PEMBROKE TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 6, 2009 6:00 P.M.

PRESENT: James Tuttle, Supervisor
Edward Arnold, Jr., Councilman
Gary DeWind, Councilman
Peter G. Sformo, Councilman

Absent: James Mallory, Councilman

OTHERS PRESENT: Andrea Davis, Town Clerk; and Stephen Stocking, Highway Superintendent; and Edward Beideck.

Please take notice that the meeting was published in the Daily News as required. Supervisor Tuttle called the meeting to order at 6:00 P.M.

Supervisor Tuttle explained that the Organizational information is basically the same as other years. Resolution #1 was reviewed.

Additional adjustments to the resolution are as follows:

- #18 – Due to the dissatisfaction with MRB the Board agreed, at the suggestion of Greg Post, that the Town enter into an agreement with Steve Mountain.

- There was discussion on the a.m. meetings. Councilman Sformo will have some difficulty making some of the meetings. The Board agreed to leave it as it is; changes can be made at a later date.

- The Constable appointments were tabled pending further discussion as well as the Zoning/Building Compliance Admin.

- It was pointed out that two (2) Engineer firms are not required.

- Committee Assignments – Supervisor Tuttle said that the Audit, Finance, Insurance, Investment & Purchasing are areas that the Supervisor works with daily and he should head that committee. Councilman Arnold disagreed and requested to remain the head of that committee and Supervisor Tuttle be the Member. Councilman De Wind stated that he did not request the Planning and Zoning Committee assignment; Supervisor Tuttle will Chair the Committee and Councilman Arnold will be the Member.

- Intermunicipal will be combined with Economic & Community Development.

- There was discussion on Civil Service and hiring practices.

- The Investment and Purchasing Policies remain the same.

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

RESOLUTION #1 - Appointments

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

1. Town Board to meet the second Wednesday of each month at 7:00 P. M. A Workshop will be held the fourth Wednesday of each month at 7:30 A.M. (See attached schedule for 2008 meeting dates).

2. Batavia Daily News, a daily publication, the official newspaper.

3. Mark Boylan, Attorney at Law, named as legal council and paid annually.

4. General payroll on a monthly basis, checks due the last business day of each month, bi-weekly payroll paid at the end of workday Thursday.

5. Supervisor authorized to invest surplus funds at highest rate of interest.

6. Supervisor authorized to pay utility bills, advance registration fees, and other discounted bills as they come due. To enter into contract renewals for annual maintenance of computers, software, and office equipment as they come due.

7. Supervisor to submit monthly financial statements and prepare the annual report.

8. Appointments as per 2009 budget:

Youth Representative	Carol Reiner
Budget Director	Edward
Court Clerk - full time	Susan Mortellaro
Assist. Court Clerk – full time	Angelina Nati
Mail Prosecutors	David Saleh, Esq. & Robert Zickl, Esq.
Fiscal Manager	Arthur Munger
Information Technologies	Nicole Begin
Building Maintenance	Scott Strollo
Games of Chance Inspector	Constable
Dog Control Officer	Ronald Hershberger
Historians (3)	Lois Brockway, Allan Starkweather, & JoAnn Cummings
Recycling Attendants	Richard Carine & Dexter Rindell
Clerk/typist – part time	Nancy Mandolene
Cemetery Mowing	Scott Strollo & Stephen Lewis

9. Town Justices to submit reports by the second Tuesday of each month. Annual Reports due the second Wednesday of January.

10. Town Justices to hire court stenographer as needed except for DWI cases.

11. Town Clerk appointed Nicole Begin as first and Arthur Munger as second 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.

12. Appoint Andrea Davis Registrar of Vital Statistics and Nicole Begin Deputy Registrar. Appoint Andrea Davis as Town Records Management Officer.

13. Town Clerk to submit minutes within two weeks of the meeting, submit a monthly financial statement by the second Tuesday of the Month, and Annual Report due the second Wednesday of January.

14. Assessment Board of Review/5 Member Board:

State Training Session	$25 per member
Town Instruction Session	$10 per member
Grievance Day (afternoon)	$25 per member
Grievance Day (evening)	$25 per member
Grievance Day (review)	$25 per member

15. Town Engineers appointed Clark Patterson Assoc. and an additional as determined by the Board

16. Agreement for the expenditures of Highway monies between the Superintendent of Highways, Town Board, and County Highway Superintendent as per the 2009 budget.

17. Zoning/Building Compliance Administrator submit monthly reports by the second Tuesday of the month. Annual Report required for Special Use Permits issued by February 15.

18. Planning Board:

Chairman	Richard Kutter
Vice Chairman	Michael Herec
Secretary	Andrea Davis

19. Chairman or Secretary of the Planning Board should notify Planning Board members of the monthly meetings.

20. A member of the Planning and ZBA Boards to attend the regular Town Board meetings.

21. Planning Board to meet the last Wednesday of the month at 8:00 P.M. Minutes to be submitted the Friday before the Town Board meeting.

22. Zoning Board of Appeals:

Chairman	Thomas Schneider
Vice Chairman	Nathan Witkowski
Secretary	Nance Mandolene

23. Chairman or Secretary of the Zoning Board of Appeals should notify members of the monthly meeting.

24. Zoning Board of Appeals to meet the second Monday of the month at 7:30 P.M.

25. Zoning Board of Appeals must file minutes to the Planning Board and Town Clerk within two weeks after meeting.

26. Planning Board and Zoning Board of Appeals to file approved and/or disapproved applications with the Town Clerk within 48 hours from a meeting.

27. Holidays - General offices will be closed as per personnel handbook. (see attached)

28. Use of meeting rooms to be posted on schedule in Town Clerk's Office.

29. Mileage rate, .585 cents per mile or current IRS rate, while on town business only.

30. Amount to be charged for:

Photocopies	$ .25
Freedom of Information photos	.25
Town Maps	.75

Zoning Law	10.00
Subdivision Regulations	10.00
Subdivision Const/Design Criteria	10.00
Subdivision Street & Roads	5.00
Land Separation Application	10.00
Application - Public Hearing	50.00
Mobile Home License Fees	75.00 per year
Recycling Operation License	75.00 per year
Return Check Charge	20.00
Natural Production Uses	50.00 per acre per year
Comprehensive Plan	10.00

31. Supervisor appointed Edward Arnold, Jr. as Deputy Supervisor, who is authorized to perform all duties of the Supervisor in the extended absence of the Supervisor.

32. James Tuttle, Supervisor, to be appointed as Fair Housing Officer.

33. Written requests submitted to the Supervisor or Town Clerk one (1) week before the Town Board meeting for items to be added to the agenda.

34. Town Clerk office hours to be Monday to Friday 8:30 a.m. to 4:30 p.m. and 3rd Saturday of each month 8:00 a.m. to 12:00 noon.

35. Court Clerk office hours to be Tuesday to Friday 8:30 a.m. to 4:30 p. m., and Tuesday & Thursday evenings at 7:00 p.m..

36. Zoning Administrative Officer's hours to be Monday, Tuesday, Thursday, and Friday from 8:30 a.m. to 4:30 p.m., and Wednesday 12:00 noon until 8:00 p.m.

37. Assessor's office hours to be Monday, Tuesday, Thursday, & Friday from 8:30 a.m. to 1:00 p.m., and Wednesday evening from 6:00 to 8:00 p.m.

38. All departments receiving money must deposit the funds within 24 hours of receiving the funds; tax deposits to be done on a daily basis.

39. All elected personnel are required to submit a time slip to the Town Board for the months of February and July. This will be used for data

information regarding the position held and also for record keeping for the State Retirement System.

40. 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.

41. 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.

42. The Town Board has completed the annual review of the procurement policy; no changes are recommended to the investment policy or the purchasing policy.

43. Anyone attending schooling or seminars paid for by the Town must submit a report to the Town Board by its next regular meeting detailing what the benefits of the school or seminar were.

44. Town Clerk to send list of monthly meetings and workshop dates to the Daily News and pay to have the entire schedule of meetings printed twice in January.

There was discussion on the school's problem of storm-water runoff and what we may be able to do to assist in the removal of the water via our system.

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

RESOLUTION #2 – Town Hall Generator

The Town Board hereby authorizes the Highway Superintendent to purchase one (1) Generac self-contained generator, the price not to exceed $16,000, for

installation at the Pembroke Town Hall.

On **MOTION** of Councilman Arnold, seconded by Councilman De Wind, the following **RESOLUTION** was **ADOPTED** by roll call vote: Councilman Arnold, AYE; Councilman Mallory, AYE; Councilman Sformo, AYE; Councilman DeWind, AYE; Supervisor Tuttle, AYE.
ALL AYES - MOTION CARRIED

On **MOTION** of Councilman Arnold, seconded by Councilman Sformo, to adjourn the meeting at 9:55 P.M.
ALL AYES – CARRIED.

Respectfully submitted,

_____
Andrea M. Davis
Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD ORGANIZATIONAL MEETING OF JANUARY 6, 2009 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.

2009
TOWN OF PEMBROKE
SCHEDULE OF SALARIES OF ELECTED AND APPOINTED OFFICERS AND EMPLOYEES
(Article 8 of the Town Law)

Town Board Members (4) ($4,412.50 ea.)	$17,650.00 per year
Justice O'Connor	26,526.00 per year
Justice Alexander	26,526.00 per year

Court Clerk FT	17.85 per hour
Constable (2)	9.27 per hour
Court Clerk Typist PT	10.61 per hour
Supervisor	12,360.00 per year
Deputy Supervisor	750.00 per year
Budget Director	500.00 per year
Assessor	33,007.00 per year
Clerk Typist PT	10.30 per hour
Town Clerk/Tax Collector	32,471.00 per year
Deputy Town Clerk #1	10.30 per hour
Deputy Town Clerk #2	682.00 per year
Board of Assessment Review	25.00 per meeting
Dog Control Officer (Per Service)	6.50 per Service
Superintendent of Highways	52,000.00 per year
Historian #1	870.00 per year
Historian (2 @ 464 ea.)	928.00 per year
Fiscal Manager	16.48 per hour
Recycling Attendants	9.84 per hour

Cemetery Caretakers		4,115.00 per year
Registrar of Vital Statistics		535.00 per year
Clerk Typist PT Zoning & Codes		10.30 per hour
Planning Board Members (7)		25.00 per meeting
Planning Board Chairman		1,500.00 per year
Planning Board Secretary		955.00 per year
Zoning Board of Appeals Members (5)		25.00 per meeting
Zoning Board Chairman		1,500.00 per year
Zoning Board Secretary		955.00 per year
MEO Working Supervisor (hourly)		21.63 per hour
Laborer	Range 8.50 – 13.18 per hour	13.18 per hour
MEO Seasonal	Range 8.50 – 18.60 per hour	13.18 per hour
MEO	Range 11.00 – 19.20 per hour	20.35 per hour
MEO – NEW		16.00 per hour

TOWN BOARD
COMMITTEE ASSIGNMENT
2009

COMMITTEE	CHAIRMAN	MEMBER
Audit, Finance, Insurance Investment, & Purchasing	E. Arnold	J. Tuttle
Building & Grounds	J. Mallory	G. De Wind
Highway/Assessment/Court	J. Mallory	G. De Wind
Planning, Zoning, and Code Enforcement	J. Tuttle	E. Arnold
Public Services, Water, Sewer, Refuse/Recycling	G. DeWind	J. Mallory
Youth Recreation	P. Sformo	E. Arnold
Human Resources/Benefits	Gary DeWind	E. Arnold

Parks/Land Acquisition	E. Arnold	G. De Wind
Economic,Intermunicipal, & Community Development	. Tuttle	P. Sformo
Public Safety	J. Mallory	J. Tuttle

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
2009

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.

2) All purchases of (a) supplies or equipment which will exceed $10,000.00 in the fiscal year or (b) public works contracts over $20,000.00 shall be formally bid pursuant to General Municipal Law #103.

3) All estimated supply or equipment purchases of :

a. Less than $10,000 but greater than $5,000. require a written request for a proposal and written/fax quotes from three (3) vendors plus Town Board approval.

b. Less than $5,000. but greater than $3,000. require an oral request for the goods and oral/fax quotes from two (2) vendors plus Town Board approval.

c. Less than $3,000 but greater than $500. are left to the discretion of the purchaser.

d. All purchases must be kept within budget unless prior Town Board approval has been given.

3.1 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 require an oral request for the goods and oral/fax quotes from two (2) contractors and Town Board approval.

c. Less than $3,000 but greater than $500 are left to the discretion of the purchaser. 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.

4) 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 is not deemed responsible, facts supporting the judgment shall also be documented and filed with the record supporting the procurement.

5) 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.

6) 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 thank $500.
j) Standard equipment replacement

7) This policy shall be reviewed annually by the Town Board at its' organizational meeting or as soon thereafter as is reasonably practicable.

8) 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.

9) 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
2009

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its' own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are in priority order:

a) to conform with all applicable federal, state and other legal requirements

b) to adequately safeguard principal,

c) to provide sufficient liquidity to meet all operating requirements.

d) To obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The governing boards' responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide satisfactory level of accountability based on a data base or records incorporating description and amounts of

investments, transaction dates and other relevant information and regulate the activities of subordinate employees

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Pembroke to govern effectively.

Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

V. DIVERSIFICATION

It is the policy of the Town of Pembroke to diversify its' deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Pembroke for all moneys collected by any officer or employee of the government to transfer those funds to the Supervisor monthly or within the time period specified in law, whichever is shorter.

The Town Supervisor or in his absence, the Deputy Town Supervisor, is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments

are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are:

DEPOSITORY NAME	MAXIMUM AMOUNT	OFFICER
M & T trust Corfu	$5 million	Town Supervisor
		(in his absence) Dpty. Town Super.
Five star bank (name chg)	February 20, 2002	
Castile Bank	January 2, 2004	
HSBC, Bank of America, Citibank	January 2, 2004	
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 municip0ality, school district or district corporation other than the Town of Pembroke with approval of the State Comptroller.

g. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.

h. Certificates of Participation issued pursuant to GML #109b.

i. Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML #6-c,6-d,6-e,6-f,6-g,6-h,6-I,6-j,6-k,6-l,6-m or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Pembroke within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Pembroke within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Pembroke shall maintain a list of financial institutions and dealers approved by investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of condition at the request of the Town of Pembroke. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers. The Town Supervisor is responsible for evaluating the financial position and maintaining listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Town Supervisor or in his absence, Deputy Town Supervisor, is authorized to contract for the purchase of investments.

1. Directly, including through a repurchase agreement, from the authorized trading partner.

2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the GML where such program meets all the requirements set forth in the Office of State Comptroller Opinion #88-46 and the specific

program has been authorized by the governing board.

3. By utilizing an ongoing investment program with an authorized trading pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Pembroke by the bank or trust company. Any obligations held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GML #10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE 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.

2009 C E R T I F I C A T I O N

TOWN OF PEMBROKE ELECTED AND
APPOINTED EMPLOYEES

ELECTED

SUPERVISOR

James H. Tuttle — Term 2008-2011
9158 Allegheny Road
Corfu, New York 14036
Phone 599-3767

DEPUTY SUPERVISOR

Edward Arnold, Jr. — Term 2006 – 2009

2261 Angling Rd.
Corfu, NY 14036
Phone 762-8954

COUNCILMAN
Gary L. DeWind Term 2008 – 2011
1341 Little Falls Road
Corfu, New York 14036
Phone 762-8381

COUNCILMAN
E. James Mallory Term 2006 – 2009
10 Thompson Drive
Corfu, New York 14036
Phone 599-4545

COUNCILMAN
Peter Sformo Term 2008 – 2011
8918 South Lake Road
Corfu, New York 14036
Phone 599-4145

HIGHWAY SUPERINTENDENT
Stephen Stocking Term 2008 – 2011
2186 Angling Road
Corfu, New York 14036
Phone 762-8896

TOWN CLERK/TAX COLLECTOR/
REGISTRAR OF VITAL STATISTICS
Andrea M. Davis
2568 Angling Road PO Box 128
East Pembroke, New York 14056 Term 2008 – 2011
Phone 762-9134

TOWN JUSTICE
David O'Connor Term 2008 – 2011
32 Longs Lane
Corfu, New York 14036
Phone 599-3245

TOWN JUSTICE
Robert Alexander Term 2006 – 2009

1660 Indian Falls Road
Corfu, New York 14036
Phone 762-4652

APPOINTED

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

Nicole Begin
9043 Lake Road
Corfu, New York 14036 Appointment 01/01/2009 – 12/31/2009
Phone (585) 599-6483

ASSESSOR

Deborah Conti
1045 Akron Road
Corfu, New York 14036 Appointment 10/1/2007 – 9/30/2013
Phone

ASSESSOR'S PART-TIME CLERK

Nancy Mandolene
8105 Remsen Road
Akron, New York 14001 Appointment 01/01/2009 – 12/31/2009
Phone: (585) 542-4059

LANDFILL ATTENDANT

Richard Carine
1544 Main Road
Corfu, New York 14036 Appointment 01/01/2009 – 12/31/2009
Phone 762-8610

SUBSTITUTE LANDFILL ATTENDANT

Dexter Rindell
2634 Main Road
East Pembroke, New York 14056 Appointment 01/01/2009 – 12/31/2009
Phone 762-8756

DOG CONTROL OFFICER
Ronald Hershberger
380 Main Road
Akron,, New York 14001 Appointment 01/01/2009 – 12/31/2009
Phone 542-3023

TOWN HISTORIAN
Lois Brockway
7905 Allegheny Road
Corfu, New York 14036 Appointment 01/01/2009 –
12/31/2009
Phone 762-8568

TOWN CO-HISTORIAN
Allan Starkweather
Genesee Heights
66 West Main Street Appointment 01/01/2009 – 12/31/2009
Corfu, New York 14036
Phone 599-4195

TOWN CO-HISTORIAN
JoAnn Cummings Appointment 01/01/2009 – 12/31/2009
906 Akron Road
Corfu, NY 14036
Phone (585) 542-5450

TOWN ATTORNEY
Mark Boylan, Esq.
45 West Main Street
LeRoy, New York 14482 Appointment 01/01/2009 – 12/31/2009
Phone (585) 317-3099

HIRED UNDER CIVIL SERVICE

FISCAL MANAGER

Arthur Munger Appointment 01/01/2009 – 12/31/2009
P.O. Box 138
East Pembroke, New York 14056
Phone: (585) 762-9323

COURT CLERK
Susan Mortellaro
2078 Genesee Street
Corfu, New York 14036 Appointment 01/01/2009 – 12/31/2009
Phone 762-9385

COURT CLERK TYPIST
Angelina Nati
414 Scribner Road
Corfu, New York 14036 Appointment 01/01/2009 – 12/31/2009
Phone 599-3871

ZONING/BUILDING COMPLIANCE ADMIN.
Greg Martin
143 Allen Road
Albion, New York 14411 Appointment 01/01/2009 – 12/31/2009
Phone (585) 590-2946

CLERK TYPIST
Nancy Mandolene
8105 Remsen Road
Akron, New York 14001 Appointment 01/01/2009 – 12/31/2009
Phone: (585) 542-4059

PLANNING BOARD MEMBERS
2009

CHAIRMAN
Richard Kutter
1330 Main Road
Corfu New York 14036 Appointment 01/01/2004-12/31/2010
Phone 599-3570

VICE CHAIRMAN
Michael Herec
460 Main Road
Corfu New York 14036 Appointment 01/01/2002-12/31/2008
Phone 599-3181

Linda Rindell
P.O. Box 122
Corfu, New York 14036 Appointment 01/01/2003-12/31/2009
Phone 762-4042
Work 599-4842

John Cima
2136 Main Road
Corfu New York 14036 Appointment 01/01/2007-12/31/2013

Phone 762-8329

Michael Bakos
2369 Pratt Road
Corfu New York 14036 Appointment 01/01/2005-12/31/2011
Phone 762-8084

David Sabato
8121 Evergreen Drive
Corfu New York 14036 Appointment 01/01/2006-12/31/2012
Phone 762-8058

David Knupfer
8984 Lovers Lane Road
Corfu, New York 14036 Appointment 01/01/2008-12/31/2014
Phone 599-3694

SECRETARY

Andrea Davis
2568 Angling Road
P.O. Box 128 Appointment 01/01/2009 – 12/31/2009
East Pembroke NY 14036
Phone 762-9134

ZONING BOARD OF APPEALS
2009

CHAIRMAN

Tom Schneider
8294 Slusser Road
Batavia, New York 14020 Appointment 01/01/2007 –
12/31/2013
Phone 762-6108

VICE CHAIRMAN

Terrance Daniel
8259 Marble Road
Akron, New York 14001 Appointment 01/01/2008 –

12/31/2014
(585) 542-

Richard Doktor
1500 Main Road
Corfu, New York 14036 Appointment 01/01/2006 – 12/31/2010
Phone 762-8251

Ronald Kasinski
2443 Angling Rd.
Corfu, New York Appointment 01/01/2003 – 12/31/2009
Phone 762-9245

Nathan Witkowski
380 Akron Road
Akron, New York 14001 Appointment 01/11/2006 – 12/31/2008
Phone (585) 542-4110

SECRETARY

Nancy Mandolene Appointment 01/01/2009 – 12/31/2009
8862 Marble Road
Akron, New York 14001
Phone: (585) 542-4059

ASSESSMENT BOARD OF REVIEW 2009

Matthew Worth Term expires 2009

8480 Indian Falls Road
Corfu, New York 14036
599-9032

Elizabeth Gabbey Term expires 2010
2155 Main Road
Corfu, New York 14036
599-3772

Paul Phelps Term expires 2011
1528 Phelps Road
Corfu, New York 14036
762-9143

Frank Bartokvich Term expires 2012
9308 Lake Road
Corfu, New York 14036
599-4856

Mary Ann Schnaufer Term expires 2013
8815 Lake Road
Corfu, New York 14036
599-3570