

MINUTES of the **Meeting** of the Pembroke Town Board held on **March 9th, 2017** 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: Nicole M. Begin; Town Clerk; Stephen Stocking, Highway Superintendent; Tom Schneider, Planning Board Chairman; Terry Daniel, ZBA Chairman; Deborah Conti, Assessor.

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

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

PUBLIC PARTICIPATION ~ None

DEPARTMENT REPORTS

ASSESSOR – Deborah Conti

- Mrs. Conti reported that change of assessment notices will go out this week. This is a town wide reassessment that is done every three years to keep our equalization rate the same. The Towns of Darien and Bethany are also sent every three years. The logic is that small assessment changes are made every few years rather than large changes over time.
- The tentative assessment roll will be out May 1st.
- There was a conference call regarding the Flying J assessment lawsuit. We asked for a discontinuance so they would stop their process. Their lawsuit was based on flawed information and the Town was able to provide proof of assessment value. A follow-up will be done in April.

ZONING & CODES ENFORCEMENT – Charles Reid & Tom Schneider

- The monthly report has not been submitted and filed.
- Mr. Schneider reported that there are a few additions and a couple of new builds in the town. There are also a couple of ponds that will go before the Planning Board this month. Tim Hortons will be submitting their drawing on the 27th.

HIGHWAY – Stephen Stocking

- Mr. Stocking that the committee has been meeting regarding a joint facility. Each entity is going to see what funding they can come up with. Councilman Dix did an analysis based on building size and material and the preliminary cost is \$1.1 million without plumbing or heating. The next meeting is Monday March 13th.

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.
- Mrs. Begin said that the clerk’s office brought in \$642.00 in February 2017 which is significantly less money than February of 2016 in which we brought in \$1,900.68 largely in part to there being no trash service. In February 2016 the Town spent \$2,101.00 on the trash service which was more than we brought in for that entire month.

PLANNING BOARD – Thomas Schneider

- Mr. Schneider said the Planning Board will hold a couple public hearings and a site plan/ special use permit. There is a possible wind turbine going on Alleghany Road and an animal training facility on Lake Road.
- There were interviews held for alternates for the Planning Board and ZBA. There are two people that were chosen for the positions.

ZONING BOARD OF APPEALS – Terrance Daniel

- Mr. Daniel said there was no ZBA meeting in February. The next meeting is scheduled for March 15th for a property at the Indian Falls Lake subdivision.

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

- The February 2017 monthly reports have been submitted & filed. Judge O’Connor collected \$23,718.50 and Judge Mileham collected \$18,971.00. The state will submit an invoice for their share.

SUPERVISOR – John Worth

- Mr. Worth said that National Grid held a conference call regarding the wind storm that happened yesterday. As of this morning they had 220 poles still down. There are several residents across WNY without power that would be out until late tonight or tomorrow.
- The storm also did damage to our door at the court facility when it was opened and the wind took hold of it and shattered the glass. It is fixed and we will be invoiced for \$600-\$800.00 which is less than the \$1,000.00 insurance deductible.
- GAM has discussed a local law passed by municipalities in 1992 that put towns in the position of policing trash haulers on their recycling procedures. Mr. Worth spoke with a representative from GLOW and they may be working on updating the local law because it is outdated in its wording and town procedure/responsibility.
- Mr. Worth said he is working to find a way to increase sewer capacity since there are three possible businesses coming to town and two new possible housing units in the village. Mr. Worth has been having meetings to find funding for the project and may have some commitments to fund the pre-engineering portion. Mr. Worth recommends the Board authorize him to use funding commitments for pre-engineering costs.

 A **MOTION** was made by Councilman Arnold, seconded by Councilman Dix to Authorize the Town Supervisor to enter into an agreement with Clark Patterson Lee Engineers for pre-engineering of a sewer expansion contingent on GCEDC cooperation and utilizing the TA sewer connection fee not to exceed \$100,000.00
ALL AYES – MOTION CARRIED

- The Town will need to send the Village to request to add Tim Hortons to the sewer line.
- The Village lease agreement is up for renewal. The Board discussed the agreement and costs associated with the rental of the space. The cost of gas and electric utilities are paid by the town and continue to increase. The board agreed to a 2% increase which will bring the monthly rent to \$826.20 which is paid quarterly.
- GAM meeting will be in Pembroke on March 16 at 7:00pm at the Community Center.
- Next month John will meet with engineers to look at possibility of water district expansion in the Town.

COMMITTEE REPORTS

Councilman Arnold & Councilwoman Manne - Mrs. Manne said that she and Mr. Arnold worked on the health insurance renewal. The new plan starts on April 1st and Joanne McNerney from Tompkins Insurance will come out to explain the plan to the employees. They also worked on getting costs for vision and dental which are optional coverage and would be paid by the employee.

Mrs. Manne and Mr. Arnold also completed the Employee Handbook. The Town Attorney said it is one of the best handbooks he has seen and only made some minor corrections. The Board will approve tonight.

Councilman Dix – Mr. Dix said that the alarm company will be out next week to look over the system.

Tom Schneider – Mr. Schneider said that the people who run the baseball/softball tournaments each year at the Town park would like to expand the ball fields to allow for larger fields for the Cal Ripken League that PYA has joined. This will allow for more tournaments and bring people into the area.

Mr. Schneider applied for a grant through the Greater Rochester Health Foundation to fund “Bankshot” in the Town Park. Bankshot™ is a new game of skill and challenge that is often described as a "mini golf, but with a basketball." Players of all ages and abilities, including disabled participants, proceed through a course of angled, curved and non-conventionally configured brightly colored backboards, banking shots off the Bankboards™ and through the rims. Bankshot™ Sports are non-aggressive and entirely inclusionary. Participants play alongside, not against, each other. Mr. Schneider played at a Clarendon park and found it very enjoyable.

OLD BUSINESS

1. Sewer Project – On schedule
2. Lease Agreement with Village of Corfu – New lease agreement will be sent to the Village for review.
3. Planning / ZBA Board Appointments – Appointments to be made tonight.
4. GLOW - local law update – GLOW is working on this.
5. Employee Handbook approval – Will be passed tonight.

- 6. Grant for Loader from NY State through J O’Connell - Still in process.
- 7. Auditors 2016 and court audit letter – Resolution to be done tonight. Nicole will send letter.
- 8. County Sales Tax – Nothing new to report.
- 9. Fire Alarms at Community Center – will be looked at this week.
- 10. Project Reports (Gazebo / Dug outs) - Still in process.
- 11. Bank account for sewer closed and CDs set up at Five Star – Supervisor worked on with Freed Maxick to maximize town benefit.

RESOLUTIONS

RESOLUTION # 20 of 2017 – Acknowledgment of Uniform Justice Court Act Audit

WHEREAS the New York State Unified Court System announced the Action Plan for the Justice Courts to improve accountability and controls over the Justice Court finances and records; and

WHEREAS Section 2019-a of the Uniform Justice Court Act requires that town justices annually provide their court records and dockets to their respective town boards to be examined or audited; **NOW, THEREFORE, BE IT**

RESOLVED that the Pembroke Town Board confirms that an audit was complete for calendar year ending 2016 for the Town of Pembroke including the Pembroke Justice Court.

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

RESOLUTION # 21 of 2017 – Adopt 2017 Updated Employee Handbook

WHEREAS, The Pembroke Town Board finds it necessary and beneficial to adopt an updated Employee Handbook that summarizes Employee Policies and Procedures and serves to provide the employee an efficient and comprehensive guide to the policies of the Town of Pembroke with regard to employment. The updated Employee Handbook will assure compliance with State and Federal requirements, and

WHEREAS, The Pembroke Town Board may from time to time repeal or amend the Employee Handbook of the Town of Pembroke as deemed necessary. Amendment and or repeal of these policies and procedures shall be done by resolution and incorporated into this handbook as appropriate; **NOW, THEREFORE, BE IT**

RESOLVED The Pembroke Town Board hereby adopts the 2017 updated Employee Handbook that will become effective April 1st, 2017.

Motion: Councilman Dix

Second: Councilman Clark

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

**RESOLUTION # 22 of 2017 – Planning Board – Appointment of Alternate Board Member
James Uebelhoer**

WHEREAS the Town Board of the Town of Pembroke established the position of Alternate Board member for the Planning Board and ZBA through Local Law No. 3 of 2014; and

WHEREAS James Uebelhoer was interviewed for an Alternate Planning Board position; **NOW, THEREFORE BE IT**

RESOLVED that James Uebelhoer be appointed as an Alternate Board Member to the Planning Board for one (1) year with the term expiring December 31st, 2017.

Motion: Councilman Clark

Second: Councilman Dix

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

**RESOLUTION # 23 of 2017 – ZBA – Appointment of Alternate Board Member
Tom Marshall**

WHEREAS the Town Board of the Town of Pembroke established the position of Alternate Board member for the Planning Board and ZBA through Local Law No. 3 of 2014; and

WHEREAS Tom Marshall was interviewed for an Alternate ZBA position; **NOW, THEREFORE BE IT**

RESOLVED that Tom Marshall be appointed as an Alternate Board Member to the ZBA for one (1) year with the term expiring December 31st, 2017.

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

RESOLUTION # 24 of 2017 – 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 2017 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 # 4 of 2017.

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

RESOLUTION # 25 of 2017– Village of Corfu one year Lease Agreement

WHEREAS the lease for the Village of Corfu offices and court room expires May 31st, 2017 and the Village of Corfu and the Town of Pembroke wish to renew the lease agreement; **NOW, THEREFORE, BE IT**

RESOLVED that the Pembroke Town Board agrees to renew the lease with the Village of Corfu for one (1) year at the rate of \$9,914.40 from June 1, 2017 – May 31, 2018. All other provisions of the current lease remain the same, and the Pembroke Town Board authorizes the Supervisor to prepare and sign the new lease on behalf of the Town of Pembroke. This Resolution shall be subject to a permissive referendum.

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

On **MOTION** of Councilman Dix, seconded by Councilman Arnold to adjourn the meeting at 8:12 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 MARCH 9, 2017 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.