

**MINUTES of the Regular & Organizational Meeting of the Pembroke Town Board held on January 11<sup>th</sup>, 2018 at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.**

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

**ABSENT:** Stephen Stocking, Highway Superintendent

**OTHERS PRESENT:** Nicole M. Begin; Town Clerk; Deborah Conti, Assessor; Tom Schneider, Building & Zoning; Joe Teresi, Tompkins Insurance; Aaron Swable; Boy Scouts – Ben Steinberg, Stephen & Sam Burton.

Deputy Supervisor Arnold led the pledge of allegiance and Deborah Conti let the prayer. Deputy Supervisor called the meeting to order at 6:52 P.M.

**PUBLIC PARTICIPATION** ~ Joe Teresi, Tompkins Insurance presented an insurance plan for the Town regarding general liability, public officials liability, automobile coverage, etc.... He explained the coverage, deductibles and premiums that the town has and how the town has benefited from Selective Insurance with claims made in the past couple of years.

The Board reviewed both insurance proposals from WNY Insurance and Tompkins. The proposal from WNY Insurance was \$2,000.00 less but did not include Excess Workers Comp so the town would still need to continue that coverage through Tompkins.

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A **MOTION** was made by Councilwoman Manne, seconded by Councilman Clark to keep the Insurance coverage with Selective through Tompkins which includes the coverage for Excess Workers Comp.

**ALL AYES – MOTION CARRIED**

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Aaron Swable discussed the remaining balance of his sick time with the board.

**APPROVAL OF MINUTES**

On **MOTION** of Councilwoman Manne, seconded by Councilman Dix, to approve the minutes of the meetings of December 14<sup>th</sup> and corrected minutes of December 28<sup>th</sup>, 2017.

**ALL AYES - MOTION CARRIED.**

**DEPARTMENT REPORTS**

**ASSESSOR** – Deborah Conti

- Mrs. Conti and Supervisor Worth are working on verifying all the boundaries in the town for a report for the census bureau.

ZONING & CODES ENFORCEMENT – Charles Reid & Tom Schneider

- Monthly report submitted and filed.
- Mr. Schneider said the department is starting apartment inspections and letters are going out to property owners.
- They have also started a listing of deficient properties and will be contacting the property owners to find out their plans and get those plans moving.

HIGHWAY – Stephen Stocking

- No report

TOWN CLERK – Nicole M. Begin

- Monthly report submitted and filed.
- Mrs. Begin gave the board her annual Town Clerk report and said it was up this year due to sewer connection fees.
- Mrs. Begin informed the board that there are suggested changes to the Control of Dogs Local Law. Each year the Town Clerk's office sends out several late license reminders, very often more than one, to a large number of people. After sending people 3-4 reminders over several months reminding them to license their dog, we send out the Town Constable to serve them with Court Appearance tickets if they still have not renewed. At that point all of the people come in and renew the license. The Town does not end up recouping the money spent on time, paper, postage, court appearance tickets or the constable's wages and mileage. According to NYS Ag and Markets Law, the only legal way the town can recoup the money spent is by the owner actually appearing in court and paying the \$25.00 fine. The suggested changes are: Only send out one late reminder and no longer allow the owner to pay for the license in our office once they receive the Appearance Ticket by making them go to court and pay the fine. Another change is to have all licenses come due in June for the entire town.

PLANNING BOARD – Thomas Schneider

- The Planning Board is reviewing idle special use permits.
- The Planning Board will be making a recommendation to the Town Board for minor changes to the Zoning Law.
- There is a resident on Lake Road that wishes to rent out her tiny house on the property in the summer months. The Planning Board will review.
- There was a fire call at the Flying J and the fire chief found it to be truck exhaust. While there, the building inspectors found major zoning deficiencies and they were cited. Some items they were cited on last February were fixed.

ZONING BOARD OF APPEALS – Terrance Daniel

- The December ZBA meeting was cancelled and there is no January meeting due to lack of agenda items.

JUSTICE – David O'Connor & Edwin F. Mileham, Jr.

- The December 2017 monthly reports are submitted. Fines and fess totaled \$36,991.00. The NYS Comptroller will bill for their portion.

SUPERVISOR – John J. Worth

- Mr. Worth will meet with the engineers and EDC regarding the sewer plant expansion and to what will be needed to get the process started.
- Engineers will be out at our next meeting to discuss water District possibilities.

**COMMITTEE REPORTS**

**Councilwoman Manne** – Mrs. Manne suggested a change to the employee handbook regarding seniority. The board reviewed the suggested change and the town Attorney said the verbiage was fine for the board to approve.

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A **MOTION** was made by Supervisor Worth, seconded by Councilman Dix to approve the suggested change to the employee handbook regarding seniority.

**ALL AYES – MOTION CARRIED**  
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**Councilman Dix** – Mr. Dix has not received any information yet from the engineers for the building or the park gazebo. The prisoners started painting the conference room at the court offices.

**OLD BUSINESS**

1. Community Center Kitchen Rental – The board will contact the owners of Sweet Lisa, who currently use the Community Center kitchen regularly, to see if they are interested in exclusive rental of the kitchen area for 10 months out of the year.
2. Declaration of surplus property - Dishwasher at Community Center – The Board has decided to declare the dishwasher as surplus property and bid it out.
3. Water Agreement with County – Supervisor Worth attended a meeting in Batavia on January 10<sup>th</sup>. The County needs the agreement signed. Mr. Worth said that he would like the Board to email any suggestions by email as soon as possible.

**RESOLUTIONS**

**RESOLUTION # 1 of 2018 - Annual Appointments & Adjustments**

\*\* See Attached

**Motion:** Councilman Clark

**Second:** Councilman Dix

**Ayes:** Arnold, Manne, Dix, Clark, Worth

**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

**RESOLUTION # 2 of 2018 – Payment of Abstract**

**WHEREAS**, A request has been made to pay the normal operating expenses of the Town of Pembroke, and,

**WHEREAS**, these payments are within the normal scope of the 2017 & 2018 working budgets, and create no additional cost to the Town of Pembroke; **NOW, THEREFORE BE IT**

**RESOLVED**, That the Town of Pembroke hereby authorizes the Supervisor to make the appropriate payments contained within abstract # 24 of 2017 and # 1 of 2018.

**Motion:** Councilman Dix

**Second:** Councilwoman Manne

**Ayes:** Arnold, Manne, Dix, Clark, Worth

**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

**RESOLUTION # 3 of 2018 – Community Center Kitchen Equipment**

**WHEREAS** the Town of Pembroke took ownership of all of the equipment in the kitchen at the Pembroke Community Center; and

**WHEREAS** the dishwasher in the kitchen does not work and needs to be repaired or removed; **NOW, THEREFORE, BE IT**

**RESOLVED** the Town Board declares the dishwasher as surplus property; and **BE IT FURTHER**

**RESOLVED** that the dishwasher will be put out to bid, as is, in the Batavia Daily News.

**Motion:** Councilwoman Manne

**Second:** Councilman Dix

**Ayes:** Arnold, Manne, Dix, Clark, Worth

**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

**RESOLUTION # 4 of 2018** – Code Enforcement Officer Agreement between the Town of Pembroke and the Town of Batavia

**WHEREAS** the Town of Batavia and the Town of Pembroke entered into a Code Enforcement Officer Agreement in February 2007; and

**WHEREAS** the agreement addresses the need for each party to have their Codes enforced during periods when the Enforcement Officers are unavailable due to illness, vacation and other absences. **NOW, THEREFORE, BE IT**

**RESOLVED**, pursuant to Article 5-G of the General Municipal Law, the Pembroke Town Board wishes to re-enter into a two-year agreement, January 1<sup>st</sup>, 2018 to December 31, 2019, between the Town of Batavia and the Town of Pembroke for Code Enforcement coverage (agreement attached); and **BE IT FURTHER**

**RESOLVED**, the Pembroke Town Board hereby authorizes the Supervisor to execute the aforementioned agreement.

**Motion:** Councilman Dix

**Second:** Councilman Clark

**Ayes:** Arnold, Manne, Dix, Clark, Worth

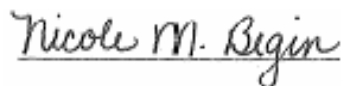
**Nays:** None

**APPROVED by: Unanimous vote (5-0)**

On **MOTION** of Councilwoman Manne, seconded by Councilman Dix to adjourn the meeting at 9:26 P.M.

ALL AYES – MOTION CARRIED.

Respectfully submitted,



Nicole M. Begin, Town Clerk

**\*\* 2018 ORGANIZATIONAL MEETING - Annual Appointments, Adjustments & Policies  
SEE FOLLOWING PAGES**

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF JANUARY 11, 2018 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO BEING ACCEPTED BY THE TOWN BOARD AT THE FIRST REGULAR TOWN BOARD MEETING OF EACH MONTH

**2018 ORGANIZATIONAL MEETING**  
**Annual Appointments, Adjustments & Policies**

**RESOLUTION #1 of 2018 - 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 2018 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. 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 on Monday 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 or Interpreter as needed.
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 2018 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.
27. Zoning/Building Department hours to be Monday thru 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 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 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 2018 budget:

<b>Job Title</b>	<b>Name</b>
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 (2)	Allan Starkweather, & JoAnn Cummings
Zoning & Codes Enforcement Officer	Charles Reid and Thomas Schneider
Building Inspector – part time	Charles Reid and Thomas Schneider
Zoning Clerk/typist – part time	Diane Denton
Cemetery Mowing	Matt’s Landscaping
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. 2018 Town of Pembroke Schedule of Salaries & Rates of Pay

<b>Position</b>	<b>Budget Line</b>	<b>Rate (Dollars)</b>	<b>Per</b>
Assessment-State Training	A1430.4	\$35.00	day
Assessment-Grievance	A1430.4	\$35.00	session
Assessor	A1355.1	\$36,000.00	annual
Assessor Assistant\Trainee\Clerk	A1355.11	\$6,500.00	annual
Clerk-Typist PT - Assessor/Zoning	B3620.11	\$13.00	hour
Councilman/Councilwoman	A1010.1	\$5,000.00	annual
Building Inspector, Senior	B3620.1	\$19.96	hour
Building Inspector	B3620.1	\$15.30	hour
Cemetery Caretaker	A8810.4	\$3,600.00	annual
Town Clerk	A1410.1	\$42,000.00	annual
Deputy Town Clerk	A1410.11	\$12.50	hour
Deputy Supervisor	A1220.12	750.00	annual
Code Enforcement Officer	B3620.1	\$19.96	hour
Constable	A3510.1	\$12.25	hour
Court Justice Clerk FT	A1110.11	\$43,000.00	annual
Court Justice Clerk FT - Deputy	A1110.14	\$17.75	hour
Superintendent of Highways	A5010.1	\$60,476.85	annual
Historian (2)	A7510.1	\$1,050.00	annual
Historian (1)	A7510.1	\$1,050.00	annual
Town Justice (I)	A1110.1	\$29,284.00	annual
Town Justice (II)	A1110.1	\$25,565.00	annual
Court Officer (2)	A1110.13	\$19.78	hour
MEO Working Supervisor FT	DA5142.1 & DB5110.1	\$24.30	hour
MEO FT	DA5142.1 & DB5110.1	\$23.29	hour
MEO-Seasonal / Laborer PT	DA5142.1 & DB5110.1	\$11.80 - \$14.77	hour
Mail Prosecutor	A1110.12	\$585.00	month
Planning Board Chairman	B8020.11	\$1,545.00	annual
Planning Board Member	B8020.1	\$35.00	meeting
Town Supervisor	A1220.1	\$16,000.00	annual
Zoning Board Chairman	B8030.11	\$1,545.00	annual
Zoning Board Member	B8030.1	\$35.00	meeting
Zoning Enforcement Officer	B3620.1	\$19.96	hour

MEO Working Supervisor – Scott Turner \$24.30

MEO – Ed Duckworth, Adam Schafer, Andrew Gabbey \$23.29

MEO PT – Duane Schmigel, \$14.42

Laborer PT – Hugh Schollard \$12.18, Jesse Stocking \$13.33, Cindy Turner \$12.03

41. 2018 Town of Pembroke Fee Schedule

<b>Item</b>	<b>Price</b>	<b>Add'l Info</b>
Building Permit (varies by size, see Inspector)	\$ 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
Junkyard License	\$ 120.00	annual
Land Separation Application	\$ 25.00	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
Special Use Permit (SUP)/Site Plan Review	\$ 50.00	
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
Faxing LOCAL	\$1.90 1 <sup>st</sup> page	\$1.60 per page 2+
Faxing LONG DISTANCE	\$2.50 1 <sup>st</sup> page	\$2.20 per page 2 +

**TOWN BOARD  
COMMITTEE ASSIGNMENT  
2018**

**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

**COMMITTEE 6 - TOWN OF PEMBROKE CEMETERIES**

Chairman - Tom Dix  
Co-Chairman - Steve Stocking

**COMMITTEE 7 - TOWN WEB PAGE AND SOCIAL MEDIA**

Chairman - Kathleen Manne  
Co-Chairman - John Worth

**COMMITTEE 8 - TOWN COMPREHENSIVE REVIEW**

Chairman - Ed Arnold Jr.  
Co-Chairman - K. Warren Clark

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 2018

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 \$35,000.00 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 cannot 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 2018

## 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:

<b>DEPOSITORY NAME</b>	<b>MAXIMUM AMOUNT</b>	<b>OFFICER</b>
M & T Trust Corfu	\$5 million	Town Supervisor (in his absence) Deputy Town Supervisor
Five star bank (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 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.

# 2018 C E R T I F I C A T I O N

## 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 – 2018

#### 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 2018 – 2021

#### 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 2018 – 2021

**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 2018 – 2021

**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 01/01/2018 – 12/31/2018

**ASSESSOR**

Deborah Conti  
949 Lakeside Drive  
Corfu, New York 14036  
Phone

Appointment 10/01/2013 – 9/30/2019

**CONSTABLE**

Richard Carine  
Corfu, New York 14036

Appointment 01/01/2018 – 12/31/2018

**DOG CONTROL OFFICER**

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

Appointment 01/01/2018 – 12/31/2018

**TOWN HISTORIAN**

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

Appointment 01/01/2018 – 12/31/2018

**TOWN HISTORIAN**

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

Appointment 01/01/2018 – 12/31/2018

**TOWN ATTORNEY**

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

Appointment 01/01/2018 – 12/31/2018

**COURT CLERK**

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

Appointment 01/01/2018 – 12/31/2018

**COURT CLERK TYPIST**

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

Appointment 01/01/2018 – 12/31/2018

**ZONING/BUILDING COMPLIANCE ADMIN.**

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

Appointment 01/01/2018 – 12/31/2018

**BUILDING INSPECTOR**

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

Appointment 01/01/2018 – 12/31/2018

**ZONING CLERK TYPIST**

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

Appointment 01/01/2018 – 12/31/2018



## PLANNING BOARD MEMBERS 2018

James Uebelhoer  
1059 Akron Road  
Corfu, New York 14036  
8294 Slusser Road

**(CHAIRMAN – 1 year term 01/01/2018 – 12/31/2018)**

Appointment 01/01/2018 – 12/31/2019 (to fill vacant term of Tom Schneider)

Cheyenne Seelau  
607 Main Road  
Corfu, New York 14036  
Phone (716) 572-9562

Appointment 04/27/2017 – 12/31/2023

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

Appointment 01/01/2012 – 12/31/2018

Philip Conti III  
949 Lakeside Drive  
Corfu, New York 14036  
Phone (716) 517-7911

Appointment 11/09/2017 – 12/31/2020

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

Appointment 01/01/2015 – 12/31/2021

Greg Kuras  
8236 North Pembroke Road  
Batavia New York 14020  
Phone (585) 599-3181

Appointment 01/01/2016 – 12/31/2022

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

**1 year term 01/01/2018 – 12/31/2018**

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

**1 year term 01/01/2018 – 12/31/2018**

### SECRETARY

Diane Denton  
1640 Indian Falls Road  
Corfu, New York 14036  
Phone: (585) 762-9902

Appointment 01/01/2018 – 12/31/2018

# ZONING BOARD OF APPEALS 2018

Terrance Daniel  
8259 Marble Road  
Akron, New York 14001  
Phone (585)

**(CHAIRMAN – 1 year term 01/01/2018 – 12/31/2018)**

Appointment 01/01/2017 – 12/31/2021

Donald Dylag  
1451 Indian Falls Road  
Corfu New York 14036  
Phone (585) 507-8731

**(VICE CHAIRMAN - 1 year term 01/01/2018 – 12/31/2018)**

Appointment 01/01/2016 – 12/31/2019

Erika Gabbey  
663 Back Street  
Corfu, New York 14036  
Phone (585)

Appointment 10/12/2016 – 12/31/2018

Donald Showler  
1857 Main Road  
Corfu, New York 14036  
Phone (585)

Appointment 01/01/2016 – 12/31/2020

John Kadziolka  
753 Gabbey Road  
Corfu, New York 14036  
Phone (585) 542-9027

Appointment 01/01/2018 – 12/31/2022

Thomas Marshall (ALTERNATE)  
290 Maple Road  
Corfu, New York 14036  
Phone (585)

Appointment 01/01/2018 – 12/31/2018

## **SECRETARY**

Diane Denton  
1640 Indian Falls Road  
Corfu, New York 14036  
Phone: (585) 762-9902

Appointment 01/01/2018 - 12/31/2018

## **ASSESSMENT BOARD OF REVIEW 2018**

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

Term expires September 2019

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

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

Term expires September 2022

Mary Ann Schnauffer  
8815 Lake Road  
Corfu, New York 14036

Term expires September 2018

# Town of Pembroke

## 2018 MONTHLY MEETING SCHEDULE

### Regular Meetings

6:30 P.M. Sign Vouchers  
7:00 Public Participation

### Second Regular Meeting

6:00 P.M.

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

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 15	Martin Luther King
February 19	Presidents' Day
March 30	Good Friday
May 28	Memorial Day
July 4	Fourth of July
September 3	Labor Day
October 8	Columbus Day/Indigenous Day
November 22 & 23	Thanksgiving Day
December 24 & 25	Christmas Day

Zoning Board of Appeals meets 3<sup>rd</sup> Wednesday of each month at 7:30 P.M.

Planning Board meets 4<sup>th</sup> Wednesday of each month at 7:30 P.M.