

**MINUTES of the Regular & Organizational Meeting of the Pembroke Town Board held on January 2<sup>nd</sup>, 2020 at the Pembroke Town Hall, 1145 Main Road, Corfu, New York.**

PRESENT: Thomas Schneider, Supervisor  
Kathleen Manne, Councilwoman  
Thomas Dix, Councilman

ABSENT: Edward G. Arnold, Jr., Deputy Supervisor; K. Warren, Clark, Councilman

OTHERS PRESENT: Nicole M. Begin; Town Clerk; Stephen Stocking, Highway Superintendent; James Uebelhoer, Planning Board Chairman; Heather Woods & John Cima, Pembroke School Board.

Supervisor Schneider led the pledge of allegiance, prayer and called the meeting to order at 6:30 P.M.

**PUBLIC PARTICIPATION** ~ None

**APPROVAL OF MINUTES**

On **MOTION** of Councilman Dix, seconded by Councilwoman Manne, to approve the minutes of the meetings of December 12<sup>th</sup>. ALL AYES - MOTION CARRIED.

**DEPARTMENT REPORTS**

**HIGHWAY** – Stephen Stocking

- Mr. Stocking had paperwork needed to be signed by the town board for the County for summer expenditures on County roads in 2020.

**TOWN CLERK** – Nicole M. Begin

- Monthly report submitted and filed.
- Mrs. Begin gave the annual report. 2019 incoming funds were less than 2018 because of a significant sewer connection fee in 2018. We also sold \$2,000.00 less in hunting licenses this year.

**SUPERVISOR** – Thomas Schneider

- Mr. Schneider spoke with Judge Mileham regarding New York State Law changes that could significantly impact the Town and the way the court will be able to collect fines.
- The Sewer Expansion project is underway and should hopefully be finished in 2020.
- All the banking paperwork has been submitted to remove John Worth and add Tom Schneider. Before leaving, Mr. Worth put more funds into CD's at a rate of 4.9%. Mr. Dix suggested the Town look into NY Class in the future because rates may be better and there are less restrictions.

**COMMITTEE REPORTS**

• **Personnel / HR / Insurance**

Mrs. Manne said that since the Workplace Harassment Training needs to be completed every year by town employees the Town Board should set an annual date that it will need to be completed by each year. The board agreed to make October 15<sup>th</sup> the annual completion date for Workplace Harassment Training. The board also agreed to accept training certificates from other municipalities by approval of motion for each certificate received by Town employees.

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A **MOTION** was made by Councilman Dix, seconded by Councilwoman Manne to enter into Executive Session to discuss a personnel matter at 6:50 P.M.  
ALL AYES - MOTION CARRIED.

A **MOTION** of Councilwoman Manne, seconded by Councilman Dix to exit from Executive Session at 7:13 P.M.  
ALL AYES - MOTION CARRIED.

No decisions were made in Executive Session  
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**RESOLUTIONS**

**RESOLUTION # 1 of 2020 – 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 2019 & 2020 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 2019 and # 1 of 2020.

**Motion:** Councilman Dix

**Second:** Councilwoman Manne

**Ayes:** Manne, Dix, Schneider

**Nays:** None

**APPROVED by: Unanimous vote (3-0)**

**RESOLUTION # 2 of 2020** – Royal Employer Services – Employee Assistance Program (EAP)

**WHEREAS**, the Town of Pembroke has been contracted with Royal Employer Services to provide Employee Assistance Program (EAP) services which includes drug testing for employees, and

**WHEREAS**, the contract is up for renewal for a twelve-month period beginning January 1<sup>st</sup>, 2020.  
**NOW, THEREFORE BE IT**

**RESOLVED**, That the Town Board authorizes the Supervisor to sign the contract renewal agreement for the year 2020.

**Motion:** Councilman Dix

**Second:** Councilwoman Manne

**Ayes:** Manne, Dix, Schneider

**Nays:** None

**APPROVED by: Unanimous vote (3-0)**

**RESOLUTION # 3 of 2020** - Annual Appointments & Adjustments

\*\* See Attached \*\*

**Motion:** Supervisor Schneider

**Second:** Councilwoman Manne

**Ayes:** Manne, Dix, Schneider

**Nays:** None

**APPROVED by: Unanimous vote (3-0)**

**RESOLUTION # 4 of 2020** – 2019 Budget Amendments

**RESOLVED**, That the Supervisor be authorized to increase the following appropriations with the source of funding being unreserved fund balance:

A1620.412	Contractual – Corfu -Electric	+	1,300.00
A1620.413	Contractual – Corfu -Gas	+	2,500.00
A1620.414	Contractual – Corfu -Supplies	+	3,500.00
A1620.415	Contractual – Corfu -Cleaning	+	800.00
A1620.421	Contractual – Pembroke -Telecom	+	2,000.00
A1620.422	Contractual – Pembroke -Electric	+	500.00
A1620.423	Contractual – Pembroke -Gas	+	2,000.00
A1410.11	Town Clerk-Deputy Town Clerk	+	1,000.00

**Motion:** Councilwoman Manne

**Second:** Councilwoman Dix

**Ayes:** Manne, Dix, Schneider

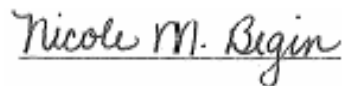
**Nays:** None

**APPROVED by: Unanimous vote (3-0)**

On **MOTION** of Councilwoman Manne, seconded by Councilman Dix to adjourn the meeting at 7:30 P.M.

ALL AYES – MOTION CARRIED.

Respectfully submitted,



Nicole M. Begin, Town Clerk

**\*\* 2020 ORGANIZATIONAL MEETING RESOLUTION - Annual Appointments, Adjustments & Policies - SEE FOLLOWING PAGES**

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD MEETING OF JANUARY 2, 2020 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

## **RESOLUTION # 3 of 2020 - Annual Appointments, Adjustments & Policies**

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

1. Town Board to meet on the second and fourth Thursday of each month with the exception of November and December where the meetings will be held on the first and third Thursdays. Meetings will begin at 6:30 P.M. (See attached schedule for 2020 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 adopted budget, will take place in the first payday of the new year. General payroll on a monthly basis. Bi-weekly payroll paid on the following Thursday after the pay period ends. Town Clerk to keep pay period calendar.
5. All vouchers and bills are to be submitted to the Town Clerk by twelve noon on Monday preceding a 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 2020 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 fourth Wednesday of the month at 7:00 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 7:00 P.M.
19. Zoning Board of Appeals and Planning Board Secretary should file minutes with the Town Clerk within two weeks after meeting.
20. General offices will be closed for Federal Holidays. Hours may vary at other times of the year. See attached listing of holiday hours for 2020.
21. Town Clerk office hours to be Monday to Friday 8:30 A.M. to 4:30 P.M. Hours may vary during the year for meetings and training.
22. Court Clerk office hours to be Monday to Friday 8:30 A.M. to 4:30 P.M. Hours may vary during the year for meetings and training.
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. Use of meeting rooms to be posted on calendar in Town Clerk's Office.
26. Mileage rate as per current IRS rate, while on town business only.
27. Zoning/Building Department hours to be Monday thru Friday 9:00 A.M. to 2:00 P.M. and by appointment.
28. Assessor's office hours to be Friday from 9:00 A.M. to 4:00 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 auditor Freed Maxick and one Town Board member.
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. Barb Wolf to be Coordinator for Pembroke Senior Citizens site.
36. Town Clerk appoints 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.
37. Highway Superintendent Stephen Stocking appointed Scott Turner Deputy Highway Superintendent.
38. Appoint Nicole M. Begin Registrar of Vital Statistics and Town Clerk appoints 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.
39. Supervisor appoints Edward G. Arnold, Jr. as Deputy Supervisor.

40. Appointments as per 2020 budget:

<b>Job Title</b>	<b>Name</b>
Budget Director	Supervisor
Assessor (7-year appointment)	Tina McQuillen
Assessor Assistant	Deborah Conti
Court Clerk - full time	Susan Parker
Assistant Court Clerk - part time	Angelina Johnson
Clerk Typist (at Court)	Lori Stiles
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 Enfcmnt Officer PT	Charles Reid
Zoning & Codes Enfcmnt Officer PT	James Wolbert
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	TBD
Official Banks	M&T, Bank of America-Cemetery
Official Newspaper	Batavia Daily News
Payroll Processing	Complete Payroll Processing
Senior Citizen Site Coordinator	Barbara Wolf



41. 2020 Town of Pembroke Schedule of Salaries & Rates of Pay

<b>Position</b>	<b>Budget Line</b>	<b>Per</b>	<b>2020</b>
Assessment-State Training	A1430.4	day	\$40.00
Assessment-Grievance	A1430.4	session	\$40.00
Assessor (\$12.00 per parcel, 2477 parcels)	A1355.1	annual	\$29,724.00
Assessor Assistant	A1355.11	hour	\$15.00
Assessor Clerk	A1355.11	hour	
Clerk-Typist PT - Zoning	B3620.11	hour	\$13.53
Councilperson	A1010.1	annual	\$5,000.00
Building Inspector, Senior	B3620.1	hour	\$19.96
Code Enforcement Officer	B3620.1	hour	\$16.00
Cemetery Caretaker	A8810.4	annual	\$4,500.00
Town Clerk	A1410.1	annual	\$45,000.00
Deputy Town Clerk	A1410.11	hour	\$13.00
Deputy Supervisor	A1220.12	annual	\$1,000.00
Constable	A3510.1	hour	\$13.25
Court Justice Clerk FT	A1110.11	annual	\$45,000.00
Court Justice Clerk PT - Deputy	A1110.14	hour	\$18.55
Clerk Typist – PT	A1110.14	hour	\$14.00
Superintendent of Highways	A5010.1	annual	\$62,500.00
Historian (2)	A7510.1	annual	\$1,200.00
Historian (1)	A7510.1	annual	\$1,200.00
Town Justice (I)	A1110.1	annual	\$29,284.00
Town Justice (II)	A1110.1	annual	\$25,565.00
Court Officer (2)	A1110.13	hour	\$19.78
MEO Working Supervisor FT	DA5142.1 & DB5110.1	hour	\$25.15
MEO FT	DA5142.1 & DB5110.1	hour	\$24.11
MEO-Seasonal / Laborer PT	DA5142.1 & DB5110.1	hour	See below (\$12.50 - \$15.00)
Mail Prosecutor	A1110.12	month	\$605.00
Planning Board Chairman	B8020.11	annual	\$1,545.00
Planning Board Member	B8020.1	meeting	\$40.00
Town Supervisor	A1220.1	annual	\$20,000.00
Zoning Board Chairman	B8030.11	annual	\$1,545.00
Zoning Board Member	B8030.1	meeting	\$40.00

MEO Working Supervisor – Scott Turner \$25.15

MEO – Ed Duckworth, Adam Schafer, Andrew Gabbey \$24.11

Laborer PT – Duane Schmigel, \$14.50, Hugh Schollard \$12.50, Cindy Turner \$12.50,

Maria C. Jabinillo \$12.50, Michael Sweeney \$12.50

42. 2020 Town of Pembroke Clerk's Office Fee Schedule

<b>Item</b>	<b>Price</b>	<b>Add'l Info</b>
Cemetery Plots — N Pembroke, Old Buffalo	\$ 650.00	each
Full Burial (caretaker /grave open and close)	\$750.00	each
Cremation Burial	\$450.00	each
2 Cremation burials in one plot	\$650.00	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
Photocopy	\$.25 bl/whi - \$.30 color	
Public Hearing Application	\$ 50.00	
Fax - Local	\$1.90 page 1	\$1.60 ea. Addtl. pg.
Fax – Long Distance	\$2.50 page 1	\$2.20 ea. Addtl. pg.
Town Map	\$.75	each
Certified Birth or Death Certificate	\$10.00	Set by State
Marriage Licenses	\$40.00	Set by State
Certified copy of Marriage	\$10.00	Set by State
Genealogy Copies	\$6.00	Set by State
Peddler's/Solicitors Permit	\$100.00	

43. 2020 Town of Pembroke Building & Zoning Office Fee Schedule

<b>BUILDING &amp; ZONING DEPARTMENT FEE SCHEDULE</b>			
<b>I. BUILDING PERMIT FEE SCHEDULE</b>			
<b>A. RESIDENTIAL BUILDING PERMITS</b>			
1.	1 & 2 Family Dwelling	Includes 6 Inspection	\$0.40 per sq.ft.
2.	Multi-Family Dwelling(s)	Includes 10 Inspection	\$0.50 per sq.ft.
3.	Accessory Structures, Additions and /or Alterations attached or detached	Includes 5 Inspection	\$215.00
4.	Porches & Decks	Includes 3 Inspections	\$130.00
5.	Residential Permit Extension		\$50.00
<b>Notes:</b>			
	<i>a) Building Permits are valid for one year from the date of issue. If the Permit expires an extension must be applied for. Only two extensions shall be permitted.</i>		
	<i>b) any actual costs incurred by the town for the application of the subject permit which exceeds the permit fee schedule outlined here will be charged to the applicant and must be paid in full prior to the issuance of Certificate of Occupancy or Certificate of Compliance.</i>		
	<i>c) For the purpose of determining square footage for fees, measurements will be made on the outside of the structure. Totals will include habitable basement, first floor and any additional habitable floors. Crawl spaces and attics will not be included.</i>		
	<i>d) Fee for a permit involving a change of occupancy will be the same as for a new building.</i>		
	<i>e) Electrical Inspections are not included in the building permit schedule of fees and must be conducted by an independent agency acceptable to the Town.</i>		

<b>B. COMMERCIAL AND INDUSTRIAL BUILDING PERMIT FEES</b>			
1.	Area up to 1000 sq.ft.	Includes 10 Inspections	\$500.00
2.	Area in excess of 1000 sq.ft.	Includes 10 Inspections	\$0.50 per sq.ft.
3.	Administrative Site Plan Review		\$350.00
4.	Commercial Permit Extension		\$100.00

<i>Notes:</i>	<i>Please Note: All Professional Fees incurred by the Town as part of the Plan Review process, including but not limited to engineering and legal fees, shall be billed to the applicant within thirty (30) days of receipt by the Town. All associated fees shall be paid by the applicant prior to the issuance of the applicable permit, Certificate of Compliance/Occupancy and/or other required approval. The Zoning and Codes Administrator may require the applicant to pay a deposit, at the time of application, to be used to offset said professional fees. Any unused portion of said deposit will be returned to the applicant upon final approval.</i>
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<b>C. INSPECTIONS</b>		
1.	Inspections as required:	
	During normal business hours	\$30.00
	Saturdays	\$40.00
	Commercial & Life Safety - Emergencies	\$40.00
<i>NO INSPECTIONS ON SUNDAY &amp; HOLIDAYS except in Life Safety Emergencies.</i>		

<b>D. MISCELLANEOUS FEES</b>			
1.	Fuel Burning Device	Includes 1 Inspection	\$70.00
2.	Demolition Permit	Includes 1 Inspection	\$60.00
3.	Swimming Pools	Includes 1 Inspection	\$50.00
4.	Work commencing without first obtaining a permit		<b>TRIPLE PERMIT FEE</b>
5.	Temporary Certificate of Occupancy (6 months)		\$50.00
6	Stand by Generator	Includes 1 Inspection	\$60.00
7.	Engineering Review Fees Incurred by the Town (per hour) <i>Review fees incurred by the Town beyond 1-hour will be billed to the applicant within 30-days</i>		Per Billed Rate
8.	Truss/Engineered Lumber Stickers		\$50.00
9.	Pyrotechnics Permit		\$350.00
10.	Operating Permit		\$120.00

<b>E. SEWER CONNECTION FEE [Commercial /Industrial Users in Sewer District 1]</b>	
	\$25.00 per Gallon per Day of Calculated Usage

<b>II. ZONING PERMIT FEE SCHEDULE</b>		
<b>A. RESIDENTIAL</b>		
1.	Accessory Structures 144 sq.ft. or less	\$50.00
2.	Signs	\$50.00
3.	Ponds (Subject to Special Use Permit)	\$50.00
4.	Fence Plan Review	\$25.00
5.	Home Occupation Permit / Skilled Trade Shop	\$25.00
<b>B. AGRICULTURAL</b>		
1.	Agricultural Buildings and Additions to:	
	up to 1000 sq.ft.	\$30.00
	between 1000 sq.ft. and 3000 sq.ft.	\$50.00
	over 3000 sq. ft.	\$55.00

<b>III. SCHEDULE OF MISCELLANEOUS ZONING &amp; PLANNING FEES</b>		
1.	Public Hearing Fee	\$50.00
2.	Mobile Home Park License Fee	\$100.00
3.	Recycling Operations	\$75.00
4.	Special Use Permit Fee/Site Plan Review	\$100.00
5.	Special Use Permit Renewal Fee	\$50.00
6.	Commercial Renewable Energy Systems Application Fee	\$250.00 per MW
7.	Zoning Board Action (Area/Use Variance Interpretations)	\$50.00
8.	Land Separation (per lot)	\$25.00
9.	Application for a Rezone	\$100.00
10.	Zoning Books (Zoning Law, Comprehensive Plan or Subdivision Design Criteria)	\$10.00
	If Mailed	\$15.00
11.	Building & Zoning Records Search	\$25.00

12.	SUB-DIVISION APPLICATIONS	
	Preliminary Plat*	\$100.00
	*plus per lot	\$25.00
	Sub-Division Plat*	\$100.00
	Review of Site Plan & SEQR by Town Engineer (per application)	\$100.00
	*plus per lot	\$25.00

**TOWN BOARD  
COMMITTEE ASSIGNMENT  
2020**

**COMMITTEE 1 - FINANCE / IT**

Chairman - Ed Arnold Jr.  
Co-Chairman - Tom Schneider

**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 - Tom Schneider

**COMMITTEE 5 - ZONING / ASSESSMENT / COMPREHENSIVE PLAN**

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

**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 - Tom Schneider

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

## 2020

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 2020

## 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 are:

##### **DEPOSITORY NAME**

M & T Trust Corfu (Daily business)  
Bank of Castile (Insurance)  
Bank of America (Cemetery)  
Keybank

##### **INVESTMENT NAME**

Wilmington  
NYCLASS  
Five Star Bank

## **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.



# 2020 CERTIFICATION

## TOWN OF PEMBROKE ELECTED AND APPOINTED EMPLOYEES

### ELECTED

#### SUPERVISOR

Thomas Schneider  
8294 Slusser Road  
Batavia, New York 14020  
Phone (585) 762-6108  
Cell (585) 409-8429

Term 2020 – 2023

#### DEPUTY SUPERVISOR

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

Term 1 Year – 2020

#### COUNCILMAN

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

Term 2020 – 2023

#### 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 2020 – 2023

#### 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 2020 – 2023

TOWN CLERK/TAX COLLECTOR/ REGISTRAR OF VITAL STATISTICS

Nicole M. Begin  
9343 Stoney Lonesome Road  
Corfu, New York 14036  
Phone (585) 599-3533  
Term 2020 – 2023

TOWN JUSTICE

David M. O’Connor  
Corfu, New York 14036  
Term 2020 – 2023

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 01/01/2020 – 12/31/2020

ASSESSOR

Tina McQuillen  
Batavia, New York 14020  
Appointment 10/1/2019 – 9/30/2026

CONSTABLE

Richard Carine  
Corfu, New York 14036  
Appointment 01/01/2020 – 12/31/2020

DOG CONTROL OFFICER

Genesee County Animal Shelter  
3841 West Main St Road  
Batavia, New York 14020  
Phone (585) 343-6410  
Appointment 01/01/2020 – 12/31/2020

TOWN HISTORIAN

Allan Starkweather  
66 West Main Street  
Corfu, New York 14036  
Phone (585) 599-4195  
Appointment 01/01/2020 – 12/31/2020

TOWN HISTORIAN

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

Appointment 01/01/2020 – 12/31/2020

TOWN ATTORNEY

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

Appointment 01/01/2020 – 12/31/2020

COURT CLERK

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

Appointment 01/01/2020 – 12/31/2020

PT COURT CLERK

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

Appointment 01/01/2020 – 12/31/2020

CLERK TYPIST

Lori Stiles  
3 Thompson Drive  
Corfu, New York 14036  
Phone (585) 599-4832

Appointment 01/01/2020 – 12/31/2020

ZONING & CODES ENFORCEMENT OFFICER PT.

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

Appointment 01/01/2020 – 12/31/2020

ZONING & CODES ENFORCEMENT OFFICER PT.

James Wolbert  
8717 Lovers Lane Road  
Corfu, New York 14036  
Phone (585) 599-3998

Appointment 01/01/2020 – 12/31/2020

ZONING CLERK TYPIST

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

Appointment 01/01/2020 – 12/31/2020

## PLANNING BOARD MEMBERS 2020

James Uebelhoer  
1059 Akron Road  
Corfu, New York 14036  
Phone (585) 418-4010

**(CHAIRMAN – 1 year term 01/01/2020 – 12/31/2020)**

Appointment 01/01/2020 – 12/31/2026

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 01/01/2019 – 12/31/2025

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

**(VICE CHAIRMAN - 1 year term 01/01/2020 – 12/31/2020)**

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

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

Appointment 08/23/2018 – 12/31/2024

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

**1 year term 01/01/2020 – 12/31/2020**

VACANT (ALTERNATE)

**1 year term 01/01/2020 – 12/31/2020**

### SECRETARY

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

Appointment 01/01/2020 – 12/31/2020

# ZONING BOARD OF APPEALS 2020

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

**(CHAIRMAN – 1 year term 01/01/2020 – 12/31/2020)**

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 01/01/2020 – 12/31/2020)**

Appointment 01/01/2020 – 12/31/2024

Margaret Tuerk  
952 Genesee Street  
Corfu, New York 14036  
Phone (716) 901-5985

Appointment 10/12/2016 – 12/31/2023

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

Appointment 01/01/2016 – 12/31/2020

Cherie Uebelhoer  
1059 Akron Road  
Corfu, New York 14036  
Phone (585) 418-4010

Appointment 05/09/2019 – 12/31/2022

Joseph Meacham (ALTERNATE)  
588 Akron Road  
Akron, New York 14001  
Phone (585) 738-6800

Appointment 01/01/2020 - 12/31/2020

## **SECRETARY**

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

Appointment 01/01/2020 - 12/31/2020

# ASSESSMENT BOARD OF REVIEW 2020

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

Term expires September 2024

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

Term expires September 2020

Joseph Meacham  
588 Akron Road  
Akron, New York 14001  
Phone (585) 738-6800

Term expires September 2021

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

Term expires September 2022

Cherie Uebelhoer  
1059 Akron Road  
Corfu, New York 14036  
Phone (585) 418-4010

Term expires September 2023

# Town of Pembroke 2020 MONTHLY MEETING & HOLIDAY SCHEDULE

Meetings will begin at 6:30 pm

## Regular Meetings

January 2 - Organizational Mtg.  
February 13  
March 12  
April 9  
May 14  
June 11  
July 9  
August 13  
September 10  
October 8  
November 5  
December 3

## Second Regular Meeting

January 23  
February 27  
March 26  
April 23  
May 28  
June 25  
July 23  
August 27  
September 24  
October 22  
November 19  
December 17

## Holiday Office Closures

January 1	New Year's Day
January 20	Martin Luther King
February 17	Presidents' Day
April 10	Good Friday
May 25	Memorial Day
July 3	Fourth of July
September 7	Labor Day
October 12	Columbus Day/Indigenous Day
November 11	Veterans Day
November 25	Closed at noon
November 26 & 27	Thanksgiving
December 24 & 25	Christmas

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.