

## **Draft Resolutions - Ancram Organizational Meeting January 2018 (1/11/18)**

**1. Legal Representation: Resolved** that the Town of Ancram continues current arrangements with John Lyons, Jason Shaw, Mitchell Khosrova and Elena Defio-Kean to provide legal services for the Town of Ancram during 2018. Services will be provided as requested by the Town Board, and by Town Departments, Boards and Committees with prior approval of the Town Supervisor, at agreed on hourly rates; further resolved that the Ethics Board, Planning Board, the Zoning Board of Appeals, the Zoning Revisions Committee and the Subdivision Regulations Revision Committee may use these designated attorneys, or retain legal counsel of their choice, subject to the prior approval of the Town Board.

**2. Property and Liability Insurance: Resolved** that the Ancram Town Board accepts the proposal of the Lofgren Agency to renew the property, inland marine, automobile, public officials, general liability and liability umbrella insurance coverage through the Trident Company and affiliates beginning January 4, 2018 for a total premium not to exceed \$26,000.

**3. Appointments and Designations: Resolved** that the Town Board of the Town of Ancram does hereby make or reaffirm the following official appointments and designations for the year 2017, with all appointments to continue at the pleasure of the Board, except as otherwise noted.

### **Appointments**

Budget Officer: Art Bassin

Deputy Town Supervisor: Hugh Clark

Town Attorneys: John Lyons, Jason Shaw, Elena Defio-Kean, Mitchell Khosrova

Town Engineers: Morris Associates, CT Male, Ryan Briggs Clark Davis, Pat Prendergast

Town Historian: Robin Massa

Deputy Town Historian: Clara Van Tassel

Town Hall Building Manager: George Wittlinger

Deputy Town Hall Building Manager: Ruth Wittlinger

Town Assessor: Ken Leggett (appointed through September 2019)

Assessor's clerk: Monica Cleveland

Building Inspector, Zoning Enforcement and Code Enforcement officer: Ed Ferratto

Clerk for Building Inspector/ ZEO/CEO: Marie McDermott

Animal Control Officer: Wes Powell

Emergency Preparedness Plan Coordinators: Art Bassin, Jim Miller, Dave Boice

Registrar of Vital Statistics: Monica Cleveland

Records Management Officer: Monica Cleveland

Clerk of the Town Court: Ruth Wittlinger; Deputy Clerk of the Town Court: Colleen Lutz

Planning Board Clerk: John Hoffman

Zoning Board of Appeals Clerk: John Hoffman

Deputy Town Clerk: Ruth Wittlinger

Deputy Tax Collector: Ruth Wittlinger

Kid's Summer Camp Director: Samantha Mason/Sarah Mason

Ancram Pool Director: Jen Boice

Head lifeguard: Johanna Skoda

Town Accountant: Brian Fitzgerald

Insurance agent: Kirk Kneller, Brad Peck, Lofgren & Apollo agencies

## Town Designations

Official Town Bank/Depository: Bank of Greene County  
Town Justices Depositories: Key Bank, Bank of Greene County  
Town Clerk Depository: Bank of Greene County  
Town Tax Collector Depository: Bank of Greene County  
Official Newspapers: The Register Star and the Columbia Paper  
Official Dog Kennels: Columbia Greene Humane Society, Fraser Kennels

## Town Representatives to Columbia County

Representatives to the Advisory Council to the Office of the Aging: Madeleine Israel, Adrienne Citrin and Erma Bressler  
Representative to the Columbia County Traffic Safety Board: Steve Williams;  
Alternate: Bill Gillers  
Representative to the County Environmental Management Council: Colleen Lutz

## Official Polling Places

District #1: Ancram Town Hall  
District #2: Friendship Hall, Ancramdale Presbyterian Church

**4. Frequency of Compensation:** The Town Board of the Town of Ancram does hereby authorize the Town Supervisor to compensate Officials of the Town for duties performed on the following basis:

**Annually:** Town Historian, Assistant Town Historian

**Quarterly:** Town Board, Town Supervisor, Town Justices, and Town Hall Building Manager

**Monthly:** Planning and Zoning Board Clerks, Building Department Clerk, Court Clerks, Town Hall Cleaning Custodian, Assessor's clerk, Pool Director

**Every other week:** Highway Department Personnel, Animal Control Officer, Assessor, Town Clerk, Registrar, Tax Collector, ZEO/CEO; summer life guards and kids' camp staff, Camp Director

**5. Authorizations, Policies & Procedures: Resolved** that the Town Board of the Town of Ancram approves the following authorizations, policies & procedures:

- 5.1 The Highway Superintendent and Town Supervisor are authorized to spend up to \$5,000 for unbudgeted items without prior Town Board approval, and are authorized to purchase budgeted materials and services up to the amount in the approved highway and general fund budgets without prior Town Board approval.
- 5.2 Mileage reimbursement for Town Officials performing their duties on Official Town Business will be set at the IRS rate per mile.
- 5.3 The Town Board may accept bids from any NYS County and State bids that apply to the Town of Ancram, including but not limited to gasoline, propane, heating oil, diesel fuel, salt, stone, road oil, tires and culvert pipe, so long as State and County bids are equal to or less than locally available alternatives, but the Town Board may also select suppliers that are not the best price but provide, in the judgement of the Town Board, the best value based on reliability and service.

- 5.4 Salaries and per hour pay rates for elected and appointed officials and employees for the year 2018 will be in accordance with the approved 2018 budget.
- 5.5 The official meeting of the Ancram Town Board will be the third Thursday of each month, beginning at 7:00 p.m. at the Ancram Town Hall, 1416 County Route 7, with Saturday meetings to be scheduled at the discretion of the Board.
- 5.6 Salaries for appointed clerks will be recommended by the Budget Officer and approved by the Town Board as part of the budget process.
- 5.7 The Town Clerk is authorized to advertise for, accept and open all bids presented before this Board, with such bids in sealed envelopes, marked "sealed bids".
- 5.8 The Town Clerk is authorized to purchase all necessary supplies, stationery and dockets on behalf all departments not to exceed total budgeted amounts included in the 2018 budgets for such purchases as part of each department's budgeted .4 account, in accordance with the approved Town Purchasing Policy.
- 5.9 The Town Supervisor and Deputy Town Supervisor are each authorized to sign Town checks less than \$10,000 without having them countersigned. Checks for \$10,000 and more must be signed by both the Town Supervisor and the Deputy Supervisor.
- 5.10 All conferences and training attended by any Town official or employee and paid for by the Town in excess of \$100 must be approved, in advance, by the Town Board. Training and conferences that will be attended by the Town Supervisor or any Town Board member and paid for by the Town of Ancram in excess of \$200 must be approved, in advance, by the Town Board.
- 5.11 Town purchasing policies will follow standard NYS purchasing guidelines unless otherwise specified in the approved Town Purchasing Policy Document.
- 5.12 Town investment policy is to maintain funds in an interest bearing money market account with the Town's depository bank, with deposits over FDIC insured limits collateralized by securities pledged by the Town's depository bank or their agents. In rate environments when short term US treasury securities offer significantly higher yields than bank money market rates, the Town Supervisor is authorized to invest town funds in short term US treasury securities purchased through the town's depository bank and its brokerage affiliates (currently Infinex Group) and treasury bill business partner (currently Pershing). The Town Supervisor shall report all trades in short term US treasury securities and the Town's net position in US treasury securities to the Town Board and the Financial Advisory Council monthly, as part of the Town's normal monthly financial reporting process.
- 5.13 Town will follow NYS and Town of Ancram FOIL laws, and will respond to FOIL requests within 20 business days, except in situations where the amount of information requested is significant enough to make the 20 business day turnaround impractical. There will be a 25 cent per page fee for all documents requested.
- 5.14 The Ancram Town Board will hold a public hearing on the Tentative Budget prior to the September Town Board meeting, a second public hearing on the Preliminary Budget prior to the October Town Board meeting, and will adopt the annual Budget at the November Town Board meeting following a third public hearing.
- 5.15 To insure that the Town has adequate financial reserves to operate during the first two months of the year before current year taxes are received, to finance grant awards and CHIPS costs, to make periodic major equipment purchases without borrowing and to deal with unexpected and uncontrollable expense overruns or revenue shortfalls, the Town will maintain year-end fund balances totaling approximately 1.25X the amount of county, state and federal aid and grants received in the previous year, not to exceed approximately one year's tax levy; and based on receiving sales tax, mortgage tax, and CHIPS aid totaling approximately \$500,000 in

2017, that the Budget Officer will manage the Town's financial affairs to target a 2018 year-end fund balance totaling approximately \$600,000.

- 5.16 The Ancram Town Board will annually review and revise, if necessary, the Town Employee Manual, the Town Purchasing Policy, the Town Financial Control Policies and Processes Manual and the Town Fee Schedule.
- 5.17. Whereas Town Law requires the Town Board to audit the Supervisor's financial records before January 20 of each year, and whereas prior year financial reports and records are not usually available by January 20, therefore it is the policy of the Ancram Town Board that the Ancram Town Board will review and audit, or have reviewed and audited by an outside auditor or the Financial Advisory Council, following NYS Comptroller Division guidelines, the books and records of the Town Supervisor, Town Clerk and Town Tax Collector and the books and records of the Building Department and Town Court annually, prior to the end of May each year.
- 5.18 The Ancram Town Board authorizes and requires all department heads to back up and store, outside of Town Hall and the Town Garage, all computer data needed to operate their departments at an alternate location in the event the current Town Hall or Highway Garage locations become unavailable for any reason; the Town Board further designates the Ancram Highway Garage as the Town Hall disaster recovery backup location, and designates the Town Hall as the Highway Department disaster recovery location, and authorizes the Town Supervisor to develop a disaster recovery plan which will allow the Town to reestablish Town Hall or Highway Department operations within 48 hours of a disaster forcing the closing of either the Town Hall or the Highway Garage.
- 5.19 The Ancram Town Board delegates to the Town Supervisor, and in his absence the Deputy Town Supervisor, the powers and duties necessary for the day-to-day administration of the Town.
- 5.20 Community organizations are authorized to use town facilities subject to the prior approval of the Town Supervisor, and subject to the community organization securing appropriate insurance to protect the Town from any liability arising out of the community organization's use of Town facilities.
- 5.21 The Highway Superintendent is authorized to enter into mutual aid agreements with NYS, counties, towns and villages, school districts and fire districts to provide support for and to receive support from these governmental entities; the Highway Superintendent shall notify the Town Board of all mutual aid agreements, and file a copy of each agreement with the Town Clerk.
- 5.22 The Highway Superintendent will submit the proposed annual 284 Contract to the Town Board for review and approval at or before the January Town Board meeting.
- 5.23 To insure bills are paid in a timely manner, the Town Supervisor or Deputy Town Supervisor in his absence, are authorized to pay bills without the prior approval of three Town Board members provided that the Town Board, Town Clerk and Town Accountant are notified of this action on the day of the payment, and Town Board approval is secured on the voucher as soon as possible, but no later than the next Town Board meeting.

**6. Appointments, Reappointments and Reaffirmations of Members and Chairs of Committees, Councils and Boards:** That the Town Board of the Town of Ancram does hereby approve or reaffirm the following committees, commissions, councils, boards, appointments, reappointments and reaffirmations of earlier appointments of Chairpersons and members as indicated. All appointments are at the pleasure of the Board unless otherwise noted or governed by applicable law:

**Youth Commission/Kids Camp/Pool Board:**

Chair: TBD	Colleen Lutz	Jeff Mousseau
Monica Cleveland	Ruth Wittlinger	Marie McDermott
Ellen Langton	Madeleine Israel	Carrie Koch
Jen Boice	Lynne Perrella	Samantha Mason
Johanna Boice	Adrienne Citrin	Paul Ricciardi
Sarah Mason	Betsy Manzi	

**Zoning Board of Appeals (ZBA):** (5 year terms expiring 12/31 of year listed)

New appointment: Steve Olyha, 2019, Chair  
Reappointment: William Lutz, 2022  
Fred Schneeberger 2018,  
Sheldon Waldorf 2020, Vice Chair  
Ron Brandt, 2021  
Alternate: Rob Horwitz  
Second alternate: Sharon Cleveland

**Board of Assessment Review (BAR):** (5 year terms expiring 12/31 of year listed)

Reappointment: Steve Olyha 2022  
Thomas Gumm 2018  
Matthew Bernstein 2019  
Robert Mathers 2020  
Palmer Irving 2021

**Planning Board (PB):** (7 year terms expiring 12/31 of the year listed)

Reappointment: Joe Crocco, 2024  
Bob Roche, 2018  
John Ingram, 2020, Chair  
Terry Boyles 2022  
Ann Rader, Alternate  
James Stickle 2019  
Dennis Sigler 2021  
Erin Robertson 2023  
Palmer Irving, Second Alternate

**Ethics Board** (5 year terms ending 12/31 of the year indicated):

Reappointment: Ron Brandt, 2022:  
New Appointment: 2019 TBD  
Eric Weiner, 2020  
Linda Pulver, 2018  
Jack Lindsey, Chair 2021

**Zoning Revisions Committee (ZRC):**

Hugh Clark, Chair	Dennis Sigler	Donna Hoyt
Jim Miller	Bonnie Hundt	Barry Chase
Bob Roche	Don MacLean	Terry Boyles
Jane Shannon		

**Subdivision Regulations Revision Committee (SRRC):**

Hugh Clark, Chair	Dennis Sigler	Don MacLean
Terry Boyles	Bob Roche	Barry Chase
John Ingram		

**Agricultural Advisory Council (AAC):**

Barry Chase	Rory Chase	Sarah Chase
Sue Bassin	Larry Lampman	Dennis Sigler
Jerry Peele	Art Bassin, Chair	Jim Miller

**Conservation Advisory Council (CAC):**

Jamie Purinton, Chair	Choral Eddie
Erin Robertson	David Dembo, Vice Chair
Jane Meigs	Kim Tripp
Claire Arnold	Colleen Lutz
Jono Meigs	

**Financial Advisory Council**

Art Bassin, Chair	Mike Citrin	Bob Wilcox
Steve Roberts	Gerry Fultz	Palmer Irving
Peter Scola	Steve Olyha	Marie McDermott
Jack Seiber		

**Communications Committee** (Signage, Website, Newsletters)

Madeleine Israel, Chair	Sue Bassin
Mary Murfitt	B. Docktor

**Community Development Advisory Council** (Economic Development, Heritage Resources)

**Gerry Fultz, Chair**

**Economic Development (Cell service, Broadband, Housing, Town Centers):**

Jane Plasman	Mary Murfitt
Steve Solomon	Jim Storm
Norm Osofsky	Rob Horwitz
Alex Lage	

**Heritage Resources:**

Scott Newman	Greg Long
Sue Bassin	Clara Van Tassel
Bob Blechman	Bob Murphy
Lynne Perrella	Robin Massa
Susan Friedlander	Art Bassin

**Climate Smart Communities Task Force**

Suzan Flamm, Chair	
Madeleine Israel	Doug Brenner
Colleen Lutz	Paul Ricciardi
Jeff Mousseau	Gerry Fultz

**Monument Committee** (Design of new veterans' monument at Town Hall, care of existing monuments)

Jim MacArthur, Chair  
Hugh Clark  
Prope Dietter

David Boice  
B Docktor  
Gerry Roberts

Lynne Perrella  
Bob Wilcox  
Ron Van Tassel

**Comprehensive Plan Review Committee**

Kyle Lougheed  
Terry Boyles  
Sue Bassin  
Art Bassin  
Jerry Peele

Suzan Flamm  
John Ingram  
Hugh Clark  
Trish MacArthur  
Jim Miller

Gerry Fultz  
Coleen Lutz  
Donna Hoyt  
Jim Stickle