

MINUTES of the Regular Meeting of the Pembroke Town Board held on February 10, 2010 at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

PRESENT: James H. Tuttle, Supervisor
John Worth, Councilman
Edward Arnold, Jr., Councilman
Gary DeWind, Councilman

ABSENT: Peter Sformo, Councilman

OTHERS PRESENT: Andrea Davis, Town Clerk; Stephen Stocking, Highway Superintendent; Deborah Conti, Assessor; Michael Herec, Planning Board Vice-Chairman; Thomas Schneider, Chairman ZBA; Harley Turner; and Richard Doktor.

Deborah Conti gave the invocation; Supervisor Tuttle led the Pledge to the Flag.

The meeting was called to order at 7:02 P.M.

On **MOTION** of Councilman Arnold, seconded by Supervisor Tuttle, to approve the Minutes of the December 9, 2009 Regular Meeting; the December 23, 2009 Year End Meeting and Workshop; the January 5, 2010 Organizational Meeting; the January 13th Regular Meeting; and the January 27th Workshop.
ALL AYES - MOTION CARRIED.

DEPARTMENT REPORTS

ASSESSOR

Mrs. Conti reported that her office has had about 80% of the exemption certificates returned.

In the Governor's proposed budget he will be requiring all municipalities to put their property data on line. We already have done this. They will also be paying the municipalities \$2 per parcel for each year in between update years; they currently are paying \$5 for update years.

Mrs. Conti will be representing the Town of Pembroke at the Association of Towns again this year. There are certain items that the Association wants to take to the State.

There was general discussion on the proposed resolutions that will be made at the meeting.

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Reg. Meeting

-2-

02/10/10

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ZONING & CODES ENFORCEMENT

- The Zoning Officer's January Report has been submitted and filed.
- Mr. Reid seems to be working our well.

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HIGHWAY

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- The salt barn is about ¼ full.
- Parking lot paving – this will be done in front of the salt barn and the shop at a cost of approx. \$40,000.

- In March the lobbying for CHIPs will be held in Albany.

TOWN CLERK

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- The Town Clerk's monthly report for January submitted and filed.
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PLANNING BOARD

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- Minutes of the January meeting have been submitted and filed.
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- Mr. Herec reported that we only had one land separation for the January meeting as well as a few bits of old material to discuss.

ZONING BOARD OF APPEALS

- There was no January meeting. Chairman Schneider will check to see if there is anything, so far, for this month.

JUSTICES

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- The Justices' reports for January have been submitted and filed.
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Reg. Meeting

-3-

02/10/10

SUPERVISOR

- The Supervisor's January reports have been submitted and filed. The extended report was not provided as the Williamson Program requires that 2009 be closed out prior to printing 2010 reports.
- Freed Maxik & Battaglia auditors were here for the preliminary audit. They will return in March.

COMMITTEE REPORTS

Audit, Finance, Insurance, Investment, & Purchasing – Councilman Arnold

There was no report.

Building & Ground – Councilman Sformo

- Supervisor Tuttle mentioned that Scott Strollo had fixed the floor and the water problems that were at the Community Building.
- There was discussion on the condition of the hall after its use this past weekend. This will be discussed further at the workshop.

Highway/Assessment/Court – Councilman De Wind

There was no report.

Planning, Zoning, Code Enforcement – Councilman Tuttle

NEW BUSINESS

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Turnbull Heating contract – It is time to renew their contract. Supervisor Tuttle said that perhaps we should start complying with the State’s suggestion that we start getting bids, preferably for two (2) year, for things that we have under contract.

Archives Control Board – A resolution will be done assembling this Board. It is recommended by the State.

PUBLIC PARTICIPATION

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RESOLUTION

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On **MOTION** of Councilman Arnold, seconded by Councilman De Wind, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

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RESOLUTION #6 of 2010 – Appointment of Animal Control Officer

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RESOLVED, The Town Board of the Town of Pembroke, hereby appoints Mr. Michael Lewis of the Town of Pembroke, to the position of Animal Control Officer, Be it further

RESOLVED, That this term expires December 31, 2010

Reg. Meeting -6- 02/10/10

On **MOTION** of Councilman De Wind, seconded by Supervisor Tuttle, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

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RESOLUTION #7 of 2010 – Standard Work Day and Reporting

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BE IT RESOLVED that the Town of Pembroke hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employee’s Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

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SEE ATTACHED

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On **MOTION** of Councilman Arnold, seconded by Councilman De Wind, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

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RESOLUTION #8 of 2010 – Establishment of Archives Control Board

WHEREAS, The Town of Pembroke has engaged in mutual agreements with the New York State Education Department, Archives Division and J. O’Connell & Associates, Inc; for the purpose of funding and improvement of the Town’s record keeping abilities, and;

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WHEREAS, The area of record keeping is mostly concerned with the Zoning Department, and the Town Clerk's Records, and upon the advise and consultation from the New York State Department of Education, Be it:

RESOLVED, The Town of Pembroke Town Board establishes an archives Control Board for the purpose of funding and establishment of guidelines for future archiving of the Town's Business Records, and be it Further

RESOLVED, That this board is made up of a representative from the Town Board, Town Clerk's Office, Town Zoning Office, J. O'Connell Inc., and the NYS Department of Education; and be it Further:

RESOLVED, That the Town's representatives are Supervisor James Tuttle, Councilman John Worth, Town Clerk Andrea Davis, Zoning Officer Shelley Dale-Hall
Reg. Meeting -7- 02/10/10

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On **MOTION** of Councilman Arnold, seconded by Councilman De Wind, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

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RESOLUTION #9 of 2010 – Contract Renewal – Turnbull Heating & Air Conditioning

RESOLVED, the Town of Pembroke Town Board, authorizes the Town of Pembroke Supervisor to enter into a renewal contract, for 2010, with Turnbull Heating & Air Conditioning of 50 Franklin Street, Batavia, NY 14020, for the scheduled maintenance of the Town of Pembroke Community Center, located at 116 E. Main St., and the Town Hall located at 1145 Main Rd., Corfu, NY 14036.

On **MOTION** of Councilman Arnold, seconded by Councilman De Wind, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

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RESOLUTION #10 of 2010 – Municipal Agreement – Town of Batavia

RESOLVED, the Town of Pembroke Town Board, authorizes the Town of Pembroke Supervisor to enter into an intermunicipal agreement with the Town of the Batavia, for the year 2010 for the purposes of providing coverage for building and code enforcement on an emergency or temporary basis due to the absence of the Town of Pembroke's code enforcement officer.

On **MOTION** of Councilman De Wind, seconded by Councilman Arnold, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman De Wind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

RESOLUTION #11 of 2010 – Abstract 15 of 2009 & 2 Abstract of 2010

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RESOLVED, The Town Board of the Town of Pembroke, authorizes the Supervisor to pay all bill and expenses contained within Abstract 2 of 2010 and 15 of 2009.

Reg. Meeting -8- 02/10/10

On **MOTION** of Councilman Arnold, seconded by Supervisor Tuttle, to adjourn the meeting at 7:45 P.M.
ALL AYES – CARRIED.

Respectfully submitted,

 Andrea M. Davis, Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF FEBRUARY 10, 2010 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Town of Pembroke hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Supervisor	James H. Tuttle	0485	N/A	6	1/1/08-2/31/11	N	20
Board Member	Edward Arnold	3099	40273344	6	1/1/10-12/31/14	Y	20
Board Member	Gary L. DeWind	8204	N/A	6	1/1/08-12/31/11	N	20
Board Member	Peter G. Sformo	1387	N/A	6	1/1/08-12/31/11	N	20
Board Member	John Worth	7040	N/A	6	1/1/10-12/31/14	N	20
Town Clerk	Andrea M. Davis	8852	20286910	8	1/1/008-12/31/11	Y	20
Receiver of							

Taxes	Town Clerk						
Town Justice	Robert E. Alexander	8639		6	1/1/08-12/31/11	N	20
Town Justice	David M. O'Connor	0549		6	1/1/10-12/31/14	N	20
Highway Superintendent	Stephen A. Stocking	4083	41006701	8	1/1/08-12/31/12	N	20
Appointed Officials							
Planning Board	Michael J. Bakos	2601		6	010105-123111	N	20
Court Clerk	Angelina M. Johnson	4210	41937137	8	010110-123110	Y	20
Court Clerk	Susan M. Parker	9836	38203220	8	010110-12311	Y	20
Dpty. Town Clerk	Nicole M. Begin	1930	40954490	6	010110-123110	Y	20
Clerk Typist	Nancy R. Mandolene	3916		6	010110-123110	Y	20
Assessor	Deborah J. Conti	7835	33725102	6	11		
Planning Board	John A. Cima	9285		6	010107-123113	N	20
Planning Board	Michael E Herec	5451		6	010109-123115	N	20
Planning Board	David M. Knupfer	3878		6	010108-123114	N	20
Planning board	Richard L. Kutter	4814		6	010104-123110	N	20
Planning Board Sec.	Andrea M. Davis	8842		6	010110-123110	Y	20
Planning Board	Linda R. Rindell	7266		6	010110	N	20
Planning Board	David J. Sabato	9778		6	010106-123112	N	20
Zoning Board of Appeals (ZBA)	Terrence L. Daniel	5747		6	010108-123114	N	20
ZBA	Richard J. Doktor	7594		6	010106-123110	N	20
ZBA	Ronald A. Kasinski	7425		6	010110-123114	N	20
ZBA	Thomas Schneider	4178		6	010107-123113	N	20
ZBA	Nathan N. Witkowski	3037		6	011109-123113	N	20
Planning & Zoning Codes Enforcement	Shellye Dale-Hall	3677		6	010110-123110	Y	20
Planning & Zoning Codes Enforcement	Charles F. Reid	0456		6	011310-123110	Y	20

On this 11th day of February, 2010

(Signature of clerk) Date enacted: February 10th, 2010

I, Andrea M. Davis, clerk of the governing board of the Town of Pembroke, of
(Name of Employer)

the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 10th day of February, 2010 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the

_____Town of Pembroke_____
(seal) (Name of Employer)