

# Proposed Resolutions - Ancram Organizational Meeting January, 4 2016

**1. Legal Representation: Resolved** that the Town of Ancram continue current arrangements with Grant Lyons, Whiteman Osterman & Hanna, Mitchell Khosrova and Elena Defio-Kane to provide legal services for the Town of Ancram during 2016. Services will be provided as requested by the Town Board, and by Town departments 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, 2016 for a total premium not to exceed \$24,500.

**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 2015, 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-Kane, Mitchell Khosrova

Town Engineers: Morris Associates, CT Male, Pat Prendergast

Town Historian: Clara Van Tassel

Deputy Town Historian: Robin Massa

Town Hall Building Manager: George Wittlinger

Town Assessor: Ken Leggett (appointed through September 2019)

Assessor's clerk: Monica Cleveland

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

Clerks for Building Inspector/ ZEO/CEO: Marie McDermott, Colleen Lutz

Deputy Highway Superintendent: Avery Heath

Animal Control Officer: Wes Powell

Emergency Preparedness Plan Coordinator: TBD

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: Colleen Lutz

Zoning Board of Appeals Clerk: Colleen Lutz

Deputy Town Clerk: Ruth Wittlinger

Assistant Deputy Town Clerk: Colleen Lutz

Deputy Tax Collector: Ruth Wittlinger

Kid's Summer Camp Director: Samantha Mason

Ancram Pool Director: Jen Boice

Head lifeguard: Johanna Boice

Town Accountant: Brian Fitzgerald

## Town Designations

Official Town Bank/Depository: Bank of Greene County  
Town Justices Depository: Key Bank  
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, Pattison Kennels

## Town Representatives to Columbia County

Representatives to the Advisory Council to the Office of the Aging: Madeleine Israel and Adrienne Citrin  
Representative to the Columbia County Traffic Safety Board: Steve Williams  
Alternate: Bill Gillers  
Representative to the County Environmental Management Council: Ann Rader (eff 3/13/16)

## 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  
**Bi-monthly:** Highway Department Personnel, Animal Control Officer, Assessor, Town Clerk, Registrar, Tax Collector, Assessor's Clerk, ZEO/CEO; summer life guards and kids' camp staff, Camp Director, Pool 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 is authorized to spend up to \$3,000 for a single unbudgeted expenditure without prior Town Board approval, and is authorized to purchase budgeted materials up to the amount in the approved highway budget 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 County 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.

- 5.4 Salaries and per hour pay rates for elected and appointed officials and employees for the year 2016 will be in accordance with the approved 2016 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 department heads 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 not to exceed total budgeted amounts included in the 2016 budget for such purchases as part of the Town Clerk .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 without having them countersigned. Checks over \$10,000 must be signed by both the 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.
- 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 deal with unexpected and uncontrollable expense overruns or revenue shortfalls, the Town maintain year-end fund balances totaling approximately 2X the amount of county, state and federal aid expected to be received in a calendar year, and based on receiving sales tax, mortgage tax and CHIPS aid totaling approximately \$400,000 in 2015, that the Budget Officer manage the town's financial affairs to target 2016 year-end fund balances totaling approximately \$800,000.
- 5.16 The Ancram Town Board will annually review and revise, if necessary, the Town Employee Manual, the Town Purchasing Policy, the Town Financial Process Manual the Town Fee Schedule and other written Town policies and procedures.
- 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 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.

**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:**

Commissioner: TBD  
 Monica Cleveland  
 Janice Miller

Colleen Lutz, Secretary/Treasurer  
 Alyson Kozlowski  
 Dale Boyles

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

Reappointment: Sheldon Waldorf 2020  
 Susan Bassin 2016  
 William Lutz, 2017  
 Fred Schneeberger 2018, Vice Chair  
 Bonnie Hundt, 2019, Chair  
 Alternate, TBD

**Board of Assessment Review (BAR):** (5 year terms expiring 9/30 of year listed)

Reappointment: Robert Roth 2020  
Palmer Irving 2016  
Jack Seiber, 2017  
Matthew Bernstein 2018  
Thomas Gumm 2019

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

Reappointment: Terry Boyles 2022  
New Appointment: Bob Roche, 2018, filling Jamie Purinton’s unexpired term  
Erin Robertson 2016 Joe Crocco, 2017  
James Stickle 2019 John Ingram, 2020, Chair  
Dennis Sigler 2021 Ann Rader, First alternate  
Second alternate, TBD

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

Reappointment: Eric Weiner, 2020  
Jack Lindsey, Chair 2016  
Ron Brant, 2017  
Linda Pulver, 2018  
Bonnie Hundt, 2019

**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	Kim Tripp
Colleen Lutz	Joe Hoyt	David Dembo, Vice Chair
Erin Robertson	Andrea Barnet	Samantha Langton
Jane Meigs	Andrew Wilcox	

**Financial Advisory Council (FAC):**

Art Bassin, Chair  
Bob Wilcox  
Gerry Fultz  
Ann Rader

Mike Citrin  
Barbara Stimmel  
Palmer Irving

Jack Seiber  
Steve Roberts  
Renee Vaughn

**Communications Committee (CC):**

Madeleine Israel, Chair  
Sue Bassin

Nancy Bryant  
Mary Murfitt

B. Docktor

**Heritage Resources Plan Committee**

Scott Newman, Chair  
Clara Van Tassel  
Lynne Perrella  
Gerry Fultz

Greg Long  
Bob Blechman  
Robin Massa  
Art Bassin

Sue Bassin  
Bob Murphy  
Susan Friedlander

**Kids Camp Board**

Monica Cleveland  
Ruth Wittlinger  
Samantha Mason  
Art Bassin

Coleen Lutz  
Jen Boice  
Johanna Boice  
Adrienne Citrin

**Community and Economic Development Advisory Council**

Gerry Fultz, Chair