meet with Tom Schneider and Nicole Begin to train them on website updates.

**RESOLUTIONS**

**RESOLUTION # 17 of 2020 – Building & Zoning Department Fee Schedule Update**

**WHEREAS** each year the Building & Zoning Department review the Fee Schedule to decide whether updates to charges need to be made; and

**WHEREAS** it is the intent of the Town of Pembroke, in adopting/updating fees, that the cost of enforcing the International Code and Town Zoning Law be borne by the user or applicant; **NOW, THEREFORE, BE IT**

**RESOLVED** that the Town adopts the new fee schedule which is attached hereto and made a part of this Resolution.

**Motion:** Councilman Clark  
**Second:** Councilman Arnold  
**Ayes:** Arnold, Manne, Clark, Schneider  
**Nays:** None  
**APPROVED by: Unanimous vote (4-0)**

**RESOLUTION # 18 of 2020 – Renewal of Health Insurance 4/1/2020-3/31/2021**

**WHEREAS** The Pembroke Town Board has received information for employee health insurance coverage from Tompkins Insurance for coverage from 4/1/2020-3/31/2021 with Independent Health, Univera and Blue Cross and Blue Shield; **NOW, THEREFORE, BE IT**

**RESOLVED** that the Pembroke Town Supervisor is authorized to enter into a new health Insurance Plan with Univera, Plan Silver 5. The new plan will begin April 1<sup>st</sup>, 2020 and run until March 31<sup>st</sup>, 2021.

**Motion:** Supervisor Schneider  
**Second:** Councilman Clark  
**Ayes:** Arnold, Manne, Clark, Schneider  
**Nays:** None  
**APPROVED by: Unanimous vote (4-0)**

**RESOLUTION # 19 of 2020 – Password Policy**

**WHEREAS**, in 2019 a suggestion was made during the Audit process that the Town employees should be changing their computer passwords regularly; and

**WHEREAS**, in 2019 Alternative Information Systems set up the server to automatically prompt for password changes every 90 days: **NOW, THEREFORE BE IT**

**RESOLVED**, That the Town Board of the Town of Pembroke hereby adopts the Town of Pembroke Password Policy which is attached hereto and made a part of this Resolution.

**Motion:** Councilman Clark

**Second:** Councilman Arnold

**Ayes:** Arnold, Manne, Clark, Schneider

**Nays:** None

**APPROVED by: Unanimous vote (4-0)**

**RESOLUTION # 20 of 2020 – Adoption of Local Law No. 1 of the Year 2020 – A Local Law to change the date of Grievance Day**

**WHEREAS** a Public Hearing was held by the Pembroke Town Board at a regular meeting on February 27<sup>th</sup> at the Pembroke Town Hall, 1145 Main Road at 6:30 P.M. pursuant to a Notice of Public Hearing, published in The Daily News on February 17<sup>th</sup>, 2020, and posted on the sign board at the Pembroke Town Hall, on a proposed Local Law entitled, a local law changing the meeting date of the Board of Assessment Review of the Town of Pembroke; and

**WHEREAS** the members of the Town Board have had said Local Law No. 1 of the Year 2020 in final form for the period required under Section 20 of the New York Municipal Home Rule Law; and

**WHEREAS** the Town Board of the Town of Pembroke, after due deliberation, finds it in the best interest of the Town to adopt said Local Law;

**BE IT ENACTED** by the Town Board of the Town of Pembroke, County of Genesee, and State of New York as follows:

**SECTION 1.** Purpose.

The State of New York has granted the governing body of an assessment unit, which employs an assessor who is at the same time employed by another assessing unit, the power to establish a date for the meetings of the Board of Assessment Review other than that provided by State Law.

**SECTION 2.** Date Established.

The Board of Assessment Review for the Town of Pembroke shall meet on the 1<sup>st</sup> Thursday following the fourth Tuesday in May from 4:00 pm to 8:00 pm

**SECTION 3. Effective Date.**

This local law shall take effect immediately.

**Motion:** Supervisor Schneider

**Second:** Councilman Arnold

**Ayes:** Arnold, Manne, Clark, Schneider

**Nays:** None

**APPROVED by: Unanimous vote (4-0)**

**RESOLUTION # 21 of 2020 – 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 2020 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 # 4 of 2020.

**Motion:** Councilman Arnold

**Second:** Councilman Clark

**Ayes:** Arnold, Manne, Clark, Schneider

**Nays:** None

**APPROVED by: Unanimous vote (4-0)**

**RESOLUTION # 22 of 2020 – Hire of new Zoning Ordinance Compliance Officer**

**WHEREAS**, Zoning & Codes Enforcement Officer Charles Reid has retired leaving a vacancy in the building department; and

**WHEREAS**, interviews were held to look for a replacement; **NOW, THEREFORE BE IT**

**RESOLVED**, that the Town Board approves the hiring of Erik Lang as Zoning Ordinance Compliance Officer if approved by Genesee County Human Resources; and **BE IT FURTHER**

**RESOLVED** that the starting pay rate will be \$12.00 per hour.

**Motion:** Councilman Arnold

**Second:** Councilman Clark

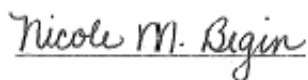
**Ayes:** Arnold, Manne, Clark, Schneider

**Nays:** None

**APPROVED by: Unanimous vote (4-0)**

On **MOTION** of Councilman Clark seconded by Councilman Arnold to adjourn the meeting at 8:00 P.M. ALL AYES – MOTION CARRIED.

Respectfully submitted,



Nicole M. Begin, Town Clerk