

**PEMBROKE TOWN BOARD  
ORGANIZATIONAL MEETING  
JANUARY 3, 2013 8:00 A.M.**

PRESENT: Edwin F. Mileham Jr., Supervisor  
Edward G. Arnold, Jr., Councilman  
Gary L. DeWind, Councilman  
Peter G. Sformo, Councilman  
John J. Worth, Councilman

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent.

Please take notice that the meeting was published in the Daily News as required. Supervisor Mileham called the meeting to order at 8:03 A.M.

The resolution was reviewed page by page. Some of the questions and/or adjustments to the resolution are as follows:

- Page 2 – (#4) Voucher due dates.
- Page 3 – (#8) One Constable vacant position TBA & Addition of Jack Bernard as Cemetery Caretaker.
- Page 4 – (#19) Planning Board Appointments
- Page 4 – (#22) Planning Board meeting time to be announced
- Page 4 – (#23) Zoning Board of Appeals Appointments
- Page 4 – (#25) Zoning Board of Appeals meetings time to be announced
- Page 4 – (#30) Mileage rate to increase as per IRS rate to .56.5
- Page 5 – (#31) Change/Addition of fees
- Page 6 – (#46) Complete Payroll Processing contract for payroll
- Page 6 – (#47) Freed Maxick & Battaglia appointed as Book keeper for the Town of Pembroke.
- Page 6 – (#48) Board of Assessment Review appointment of Cheyanne R. Seelau to replace retired member Frank Bartokovich
- Page 6 – (#49) Highway Superintendent Stephen Stocking to provide Issuance of House Numbers.

**RESOLUTION #1 of 2013 - Annual Appointments & Adjustments**

On **MOTION** of Councilman DeWind, seconded by Councilman Arnold, the following **RESOLUTION** was **ADOPTED** as amended by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman DeWind, AYE; Councilman Sformo, AYE; Supervisor Mileham, AYE.

ALL AYES - MOTION CARRIED

**RESOLVED**, that the items and appointments of the Organizational Meeting be approved as presented.

1. Town Board to meet the second Wednesday of each month at 7:00 P.M. A Workshop will be held the fourth Thursday of each month at 7:30 A.M. (See attached schedule for 2013 meeting dates).
2. Batavia Daily News, a daily publication, the official newspaper.
3. Mark Boylan, Attorney at Law, named as legal council and paid as billed.
4. General payroll on a monthly basis, checks due the last business day of each month, bi-weekly payroll paid at the end of workday Thursday. All vouchers and bills are to be submitted to the Town Clerk by twelve noon the Friday preceding the regularly scheduled Town Board meeting. All bills and vouchers submitted after that time will be paid with the next succeeding abstract.
5. Supervisor authorized to invest surplus funds at highest rate of interest.
6. Supervisor authorized to pay utility bills, advance registration fees, and other discounted bills as they come due. To enter into contract renewals for annual maintenance of computers, software, and office equipment as they come due.
7. Supervisor to submit monthly financial statements and prepare the annual report.
8. Appointments as per 2013 budget:

Youth Representative  
Budget Director  
Court Clerk - full time  
Assistant Court Clerk – full time  
Mail Prosecutor

Donna Fix  
Edwin F. Mileham Jr.  
Susan Parker  
Angelina Johnson  
Robert Zickl, Esq.

## Appointments as per 2013 budget (Continued):

Constables (2)	Richard Carine Vacant - TBA
Information Technologies	Nicole Begin
Supervisor of Highways	Stephen Stocking
Games of Chance Inspector	Constable
Dog Control Officer	Genesee County Animal Control
Historians (3)	Lois Brockway, Allan Starkweather, & JoAnn Cummings
Recycling Attendants	Richard Carine & Dexter Rindell
Zoning/Building Compliance Officer	Shellye Dale-Hall & Charles Reid
Clerk/typist – part time	Doneen Pfalzer
Cemetery Mowing	Stephen Lewis
Cemetery Caretaker	Jack Bernard

9. Town Justices to submit reports by the second Tuesday of each month. Annual Reports are due the second Wednesday of January.
10. Town Justices to hire court stenographer as needed except for DWI cases.
11. Town Clerk appointed Nancy Mandolene as first Deputy Town Clerk/Deputy Tax Collector, who shall have such powers and shall perform such duties as Town Clerk. Town Clerk and Deputy Town Clerk to issue handicapped parking permits.
12. Appoint Nicole M. Begin Registrar of Vital Statistics and Nancy Mandolene Deputy Registrar. Appoint Nicole M. Begin as Town Records Management Officer. Appoint Town Clerk Nicole M. Begin as Town Records Access Officer.
13. Town Clerk to submit minutes within two weeks of the meeting, submit a monthly financial statement by the second Tuesday of the Month, and Annual Report due the second Wednesday of January.
14. Assessment Board of Review/5 Member Board:
 

State Training Session	\$30 per member
Town Instruction Session	\$10 per member
Grievance Day (afternoon)	\$30 per member
Grievance Day (evening)	\$30 per member
Grievance Day (review)	\$30 per member
15. Town Engineers appointed - Clark Patterson Lee.
16. Town Grant Writers appointed – J. O’Connell & Associates, Inc.

17. Agreement for the expenditures of Highway monies between the Superintendent of Highways, Town Board, and County Highway Superintendent as per the 2013 budget.
18. Zoning/Building Compliance Administrator to submit monthly reports by the second Wednesday of the month. Annual Report required for Special Use Permits issued by February 15.
19. Planning Board:

Chairman	Thomas Schneider
Vice Chairman	TBA
Secretary	Doneen Pfalzer
20. Chairman or Secretary of the Planning Board should notify Planning Board members of the monthly meetings.
21. A member of the Planning and ZBA Boards to attend the regular Town Board meetings.
22. Planning Board to meet the last Wednesday of the month, time to be announced.
23. Zoning Board of Appeals:

Chairman	Nathan Witkowski
Vice Chairman	TBA
Secretary	Doneen Pfalzer
New Member	David Sabato (to take vacancy of Thomas Schneider)
24. Chairman or Secretary of the Zoning Board of Appeals should notify members of the monthly meeting.
25. Zoning Board of Appeals to meet the third Wednesday of the month, time to be announced.
26. Zoning Board of Appeals must file minutes to the Planning Board and Town Clerk within two weeks after meeting.
27. Planning Board and Zoning Board of Appeals to file approved and/or disapproved applications with the Town Clerk within 48 hours from a meeting.
28. Holidays - General offices will be closed as per employee handbook. (see attached)
29. Use of meeting rooms to be posted on schedule in Town Clerk's Office.
30. Mileage rate, .565 cents per mile or current IRS rate, while on town business only.



37. Zoning Administrative Officer's hours to be Monday thru Thursday, 8:00 a.m. to 12:00 p.m. & Tuesday, Wednesday and Friday from 6:00 p.m. to 8:00 p.m.
38. Assessor's office hours to be Monday, Tuesday, Thursday, & Friday from 8:30 a.m. to 1:00 p.m., and Wednesday evening from 6:00 to 8:00 p.m.
39. All departments receiving money must deposit the funds within 72 hours of receiving the funds; tax deposits to be done on a daily basis.
40. All elected personnel are required to submit a time slip to the Town Board in accordance with new rules and regulations established by the New York State Comptroller's office. This will be used for data information regarding the position held and also for record keeping for the State Retirement System.
41. All outside Hospital and Medical Insurance payments must be paid to the Supervisor no later than the 25th of each month in order to keep the insurance payments made in a timely manner.
42. The Supervisor has the authority to grant approval for employees to attend schooling when the registration is due before the next scheduled board meeting. Formal authorization will be granted at the next scheduled board meeting.
43. Anyone attending schooling or seminars paid for by the Town must submit a report to the Town Board by its next regular meeting detailing what the benefits of the school or seminar were.
44. Town Clerk to send list of monthly meetings and workshop dates to the Daily News and have the entire schedule of meetings printed twice in January.
45. Freed Maxick & Battaglia, PC appointed as official auditors for the Town of Pembroke and the Town of Pembroke Court.
46. Complete Payroll Processing contracted for payroll processing for the town employees.
47. Freed Maxick & Battaglia, PC appointed as book keepers for the Town of Pembroke.
48. Board of Assessment Review appointment of Cheyanne R. Seelau to replace retired member Frank Bartokovich
49. Highway Superintendent Stephen Stocking to provide Issuance of House Numbers for the Town of Pembroke.

**RESOLUTION #2 of 2013 - Authorization for Town Supervisor to sign NYS DEC Contract for Sewer District #1**

On **MOTION** of Councilman DeWind, seconded by Councilman Arnold, the following **RESOLUTION** was **ADOPTED** as amended by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman DeWind, AYE; Councilman Sformo, AYE; Supervisor Mileham, AYE.  
ALL AYES - MOTION CARRIED

**RESOLVED**, that, at the advisement of the Town Attorney Mark Boylan, the Town Board hereby authorizes Town Supervisor Edwin F. Mileham Jr. to sign the NYS DEC Contract for Sewer District #1 prepared by New York State DEC.

Supervisor Mileham & Councilman Worth informed the Board that there may need to be a change made to Local Law #1 of 2010 regarding a grant for the GCEDC and the Buffalo East Tech park. The verbage in the law states “North” and the Tech Park being developed is the “South” campus. Supervisor Mileham will contact the Attorney to get clarification and advisement.

Supervisor Mileham reported that on December 31<sup>st</sup> he received an estimate from McCabe Electric for the electric at the Town Park. The estimate would include running the lines, poles from National Grid, lights and scoreboard. The amount of the estimate is \$50,408.21. Supervisor Mileham said that we may be able to encumber money from the 2012 Park Budget to offset the cost.

Supervisor Mileham introduced Jim from Key Power Systems. The power went out at the Community Center over the weekend and the generator did not kick on. After being looked at, Jim from Key Power Systems said that the generator had a major equipment failure. There were many issues that have gone wrong with it and it has the wrong power being run to it. The generator should still be under warranty so he suggested first trying to get the company Generac to come out and fix it. Jim also said that the generator was not sold with a cold weather unit and in this area it should have a cold weather unit on it. The Supervisor will contact Generac and get it fixed. If it isn't under warranty any longer the board will have Key Power Systems repair the generator. After repairs Key Power Systems will install a cold weather unit on it. The Board would also like to get a contract together with Key Power Systems for annual inspections and service for the units at the Community Center and the Town Hall.

On **MOTION** of Councilman De Wind, seconded by Councilman Arnold, to adjourn the meeting at 10:30 A.M.  
ALL AYES – CARRIED.

Respectfully submitted,

Nicole M. Begin

Nicole M. Begin  
Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD ORGANIZATIONAL MEETING OF JANUARY 3, 2013 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.



**2013**  
**TOWN OF PEMBROKE**  
**SCHEDULE OF SALARIES OF ELECTED AND APPOINTED**  
**OFFICERS AND EMPLOYEES**  
(Article 8 of the Town Law)

Supervisor	13,809.96 per year
Town Board Members (4) (\$4,752 ea.)	19,008.00 per year
Justice O'Connor	28,564.80 per year
Justice Alexander	28,564.80 per year
Court Clerk FT (\$19.23/hr)	39,998.40 per year
Constable (2)	9.50 per hour
Deputy Court Clerk FT	16.75 per hour
Deputy Supervisor	750.00 per year
Budget Director	0 per year
Assessor	35,536.40 per year
Assessor Clerk Typist PT	11.10 per hour
Town Clerk/Tax Collector	36,750.22 per year
Deputy Town Clerk #1	11.43 per hour
Deputy Town Clerk #2	0 per year
Board of Assessment Review	30.00 per meeting
Dog Control Officer (Per Service)	10.00 per service
Superintendent of Highways	55,996.98 per year
Historian (2 @ \$600 ea.)	1,200.00 per year
Historian #1	950.00 per year

**2013**  
**TOWN OF PEMBROKE**  
**SCHEDULE OF SALARIES OF ELECTED AND APPOINTED**  
**OFFICERS AND EMPLOYEES**  
(Article 8 of the Town Law)

Recycling Attendants	10.61 per hour
Registrar of Vital Statistics (Included in Town Clerk pay 2013)	0 per year
Records Management Officer/Records Access Officer (Included in Town Clerk pay 2013)	0 per year
Zoning/Building Compliance Admin.	20.46 per hour
Assistant Zoning/Building Officer	19.96 per hour
Clerk Typist PT Zoning & Codes	11.10 per hour
Planning Board Members (7)	30.00 per meeting
Planning Board Chairman	1,500.00 per year
Zoning Board of Appeals Members (5)	30.00 per meeting
Zoning Board Chairman	1,500.00 per year
MEO Working Supervisor (hourly)	22.30 per hour
Laborer	Range 10.77 – 14.55 per hour
MEO Seasonal	Range 14.20 – 20.68 per hour
MEO	21.92 per hour
Cemetery Mowing (Pratt Road)	200.00 per year
Justice Court Clerk (Security)	19.38 per hour
Mail Prosecutor (Contractual)	6,720 per year
Cemetery Caretaker (Contractual-2 cemteries)	2,500 per year

**TOWN BOARD  
COMMITTEE ASSIGNMENT  
2013**

<b><u>COMMITTEE</u></b>	<b><u>CHAIRMAN</u></b>	<b><u>MEMBER</u></b>
Audit, Finance, Insurance, Investment & Purchasing	Edward Arnold Jr.	John Worth
Building & Grounds Highway/Assessment/Court	Gary DeWind	Peter Sformo
Planning, Zoning, Code Enforcement, Public Safety	Peter Sformo	Edwin Mileham, Jr.
Public Services, Water, Sewer, Refuse/Recycling, Economic, Intermunicipal, & Community Development	Peter Sformo	Gary DeWind
Youth Recreation, Parks/Land Acquisition, Cemeteries	Gary DeWind	Edward Arnold Jr.
Human Resources/Benefits	Edwin Mileham, Jr	Edward Arnold Jr.
IT/Grants	John Worth	Edwin Mileham, Jr

Whenever the Chairman of a Committee has a meeting or calls a meeting, the members of the Committee must be notified of the time and place. It is further suggested that the member can also call a meeting of the Committee in concert with the Committee Chairman.

# PURCHASING POLICY 2013

Whereas, Section 104b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of General Municipal Law #103 or any other law; and

Whereas, comments have been solicited from those officers of the Town involved with procurement;

Now therefore be it resolved: that the Town of Pembroke does hereby adopt the following procurement policies and procedures:

- 1) Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law #103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of the town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and the conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity. Authorized purchasers' are: the Supervisor, Town Clerk, Highway Superintendent, Committee Chairman (when acting in the scope of their assigned duties) or a designated representative.
- 2) It is the intent of the Town of Pembroke to comply with all Federal and State requirements to comply with MWBE mandates, however, it is the policy of the Town of Pembroke to give first preference to businesses within the Town of Pembroke and secondly to businesses within Genesee County.
- 3) All purchases of (a) supplies or equipment which will exceed \$20,000.00 in the fiscal year or (b) public works contracts over \$20,000.00 shall be formally bid pursuant to General Municipal Law #103.

- 4) All estimated supply or equipment purchases of :
  - a. Less than \$10,000.00 but greater than \$5,000.00 requires a written request for a proposal and written/fax quotes from three (3) vendors plus Town Board approval.
  - b. Less than \$5,000.00 but greater than \$1,000.00 requires a written request for the goods and written/fax quote from two (2) vendors plus Town Board approval.
  - c. Less than \$1,000 is left to the discretion of the Committee Members who shall both agree on the purchase. If an agreement can not be made it shall be the decision of the entire Town Board.
  - d. All purchases must be kept within budget unless prior Town Board approval has been given.

4.1) All estimated Public works contracts of:

- a. Less than \$20,000 but greater than \$10,000 require a written request for a proposal and written/fax quotes from three (3) contractors and Town Board approval.
- b. Less than \$10,000 but greater than \$3,000 requires a written request for the goods and a written/fax quote from two (2) contractors and Town Board approval.
- c. Less than \$3,000 is left to the discretion of the Committee Members who shall both agree on the purchase. If an agreement can not be made it shall be the decision of the entire Town Board. Purchases under \$500 do not have to be listed on the fixed assets reports.
- d. All purchases must be kept within budget unless prior Town Board approval has been given.

Any written proposal shall describe the desired goods, quantity and the particulars of delivery.

The purchaser shall compile a list of all the vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

- 5) The lowest responsible proposal or quote meeting specifications of the purchaser shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its' taxpayers to make an award to other than the low bidder. If a bidder

- 6) is not deemed responsible, facts supporting the judgment shall also be documented and filed with the record supporting the procurement.
- 7) A good faith effort shall be made to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.
- 8) Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
  - a. Acquisition of professional services
  - b. Emergencies
  - c. Sole source situations
  - d. Goods purchased from agencies for the blind or severely handicapped.
  - e. Goods purchased from correctional facilities
  - f. Goods purchased from another governmental agency
  - g. Goods purchased at auctions.
  - h. Goods purchased for less than \$250.
  - i. Public works for less than \$500.
  - j. Standard equipment replacement
- 9) This policy shall be reviewed annually by the Town Board at its' organizational meeting or as soon thereafter as is reasonably practicable.
- 10) The unintentional failure to fully comply with the provisions of the General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Pembroke or any officer or employee therefore.
- 11) All Capital assets for GASB 34 reporting are to be kept at a threshold above \$2,500.00. This includes Buildings, infrastructure, and furniture with a useful life of 10 or more years and vehicles with a useful life of 5 years. All other fixed assets are kept at the \$1,000.00 threshold.

# INVESTMENT POLICY

## 2013

### **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its' own behalf or on behalf of any other entity or individual.

### **II. OBJECTIVES**

The primary objectives of the local government's investment activities are in priority order:

- a) To conform with all applicable federal, state and other legal requirements
- b) To adequately safeguard principal,
- c) To provide sufficient liquidity to meet all operating requirements.
- d) To obtain a reasonable rate of return.

### **III. DELEGATION OF AUTHORITY**

The governing boards' responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees

### **IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Pembroke to govern effectively.

Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

**V. DIVERSIFICATION**

It is the policy of the Town of Pembroke to diversify its' deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

**VI. INTERNAL CONTROLS**

It is the policy of the Town of Pembroke for all moneys collected by any officer or employee of the government to transfer those funds to the Supervisor monthly or within the time period specified in law, whichever is shorter.

The Town Supervisor or in his absence, the Deputy Town Supervisor, is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**VII. DESIGNATION OF DEPOSITARIES**

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are:

<b>DEPOSITORY NAME</b>	<b>MAXIMUM AMOUNT</b>	<b>OFFICER</b>
M & T Trust Corfu	\$5 million	Town Supervisor (in his absence) Deputy Town Supervisor
Five star bank		February 20, 2002
Bank of Castile		January 2, 2004
Bank of America, Citibank		January 2, 2004
First Niagara		January 5, 2010
Amended August 13, 1997	Town Board meeting to \$3 Million	
Amended January 7, 2000	Organizational meeting to \$4 Million	
Amended January 2, 2004	Organizational meeting to \$5 Million	



## **VIII. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law #10, all deposits of the Town of Pembroke, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By pledge of “eligible securities” with an aggregate “market value” as provided by GML #10, at least to the aggregate amount of deposits from the categories designated in Appendix A to this policy.
2. By eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits, in favor of the government, for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements

## **IX. SAFE KEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by an approved bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any cost or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledge securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Pembroke or its’ custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Town of Pembroke, will be kept separate and apart from the general assets of the custodial bank or trust and will not, under any circumstance, be commingled with or become part of the backing for any other deposit or other liabilities.

The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities.

The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

## **X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law #11, the Pembroke Town Board authorizes the Town Supervisor or in his absence, Deputy Town Supervisor, to invest moneys not required for immediate expenditure for terms not to exceed its' projected cash flow needs in the following types of investments:

- a. Special time deposit accounts.
- b. Certificates of deposit.
- c. Obligations of the United States of America.
- d. Obligations guaranteed by agencies of the USA where the payment of principal and interest are guaranteed by the United States of America.
- e. Obligations of the State of New York
- f. Obligations issued pursuant to LFL #24.00 or 25.00 by any municipality, school district or district corporation other than the Town of Pembroke with approval of the State Comptroller.
- g. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- h. Certificates of Participation issued pursuant to GML #109b.
- i. Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML #6-c,6-d,6-e,6-f,6-g,6-h,6-I,6-j,6-k,6-l,6-m or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Pembroke within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Pembroke within two years of the date of purchase.

## **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Town of Pembroke shall maintain a list of financial institutions and dealers approved by investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of condition at the request of the Town of Pembroke. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers. The Town Supervisor is responsible for evaluating the financial position and maintaining listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

## **XII. PURCHASE OF INVESTMENTS**

The Town Supervisor or in his absence, Deputy Town Supervisor, is authorized to contract for the purchase of investments.

1. Directly, including through a repurchase agreement, from the authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the GML where such program meets all the requirements set forth in the Office of State Comptroller Opinion #88-46 and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company.

Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Pembroke by the bank or trust company. Any obligations held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GML #10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### **XIII. RE-PURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- a) All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- b) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- c) Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d) No substitution of securities will be allowed.
- e) The custodian shall be a party other than the trading partner.

## **APPENDIX A**

### Schedule of eligible securities

Obligations issued or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation, which under a specific State statute may be accepted as security for deposit of public moneys.

# 2013 CERTIFICATION

## TOWN OF PEMBROKE ELECTED AND APPOINTED EMPLOYEES

### ELECTED

#### SUPERVISOR

Edwin F. Mileham, Jr. Term 2012 – 2015  
1500 Indian Falls Road  
Corfu, New York 14036  
Phone (585) 762-8063

#### DEPUTY SUPERVISOR

Edward G. Arnold, Jr. Term 2010 – 2013  
2261 Angling Rd.  
Corfu, NY 14036  
Phone (c) 716-998-3070 (w) 585- 762-9080

#### COUNCILMAN

Gary L. DeWind Term 2012 – 2015  
1341 Little Falls Road  
Corfu, New York 14036  
Phone (585) 762-8381

#### COUNCILMAN

John J. Worth Term 2010 – 2013  
8735 Lake Road  
Corfu, New York 14036  
Phone (585) 599-3921

#### COUNCILMAN

Peter G. Sformo Term 2012 – 2015  
8918 South Lake Road  
Corfu, New York 14036  
Phone (585) 599-4145

#### HIGHWAY SUPERINTENDENT

Stephen Stocking Term 2012 – 2015  
2186 Angling Road  
Corfu, New York 14036  
Phone (585) 762-9296

#### TOWN CLERK/TAX COLLECTOR/ REGISTRAR OF VITAL STATISTICS

Nicole M. Begin Term 2012 – 2015  
9343 Stoney Lonesome Road  
Corfu, New York 14036  
Phone (585) 599-3533

TOWN JUSTICE

David O'Connor  
32 Longs Lane  
Corfu, New York 14036  
Phone (585) 599-3245

Term 2012 – 2015

TOWN JUSTICE

Robert Alexander  
1660 Indian Falls Road  
Corfu, New York 14036  
Phone (585)762-4652

Term 2010 – 2013

## **APPOINTED**

DEPUTY TOWN CLERK/DEPUTY TAX COLLECTOR/  
DEPUTY REGISTRAR OF VITAL STATISTICS

Nancy Mandolene  
8105 Remsen Road  
Akron, New York 14001  
Phone: (585) 542-4059

Appointment 01/01/2013 – 12/31/2013

ASSESSOR

Deborah Conti  
1045 Akron Road  
Corfu, New York 14036  
Phone

Appointment 10/1/2007 – 9/30/2013

CONSTABLE

Richard Carine  
1544 Main Road  
Corfu, New York 14036  
Phone (585) 762-8610

Appointment 01/01/2013 – 12/31/2013

LANDFILL ATTENDANT

Richard Carine  
1544 Main Road  
Corfu, New York 14036  
Phone (585)762-8610

Appointment 01/01/2013 – 12/31/2013

SUBSTITUTE LANDFILL ATTENDANT

Dexter Rindell  
2634 Main Road  
East Pembroke, New York 14056  
Phone (585) 762-8756

Appointment 01/01/2013 – 12/31/2013

**DOG CONTROL OFFICER**

Genesee County Animal Shelter  
3841 West Main St Road  
Batavia, New York 14020  
Phone (585) 343-6410

Appointment 01/01/2013 – 12/31/2013

**TOWN HISTORIAN**

Lois Brockway  
7905 Allegheny Road  
Corfu, New York 14036  
Phone (585) 762-8568

Appointment 01/01/2013 – 12/31/2013

**TOWN CO-HISTORIAN**

Allan Starkweather  
Genesee Heights  
66 West Main Street  
Corfu, New York 14036  
Phone (585) 599-4195

Appointment 01/01/2013 – 12/31/2013

**TOWN CO-HISTORIAN**

JoAnn Cummings  
906 Akron Road  
Corfu, NY 14036  
Phone (585) 542-5450

Appointment 01/01/2013 – 12/31/2013

**TOWN ATTORNEY**

Mark Boylan, Esq.  
45 West Main Street  
LeRoy, New York 14482  
Phone (585) 317-3099

Appointment 01/01/2013 – 12/31/2013

## **HIRED UNDER CIVIL SERVICE**

### **COURT CLERK**

Susan Parker  
2078 Genesee Street  
Corfu, New York 14036  
Phone (585)762-9385

Appointment 01/01/2013 – 12/31/2013

### **COURT CLERK TYPIST**

Angelina Johnson  
414 Scribner Road  
Corfu, New York 14036  
Phone (585)599-3871

Appointment 01/01/2013 – 12/31/2013

### **ZONING/BUILDING COMPLIANCE ADMIN.**

Shellye Dale-Hall  
14636 Delano Steele Road  
Elba, New York 14058  
Phone (585) 703-4559

Appointment 01/01/2013 – 12/31/2013

Charles Reid  
PO Box 94  
Darien Center, New York 14040  
Phone (585)-813-7928

Appointment 01/01/2013 – 12/31/2013

### **ZONING CLERK TYPIST / ASSESSOR'S PART-TIME CLERK**

Doneen Pfalzer  
1869 Sumner Road  
Darien Center, New York 14040  
Phone: (585)

Appointment 01/01/2013 - 12/31/2013



## **PLANNING BOARD MEMBERS 2013**

Tom Schneider  
8294 Slusser Road  
Batavia, New York 14020  
Phone (585) 762-6108

**(CHAIRMAN – 1 year term 01/01/2013 – 12/31/2013)**  
Appointment 01/01/2013 – 12/31/2019

Richard Kutter  
1330 Main Road  
Corfu New York 14036  
Phone (585) 599-3570

Appointment 01/01/2011 – 12/31/2017

Michael Herec  
460 Main Road  
Corfu New York 14036  
Phone (585) 599-3181

Appointment 01/01/2009 – 12/31/2015

Linda Rindell  
P.O. Box 122  
Corfu, New York 14036  
Phone (585) 762-4042  
Work (585) 599-4842

Appointment 01/01/2010 – 12/31/2016

John Cima  
2136 Main Road  
Corfu New York 14036  
Phone (585) 762-8329

Appointment 01/01/2007 – 12/31/2013

Michael Bakos  
2369 Pratt Road  
Corfu New York 14036  
Phone (585) 762-8084

Appointment 01/01/2012 – 12/31/2018

David Knupfer  
8984 Lovers Lane Road  
Corfu, New York 14036  
Phone (585) 689-3235

Appointment 01/01/2008 – 12/31/2014

### **SECRETARY**

Doneen Pfalzer  
1869 Sumner Road  
Darien Center, New York 14040  
Phone: (585)

Appointment 01/01/2013 – 12/31/2013



## **ASSESSMENT BOARD OF REVIEW 2013**

Matthew Worth  
8480 Indian Falls Road  
Corfu, New York 14036  
585-599-9032

Term expires September 2014

Elizabeth Gabbey  
2155 Main Road  
Corfu, New York 14036  
585-599-3772

Term expires September 2015

Paul Phelps  
1528 Phelps Road  
Corfu, New York 14036  
585-762-9143

Term expires September 2016

Cheyenne R. Seelau  
607 Main Road  
Corfu, New York 14036  
716-572-9562

Term expires September 2017  
(Replace Frank Bartokovich)

Mary Ann Schnauffer  
8815 Lake Road  
Corfu, New York 14036  
585-599-3570

Term expires September 2013