

MINUTES of the first **Regular Meeting** of the month of the Pembroke Town Board held on **September 14, 2016** 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: Stephen Stocking, Highway Superintendent; Deborah Conti, Assessor; Tom Schneider, Planning Board Chairman; Nathan Witkowski, ZBA Chairman; Aaron Swable, Town Highway Department.

Town Clerk Nicole M. Begin was absent due to illness. Recording and notes kept by Supervisor Worth.

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

Deborah Conti gave the invocation and Supervisor Worth led the Pledge to the Flag.

PUBLIC PARTICIPATION ~ None

DEPARTMENT REPORTS

ASSESSOR – Deborah Conti

- Mrs. Conti said that the town received our equalization rate in August and it was set for 97%. The town does a cyclical reassessment every two years. The town is due for a town wide reassessment in 2017. The town board must agree to sign an agreement with the state stating that we are going to do a town wide reassessment. By doing so you are instructing the assessor to update the values. If the town does not sign an agreement with the state our equalization rate would continue to fall which would increase our county tax rate and would affect the amount of money that residents pay in county taxes. Also, the state pays the town each time we sign the agreement and reassess which in turn helps to keep the town tax rate at 0%.
- The assessor's conference in next week and Mrs. Conti will be attending a class on commercial wind farms. She will have information next month. Mr. Clark said there is a conference next week on Solar Power on Corning is anyone in interested in attending.

ZONING & CODES ENFORCEMENT – Charles Reid

- The monthly report has been submitted and filed. Mr. Worth said that the zoning officer is busy with information coming in for a possible Tim Hortons, an issue with a caved in house and a couple of new builds.

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.
- No report

HIGHWAY – Stephen Stocking

- Mr. Stocking will contact Cemetery Caretaker Jack Bernard to remind him about repair of the headstones at the Old Buffalo Road Cemetery.
- On Thursday September 8th the highway department pulled out the dump trucks and parked them next to the salt barn so the fair committee could set up for Brick House Corners Fair. In the early morning hours of Friday September 9th or Saturday September 10th the truck batteries were stolen from four of the five trucks. A police report was made and we will try to submit a claim. The cost to replace the batteries was close to \$2,100.00.
- Mr. Stocking filed for the CHIP money which is approximately \$95,000.00.
- The highway crew has been working throughout the county with other towns.
- Fall mowing will begin next week.
- The Town has received many compliments on the park driveway. Mr. Stocking has obtained quotes for the 2017 budget to do another run at the park and the town and community center parking lots.
- New picnic tables have been placed in the pavilion in East Pembroke.

PLANNING BOARD – Thomas Schneider

- Mr. Schneider said the Planning Board held three public hearings in August for special use permits and three land separations. Representatives for Tim Hortons presented their plans to the Planning Board and they have received a preliminary approval from the DOT. The Board was receptive to their plans and the reps were provided with information to help them with their process. Tim Hortons was on the agenda for the County Planning Board meeting last week which Thomas Schneider attended. The County approved it with modifications.
- Mr. Schneider was informed that the lawsuit against the RC Pulsars brought forth by the neighbors is proceeding.

ZONING BOARD OF APPEALS – Nathan Witkowski

- Mr. Witkowski informed the board that there was no ZBA meeting in July or August. There will be a meeting in September for a sign variance for Tim Hortons. Mr. Witkowski informed the board that he will be moving out of the Town of Pembroke and will need to find out if he can stay on the board based on residency.

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

- The August 2016 monthly reports have submitted & filed. Justice O'Connor collected \$27,771.00 in fines; Justice Mileham collected \$17,989.00 in fines. The state will send an invoice for their portion.

SUPERVISOR – John Worth

- Mr. Worth said that Dave Bielec stepped down as the Village of Corfu Mayor and Trustee Jason Biggs Johnson is now the acting Mayor until the next election in May. Mr. Worth met with him and Trustee Graham to continue the positive relationship with the Village moving forward.

- Mr. Worth also spoke to Tom Carpenter from Clark Patterson Lee about the bids for the TA sewer project and they came in lower than expected. TA will be moving ahead as soon as possible and Yancey's Fancy will be expanding and would like increased sewer capacity for new growth. The town is looking into options for expanding the sewer capacity for new and existing users.
- Mr. Worth will be meeting with Tom Carpenter, Mark Boylan, Laura Landers and GCEDC within the next week to discuss further.
- Cemetery Caretaker Jack Bernard suggested an increase in the cemetery fees to keep up with increase of area cemeteries. There is a resolution to increase the fees.
- Mr. Worth said he and Councilman Clark will not be at the Workshop meeting. Councilman Arnold will run the meeting.
- Mr. Worth is going to ask Matt Landers from the County Treasurer's office to attend an October meeting. Mr. Worth wants him to explain why they will not reimburse the money that the Town has overpaid for several years for the fire districts for Workers Comp coverage.

COMMITTEE REPORTS

Councilwoman Manne – Mrs. Manne is working on the Employee Handbook and making the suggested changes. She should have something for the board to review by the next meeting.

OLD BUSINESS

1. Sewer Project connection fees & expansion – Working with Attorney and bookkeeper
2. Grant for Loader from NY State – Waiting for notice
3. Project Reports – Gazebo & Dug outs – Waiting for notice
4. Accounting software changes – In the preparation process for the change.
5. Budget Meeting Plans 2016 – Need to make arrangements with the Board.
6. Final 2013 summer youth report – A meeting is scheduled for September 15th at 3pm.
7. Cemetery Fee Adjustment – Resolution below.
8. Transfer Station Closing end of 2016 – The Board agreed to end the trash service at the Town Hall due to increasing costs and found it was not financially feasible to provide town wide trash service. There is a resolution below to close the transfer station and end trash service here at the Town Hall.

NEW BUSINESS

1. Community Center Floor Wax – Still working with ARC.
2. Server Email Office Change – Working on a change since Microsoft no longer supports the product we are using.

Aaron Swable from the Highway Department said that town park is looking better than it ever has. Mr. Swable said the Kiwanis Car Show is being held at the park this Saturday and they are calling for rain. Mr. Swable suggested they park the cars in the lot and not on the field if it were to rain. Councilman Arnold will speak to Kiwanis but he and Supervisor Worth were not too concerned because they felt that if the weekend were a wash out the cars most likely would not go on the grass anyway because they do not like to get them too filthy.

RESOLUTIONS

RESOLUTION # 57 of 2016 – Cemetery Fee structure for Town of Pembroke Cemeteries

WHEREAS some aspects of the preparation of burials will now be provided by monument companies requiring prices to change for the prices of burials at Town of Pembroke Cemeteries; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board of the Town of Pembroke adopts the new fee structure for Town of Pembroke Cemeteries.

*** See Attached ***

Motion: Councilman Arnold

Second: Councilman Clark

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

RESOLUTION # 58 of 2016 – Closure of the Town of Pembroke Transfer Station (Trash Service)

WHEREAS, every year the Pembroke Town Board reviews the cost effectiveness of the Town's transfer station; and

WHEREAS, over the past several years, the transfer station has seen a steady decline in the amount of residents using the transfer station, while the costs to operate and maintain the transfer station have steadily increased; and

WHEREAS, the Town Board has determined that it is no longer in the best interest of the Town to operate the transfer station; **NOW, THEREFORE, BE IT**

RESOLVED, the Pembroke Town Board hereby authorizes the closure of the Town of Pembroke Transfer Station (Trash Service) effective January 1, 2017; **AND BE IT FURTHER**

RESOLVED, the Pembroke Town Board hereby authorizes the Town Supervisor to notify the Town Residents; **AND BE IT FURTHER**

RESOLVED, the current contractor will be notified of the closure.

Motion: Councilman Clark
Second: Councilman Arnold
Ayes: Arnold, Manne, Dix, Clark, Worth
Nays: None
APPROVED by: Unanimous vote (5-0)

RESOLUTION # 59 of 2016 – 2017 Reassessment Projects

WHEREAS, the Town Board of the Town of Pembroke goes on record as being in support of the 2017 Reassessment Projects **NOW, THEREFORE, BE IT**

RESOLVED, The Town Supervisor is authorized to sign the New York State Department of Taxation and Finance Office of Real Property Tax Services Application for Review for the Maintenance of a System of Improved Real Property Tax Administration Aid.

Motion: Councilman Arnold
Second: Councilman Clark
Ayes: Arnold, Manne, Dix, Clark, Worth
Nays: None
APPROVED by: Unanimous vote (5-0)

RESOLUTION # 60 of 2016 – 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 2016 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 of approved vouchers contained within abstract # 17 of 2016.

Motion: Councilwoman Manne
Second: Councilman Dix
Ayes: Arnold, Manne, Dix, Clark, Worth
Nays: None
APPROVED by: Unanimous vote (5-0)

On **MOTION** of Councilman Arnold, seconded by Councilwoman Manne to adjourn the meeting at 7:58 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, 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.