

MINUTES of the Pembroke Town Board Workshop held on September 23, 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
Peter Sformo, Councilman

ABSENT: E. James Mallory, Councilman

OTHERS PRESENT: Andrea Davis, Town Clerk; and Steve Stocking, Hwy. Supt.; Richard Kutter, Planning Board Chairman; and John Worth.

Supervisor Tuttle called the meeting to order at 7:30 A.M.

OLD BUSINESS

Village Meeting/Sewer Line – Supervisor Tuttle reported on the meeting that was held at the Village regarding the proposed sewer line. Representatives from Darien did not attend. Tom Carpenter of Clark Patterson tried to get information from their Engineer as to what they want. He will provide the Board with a synopsis of the meeting.

Community Center Use Form – Due to Councilman Mallory's absence this will be tabled until the next meeting.

Work Place Violence – Supervisor Tuttle has provided the Board Members with a copy of a new law that has been enacted and an article from the Assoc. of Towns. He asked if Councilmen De Wind and Arnold had any ideas. Councilman De Wind said that he did not feel that this was relevant to us.

Old Indian Falls Fire Hall – We have heard nothing more on the proposed sale. It was the intent of the Town to buy it outright but it has to go to bid. Councilman Arnold said that we should just pass on it and let them keep it; Councilman De Wind agreed.

NEW BUSINESS

Budget Preparations – We are starting to prepare for the 2010 budget; budget requests forms were handed out to the Departments on September 16th. We would like to get them back by October 2nd from the Councilmen; this will give us a couple of weeks to look them over.

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A letter is needed from Matthew Worth requesting reappointment to his position on Assessment Board of Review.

Supervisor Tuttle reported that he received, at the last minute, correspondence from GCEDC informing us that they would like to obtain funding from the Upstate Regional Blueprint Fund for the project across the street. They would like us to do a resolution supporting their request. We are not committing to any money; only that we support their actions.

RESOLUTION

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

RESOLUTION # 60 – Resolution Of Support For Funding Request For Buffalo East Technology Park Located In Pembroke, NY.

WHEREAS the Town of Pembroke supports economic development within the Town; and

WHEREAS the Buffalo East Technology Park, located at the intersection of State Routes 5 & 77 in the Town of Pembroke, has been designated as a prime location for economic development; and

WHEREAS the Town has co-invested \$575,000, in conjunction with the Genesee County Economic Development Agency (GCEDC) and the Genesee Gateway Local Development Corporation (GGLDC), to aid in the development of the Buffalo East Technology Park; **NOW, THEREFORE, BE IT**

RESOLVED that the Town of Pembroke hereby supports the GCEDC/GGLDC's request for funding from the Upstate blueprint Revitalization Fund for the Buffalo East Technology Park.

Zoning Position – There was discussion on the Zoning Position. Supervisor Tuttle and Councilman Arnold had a meeting with Shellye after the last meeting and she supported the fact that the hours she is employed at Pembroke does not allow her to accomplish her

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work load. Councilman Arnold said that as far as getting things done, we need to take a look at it. We put her at a disadvantage by having 5 or 6 month go by before she came on board, and then go right into building before giving her a chance to catch up.

Deborah Conti, Assessor, has suggested to Councilman Arnold that we might use the Zoning Clerk more for the administrative work.

Richard Kutter, Planning Board Chairman, said that Shellye is doing a good job but is overworked with the few hours she has. The thing that is getting overlooked is zoning enforcement. Andrea Davis, Planning Secretary, and he have been trying to cleanup the special use permits that have not been looked into. Shellye does not have the time to do it all, and Chairman Kutter supports making the position full time.

Councilman De Wind said that he will go along with the Board and that he did not have a problem with making her full time.

Councilman Sformo stated that he is not interested in having a fulltime person; he would like to see a second person put on. He went on to say that he would like someone to make a pie chart indicating permits, and other things that are done throughout the year.

Chairman Kutter said that he would not like to see a second person because there are times when there is no collaboration between the positions; he would not like to see the position split up. He would also debate the statement that they are only busy a couple of months in the summer; they are basically busy all year.

Councilman Sformo also made the comment that if there is only one person and you have a problem with them, who do you go to? Councilman Sformo was informed that if you are not happy with the zoning officer you would go to the Town Board.

Chairman Kutter said that perhaps there should be more interaction with the Planning Board.

Supervisor Tuttle stated that if you have two (2) people and there is a problem with one and you go to the other then you will have a conflict of the two (2) department heads.
We should be looking at what the Town needs.

Councilman Sformo said that by having two (2) part time people you would save a lot of money, i.e. unemployment, etc. Also, it is too big of a problem with Civil Service if you have a personnel issue.

Councilman De Wind asked, since she has already been here a few months, why couldn't we look at that as a probationary period?

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Councilman Sformo said that he would still like to see a spreadsheet or something of that nature showing what has been issued. It was mentioned to Councilman Sformo that the Board gets a monthly report indicating what was accomplished the previous month; but, Councilman Sformo said that he doesn't keep the all and, besides, he wants to get back three or four years and that is before his time on the Board. He went on to say that everyone says that she is overworked; maybe she is but how do we know that for the rest of the year we are getting our money's worth out of it. He does not think we have enough information to say whether we need a fulltime person or do we stay with part time.

Supervisor Tuttle said that it is very simple; if you have enough work to hire two (2) part-time persons than you have enough work to hire one (1) fill-time person. He also reminded the Board that Legislator Lawrence and former Supervisor Beideck felt that it should be a full time position.

Chairman Kutter mentioned that if you have a major project come in then a part-time person will not be able to handle it.

Councilman Arnold suggested having Nancy go back a couple of years and pull the permits.

Chairman Kutter said that he just wants to see a job well done and now it is not getting done.

Councilman Sformo said that he just needs to have this justified.

Highway — Teitsworth's auction is coming up. We will be disposing of the generator, pressure washer, etc. The items will be taken to Teitsworth's on the 8th and the auction will be held the following Saturday.

There was discussion on replacing the F450. Superintendent Stocking has a price of \$34,000 for the cab and chassis; he is putting his budget together for the remainder.

He asked if Councilmen Arnold and De Wind have discussed some type of shed in the park to store sand, woodchips, etc. We also need to be sure that the signs are legal.

All the material has been sent to Mark Boylan regarding Houseknecht Road. Mr. Stocking briefly described the situation as it exists. Mr. Boylan has given his legal opinion and Mr. Stocking will provide the Board with the copies of the material he has received.

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It has been suggested that, possibly with the help of the Planning Board, we attempt to get rid of all of the paper roads on our maps.

Councilman De Wind said that he was notified by Clark Patterson that we do not need to be concerned about the entrance to the park; it will be taken care of next year. All we have to do is enhance the driveways. Next year the DOT will be widening the shoulders, but we still have to do the actual entrance.

Highway Superintendent Stocking left at 8:57 A.M.

ROUND TABLE DISCUSSION

Councilman De Wind – Councilman De Wind said that last year they budgeted \$180,000 for the park; but, it has been spent and we are still spending more. We need to work on another \$80,000 just to pay the bills for this year; this will pay for everything to date. The water is coming in about two (2) weeks.

Councilman De Wind left at 9:03 A.M.

Councilman Arnold – There have been phone calls regarding the scheduling of the pavilions; do we have a plan? Town Clerk Davis said that in the front office there is a day calendar that will be used for the reserving of the pavilions.

Supervisor Tuttle said that we need to finalize the rules and regulations for the Park; this should be done before the dedication.

Planning Board Chairman Kutter spoke about a matter concerning Daniel Thayer and a possible farm machine repair business he was conducting. It was determined that he was not in business, if a neighbor comes to him with a problem he tries to repair the machine, but it is as a friend and neighbor. He does not charge people and he has been helping people with mechanical problems since back in the 70's.

He also said that he has turned his Planning Board budget in; and, with regard to the ZBA and Planning per meeting increase that has been discussed, he feels that a \$5 per meeting increase would be agreeable. It has been several years since the current fee was established.

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Councilman Sformo – Councilman Sformo asked if the matter of town-wide police protection has gone anywhere. There was discussion on the subject about three or four months ago but we did not pursue it.

It was explained that if we utilized them for patrolling the park area then we would have to supply coverage for the whole Town; this would be a considerable expense and we would also have to change Town Laws, etc.

Councilman Sformo questioned the Supervisor's Report completed by the Financial Officer. He found a few things that did not add up, i.e. the Supervisor's Report was off by 1 cent. Supervisor Tuttle clarified the fact that they were not discrepancies and that the only error was not changing the date.

Councilman Sformo also inquired about the pressure reducing valve they want to install October 5th and he wondered what it had to do with us. Supervisor Tuttle stated that it has been discussed for sometime and the monies are coming out of Water District #1. It connects this line to the Town of Batavia; and, in

the event of a fire, it opens up to maintain pressure in the line. It is leftover grant money; you don't pay back grant money.

Because Town of Batavia helped us out for the first 5 (five) month or so with inspections and other matters, Councilman Sformo felt that we should send them a thank you note. Supervisor Tuttle said that we paid for their assistance thru an intermunicipal agreement.

The Community Band needs to know when we want to do the second band performance to fill the requirements for the budget donation we give them annually. They have performed at the Village Winter Fest for the first concert. They will be contacted regarding a date; the 5th or 12th of December is suggested.

Supervisor Tuttle – Supervisor Tuttle received a call from Sheri Salim regarding assisting the Fire Department with a safety program at the School by donating \$100 or so to help pay for the smoke alarms and educational material. They put on an all day event at the Primary School. The Board said that they did not have a problem with assisting in this program.

A discussion was held with JoAnn Cummings regarding the monument at the Community Center; and, the Garden Club will be maintaining it site each year. We only need to purchase the flowers, etc.

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Supervisor Tuttle (Con't)

We need to get the bills in for the park. We will also need at least one (1) resolution to transfer funds.

| On MOTION of Councilman Arnold, seconded by Councilman Sformo, to adjourn the Workshop at 9:46 AM.

| Respectfully submitted,

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| Andrea M. Davis
| Town Clerk

| THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD WORKSHOP OF SEPTEMBER 23, 2009 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.