

To: Ancram Town Board
From: Art Bassin
Date: January 13, 2019
Subject: Supervisor's Report



1. Financial Report – Another normal financial month in December. Cash on hand as of the end of December was \$845,000, \$109,000 better than the YE budgeted cash number of \$736,000. After adjusting for our expected 4Q sales tax revenues due in the 1Q19 and known payables, our adjusted cash position will be about \$857,000. The improvement verses budget in YE cash was primarily caused by better than budgeted sales tax receipts (\$50,000), higher than budgeted bank interest, fees for the Court, Building Department and Highway Department, coupled with a handful of lower than budgeted expense categories in the GF and Highway. About \$816,000 of our cash is on deposit with TD Bank in their liquid investment account, which currently earns 2%.

2. Houghtaling House – This building adjacent to the Town Garage was finally demolished early in January. Cost was about \$33,000, which was part of our yearend 2018 cash projection.

3. Comp Plan Review Process – The Comp Plan Review Committee will schedule a public hearing on the Draft Updated Comp Plan at some point in the next 6 weeks. Following the public hearing, the Committee may make final changes to the Plan prior to presenting the Plan to the Town Board. The Town Board will also conduct a public hearing on the Plan, and will submit the Plan to the County Planning Board for comment and approval prior to considering the Plan for adoption.

5. OSC Audit – The NYS Office of State Comptroller (OSC) is almost done with their “risk assessment”. The auditors have been with us for about three months. Once they have completed their onsite work, it may be another few months before we see their report. They have identified a handful of control issues that we have or will correct, and have indicated a concern that our fund balance may be too big. They have suggested that we consider allocating part of the fund balance to the Highway Department or to special allocated reserves, like for highway equipment. I have explained that our preference has been to leave the fund balance under the control of the Town Board until the Town Board decides to approve a specific use, as this approach gives the Town Board the most control over Town funds, and the most flexibility to respond to unexpected financial situations.

6. Document Review – Please review the Employee Handbook, Financial Process Manual, Purchasing Policy and Fee Schedule one final time prior to Thursday’s meeting and come prepared with any final comments or suggested edits. We will consider these documents for approval at the Board meeting. The Fee Schedule has two changes from the last version you saw: 1) Mass gatherings are defined as gatherings of more than 500 people, and 2) Fireworks Permits are noted to be required for professional fireworks displays.

7. Climate Smart Community Task Force (CSCTF) – The CSCTF is finalizing their plans to invest the \$80,000 grant we received to improve energy efficiency in Ancram. The plan includes a free exchange program which will allow residents to trade incandescent lights for LEDs, and a survey of Town buildings to determine how to make town buildings more energy efficient. The CSCTF is also finalizing a plan to upgrade street lights in the Ancram Lighting District with LEDs. As you may recall, we looked into this opportunity a few years ago and decided to defer implementation until 3000 kelvin lights were available, which apparently they now are. CSCTF will be reporting to the Town Board on these initiatives over the next few months.