

**PEMBROKE TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 3, 2011 8:00 A.M.**

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

OTHERS PRESENT: Nicole M. Begin, Town Clerk.

Please take notice that the meeting was published in the Daily News as required.
Supervisor Tuttle called the meeting to order at 8:00 A.M.

Supervisor Tuttle explained that any changes to the items and appointments in last year's resolution have been high-lighted. The resolution was reviewed page by page. Some of the questions and/or adjustments to the resolution are as follows:

- Page 2 – (#1) Town Board Workshop meetings to change from fourth Wednesday of the month to the fourth Thursday of the month to accommodate Town Clerk, Nicole M. Begin attending Leadership Genesee training/classes.
- Page 3 – (#8) Dog Control Officer to be done by the Genesee County Animal Control.
- Page 3 – (#11) Appointment of Nancy Mandolene to Deputy Town Clerk/Tax Collector.
- Page 3 – (#12) Appointment of Nicole M. Begin as Registrar of Vital Statistics & RMO. Nancy Mandolene as Deputy Registrar.
- Page 6 – (#40) New York State requirements for submission of time sheets.
- Page 6 – (#46) Town Clerk, Nicole M. Begin named as RAO.

RESOLUTION #1 of 2011 - Annual Appointments

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

1. Town Board to meet the second Wednesday of each month at 7:00 P.M. A Workshop will be held the fourth **Thursday** of each month at 7:30 A.M. (See attached schedule for 2011 meeting dates).
2. Batavia Daily News, a daily publication, the official newspaper.
3. Mark Boylan, Attorney at Law, named as legal council and paid as billed.
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. All vouchers and bills are to be submitted to the finance officer by twelve noon the Monday preceding the regularly scheduled Town Board meeting. All bills and vouchers submitted after that time will be paid with the next succeeding abstract.
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 2011 budget:

Youth Representative	Carol Reiner
Budget Director	James Tuttle
Court Clerk - full time	Susan Parker
Assist. Court Clerk – full time	Angelina Johnson
Mail Prosecutors	David Saleh, Esq. & Robert Zickl, Esq.

Appointments as per 2011 budget (Continued):

Constables (2)	Richard Carine Michael Lewis
Fiscal Manager	Arthur Munger
Information Technologies	Nicole Begin
Supervisor & Highway	Stephen Stocking
Games of Chance Inspector	Constable
Dog Control Officer	Genesee County Animal Control
Historians (3)	Lois Brockway, Allan Starkweather, & JoAnn Cummings
Recycling Attendants	Richard Carine & Dexter Rindell
Zoning/Building Compliance Officer	
Clerk/typist – part time	TBA
Cemetery Mowing	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 **Nancy Mandolene** 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.
12. Appoint **Nicole M. Begin** Registrar of Vital Statistics and **Nancy Mandolene** Deputy Registrar. Appoint **Nicole M. Begin** 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	\$30 per member
Town Instruction Session	\$10 per member
Grievance Day (afternoon)	\$30 per member
Grievance Day (evening)	\$30 per member
Grievance Day (review)	\$30 per member

15. Town Engineers appointed - Clark Patterson Lee, Inc.
16. Town Grant Writers appointed – J. O’Connell Inc.
17. Agreement for the expenditures of Highway monies between the Superintendent of Highways, Town Board, and County Highway Superintendent as per the 2010 budget.
18. 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.
19. Planning Board:

Chairman	Richard Kutter
Vice Chairman	Michael Herec
Secretary	TBD
20. Chairman or Secretary of the Planning Board should notify Planning Board members of the monthly meetings.
21. A member of the Planning and ZBA Boards to attend the regular Town Board meetings.
22. 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.
23. Zoning Board of Appeals:

Chairman	Thomas Schneider
Vice Chairman	Nathan Witkowski
Secretary	TBD
24. Chairman or Secretary of the Zoning Board of Appeals should notify members of the monthly meeting.
25. Zoning Board of Appeals to meet the second Monday of the month at 7:30 P.M.
26. Zoning Board of Appeals must file minutes to the Planning Board and Town Clerk within two weeks after meeting.
27. Planning Board and Zoning Board of Appeals to file approved and/or disapproved applications with the Town Clerk within 48 hours from a meeting.

28. Holidays - General offices will be closed as per personnel handbook. (see attached)
29. Use of meeting rooms to be posted on schedule in Town Clerk's Office.
30. Mileage rate, .51 cents per mile or current IRS rate, while on town business only.
31. Amount to be charged for:

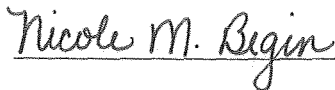
Photocopies	\$.25
Freedom of Information photos	.25
Town Maps	.75
Zoning Law	10.00
Subdivision Regulations	10.00
Subdivision Const/Design Criteria	10.00
Subdivision Street & Roads	5.00
Land Separation Application	10.00
Application - Public Hearing	50.00
Mobile Home License Fees	75.00 per year
Recycling Operation License	75.00 per year
Return Check Charge	20.00
Natural Production Uses	50.00 per acre per year
Comprehensive Plan	10.00
32. 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.
33. James Tuttle, Supervisor, to be appointed as Fair Housing Officer.
34. 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.
35. 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.
36. Court Clerk office hours to be Tuesday to Friday 8:30 a.m. to 4:30 p.m., and Tuesday & Thursday evenings at 5:30 p.m..
37. Zoning Administrative Officer's hours to be Monday thru Thursday, 8 a.m. to 12:00 p.m. & Tuesday, Wednesday and Friday from 6:00 p.m. to 8:00 p.m.
38. 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.
39. All departments receiving money must deposit the funds within 24 hours of receiving the funds; tax deposits to be done on a daily basis.

40. All elected personnel are required to submit a time slip to the Town Board **in accordance with new rules and regulations established by the New York State Comptroller's office.** This will be used for data information regarding the position held and also for record keeping for the State Retirement System.
41. 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.
42. 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.
43. The Town Board has completed the annual review of the procurement policy; the addition of First Niagara Bank, West Main Street, Batavia, NY be placed on the authorized list of usable institutions for investment.
44. 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.
45. 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.
46. **Town Clerk Nicole M. Begin appointed as Town of Pembroke Records Access Officer.**

On **MOTION** of Councilman De Wind, seconded by Councilman Worth, to adjourn the meeting at 8:29 A.M.

ALL AYES – CARRIED.

Respectfully submitted,



Nicole M. Begin
Town Clerk

THESE MINUTES ARE A DRAFT ONLY OF THE TOWN BOARD ORGANIZATIONAL MEETING OF JANUARY 3, 2011 AND ARE SUBJECT TO CHANGE AND/OR REVISION PRIOR TO APPROVAL BY THE TOWN BOARD.

2011
TOWN OF PEMBROKE
SCHEDULE OF SALARIES OF ELECTED AND APPOINTED
OFFICERS AND EMPLOYEES
(Article 8 of the Town Law)

Town Board Members (4) (\$4,523 ea.)	\$18,092.00 per year
Justice O'Connor	27,189.00 per year
Justice Alexander	27,189.00 per year
Court Clerk FT	18.30 per hour
Constable (2)	9.50 per hour
Court Clerk Typist PT	13.95 per hour
Supervisor	12,669.00 per year
Deputy Supervisor	750.00 per year
Budget Director	500.00 per year
Assessor	33,832.00 per year
Clerk Typist PT	10.56 per hour
Town Clerk/Tax Collector	33,283.00 per year
Deputy Town Clerk #1	10.88 per hour
Deputy Town Clerk #2	10.88 per hour
Board of Assessment Review	30.00 per meeting
Dog Control Officer (Per Service)	6.66 per Service
Superintendent of Highways	53,300.00 per year

Historian #1		897.00 per year
Historian (2 @ \$476 ea.)		952.00 per year
Fiscal Manager		16.89 per hour
Recycling Attendants		10.09 per hour
Cemetery Caretakers		4,217.00 per year
Registrar of Vital Statistics		535.00 per year
Zoning/Building Compliance Admin.		19.48 per year
Assistant Zoning/Building Officer		19.00 per year
Clerk Typist PT Zoning & Codes		10.56 per hour
Planning Board Members (7)		30.00 per meeting
Planning Board Chairman		1,500.00 per year
Planning Board Secretary		955.00 per year
Zoning Board of Appeals Members (5)		30.00 per meeting
Zoning Board Chairman		1,500.00 per year
Zoning Board Secretary		955.00 per year
MEO Working Supervisor (hourly)		22.17 per hour
Laborer	Range 8.50 – 13.91 per hour	13.50 per hour
MEO Seasonal	Range 8.50 – 19.07 per hour	13.50 per hour
MEO	Range 11.00 – 20.86 per hour	20.86 per hour
MEO – NEW		16.00 per hour

**TOWN BOARD
COMMITTEE ASSIGNMENT
2011**

COMMITTEE	CHAIRMAN	MEMBER
Audit, Finance, Insurance, Investment & Purchasing	E. Arnold	J. Tuttle
Building & Grounds	P. Sformo	G. De Wind
Highway/Assessment/Court	G. De Wind	E. Arnold
Planning, Zoning, and Code Enforcement	J. Tuttle	E. Arnold
Public Services, Water, Sewer, Refuse/Recycling	G. De Wind	P. Sformo
Youth Recreation	P. Sformo	E. Arnold
Human Resources/Benefits	J. Worth	J. Tuttle
Parks/Land Acquisition	E. Arnold	G. De Wind
Economic, Intermunicipal, & Community Development	J. Tuttle	J. Worth
Public Safety	E. Arnold	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 2011

Whereas, Section 104b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of General Municipal Law #103 or any other law; and

Whereas, comments have been solicited from those officers of the Town involved with procurement;

Now therefore be it resolved: that the Town of Pembroke does hereby adopt the following procurement policies and procedures:

- 1) Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law #103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of the town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and the conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity. Authorized purchasers' are: the Supervisor, Town Clerk, Highway Superintendent, Committee Chairman (when acting in the scope of their assigned duties) or a designated representative.
- 2) It is the intent of the Town of Pembroke to comply with all Federal and State requirements to comply with MWBE mandates, however, it is the policy of the Town of Pembroke to give first preference to businesses within the Town of Pembroke and secondly to businesses within Genesee County.
- 3) All purchases of (a) supplies or equipment which will exceed **\$20,000.00** in the fiscal year or (b) public works contracts over \$20,000.00 shall be formally bid pursuant to General Municipal Law #103.

- 4) All estimated supply or equipment purchases of :
- a. Less than \$10,000 but greater than \$5,000. requires 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 \$1,000. 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 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 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 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.

- 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 is not deemed responsible, facts supporting the judgment shall also be documented and filed with the record supporting the procurement.
- 6) 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.
- 7) 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
- 8) This policy shall be reviewed annually by the Town Board at its' organizational meeting or as soon thereafter as is reasonably practicable.
- 9) 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.
- 10) 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 2011

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	
Bank of Castile	January 2, 2004	
HSBC, Bank of America, Citibank	January 2, 2004	
First Niagara	January 5, 2010	
Amended August 13, 1997	Town Board meeting to \$3 Million	
Amended January 7, 2000	Organizational meeting to \$4 Million	
Amended January 2, 2004	Organizational meeting to \$5 Million	

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law #10, all deposits of the Town of Pembroke, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By pledge of “eligible securities” with an aggregate “market value” as provided by GML #10, at least to the aggregate amount of deposits from the categories designated in Appendix A to this policy.
2. By eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits, in favor of the government, for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements

IX. SAFE KEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by an approved bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any cost or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledge securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Pembroke or its’ custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Town of Pembroke, will be kept separate and apart from the general assets of the custodial bank or trust and will not, under any circumstance, be commingled with or become part of the backing for any other deposit or other liabilities.

The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities.

The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law #11, the Pembroke Town Board authorizes the Town Supervisor or in his absence, Deputy Town Supervisor, to invest moneys not required for immediate expenditure for terms not to exceed its' projected cash flow needs in the following types of investments:

- a. Special time deposit accounts.
- b. Certificates of deposit.
- c. Obligations of the United States of America.
- d. Obligations guaranteed by agencies of the USA where the payment of principal and interest are guaranteed by the United States of America.
- e. Obligations of the State of New York
- f. Obligations issued pursuant to LFL #24.00 or 25.00 by any municipality, school district or district corporation other than the Town of Pembroke with approval of the State Comptroller.
- g. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- h. Certificates of Participation issued pursuant to GML #109b.
- i. Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML #6-c,6-d,6-e,6-f,6-g,6-h,6-l,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.

2011 CERTIFICATION

TOWN OF PEMBROKE ELECTED AND APPOINTED EMPLOYEES

ELECTED

SUPERVISOR

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

Term 2008-2011

DEPUTY SUPERVISOR

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

Term 2010 – 2013

COUNCILMAN

Gary L. DeWind
1341 Little Falls Road
Corfu, New York 14036
Phone 762-8381

Term 2008 – 2011

COUNCILMAN

John Worth
8735 Lake Road
Corfu, New York 14036
Phone 599-3921

Term 2010 – 2013

COUNCILMAN

Peter Sformo
8918 South Lake Road
Corfu, New York 14036
Phone 599-4145

Term 2008 – 2011

HIGHWAY SUPERINTENDENT

Stephen Stocking
2186 Angling Road
Corfu, New York 14036
Phone 762-8896

Term 2008 – 2011

TOWN CLERK/TAX COLLECTOR/ REGISTRAR OF VITAL STATISTICS

Nicole M. Begin
9043 S Lake Road
Corfu, New York 14036
Phone 599-6483

Term 2010 – 2011

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

Term 2008 – 2011

TOWN JUSTICE
Robert Alexander
1660 Indian Falls Road
Corfu, New York 14036
Phone 762-4652

Term 2010 – 2013

APPOINTED

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

Nancy Mandolene
8105 Remsen Road
Akron, New York 14001
Phone: (585) 542-4059

Appointment 01/01/2011 – 12/31/2011

ASSESSOR
Deborah Conti
1045 Akron Road
Corfu, New York 14036
Phone

Appointment 10/1/2007 – 9/30/2013

ASSESSOR'S PART-TIME CLERK

TBD

CONSTABLE

Michael Lewis
Main Road
Corfu, New York 14036
Phone: (585) 599-3522

Appointment 01/01/2011 – 12/31/2011

CONSTABLE

Richard Carine
1544 Main Road
Corfu, New York 14036
Phone 762-8610

Appointment 01/01/2011 – 12/31/2011

LANDFILL ATTENDANT

Richard Carine
1544 Main Road
Corfu, New York 14036
Phone 762-8610

Appointment 01/01/2011 – 12/31/2011

SUBSTITUTE LANDFILL ATTENDANT

Dexter Rindell
2634 Main Road
East Pembroke, New York 14056
Phone 762-8756

Appointment 01/01/2011 – 12/31/2011

DOG CONTROL OFFICER

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

Appointment 01/01/2011 – 12/31/2011

TOWN HISTORIAN

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

Appointment 01/01/2011 – 12/31/2011

TOWN CO-HISTORIAN

Allan Starkweather
Genesee Heights
66 West Main Street
Corfu, New York 14036
Phone 599-4195

Appointment 01/01/2011 – 12/31/2011

TOWN CO-HISTORIAN

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

Appointment 01/01/2011 – 12/31/2011

TOWN ATTORNEY

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

Appointment 01/01/2011 – 12/31/2011

HIRED UNDER CIVIL SERVICE

FISCAL MANAGER
Arthur Munger
P.O. Box 138
East Pembroke, New York 14056
Phone: (585) 762-9323

Appointment 04/29/08

COURT CLERK
Susan Parker
2078 Genesee Street
Corfu, New York 14036
Phone 762-9385

Appointment 01/01/2011 – 12/31/2011

COURT CLERK TYPIST
Angelina Johnson
414 Scribner Road
Corfu, New York 14036
Phone 599-3871

Appointment 01/01/2011 – 12/31/2011

ZONING/BUILDING COMPLIANCE ADMIN.
Shellye Dale-Hall

Appointment 01/01/2011 – 12/31/2011

CLERK TYPIST

TBD

PLANNING BOARD MEMBERS 2011

CHAIRMAN

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

VICE CHAIRMAN

Michael Herec
460 Main Road
Corfu New York 14036
Phone 599-3181
Appointment 01/01/2009-12/31/2015

Linda Rindell
P.O. Box 122
Corfu, New York 14036
Phone 762-4042
Work 599-4842
Appointment 01/01/2010-12/31/2016

John Cima
2136 Main Road
Corfu New York 14036
Phone 762-8329
Appointment 01/01/2007-12/31/2013

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

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

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

SECRETARY

TBD

ZONING BOARD OF APPEALS 2011

CHAIRMAN

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

Appointment 01/01/2007 – 12/31/2013

VICE CHAIRMAN

Nathan Witkowski
380 Akron Road
Akron, New York 14001
Phone (585) 542-4110

Appointment 01/11/2009 – 12/31/2013

Terrance Daniel
8259 Marble Road
Akron, New York 14001
(585) 542-

Appointment 01/01/2008 – 12/31/2014

Richard Doktor
1500 Main Road
Corfu, New York 14036
Phone 762-8251

Appointment 01/01/2011 – 12/31/2015

Ronald Kasinski
2443 Angling Rd.
Corfu, New York
Phone 762-9245

Appointment 01/01/2010 – 12/31/2014

SECRETARY

TBD

ASSESSMENT BOARD OF REVIEW 2011

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

Term expires 2014

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

Term expires 2015

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

Term expires 2011

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

Term expires 2012

Mary Ann Schnauffer
8815 Lake Road
Corfu, New York 14036
599-3570

Term expires 2013

2011 MONTHLY MEETING SCHEDULE

Regular Meetings 7:00 P.M.

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

Workshops 7:30 A.M.

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

HOLIDAYS (Office Closed)

January 3	New Year's Day
January 17	Martin Luther King
February 21	Presidents' Day
April 22	Good Friday
May 30	Memorial Day
July 4	Fourth of July
September 5	Labor Day
October 10	Columbus Day
November 24 & 25	Thanksgiving Day
December 23 & 26	Christmas Day

Recycling	1 st & 3 rd Saturday of each month	8:00 A.M. – 12:00 noon
Trash	3 rd Saturday of each month	8:00 A.M. – 12:00 noon