

**MINUTES** of the Pembroke Town Board **Special Budget Meeting** held on **October 28, 2013** at the Pembroke Town Hall, 1145 Main Road, Corfu, NY.

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

OTHERS PRESENT: Nicole M. Begin, Town Clerk; Stephen Stocking, Highway Superintendent; Larry Duckworth, Aaron Swable, Scott Turner and Ed Duckworth, Highway Department employees.

The Budget Workshop, advertised in accordance with New York State Town Law Chapter 4 ss 4-3, was called to order by Supervisor Mileham at 6:00 P.M. The Affidavit of Posting is on file.

The Town Board discussed the highway equipment reserves and thought there should be monies put aside in the reserves for the purchase of a new plow truck in 2014. If the town can add a little each year to this reserve it will be easier to purchase when the time comes.

The Board discussed raises in great length. The board reviewed and considered the salary chart of all Towns in Genesee County. They also debated the amount of an increase to give if any and if all employees should get a raise or if only a few should get one. Councilman Sformo said that in the "business world" employees are given raises based on their performance and people are usually recognized for going above and beyond their normal scope of duties. Due to increases in costs and losses of revenue and state funding the board contemplated raises and if given they should be no more than 1 ½ %. The board went down the budget list of employees one by one and gave raises based on duties, comparisons to other municipalities in Genesee County and hours worked.

The Board discussed the extra work that has been taken on by the Judge O'Connor and Town Clerk Nicole Begin due to vacancies in positions. The board increased the pay for Judge O'Connor by 1% plus a one-time increase of \$1,000.00 for the year 2014. Town Clerk Begin has taken on some duties of the financial clerk position that needed to be done when the financial clerk position was eliminated in January 2013. These duties include payroll, NYS retirement reporting, GASBOY billing to other municipalities and help with the Highway Superintendent and Supervisor paperwork, letters and mailings. The Town Board agreed that if the Town Clerk had no problem continuing these duties that they would increase the pay by 3% which is much less than it would cost to replace the financial clerk.

The Board will have all budget changes to Laura Landers by November 1<sup>st</sup>. Public hearings for the Tax Cap override and to adopt the finalized budget must be done by November 15<sup>th</sup>.

On **MOTION** of Councilman Arnold, seconded by Councilman Sformo, to adjourn the meeting at 9:55 P.M. ALL AYES – CARRIED.

Respectfully submitted,

Nicole M. Begin

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Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE SPECIAL BUDGET MEETING OF OCTOBER 28, 2013 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.