

MINUTES of the second **Regular Meeting** of the Pembroke Town Board held on **January 28, 2016** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

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

ABSENT: Edward G. Arnold, Jr., Deputy Supervisor

OTHERS PRESENT: K. Warren Clark; Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Michael Davis, County Legislator; Robert Dollman, Pete Andrews and members of Christian Youth Corp.

The meeting was called to order at 6:00 P.M.

Supervisor Worth introduced K. Warren Clark to the Town Board and Mr. Clark gave them some of his background information. Mr. Clark has served on the Village of Brewster board and has worked for several years at Ford Gum.

RESOLUTION # 6 of 2016 – Appointment to Town Council – K. Warren Clark

On **MOTION** of Councilman Worth, seconded by Councilwoman Manne, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilwoman Manne, AYE; Councilman Dix, AYE; Supervisor Worth, AYE.

ALL AYES – MOTION CARRIED

WHEREAS, John J. Worth was elected to the position of Town Supervisor effective January 1, 2016 and therefore vacating the office of Town Councilman; and,

WHEREAS, Town Law Section 64, Subdivision 5 confers specific authority on town boards to fill vacancies in elective offices until the commencement of the next calendar year succeeding the first annual election at which the vacancy may be filled; and

WHEREAS, the Pembroke Republican Committee met on January 5, 2016 and recommended K. Warren Clark for the office of Town Councilman to fill the vacancy left by Councilman Worth; **NOW, THEREFORE, BE IT**

RESOLVED, that K. Warren Clark is appointed Town Councilmember effective January 28, 2016 to serve until December 31, 2016.

PUBLIC PARTICIPATION

Genesee County Legislator Mike Davis said he would like to have more contact with the Town Board and Supervisor Worth. He said he has a good dialog with the town of Darien and would like the same with Pembroke.

Mr. Davis discussed the County Sales Tax Agreement. He explained that the agreement is really only with the City of Batavia and of the City decided to back out of the agreement with the County then the entire agreement falls apart. Only the city can back out of the agreement. The Sales Tax Agreement will expire on February 28th, 2018. Mr. Davis also discussed how the water ties into the agreement and how the water usage being so low hinders expansion for the County.

OLD BUSINESS

- 1- Sewer Project connection fees, rebate & expansion will be discussed further in February.
- 2- Sewer Agreement with Village of Corfu – Supervisor Worth is working with the Village on this.
- 3- Right to Practice Forestry and Farm signs – will need to be mounted on the Welcome signs once they are refinished.
- 4- Joint Youth Program – Discuss in February.
- 5- Joint projects with school – Mr. Worth is working with the school and grant writers trying to come up with the scope of the project, they are still in the planning phase.
- 6- Winterfest is this weekend at the Community Center from 10am - 6pm.
- 7- A grant for a new loader from NY State was applied for through J O'Connell and Associates.
- 8- Painting of the steel doors at fire hall will be done this summer.
- 9- Property sales and parking lot permit for Linda's Diner – Supervisor Worth will work on this with Attorney Mark Boylan when he is back from vacation.

NEW BUSINESS

- 1- New Board appointment - Warren Clark will be appointed at this meeting.
- 2- Project Reports
 - Gazebo – Councilman Dix said he has started work on the planning phase of the Gazebo. Mr. Worth will have Clark Patterson work on the specs needed for the bid process.
 - Dug outs – Mr. Worth and Tom Schneider are working with Clark Patterson on the specs needed for the bid process.
 - Employee handbook – Councilwoman Manne is working with Complete Payroll Processing on updating the employee handbook. She also contacted the Association of Towns for any help they could provide. CPP can offer handbook solutions at a cost of \$30.00/month with a minimum 3 month commitment. Mrs. Manne recommended using CPP as they can guarantee compliance.

 A **MOTION** was made by Supervisor Worth, seconded by Councilman Clark to contract with CPP for handbook solutions for a maximum of \$200.00.

ALL AYES – MOTION CARRIED

- 3- Revenue Generation Investment Plan (Green Energy and Gas well project) open book NY - This is something Supervisor Worth would like to look into.
- 4- Town-Wide Refuse study – Councilman Clark will be working on gathering information regarding town wide trash service.

- 5- Service Awards for Gary DeWind and Peter Sformo – Supervisor Worth would like to order plaques for the two previous Councilmen since they provided many years of service to the Town. The Board was ok with spending up to \$100.00.
- 6- Board appointments - Board of Assessment Review (BAR) – There are two resolutions for appointments to the BAR to fill vacancies.
- 7- County Sales Tax – GAM is forming a committee to work on the Agreement.
- 8- Snow and Ice Contract – Supervisor Worth, Councilman Clark and Highway Superintendent Stocking will be meeting with Pat Reinhold from the NYS DOT to discuss the agreement for the future.
- 9- Fire Alarms at Community Center need to be tested and certified. A company in Rochester that installed the box can do that for the Town. At that time we also might consider changing the monitoring system to get it up to date. The board was ok with this.
- 10- Five Year Plan – Mr. Worth said the Town should be working on a financial plan for the future and this is something he thinks the board should get moving on.
- 11- Phase Two for Park – Now that phase one is complete Mr. Worth would like to get a plan together for a second phase with the help of the Town Board.
- 12- Security Park Cameras? – Supervisor Worth said the park has had some vandalism this summer and thinks the Town should consider putting up security cameras.
- 13- Health Insurance Meeting – In a few weeks Supervisor Worth will set up a meeting with Joanne McInerney regarding the employee health insurance.
- 14- Community Center Floor Wax – Mr. Worth said it has been a couple of years since the Community Center Floor was waxed and thinks it is time to do it again.
- 15- Auditors 2015 and court audit – Councilwoman Manne will be conducting the Court Audit in the next couple of weeks. Drescher & Malecki will conduct the Town Audit as well around the same time.
- 16- Email accounts for Town – Supervisor Worth set up email accounts for the Town Board to use so that they do not need to use their personal email accounts for Town business.
- 17- Projects and criteria for youths to do in Town (eg. Boy Scouts, Girl Scouts and such) – Supervisor Worth said that he thinks the Town Board should think about projects for the youth to do in the Town so that when they come to ask about doing a project for their eagle scout award or Gold award we will have options for them.
- 18- Talk with Mike Newer about how to help with Park – Mr. Worth said he would like to work with Mike Newer at the school to see what the town can do to help him like leaving topsoil at the Park to fill patches.
- 19- Town IT equipment changes possibly outsourcing or upgrading? Mr. Worth will be looking into this.
- 20- Accounting software changes? This is something Supervisor Worth thinks should be looked into because the system we use is antiquated.
- 21- Truck garage building plans – Mr. Worth thinks the Board should be looking into a plan for the future of the truck garage since it is desperate need of repair.
- 22- Recycling fees and cost review? Something to look in to 2016.
- 23- Park Memorial Plans? Supervisor Worth asked the board for ideas for memorials at the park. The Town has been considering a donor brick walkway. Mr. Worth said this is something they should get done.
- 24- Broadband Coverage upcoming at GAM - Albany thinks Genesee County has broadband available to it?

25- Fee rate for Gasboy cards replacement – The Town rate for Gasboy keys is approximately \$10.00. Mr. Worth would like to add that fee to the fee schedule.

Christian Youth Corp – Peterson House

Robert Dollman introduced himself as the project architect for the Peterson house that he is designing. The Christian Youth Corp is working to build a house for the Peterson's who' daughter Audrina has a very rare condition called Maffucci syndrome and Ollier's disease. The home will be handicapped accessible. Founder Pete Andrews said that the Christian Youth Corp does a community project once a year for a member of a community in need. Their goal is to bless a recipient, and at the same time rally a community and unite them behind a common cause. Mr. Andrews gave the board some information about other projects they have done and said they are 100% non-profit and 501c3. Supervisor Worth said the town will help out where we can and may be able to set them up with other groups that can help.

COMMITTEE REPORTS

Supervisor Worth – Mr. Worth said that he and Councilwoman Manne attended “Newly Elected Officials” training in Rochester and said it was very interesting.

Councilman Dix – Mr. Dix discussed ways he felt could help with revenues coming into the Town and how it could help hold down a town tax if one needed to be instated.

Highway Superintendent Stephen Stocking – Mr. Stocking said that Auctions International will sell the old dump truck. The new truck is here and there is a voucher to pay for it. He has not had to call in any wing people so far this winter. In May there is a possibility that we may be losing one of the highway employees but he will discuss it further with the board in February.

Town Clerk Begin – Mrs. Begin said that the revenues processed through the Town Clerks office in 2015 were the lowest they have been since 2009 and they were over \$11,000.00 less than 2014. As of close of day today tax collection was just shy of 2.1 million dollars. Payments are coming in steady. The town has already received their share for the water, sewer and fire districts and the fire district vouchers for the taxes are in tonight's abstract. Mrs. Begin said she will be requesting to attend the Town Clerks conference in April. National Fuel has informed residents on Scribner Road that they will be installing fuel lines. They sent some information to the Highway Superintendent this afternoon.

Mrs. Begin reported that on January Trash Saturday someone had come before hours and thrown a lot of garbage in the recycling container. The recycling operator checked it out and found some contact information in the trash so the police were notified and the person had to come and pay for their trash.

RESOLUTIONS

*See Resolution No. 6 above

RESOLUTION # 7 of 2016 – Board of Assessment Review - Appointment/Philip B. O’Neill

On **MOTION** of Councilwoman Manne, seconded by Councilman Dix, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilwoman Manne, AYE; Councilman Dix, AYE; Councilman Clark, AYE; Supervisor Worth, AYE.
ALL AYES – MOTION CARRIED

WHEREAS the five (5) year term of Matthew Worth as a member of the Board of Assessment Review was vacated in September 2014; and

WHEREAS a letter of interest was received from Philip B. O’Neill in January 2016 requesting appointment to the Board Assessment of Review; **NOW, THEREFORE, BE IT**

RESOLVED that Philip B. O’Neill be appointed to the Board of Assessment Review to fill the remainder of the five (5) year term expiring September 30, 2019.

RESOLUTION # 8 of 2016 – Board of Assessment Review - Appointment/Stephen Lauzze

On **MOTION** of Councilman Dix, seconded by Councilwoman Manne, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilwoman Manne, AYE; Councilman Dix, AYE; Councilman Clark, AYE; Supervisor Worth, AYE.
ALL AYES – MOTION CARRIED

WHEREAS a five (5) year term as a member of the Board of Assessment Review expiring September 2016 was vacated due to the sudden death of Paul Phelps in August 2015; and

WHEREAS a letter of interest was received from Stephen Lauzze in January 2016 requesting appointment to the Board Assessment of Review; **NOW, THEREFORE, BE IT**

RESOLVED that Stephen Lauzze be appointed to the Board of Assessment Review to fill the remainder of the five (5) year term and a new five (5) year term expiring September 30, 2021.

RESOLUTION # 9 of 2016 – Highway Shared Services Agreement

On **MOTION** of Councilman Dix, seconded by Councilman Clark, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilwoman Manne, AYE; Councilman Dix, AYE; Councilman Clark, AYE; Supervisor Worth, AYE.
ALL AYES – MOTION CARRIED

BE IT RESOLVED, that the Town Board of the Town of Pembroke hereby authorizes the Town Supervisor to sign the Highway Shared Services Agreement. This contract shall be reviewed by the Town Board and shall expire five years from the date of its signing by the Town Supervisor. The Town may extend or renew this contract at the termination thereof for another five year period.

RESOLUTION # 10 of 2016 – Payment of Abstract

On **MOTION** of Councilman Clark, seconded by Councilman Dix, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilwoman Manne, AYE; Councilman Dix, AYE; Councilman Clark, AYE; Supervisor Worth, AYE.
ALL AYES – MOTION CARRIED

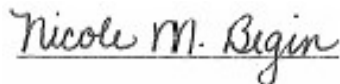
WHEREAS, A request has been made to pay the normal operating expenses of the Town of Pembroke, and,

WHEREAS, these payments are within the normal scope of the 2015 & 2016 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 of approved vouchers contained within abstract # 26 of 2015 and # 2 of 2016.

On **MOTION** of Councilwoman Manne, seconded by Councilman Dix to adjourn the meeting at 9:41 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 JANUARY 28, 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.