

**PEMBROKE TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 2, 2014 8:00 A.M.**

PRESENT: 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 on December 28th, 2013.

The meeting was called to order at 8:02 A.M.

The Town Board reviewed Resolution #1 of 2014 page by page and made some changes. Adjustments to the previous year's resolution are as follows:

- Page 2 – (#1) Meetings dates and times.
- Page 2 – (#4) Payroll dates.
- Page 2 – (#6) #42 was added to this line, "Authorization of schooling".
- Page 2 – (#8) Budget Director, Zoning & Codes
- Page 4 – (#19) Planning Board Appointments
- Page 4 – (#23) Zoning Board of Appeals Appointments
- Page 4 – (#29) Use of meeting rooms calendar
- Page 5 – (#31) Fee Schedule
- Page 5 – (#32) Appointment – Deputy Supervisor
- Page 5 – (#33) Appointment – Fair Housing Officer
- Page 5 – (#36) Court Clerk hours
- Page 6 – (#37) Zoning Office hours
- Page 6 – (#38) Assessor's hours
- Page 6 – (#44) Auditor's
- Page 6 – (#49) Rate of Pay in absence of Supervisor

RESOLUTION #1 of 2014 - Annual Appointments & Adjustments

On **MOTION** of Councilman Worth, seconded by Councilman DeWind, the following **RESOLUTION** was **ADOPTED** as amended by roll call vote: Councilman Arnold, AYE; Councilman Worth, AYE; Councilman DeWind, AYE; Councilman Sformo, 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 6:00 P.M to sign vouchers followed by public participation at 7:00 P.M. A Workshop will be held the fourth Thursday of each month at 5:00 P.M. (See attached schedule for 2013 meeting dates). Exceptions to Thursday Workshops due to holidays are as follows:
November Workshop ~ 11/20/14 – 5:00 P.M.
December Workshop and End of Year Mtg. ~ 12/29/14 – 5:00 P.M.
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 paid the last business day of each month. Bi-weekly payroll paid on the following Thursday after the pay period. Quarterly payroll will no longer exist and those employees will be paid on a monthly basis. 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. 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.
7. Supervisor to submit monthly financial statements and prepare the annual report.
8. Appointments as per 2014 budget:

Youth Representative
Budget Director
Court Clerk - full time

Donna Fix
Supervisor
Susan Parker

Appointments as per 2014 budget (Continued):

Assistant Court Clerk – full time	Angelina Johnson
Mail Prosecutor	Robert Zickl, Esq.
Constables (2)	Richard Carine Vacant - TBA
Information Technologies	Nicole M. Begin
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 & Codes Enforcement Officer(s)	Charles Reid
Zoning Clerk/typist – part time	Diane Denton
Cemetery Mowing (Pratt Rd.)	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 Sarah C. Gibson as first Deputy Town Clerk/Deputy Tax Collector, who shall have such powers and shall perform such duties as Town Clerk and appointed Nancy Mandolene as second Deputy Town Clerk. Town Clerk and Deputy Town Clerks to issue handicapped parking permits.
12. Appoint Nicole M. Begin Registrar of Vital Statistics and Sarah C. Gibson 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 2014 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	Michael Herec
Secretary	Diane Denton
New Member	TBA (vacancy will be left by resignation of John Cima)
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 at 7:30 P.M.
23. Zoning Board of Appeals:

Chairman	Nathan Witkowski
Vice Chairman	Terrance Daniels
Secretary	Diane Denton
New Member	TBA (vacancy left by resignation of Ronald Kasinski)
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 at 7:30 P.M.
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 Town Clerk).
29. Use of meeting rooms to be posted on calendar in Town Clerk's Office and website.
30. Mileage rate as per current IRS rate, while on town business only.

38. Assessor's office hours to be Monday, Tuesday, Thursday, & Friday from 8:30 A.M. to 1:30 P.M., and Wednesday evening from 6:00 to 9:00 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 newly elected personnel in the New York State Employees Retirement System 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. Anyone attending schooling or seminars paid for by the Town must give a written or verbal report to the Town Board by its next regular meeting detailing what the benefits of the school or seminar were.
43. 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.
44. Drescher & Malecki appointed as official auditors for the Town of Pembroke and the Town of Pembroke Court audit to be conducted by Councilman Worth and auditor Laura Landers
45. Complete Payroll Processing contracted for payroll processing for the town employees.
46. Freed Maxick & Battaglia, PC appointed as book keepers for the Town of Pembroke.
47. Highway Superintendent Stephen Stocking to provide Issuance of House Numbers for the Town of Pembroke.
48. In the occurrence of the vacancy of the Town Supervisor, the Deputy Supervisor will be compensated at the Supervisor's rate of pay.

2014
TOWN OF PEMBROKE
SCHEDULE OF SALARIES OF ELECTED AND APPOINTED
OFFICERS AND EMPLOYEES
(Article 8 of the Town Law)

Supervisor	14,003.30 per year
Town Board Members (4) (\$4,799.52 ea.)	19,198.08 per year
Justice O'Connor	29,851.00 per year
Justice Mileham	25,565.00 per year
Court Clerk FT (\$19.43/hr)	40,398.39 per year
Constable (2)	9.60 per hour
Deputy Court Clerk FT	16.92 per hour
Deputy Supervisor	750.00 per year
Budget Director	0 per year
Assessor	35,536.40 per year
Assessor Clerk Typist PT	11.37 per hour
Town Clerk/Tax Collector	37,852.73 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	56,836.94 per year
Historian (2 @ \$837 ea.)	1,674.00 per year
Historian #1	475.00 per year

2014
TOWN OF PEMBROKE
SCHEDULE OF SALARIES OF ELECTED AND APPOINTED
OFFICERS AND EMPLOYEES
(Article 8 of the Town Law)

Recycling Attendants	10.72 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	11.37 per hour
Planning Board Members (7)	32.00 per meeting
Planning Board Chairman	1,545.00 per year
Zoning Board of Appeals Members (5)	32.00 per meeting
Zoning Board Chairman	1,545.00 per year
MEO Working Supervisor (hourly)	22.64 per hour
Laborer	Range 10.94 – 14.77 per hour
MEO Seasonal	Range 14.20 – 20.68 per hour
MEO (3)	22.59 per hour
Cemetery Mowing (Pratt Road)	200.00 per year
Justice Court Security	19.78 per hour
Mail Prosecutor (Contractual) (\$565.60/mth)	6,787.20 per year
Cemetery Caretaker (Contractual-2 cemeteries)	2,700 per year

**TOWN BOARD
COMMITTEE ASSIGNMENT
2014**

COMMITTEE 1	COMMITTEE 2	COMMITTEE 3	COMMITTEE 4
CHAIRMAN John J.Worth	CHAIRMAN Edward Arnold Jr.	CHAIRMAN Gary L.DeWind	CHAIRMAN Peter G. Sformo
MEMBER Edward Arnold Jr.	MEMBER Peter G. Sformo	MEMBER John J. Worth	MEMBER Edward G. Arnold Jr.
Finance Audit Investment Purchasing IT/Grants Youth Recreation Court	Human Resources Health Ins./Benefits Employees Handbook Insurance	Building & Grounds Highway Cemeteries Parks/Land	Planning & Zoning Code Enforcement Public Safety Water Sewer Refuse/Recycling Assessment

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 2014

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 2014

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:

DEPOSITORY NAME	MAXIMUM AMOUNT	OFFICER
M & T Trust Corfu	\$5 million	Town Supervisor (in his absence) Deputy Town Supervisor
Five star bank (Investment)		February 20, 2002
Bank of Castile (Insurance)		January 2, 2004
Bank of America (Cemetery)		January 2, 2012
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.

2014 C E R T I F I C A T I O N

TOWN OF PEMBROKE ELECTED AND APPOINTED EMPLOYEES

ELECTED

SUPERVISOR

Vacant

Term 2012 – 2015

DEPUTY SUPERVISOR

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

Term 1 Year – 2014

COUNCILMAN

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

Term 2012 – 2015

COUNCILMAN

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

Term 2014 – 2017

COUNCILMAN

Peter G. Sformo
8918 South Lake Road
Corfu, New York 14036
Phone (716) 560-0466

Term 2012 – 2015

COUNCILMAN

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

Term 2014 – 2017

HIGHWAY SUPERINTENDENT

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

Term 2012 – 2015

TOWN CLERK/TAX COLLECTOR/
REGISTRAR OF VITAL STATISTICS

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

Term 2012 – 2015

TOWN JUSTICE

David O'Connor
Corfu, New York 14036

Term 2012 – 2015

TOWN JUSTICE

Edwin F. Mileham, Jr.
Corfu, New York 14036

Term 2014 – 2017

APPOINTED

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

Sarah G. Gibson
2156 Angling Road
Corfu, New York 14036
Phone: (585)

Appointment 01/01/2014 – 12/31/2014

SECOND DEPUTY TOWN CLERK/DEPUTY TAX COLLECTOR

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

Appointment 01/01/2014 – 12/31/2014

ASSESSOR

Deborah Conti
949 Lakeside Drive
Corfu, New York 14036
Phone

Appointment 10/1/2013 – 9/30/2019

CONSTABLE

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

Appointment 01/01/2014 – 12/31/2014

RECYCLING ATTENDANT

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

Appointment 01/01/2014 – 12/31/2014

SUBSTITUTE RECYCLING ATTENDANT

Dexter Rindell

2634 Main Road

East Pembroke, New York 14056

Phone (585) 762-8756

Appointment 01/01/2014 – 12/31/2014

DOG CONTROL OFFICER

Genesee County Animal Shelter

3841 West Main St Road

Batavia, New York 14020

Phone (585) 343-6410

Appointment 01/01/2014 – 12/31/2014

TOWN HISTORIAN

Lois Brockway

7905 Allegheny Road

Corfu, New York 14036

Phone (585) 762-8568

Appointment 01/01/2014 – 12/31/2014

TOWN CO-HISTORIAN

Allan Starkweather

Genesee Heights

66 West Main Street

Corfu, New York 14036

Phone (585) 599-4195

Appointment 01/01/2014 – 12/31/2014

TOWN CO-HISTORIAN

JoAnn Cummings

906 Akron Road

Corfu, NY 14036

Phone (585) 542-5450

Appointment 01/01/2014 – 12/31/2014

TOWN ATTORNEY

Mark Boylan, Esq.

45 West Main Street

LeRoy, New York 14482

Phone (585) 317-3099

Appointment 01/01/2014 – 12/31/2014

COURT CLERK

Susan Parker

2078 Genesee Street

Corfu, New York 14036

Phone (585)762-9385

Appointment 01/01/2014 – 12/31/2014

COURT CLERK TYPIST

Angelina Johnson

414 Scribner Road

Corfu, New York 14036

Phone (585)599-3871

Appointment 01/01/2014 – 12/31/2014

ZONING/BUILDING COMPLIANCE ADMIN.

Charles Reid

PO Box 94

Darien Center, New York 14040

Phone (585)-813-7928

Appointment 01/01/2014 – 12/31/2014

ZONING CLERK TYPIST

Diane Denton

1640 Indian Falls Road

Corfu, New York 14036

Phone: (585)

Appointment 01/01/2014 - 12/31/2014

ASSESSOR'S PART-TIME CLERK

Mary Ann Silvernail

8862 Read Road

Corfu, New York 14036

Phone: (585)

Appointment 01/01/2014 – 12/31/2014

PLANNING BOARD MEMBERS 2014

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

(CHAIRMAN – 1 year term 01/01/2014 – 12/31/2014)

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

TBA
Corfu New York 14036
Phone ()

Appointment 01/01/2014 – 12/31/2020

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

Diane Denton
1640 Indian Falls Road
Corfu, New York 14036
Phone: (585)

Appointment 01/01/2014 – 12/31/2014

ASSESSMENT BOARD OF REVIEW 2014

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)

TBA

Term expires September 2018

RESOLUTION #2 of 2013 – WQIP Municipal Resolution Authorization

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

Resolution authorizing the items listed below pursuant to the Bond Acts enacted in 1965, 1972 and 1996 and the Environmental Protection Fund, as well as federal grant awards available for such projects.

WHEREAS, Town of Pembroke
(Legal Name of Municipality)

herein called the "Municipality", after thorough consideration of the various aspects of the problem and study of available data, has hereby determined that certain work, as described in its application and attachments, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, the Environmental Conservation Law ("ECL") authorizes State assistance to municipalities for water quality improvement projects by means of a contract and the Municipality deems it to be in the public interest and benefit under this law to enter into a contract therewith; **NOW, THEREFORE, BE IT**

RESOLVED by the Pembroke Town Board
(Governing Body of Municipality)

1. That John J. Worth, Deputy Supervisor
(Name and Title of Designated Authorized Representative)
or such person's successor in office, is the representative authorized to act in behalf of the Municipality's governing body in all matters related to State assistance under ECL Articles 17, 51 and 56 and/or any applicable federal grant provisions. The representative is also authorized to make application, execute the State Assistance Contract, submit Project documentation, and otherwise act for the Municipality's governing body in all matters related to the Project and to State assistance;
2. That the Municipality agrees that it will fund its portion of the cost of the Project and that funds will be available to initiate the Project's field work within twelve (12) months of written approval of its application by the Department of Environmental Conservation;
3. That one (1) certified copy of this Resolution be prepared and sent to the Albany office of the New York State Department of Environmental Conservation
4. That this Resolution take effect immediately.

Councilman Sformo said that McCabe Enterprises is working on a change order with Lime Energy to include new light switches, auto lights and timers at the Community Center. The change order cost should be around \$4,000.00-\$5,000.00. McCabe Enterprises will have information for the Board at the meeting on January 8th, 2014.

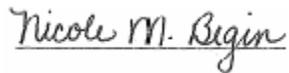
Councilman Sformo said that he would like to see the Town move forward on the Right to Farm and Right to Forestry laws in 2014.

Councilman Sformo told the board he still thinks that the Town needs to hire a maintenance person.

On **MOTION** of Councilman Worth, seconded by Councilman Sformo, to adjourn the meeting at 10:41 A.M.

ALL AYES – CARRIED.

Respectfully submitted,



Nicole M. Begin
Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD ORGANIZATIONAL MEETING OF JANUARY 2, 2014 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD. APPROVAL OF MINUTES BY THE TOWN BOARD ARE DONE AT THE NEXT REGULAR TOWN BOARD MEETING.

Town of Pembroke

2014 MONTHLY MEETING SCHEDULE

Regular Meetings

6:00 P.M. Vouchers/ 7:00 Public Participation

The Town Board meets 1 hour prior to Regular Board Meetings to sign vouchers. Public is welcome.

January 8
February 12
March 12
April 9
May 14
June 11
July 9
August 13
September 10
October 8
November 12
December 10

Workshops 5:00 P.M.

January 23
February 27
March 27
April 24
May 22
June 26
July 24
August 28
September 25
October 23
November 20
December 29

HOLIDAYS (Office Closed)

January 1	New Year's Day
January 20	Martin Luther King
February 17	Presidents' Day
April 18	Good Friday
May 26	Memorial Day
July 4	Fourth of July
September 1	Labor Day
October 13	Columbus Day
November 27 & 28	Thanksgiving Day
December 25 & 26	Christmas Day

Recycling 1st & 3rd Saturday of each month 8:00 A.M. – 12:00 noon
Trash 3rd Saturday of each month 8:00 A.M. – 12:00 noon

Zoning Board of Appeals meets 3rd Wednesday of each month at 7:30 P.M.
Planning Board meets 4th Wednesday of each month at 7:30 P.M.