MINUTES of the Pembroke Town Board Workshop held on March 25, 2009 at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

PRESENT: James H. Tuttle, Supervisor
Edward G. Arnold, Jr., Councilman
Gary L. DeWind, Councilman
E. James Mallory, Councilman
Peter Sformo, Councilman

OTHERS PRESENT: Andrea Davis, Town Clerk; and Steve Stocking, Hwy. Supt.
Supervisor Tuttle called the meeting to order at 7:30 A.M.

The contract for the doors at the Community Center has been signed and sent to Dave Henning Const; the renewal of the maintenance contract with Turnbull Heating and Air Conditioning, for both buildings, has been signed and returned; and the contract with Dortex has also been signed and returned.

WD #4 – Tom Carpenter, Gary Rouleau, Patrick Moravec, Gary De Wind, and Supervisor Tuttle attended a meeting on Friday, March 12, regarding the Office of Community Renewal. We were informed that since we are starting a new grant then the entire process would have to redone, i.e. public hearings, etc. Two (2) Public Hearings will be required. Gary Rouleau will attend the first hearing on April 6 at 2 p.m. and Tom Carpenter will attend the second, which is scheduled for 7p.m. April 8th, before our regular monthly meeting.

Court – The official title of the court officers is Justice Court Clerk. It is an exempt status, no test, etc. They are under the direction of the Judges.

The Judges have selected a uniform at a cost is $211.00 per person. This includes shoes, and it was suggested, and agreed upon, that ties should be part of the uniform. There is no budget problem with this purchase.

2009 property inventory photo project that we discussed during the budget will be starting

soon. The cost is $1.00 per parcel photo, and Mrs. Conti suggested that we state in our resolution that the costs is not to exceed $2100.00

Local Law #1 – We have been notified by the NYS Dept. of State that our Local Law has been received and filed.

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Budget – The budget has begun and is in progress as we speak. Our first attempt at the Annual Update Report (AUD) went well. One problem area was that the format we use was different than the auditors and they had to transfer the numbers.

There was further discussion on the audit that is currently being done.

NEW BUSINESS

Town Park – The Park Committee met briefly with Tom Carpenter prior to the meeting and discussed the work that they would like to see accomplished this year.

Summer Rec. Program – Councilman Sformo has a meeting with School Officials at
5:00 p.m. today to discuss the problems we are having with a location for the program this summer due to the extensive renovations being done at all three (3) schools. Councilman Sformo will have more to report regarding this issue at the regular meeting.

There was discussion on striping the parking lot at the Town Park. Mayor Skeet said that the Village will do the striping if the Town will buy the paint.

ROUND TABLE DISCUSSION

Councilman Arnold – The Village of Corfu inquired, for budget reasons, about their rent. Councilman Sformo stated that the contract, which is up in May, reads 3% annually; but, if the Board does a renewal resolution it should stating that it will remain the same for a two (2) year period.

The Village took care of the bench in the hallway that was in need of repair.

There was discussion on the health insurance and the health care card.

Jim Mallory – The roof is leaking around the air conditioner units at the Court House. Mr. Chittenden was to get in touch with Supervisor Tuttle but has not. Councilman Mallory will call him again.

Peter Sformo - Councilman Sformo asked if the paperwork has been sent in to Civil Service to remove the old Zoning position allowing the Town of fill the position.

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Councilman Sformo (Con't) – Supervisor Tuttle reminded the Board that there are decisions to be made, a resolution needs to done, etc.

Councilman Sformo said that we need to contact Civil Service and let them know we are not going to use that position.

Councilman Gary De Wind had nothing to report.

Steve Stocking – The new truck is at Valley Fab.

Eastman will be here Monday with the wood chipper.

Over 600 people attended the lobbying for the CHIPs money.

Town-wide brush pickup will be held one (1) time, April 13 – 17. An ad will be placed in the Penny Saver and the Daily.

The street sweeping will start in April.

There was discussion on the need for resurfacing the parking lots in the Village and at Town Hall.

Supervisor Tuttle – We have received a request from the High Point Community Church for a reduction in the water units they were assigned. At the present time they are there for only one (1) service a week (Sunday morning) and one (1) Bible Study once a week. The building was assessed for four (4) units when it was a medical building. The Assessor has

agreed that it should be reduced to two (2) units. A letter will be written advising the Church that the matter is being reviewed.

RESOLUTIONS

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

RESOLUTION #20 of 2009 – 2009 Property Inventory Photos

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WHEREAS Property Inventory Photos are updated every ten (10) years; and

WHEREAS the Town of Pembroke has not had an update since the project commenced; **NOW, THEREFORE, BE IT**

RESOLVED that an update of the inventory photos be conducted by Irene Will, Oakfield, New York at a cost of $1 per parcel photo, not to exceed $2,100, and includes installation and loading of the data. Funds have been made available in the 2009 budget. Inventory Records will be available on the Town of Pembroke Website.

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

RESOLUTION #21 of 2009 – Budget Transfers

RESOLVED, that the Supervisor be authorized to make the following remaining budgetary transfers for the 2008 year:

RESOLUTION # of 2009 – Final Budget Transfers for 2008

RESOLVED, THAT THE supervisor be authorized to make the following Budget

transfers:

FROM: A1110.13 MUNICIPAL COURT – CONSTABLE/SECURITY 2171.90
TO: A1110.14 MUNICIPAL COURT – CLERK
TYPIST 2171.90

FROM: A1010.44 TOWN BOARD – SCHOOL/CONFERENCES 572.50
TO: A1220.11 SUPERVISOR – FINANCIAL CLERK/
TYPIST 446.00
A1220.4 SUPERVISOR –
CONTRACTUAL 126.50

FROM: A1110.44 MUNICIPAL COURT – SCHOOL/CONFERENCES 782.76
TO: A1320.4 AUDITOR –
CONTRACTUAL 782.76

FROM: A1355.43 ASSESSMENT – MILEAGE 14.80
TO: A1355.4 ASSESSMENT –
CONTRACTUAL 14.80

FROM: A1440.4 ENGINEER – CONTRACTUAL 15222.48
A1660.4 CENTRAL SUPPLY - 2700.00
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A1670.4 CENTRAL PRINTING & MAILING – CONTRA'L 1909.90
A1680.2 CENTRAL DATA PROCESSING – EQUIPMENT 2143.85
TO: A1620.4 BUILDINGS – CONTRACTUAL
21976.23
FROM: A1680.2 CENTRAL DATA PROCESSING – EQUIPMENT 160.00
TO: A1680.4 CENTRAL DATA PROCESSING –
CONTRACTUAL 160.00

FROM: A6410.4 PUBLICITY – CONTRACTUAL 30.00
TO: A6772.4 PROGRAMS FOR THE AGING –
CONTRACTUAL 30.00

FROM: A7520.4 HISTORICAL PROPERTY – CONTRACTUAL 251.80
TO: A7110.4 PARKS –
CONTRACTUAL 251.80

FROM: A9060.8 HOSPITAL & MEDICAL INSURANCE 156.12
TO: A9061.8 HSP & MEDICAL INSURANCE –
RETIREES 156.12

FROM: B3620.44 SAFETY INSPECTION – SCHOOL/CONFERENCE 480.94
TO: B3620.4 SAFETY INSPECTION – CONTRACTUAL 175.63
B3620.43 SAFETY INSPECTION – MILEAGE 305.31

FROM: B3620.11 SAFETY INSPECTION – CLERK TYPIST PT 4401.15
B9030.8 SOCIAL SECURITY/MEDICARE 403.75
TO: B9010.8 STATE RETIREMENT 1440.68
B9050.8 UNEMPLOYMENT INSURANCE 2120.36
B9060.8 HOSPITAL & MEDICAL INSURANCE 1243.86

FROM: DA5130.4 MACHINERY – EQUIPMENT 1365.95
DA5142.1 SNOW REMOVAL – PERSONAL SERVICES 4363.91
TO: DA5130.2 SNOW REMOVAL – CONTRACTUAL 5729.86

FROM: DA5142.1 SNOW REMOVAL – PERSONAL SERVICES 7650.28
TO: DA5142.4 SNOW REMOVAL – CONTRACTACTUAL 7650.28

FROM: DA9060.8 HOSPITAL & MEDICAL INSURANCE 105.00
TO: DA8989.4 DRUG & ALCOHOL – CONTRACTUAL 105.00

FROM: DA9010.8 STATE RETIREMENT 481.14
TO: DA9089.8 COVERALLS 481.14

FROM: DB9010.8 STATE RETIREMENT 2869.03
TO: DB9060.8 HOSPITAL & MEDICAL INSURANCE 2869.03

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On **MOTION** of Councilman De Wind, seconded by Councilman Arnold, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE;

Councilman Mallory, AYE; Councilman Sformo, AYE; Councilman DeWind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

RESOLUTION #22 of 2009 – Purchase of Justice Court Clerk Uniforms

RESOLVED that the Town of Pembroke Supervisor be authorized to purchase uniforms for the Court Justice Clerks at a price not to exceed $230 per person.

On **MOTION** of Councilman De Wind, seconded by Councilman Arnold, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Mallory, AYE; Councilman Sformo, AYE; Councilman DeWind, AYE; Supervisor Tuttle, NAY.
4 AYES 1 NAY - MOTION CARRIED

RESOLUTION #23 of 2009 – Zoning/Codes Officer position

WHEREAS the Town of Pembroke currently has a vacant Zoning/Building Compliance Administrator position; and

WHEREAS the Pembroke Town Board would like to dissolve the existing full time position; **NOW, THEREFORE, BE IT**

RESOLVED that the existing Zoning/Building Compliance Administrator position be replaced with one (1) part time Zoning Enforcement Officer/ Codes Enforcement Officer position with combined hours not to exceed 19½ hours weekly.

On **MOTION** of Councilman Mallory, seconded by Councilman Arnold, to adjourn the Workshop at 10:25 AM.

ALL AYES – CARRIED.

Respectfully submitted,

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Andrea M. Davis

Town Clerk

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HESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD WORKSHOP OF MARCH 25, 2009
AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.

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