

MINUTES of the Pembroke Town Board **Organizational Meeting** held on **January 2nd, 2017** at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.

PRESENT: John Worth, Supervisor
Edward G. Arnold, Jr., Deputy Supervisor
Thomas Dix, Councilman
Kathleen Manne, Councilwoman
K. Warren Clark

ABSENT: Stephen Stocking, Highway Superintendent

OTHERS PRESENT: Nicole M. Begin, Town Clerk

This meeting was published in the Daily News as required on December 24th, 2016 and called to order at 6:35 P.M.

RESOLUTION #1 of 2017 - Annual Appointments, Adjustments & Policies

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

1. Town Board to meet the second Thursday of each month at 6:30 P.M to sign vouchers followed by public participation at 7:00 P.M. A second meeting will be held the fourth Thursday of each month at 6:00 P.M. (See attached schedule for 2017 meeting dates).
2. Batavia Daily News, a daily publication, the official newspaper.
3. 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.
4. Pay increase, if in the budget, will take place in the first full pay period of the new year. 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.
5. All vouchers and bills are to be submitted to the Town Clerk by twelve noon two days preceding the regularly scheduled Town Board meeting. All bills and vouchers submitted after that time will be paid with the next succeeding abstract.
6. Supervisor authorized to invest surplus funds at highest rate of interest.
7. 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.
8. Supervisor to submit monthly financial statements and prepare the annual report.

9. Town Justices to submit reports by the tenth day of each month. Annual Reports are due the second Thursday of January.
10. Town Justices to hire court stenographer as needed except for DWI cases.
11. Town Clerk to submit minutes within two weeks of the meeting, submit a monthly Town Clerk financial statement by the second Thursday of the Month, and Annual Report due the second Thursday of January.
12. Agreement for the expenditures of Highway monies between the Superintendent of Highways, Town Board, and County Highway Superintendent as per the 2017 budget.
13. Zoning/Building Department to submit monthly reports by the second Thursday of the month. Annual Report required for Special Use Permits issued by February 15.
14. A member of the Planning and ZBA Boards to attend the regular Town Board meetings.
15. Chairman or Secretary of the Planning Board should notify Planning Board members of the monthly meetings.
16. Planning Board to meet the last Wednesday of the month at 7:30 P.M.
17. Chairman or Secretary of the Zoning Board of Appeals should notify members of the monthly meeting.
18. Zoning Board of Appeals to meet the third Wednesday of the month at 7:30 P.M.
19. Zoning Board of Appeals and Planning Board Secretary should file minutes with the Town Clerk within two weeks after meeting.
20. Holidays - General offices will be closed as per employee handbook (see Town Clerk).
21. Use of meeting rooms to be posted on calendar in Town Clerk's Office and website.
22. Mileage rate as per current IRS rate, while on town business only.
23. Thomas Dix, Councilman to be appointed as Fair Housing Officer.
24. Written requests should be submitted to the Supervisor or Town Clerk one (1) week before the Town Board meeting for items to be added to the agenda.
25. Town Clerk office hours to be Monday to Friday 8:30 A.M. to 4:30 P.M.
26. Court Clerk office hours to be Monday to Friday 8:30 A.M. to 4:30 P.M., and Tuesday and Thursday evenings at 5:00 P.M.
27. Zoning/Building Department hours to be Monday, Tuesday and Thursday 9:00 A.M. to 3:00 P.M, Wednesday 9:00 A.M. to 1:00 P.M. and Friday 9:00 A.M. to 2:00 P.M.

28. 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 8:00 P.M.
29. All departments receiving money must deposit the funds within 72 hours of receiving the funds; tax deposits to be done on a daily basis.
30. 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.
31. 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.
32. 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.
33. Town of Pembroke Court audit to be conducted by Town Supervisor and auditor Laura Landers.
34. In the occurrence of the vacancy of the Town Supervisor, the Deputy Supervisor will be compensated at the Supervisor's rate of pay.

35. Appointments as per 2017 budget:

Job Title	Name
Budget Director	Supervisor
Court Clerk - full time	Susan Parker
Assistant Court Clerk– full time	Angelina Johnson
Mail Prosecutor	Robert Zickl, Esq.
Town Constable	Richard Carine
Information Technologies	Nicole M. Begin
Games of Chance Inspector	Town Constable
Dog Control Officer	Genesee County Animal Control
Historians (3)	Lois Brockway, Allan Starkweather, & JoAnn Cummings
Zoning & Codes Enforcement Officer	Charles Reid
Building Inspector – part time	Charles Reid and Thomas Schneider
Zoning Clerk/typist – part time	Diane Denton
Cemetery Mowing (Pratt Rd.)	Stephen Lewis
Cemetery Caretaker	Jack Bernard
House Enumerator	Stephen Stocking
Janitorial Service	Genesee County ARC
Accounting Services	Freed Maxick & Battaglia
Attorney	Mark Boylan
Auditing Agency	Drescher & Malecki
Engineers	Clark Patterson Lee
Grant Writers	J. O’Connell & Associates
Official Banks	Bank of America-Cemetery
Official Newspaper	Batavia Daily News
Payroll Processing	Complete Payroll Processing

36. Supervisor appoints Edward G. Arnold, Jr. as Deputy Supervisor.

37. Town Clerk appointed Erika M. Gabbey 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.

38. Highway Superintendent Stephen Stocking appointed Scott Turner Deputy Highway Superintendent.

39. Appoint Nicole M. Begin Registrar of Vital Statistics and Erika M. Gabbey Deputy Registrar. Appoint Nicole M. Begin as Town Records Management Officer. Appoint Town Clerk Nicole M. Begin as Town Records Access Officer.

40. 2017 Town of Pembroke Schedule of Salaries & Rates of Pay

Position	Rate (Dollars)	Per
Assessment-State Training	\$30.00	day
Assessment-Grievance	\$30.00	session
Assessor	\$35,537.00	annual
Clerk-Typist PT - Assessor/Zoning	\$12.50	hour
Councilman/Councilwoman	\$4,895.00	annual
Building Inspector, Senior	\$19.96	hour
Cemetery Caretaker	\$2,700.00	annual
Cemetery Mowing Pratt Rd.	\$200.00	annual
Town Clerk	\$38,421.00	annual
Deputy Town Clerk	\$12.00	hour
Code Enforcement Officer	\$19.96	hour
Constable	\$11.50	hour
Court Justice Clerk FT	\$21.36	hour
Court Justice Clerk FT - Deputy	\$16.92	hour
Superintendent of Highways	\$57,689.00	annual
Historian (2)	\$837.00	annual
Historian (1)	\$0.00	annual
Town Justice (I)	\$29,284.00	annual
Town Justice (II)	\$25,565.00	annual
Court Officer (2)	\$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
Recycling Attendant	\$10.72	hour
Supervisor	\$14,283.00	annual
Zoning Board Chairman	\$1,545.00	annual
Zoning Board Member	\$32.00	meeting
Zoning Enforcement Officer	\$19.96	hour

41. 2017 Town of Pembroke Fee Schedule

Item	Price	Add'l Info
Building Permit	\$ 25.00	Plus inspections
Building Inspections	\$ 30.00	each
Cemetery Plots — N Pembroke, Old Buffalo	\$ 600.00	each
Comprehensive Plan	\$ 10.00	1 hard copy
Dog License-Altered	\$ 5.00	Per dog
Dog License-Un-altered	\$ 13.00	Per dog
Dog License-Replacement Tag	\$ 3.00	Per tag
Freedom of Information CD/DVD	\$ 5.00	each
Freedom of Information Photos	\$ 1.25	each
Games of Chance	\$ 25.00	Permit only
Home Occupation Permit	\$ 25.00	
Junkyard License	\$ 120.00	annual
Land Separation Application	\$ 10.00	Per application
Mobile Home License	\$ 75.00	Per year
Natural Production Uses	\$ 50.00	Per acre per year
Photo Copy	\$.25 bl/whi - \$.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	each
Variance	\$ 30.00	
Zoning Law	\$ 10.00	1 hard copy

**TOWN BOARD
COMMITTEE ASSIGNMENT
2017**

COMMITTEE 1 - FINANCE / IT

Chairman - Ed Arnold Jr.
Co-Chairman - John Worth

COMMITTEE 2 - PARKS / BUILDINGS

Chairman - Thomas Dix
Co-Chairman - K. Warren Clark

COMMITTEE 3 - PERSONNEL / HR / INSURANCE

Chairman - Kathleen Manne
Co-Chairman - Ed Arnold Jr.

COMMITTEE 4 - SEWER / WATER

Chairman - K. Warren Clark
Co-Chairman - John Worth

COMMITTEE 5 - ZONING / COMPREHENSIVE PLAN / ASSESSMENT

Chairman - Ed Arnold Jr.
Co-Chairman - Thomas Dix

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 2017

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 \$35,000.00 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 cannot 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 2017

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.

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

III. 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.

IV. 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.

V. 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. An obligation 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 commingled 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.

2017 CERTIFICATION

TOWN OF PEMBROKE ELECTED AND APPOINTED EMPLOYEES

ELECTED

SUPERVISOR

John J. Worth
8735 Lake Road
Corfu, New York 14036
Phone (585) 599-3921
Cell (585) 409-8429

Term 2016 – 2019

DEPUTY SUPERVISOR

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

Term 1 Year – 2017

COUNCILMAN

Thomas E. Dix
2376 Pratt Road
Corfu, New York 14036
Work (585) 599-4605
Cell (585) 409-3159

Term 2016 – 2019

COUNCILMAN

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

Term 2014 – 2017

COUNCILMAN

Kathleen I. Manne
1178 Akron Road
Corfu, New York 14036
Phone (585) 201-1454

Term 2016 – 2019

COUNCILMAN

K. Warren Clark
8737 Lovers Lane Road
Corfu, New York 14036
Phone (585) 599-3788

Term 1 Year – 2017 (filling unexpired term of J. Worth)

HIGHWAY SUPERINTENDENT

Stephen Stocking
2186 Angling Road
Corfu, New York 14036
Phone (585) 506-2690

Term 2016 – 2019

TOWN CLERK/TAX COLLECTOR/ REGISTRAR OF VITAL STATISTICS

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

Term 2016 – 2019

TOWN JUSTICE

David M. O'Connor
Corfu, New York 14036

Term 2016 – 2019

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

Erika M. Gabbey
663 Back Street
Corfu, New York 14036
Phone: (585) 813-1138

Appointment 01/01/2017 – 12/31/2017

ASSESSOR

Deborah Conti
949 Lakeside Drive
Corfu, New York 14036
Phone

Appointment 10/1/2013 – 9/30/2019

CONSTABLE

Richard Carine
Corfu, New York 14036

Appointment 01/01/2017 – 12/31/2017

DOG CONTROL OFFICER

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

Appointment 01/01/2017 – 12/31/2017

TOWN HISTORIAN

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

Appointment 01/01/2017 – 12/31/2017

TOWN HISTORIAN

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

Appointment 01/01/2017 – 12/31/2017

TOWN HISTORIAN

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

Appointment 01/01/2017 – 12/31/2017

TOWN ATTORNEY

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

Appointment 01/01/2017 – 12/31/2017

COURT CLERK

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

Appointment 01/01/2017 – 12/31/2017

COURT CLERK TYPIST

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

Appointment 01/01/2017 – 12/31/2017

ZONING/BUILDING COMPLIANCE ADMIN.

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

Appointment 01/01/2017 – 12/31/2017

BUILDING INSPECTOR

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

Appointment 01/01/2017 – 12/31/2017

ZONING CLERK TYPIST

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

Appointment 01/01/2017 - 12/31/2017

PLANNING BOARD MEMBERS 2017

Tom Schneider (CHAIRMAN – 1 year term 01/01/2017 – 12/31/2017)

8294 Slusser Road
Batavia, New York 14020 Appointment 01/01/2013 – 12/31/2019
Phone (585) 762-6108

Linda Rindell
P.O. Box 122
Corfu, New York 14036 Appointment 01/01/2017 – 12/31/2023
Phone (585) 762-4042
Work (585) 599-4842

Richard Kutter
1330 Main Road
Corfu New York 14036 Appointment 01/01/2011 – 12/31/2017
Phone (585) 599-3570

Michael Bakos
2369 Pratt Road
Corfu New York 14036 Appointment 01/01/2012 – 12/31/2018
Phone (585) 762-8084

Marie Vaughn
7856 Gorton Road
Basom, New York 14013 Appointment 02/12/2014 – 12/31/2020
Phone (716) 517-7911

David Knupfer
8984 Lovers Lane Road
Corfu, New York 14036 Appointment 01/01/2015 – 12/31/2021
Phone (585) 689-3235

Greg Kuras
8236 North Pembroke Road
Batavia New York 14020 Appointment 01/01/2016 – 12/31/2022
Phone (585) 599-3181

Cheyenne Seelau (ALTERNATE) Appointment 01/01/2017 – 12/31/2017
607 Main Road
Corfu, New York 14036
Phone (716) 572-9562

SECRETARY

Diane Denton
1640 Indian Falls Road
Corfu, New York 14036 Appointment 01/01/2017 – 12/31/2017
Phone: (585) 762-9902

ZONING BOARD OF APPEALS 2017

Terrance Daniel **(CHAIRMAN – 1 year term 01/01/2017 – 12/31/2017)**
8259 Marble Road
Akron, New York 14001 Appointment 01/01/2017 – 12/31/2021
Phone (585)

Erika Gabbey
663 Back Street
Corfu, New York 14036 Appointment 10/12/2016 – 12/31/2018
Phone (585)

Donald Showler
1857 Main Road
Corfu, New York 14036 Appointment 01/01/2016 – 12/31/2020
Phone (585)

Donald Dylag **(VICE CHAIRMAN - 1 year term 01/01/2017 – 12/31/2017)**
1451 Indian Falls Road
Corfu New York 14036 Appointment 01/01/2016 – 12/31/2019
Phone (585) 507-8731

John Kadziolka
753 Gabbey Road
Corfu, New York 14036 Appointment 07/09/2014 – 12/31/2017
Phone (585) 542-9027

SECRETARY

Diane Denton
1640 Indian Falls Road
Corfu, New York 14036 Appointment 01/01/2017 - 12/31/2017
Phone: (585) 762-9902

ASSESSMENT BOARD OF REVIEW 2017

Philip B. O'Neil
1474 Indian Falls Road
Corfu, New York 14036

Term expires September 2019
(Replaced Matthew Worth)

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

Term expires September 2020

Stephen Lauzze
1601 Indian Falls Road
Corfu, New York 14036

Term expires September 2021
(Replaced Paul Phelps)

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

Term expires September 2017

Mary Ann Schnaufer
8815 Lake Road
Corfu, New York 14036

Term expires September 2018

Motion to Approve Resolution #1 of 2017: Councilman Arnold

Second: Councilwoman Manne

Ayes: Arnold, Manne, Dix, Clark, Worth

Nays: None

APPROVED by: Unanimous vote (5-0)

Town of Pembroke 2017 MONTHLY MEETING SCHEDULE

Regular Meetings

6:30 P.M. Sign Vouchers

7:00 Public Participation

January 2 Organizational Mtg.
February 9
March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 14

Second Regular Meeting

6:00 P.M.

January 26
February 23
March 23
April 27
May 25
June 22
July 27
August 24
September 28
October 26
November 30
December 28

HOLIDAYS (Office Closed)

January 1	New Year's Day
January 16	Martin Luther King
February 20	Presidents' Day
April 14	Good Friday
May 29	Memorial Day
July 4	Fourth of July
September 4	Labor Day
October 9	Columbus Day
November 23 & 24	Thanksgiving Day
December 25 & 26	Christmas Day

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.

The board suggested that the draft employee handbook be distributed to the employees for review before being adopted and implemented.

On **MOTION** of Councilman Clark, seconded by Councilman Arnold, to adjourn the meeting at 7:47 P.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 2, 2017 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.