

MINUTES of the Pembroke Town Board **Organizational Meeting** held on **January 2nd, 2015** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

PRESENT: Annie Lawrence, 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.

This meeting was published in the Daily News as required on December 19th, 2014.

The meeting was called to order at 8:00 A.M.

Supervisor Lawrence gave the invocation and led the Pledge to the Flag.

RESOLUTION #1 of 2015 – 2015 Town of Pembroke Appointments

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

ALL AYES - MOTION CARRIED

2015 Town of Pembroke Appointments

Title	Name	Term
Building Inspector, Senior	Charles Reid	
Building Inspector	Charles Reid	
Cemetery Flags	Nicole Begin	
Code/Zoning Officer	Charles Reid	
House Enumerator	Steve Stocking	

Assessment Board Members (5)		
Chair	Vacant	
Member	Mary Ann Schnaufer	9/30/2018
Member	Elizabeth Gabbey	9/30/2015
Member	Paul Phelps	9/30/2016
Member	Cheyenne R. Seelau	9/30/2017

Planning Board	Name	
Chair	Thomas Schneider	1/1/2013-12/31/2019
Vice Chair (vice chair is 1yr apt)	Linda Rindell	1/1/2010-12/31/2016
Member	Marie Vaughn	2/12/2014-12/31/2020
Member	Michael Bakos	1/1/2012-12/31/2018
Member	Richard Kutter	1/1/2011-12/31/2017
Member	Greg Kuras	12/10/2014-12/31/2015
Member	David Knupfer	1/1/2008-12/31/2014

Zoning Board	Name	
Chair	Nathan Witkowski	1/1/2014-12/31/2018
Vice Chair (vice chair is 1yr apt)	Terrance Daniels	1/1/2012-12/31/2016
Member	John Kadziolka	7/9/2014-12/31/2017
Member	Donald Dylag	2/12/2014-12/31/2014
Member	Donald Showler	12/10/2014-12/31/2015

Accounting Services	Freed Maxick & Battaglia	
Auditing Agency	Drescher & Malecki	
Engineers	Clark Patterson Lee	
Official Banks	Bank of America-Cemetery Bank of Castile-Healthcare First Niagara-Depository Five Star Bank-Reserve M & T Bank-Money Market, Payroll, Day-to-Day	
Official Newspaper	Batavia Daily News	
Payroll Processing	Complete Payroll Processing	
Youth Representative	Donna Fix	

Grant Writers J O'Connell & Associates, Inc.

To Be Continued

RESOLUTION #2 of 2015 – 2015 Supervisor Appointments

Town Supervisor Lawrence gave some background information on Diane Fiorentino. Diane is retired and is a resident of Batavia. She has worked for the city of Batavia, OTB and is the assistance clerk for the County Legislature. Supervisor Lawrence said that the rate of pay for the Secretary to the Supervisor would be \$15.00/hr. and would work under ten hours a week for the supervisor. The board discussed the rate of pay and how a budget amendment would need to be done in order to pay Diane Fiorentino.

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

THREE AYES, TWO NAYS - MOTION CARRIED

2015 Town Supervisor's Appointments

Title	Name	Term
Deputy Supervisor	Peter Sformo	2015
Historian	Lois Brockway	2015
Secretary to the Supervisor	Diane Fiorentino	2015

RESOLUTION #3 of 2015 – 2015 Town Employees

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

ALL AYES - MOTION CARRIED

2015 Town of Pembroke Employees

Title	Name	Term
Supervisor	Annie M. Lawrence	thru December 31, 2015 (unexpired term)
Deputy Supervisor	Peter G. Sformo	2015
Councilman	Edward G. Arnold, Jr.	2014-2017
Councilman	Gary L DeWind	2012-2015
Councilman	John J. Worth	2014-2017
Highway Superintendent	Stephen Stocking	2012-2015
Highway Deputy Superintendent	Larry Duckworth	1/1/15-12/31/15
Assessor	Deborah Conti	10/1/13-9/30/19
Assessor-Clerk	Diane Denton	1/1/15-12/31/15
Assessor-Clerk-Seasonal	Mary Ann Silvernail	1/1/15-12/31/15
Attorney	Mark Boylan, Esq.	1/1/15-12/31/15
Budget Director	Annie M. Lawrence	thru December 31, 2015
Constable	Richard Carine	1/1/15-12/31/15
Court Clerk	Susan Parker	1/1/15-12/31/15
Court Clerk Typist	Angelina Johnson	1/1/15-12/31/15

Cemetery Caretaker	Jack Bernard	1/1/15-12/31/15
Cemetery Caretaker(Pratt Rd)	Stephen Lewis	1/1/15-12/31/15
Deputy Town Clerk/Tax Collector	Sarah C. Gibson	1/1/15-12/31/15
Deputy Town Clerk II	Nancy Mandolene	1/1/15-12/31/15
Dog Control Officer	Genesee County Sheriff's	
Historian (Co)	JoAnn Cummings	1/1/15-12/31/15
Historian(Co)	Allan Starkweather	1/1/15-12/31/15
Games of Chance Inspector	Richard Carine	1/1/15-12/31/15
Information Technologies	Nicole M. Begin	2012-2015
Janitorial Services	Gen. Co. ARC	
Justice I	David O'Connor	1/1/12-12/31/15
Justice II	Edwin F. Mileham, Jr.	1/1/14-12/31/17
Mail Prosecutor	Robert Zickl, Esq.	
Mail Prosecutor	Vacant	
Records Access Officer	Nicole M. Begin	2012-2015
Records Management Officer	Nicole M. Begin	2012-2015
Recycling Attendant - Substitute	Dexter Rindell	1/1/15-12/31/15
Recycling Attendant	Richard Carine	1/1/15-12/31/15
Vital Statistics	Nicole M. Begin	2012-2015
Vital Statistics-Deputy	Sarah G. Gibson	1/1/15-12/31/15
Zoning Enforcement Officer	Charles Reid	1/1/15-12/31/15
Zoning Clerk/Typist	Diane Denton	1/1/15-12/31/15

RESOLUTION #4 of 2015 – Salaries and Rates of Pay

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

ALL AYES - MOTION CARRIED

2015 Town of Pembroke Schedule of Salaries & Rates of Pay

Position	Rate (Dollars)	Per
Animal Control-Gen Co Sheriff	-0-	
Assessment-State Training	\$30.00	day
Assessment-Town instruction	10.00	day
Assessment-Grievance Day PM	30.00	day

Assessment-Grievance Day-Eve	30.00	day
Assessment-Grievance Day-Review	30.00	day
Assessor	1366.80	annual
Assessor Clerk/Typist-Zoning Clerk	11.60	hour
Assessor Clerk-Seasonal	11.37	hour
Board Members	4,895.00	annual
Budget Director	-0-	
Building Inspector, Senior	19.96	hour
Building Inspector	8,762.00	annual
Cemetery Caretaker	2,700.00	annual
Cemetery Mowing Pratt Rd.	200.00	annual
Clerk-Town	41,622.62	annual
Clerk-Town-Deputy	11.43	hour
Clerk-Town-Deputy II	11.43	hour
Clerk/Typist Zoning & Code	11.37	hour
Code Enforcement Officer	2,470.00	annual
Constable	10.72	hour
Court Clerk	21.36	hour
Court Clerk-Deputy	16.92	hour
Highway Superintendent	2,403.71	annual
Highway Deputy Superintendent	23.65	hour
Historians	837.00	annual
Historian (Co)	475.00	annual
House Enumerator	350.00	stipend
Justice 1	29,851.00	annual
Justice II	25,565.00	annual
Justice Court Security	19.78	hour
Laborer	10.91-14.77	hour
MEO Working Supervisor	22.64	hour
MEO	22.59	hour
MEO-Seasonal	14.20-20.68	hour
Mail Prosecutor	565.60	month
Planning Board Chairman	1,545.00	annual
Planning Board Member	32.00	meeting
Records Management Officer	-0-	Incl Town Clerk
Recycling Attendant	10.72	hour
Supervisor	14283.00	annual
Zoning Board Chairman	1545.00	annual
Zoning Board Member	32.00	meeting
Zoning Enforcement Officer	8814.00	annual

RESOLUTION #5 of 2015 – 2015 Holidays

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

ALL AYES - MOTION CARRIED

2015 Town of Pembroke HOLIDAYS

January 1	New Year's Day
January 19	Martin Luther King
February 16	Presidents' Day
April 3	Good Friday
May 25	Memorial Day
July 3	Fourth of July
September 7	Labor Day
October 12	Columbus Day
November 11	Veterans Day
November 26/27	Thanksgiving
December 24/25	Christmas

RESOLUTION #6 of 2015 – 2015 Calendar

On **MOTION** of Councilman Arnold, seconded by Councilman Sformo, the following **RESOLUTION** for

2015 Town of Pembroke Calendar

Office Closed on Holidays

Town Meeting 6:00 PM /Vouchers 7:00 PM Public Participation

Workshop Meeting 5:00 PM

Was amended:

On **MOTION** of Councilman Arnold, seconded by Councilman Sformo, the following **AMENDED RESOLUTION** was **ADOPTED** as amended by roll call vote: Councilman Arnold, AYE;

Councilman Worth, AYE; Councilman Sformo, AYE; Councilman DeWind, AYE; Supervisor Lawrence, AYE.

ALL AYES - MOTION CARRIED

2015 Town of Pembroke Calendar**Office Closed on Holidays****Town Meeting 6:00 PM Vouchers /7:00 PM Public Participation****Second Town Board Meeting 5:30 PM**

January 1-Holiday	New Year's Day
January 2	Organizational Meeting @ 8:00 AM
January 14	Regular Meeting
January 19-Holiday	Martin Luther King
January 22	Workshop
February 11	Regular Meeting
February 16-Holiday	Presidents' Day
February 26	Workshop
March 11	Regular Meeting
March 26	Workshop
April 3-Holiday	Good Friday
April 8	Regular Meeting
April 23	Workshop
May 13	Regular Meeting
May 25-Holiday	Memorial Day
May 28	Workshop
June 10	Regular Meeting
June 25	Workshop
July 3-Holiday	Fourth of July
July 8	Regular Meeting
July 23	Workshop
August 12	Regular Meeting
August 27	Workshop
September 7-Holiday	Labor Day
September 9	Regular Meeting
September 24	Workshop
October 12-Holiday	Columbus Day
October 14	Regular Meeting
October 22	Workshop
November 12	Regular Meeting
November 19	Workshop
November 26/27-Holiday	Thanksgiving
December 8	Regular Meeting
December 24/25-Holiday	Christmas
December 28	Final Yearly Meeting

RESOLUTION #7 of 2015 – 2015 Town Daily/Monthly Schedules

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

ALL AYES - MOTION CARRIED

2015 Town of Pembroke Daily/Monthly Schedules Office Closed on Holidays

Purpose	Date	Time
Agenda Items	One week prior to meeting	
Assessor Office Hours	Mon., Tues., Thurs., Fri., Wednesday	8:30 AM-1:30PM 6:00 PM-9:00 PM
Clerk Office Hours	Monday-Friday 3rd Saturday	8:30 AM-4:30PM 8:00 AM-12:00 PM
Court Clerk Office Hours	Monday-Wednesday-Friday Tuesday & Thursday	8:30AM-4:30PM 8:30AM-5:00PM
Banking Deposits *Tax Deposits	Within 72 hours after receipt *Daily	
Planning Board	4th Wednesday	7:30 PM
Recycling	1st and 3rd Saturday	8:00 AM-12:00 noon
Trash	3rd Saturday	8:00 AM-12:00 noon
Zoning Board	3rd Wednesday	7:30 PM
Zoning Administrative Officer	Monday-Thursday	8:00 AM-12:00 noon

RESOLUTION #8 of 2015 – 2015 Fee Schedule

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

ALL AYES - MOTION CARRIED

2015 Town of Pembroke Fee Schedule

Item	Price	
Building Permit	\$ 25.00	
Building Inspections	30.00	Each
Cemetery Plots — N Pembroke, Old Buffalo	550.00	
Comprehensive Plan	10.00	
Dog License-Altered	5.00	
Dog License-Un-altered	13.00	
Dog License-Replacement Tag	3.00	
Freedom of Information CD/DVD	5.00	
Freedom of Information Photos	1.25	Each
Games of Chance	25.00	
Home Occupation Permit	25.00	
Junkyard License	120.00	
Land Separation Application	10.00	
Mobile Home License	75.00	Per year
Natural Production Uses	50.00	Per acre per year
Photo Copy	.25	Black and white
Photo Copy	.30	Color
Public Hearing Application	50.00	
Pyrotechnics Permit	350.00	
Recycling Operation License	75.00	Per year
Site Plan Review	30.00	
Special Use Permit (SUP)	30.00	
Subdivision Const/Design Criteria	10.00	
Subdivision Regulations	10.00	
Subdivision Streets & Roads	5.00	
Town Map	.75	
Variance	30.00	
Zoning Law	10.00	

Bulk Trash-chairs, couches, mattresses	\$12.00	each
Garbage — up to 30 gallon bag	3.00	each
Garbage -30-55 gallon bag	6.00	each
Large load trash utility trailer/pickup truck	35.00	each load
Large load trash stake truck	55.00	each load
Large load trash station wagon/mini van	20.00	each load
Tires-car/pickup no rim	3.00	each
Tires-car/pickup on rim	7.00	each
Tires-large truck	9.00	each
Tires-Tractor	13.00	each
White Items-washers/dryers/stove	10.00	each
White Item-Refrigerator with Freon	20.00	each
White item-Refrigerator without Freon	10.00	each must have certificate

RESOLUTION #9 of 2015 – Purchasing Policy

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

ALL AYES - MOTION CARRIED

PURCHASING POLICY 2015

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.

RESOLUTION #10 of 2015 – Investment Policy

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

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.

RESOLUTION #11 of 2015 – Miscellaneous Items

On **MOTION** of Councilman Arnold, seconded by Councilman Worth, the following **RESOLUTION** for Miscellaneous Items Was amended to include # 11:

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

ALL AYES - MOTION CARRIED

Miscellaneous Items

1. Zoning Board must file minutes to Planning Board and Town Clerk within two (2) weeks after each meeting.
2. Planning and Zoning Boards are to file approved or rejected application with the Town clerk within 48 hours after the meeting.
3. Use of meeting rooms is to be posted with Town Clerk and then on website.
4. The Town Clerk is to send a list of monthly meetings and workshops dates to the Batavia Daily News which will be printed twice in January. (Not as a Legal Ad) The same shall be distributed to Board Members and posted in the Town Hall visible to the public.
5. Current IRS mileage rate will be used for Town business only.
6. All newly elected personnel in the NYS Employees Retirement System will be required to submit a time slip for a 3 month period to the Town Board in accordance with new rules and regulations established by the NYS Comptroller's office. This will be used for information regarding the position held and for record keeping for the Retirement System.
7. 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.

8. Anyone attending schooling or seminars being paid by the Town must give a written or verbal report to the Town Board at its following regular meeting, detailing what the benefits of attending were.
9. The Highway Superintendent is to provide issuance of house numbers for the Town.
10. In the occurrence of the vacancy of the Town Supervisor, the Deputy Supervisor will be compensated at the Supervisor's rate of pay.
11. Justices Court Report to be submitted to the Town Board for review by the 15th of the calendar month.

RESOLUTION #12 of 2015 – Contract for Audit 2014

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

RESOLVED that the Town Board authorizes the Town Supervisor to contract with an independent agency to audit 2014 financials in accordance with the Budget.

RESOLUTION #13 of 2015 – 2015 NYS Association of Town's Membership

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

RESOLVED to continue the Town's 2015 Membership in the NYS Association of Towns.

RESOLUTION #14 of 2015 – Authorizations of Town Supervisor

On **MOTION** of Councilman Arnold, seconded by Councilman Sformo, the following **RESOLUTION** for Authorization of Town Supervisor to pay utility bills prior to abstract approval to avoid late payment fees was amended to include advanced registration fees:

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

Councilman Worth, AYE; Councilman Sformo, AYE; Councilman DeWind, AYE; Supervisor Lawrence, AYE.

ALL AYES - MOTION CARRIED

RESOLVED that the Supervisor is authorized to pay utility bills, advance registration fees, and other utility bills as they come due to avoid late payment charges and 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.

RESOLUTION #15 of 2015 – 2015 Trash Recycling Fees

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

ALL AYES - MOTION CARRIED

RESOLVED to continue the approved 2014 Trash/Recycling Fees.

RESOLUTION #16 of 2015 – Authorization to make purchases at State and County Bid prices

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

ALL AYES - MOTION CARRIED

RESOLVED to authorize the Highway Superintendent to make purchases at State and County Bid prices.

RESOLUTION #17 of 2015 – Authorization to attend Genesee County Planning Department's 2015 SEQR training

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

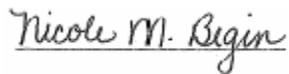
ALL AYES - MOTION CARRIED

RESOLVED to authorize Town Employees with Zoning responsibilities permission to attend Genesee County Planning Department's 2015 SEQR training.

On **MOTION** of Councilman Sformo seconded by Councilman Arnold, to adjourn the meeting at 9:05 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, 2015 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

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