

MINUTES of the **Meeting** of the Pembroke Town Board (rescheduled due to weather from 12/14/16) held on **December 20, 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

ABSENT: Stephen Stocking, Highway Superintendent

OTHERS PRESENT: Nicole M. Begin; Town Clerk; Tom Schneider, Planning Board Chairman.

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

PUBLIC PARTICIPATION ~ None

APPROVAL OF MINUTES

On **MOTION** of Councilman Arnold, seconded by Councilwoman Manne, to approve the minutes of the Meeting November 9th, 2016. **ALL AYES - MOTION CARRIED.**

TOWN JUSTICE REPORT – David O’Connor & Edwin F. Mileham, Jr.

- The November 2016 monthly reports have submitted & filed. Justice O’Connor collected \$32,510.00 in fines; Justice Mileham collected \$18,343.00 in fines. The state will send an invoice for their portion.

PLANNING BD & BUILDING INSPECTOR REPORT – Tom Schneider

- Mr. Schneider has submitted referrals of two local laws to the Town Clerk’s office for review by the Town Board. The laws are in regards to “Unsafe Buildings” and “Brush, Grass and Weeds Removal”.
- The ZBA and Planning Boards are in discussions regarding the zoning law to allow a home occupation in a 1000 sq. ft. building. Currently only a 500 sq. ft. building is allowed in the Ag Residential zone.
- Mr. Schneider will begin fire and safety inspections on town businesses in January.
- Mr. Schneider is also working on the preliminary details of review of the town’s Comprehensive Plan.

COMMITTEE REPORTS

Supervisor Worth - Mr. Worth said he is in preliminary discussions with the Town of Batavia regarding a joint sewer project in the hamlet of East Pembroke. He will have more information as it becomes available. An Engineer from the Town of Batavia may attend one of our January meetings to discuss with the Town Board.

Mr. Worth would like to start work on possible water districts in the Town in 2017.

Mr. Worth said he hopes to close out the books for 2016 by the end of January.

Councilman Dix – Mr. Dix said he attended a Continuity of Operations training and will have more information to discuss with the board in January.

Councilman Clark – Mr. Clark said that the Town received information from D&D Alarms that they had sold their business to Eastern State Alarms. Mr. Clark suggested that the Town bid out the contract in January. Mr. Clark will call around for quotes.

Councilwoman Manne – Mrs. Manne said that the Attorney reviewed the draft Employee Handbook and only had a few comments regarding it. Mr. Boylan suggested adding wording if the board agreed that a GPS could be used while operating a vehicle. The board agreed to add the wording. The other item was in regards to wording about how long disciplinary information would stay on file after an incident. The board agreed to leave the wording as is in that section.

The Board discussed and agreed to cancel the Town Board meeting scheduled for December 29th and hold the Organizational & first January meeting on Monday January 2nd at 6:30 pm.

RESOLUTIONS

RESOLUTION # 70 of 2016 – 2017 Approval of Official Undertaking/Performance Bond

WHEREAS, the Town is required by law to bond the Tax Collector for the control of tax dollars received and to file the bond on the Tax Collector with the County Clerk prior to tax rolls and bills being picked up; **AND**

WHEREAS that the Tax Collector shall have no more than \$500,000.00 in her control at any time; **NOW, THEREFORE, BE IT**

RESOLVED that the Tax Collector shall be bonded by the Town in the amount of \$500,000.00; and **BE IT FURTHER**

RESOLVED that the Town Board of the Town of Pembroke does hereby approve the attached undertaking or bond as to its form, manner of execution, amount and sufficiency thereof, and to the sureties named thereon and that said undertaking or bond shall be conditioned that the collector of the taxes shall well and truly keep, pay over and account for all moneys and property coming into her/his hands as such collector.

Motion: Councilwoman Manne

Second: Councilman Clark

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

RESOLUTION # 71 of 2016 – Building & Codes Training Attendance

WHEREAS Building Officer's Charles Reid and Thomas Schneider are requesting permission to attend the Niagara Frontier Building Officials Association Education (NFBOA) Conference January 23– 25, 2016 in Cheektowaga, NY; and

WHEREAS the monies are in the 2017 budget; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board grants permission to Charles Reid and Thomas Schneider to attend the above mentioned Conference.

Motion: Supervisor Worth

Second: Councilwoman Manne

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

RESOLUTION # 72 of 2016 – NYSTCA Regional Meeting Attendance

WHEREAS the New York State Town Clerks Association held a regional meeting in Buffalo, NY on December 5th, 2016; and

WHEREAS Town Clerk Nicole Begin attended the training, approved by the Town Supervisor, at a cost of \$35.00 and the monies for her attendance are in the 2016 budget; **NOW, THEREFORE, BE IT**

RESOLVED that the Town Board grants permission for Nicole Begin to attend the above mentioned meeting and agrees to split travel costs with the Town of Byron.

Motion: Supervisor Worth

Second: Councilman Arnold

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

RESOLUTION # 73 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 # 22 & 23 of 2016.

Motion: Councilman Clark

Second: Councilman Arnold

Ayes: Arnold, Manne, Dix, Clark, Worth

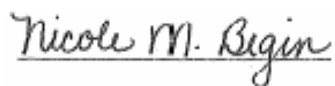
Nays: None

APPROVED by: Unanimous vote (5-0)

On **MOTION** of Councilman Arnold, seconded by Councilman Clark to adjourn the meeting at 7:33 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 DECEMBER 20, 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.