

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 **\$25,000**.

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: **Sam Mason/Sarah Mason**; Deputy Director: TBD

Ancram Pool Director: **Jen Boice**

Head lifeguard: **Johanna Skoda**, Deputy head lifeguard:

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 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. 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. 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 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 Loch
Jen Boice	Lynne Perrella	Samantha Mason
Johanna Boice	Adrienne Citrin	Paul Ricciardi

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
Alternates TBD: Bob Weiner, Rob Horwitz, Doug Brenner, Sharon Cleveland
Second alternate:

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
James Stickle 2019
Dennis Sigler 2021
Erin Robertson 2023
Palmer Irving, Second Alternate
John Ingram, 2020, Chair
Terry Boyles 2022
Ann Rader, Alternate

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

Reappointment: Ron Brandt, 2022:
New Appointment: 2019 TBD Linda Pulver, 2018
Eric Weiner, 2020 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
Sue Bassin
Jerry Peele

Rory Chase
Larry Lampman
Art Bassin, Chair

Sarah Chase
Dennis Sigler
Jim Miller

Conservation Advisory Council (CAC):

Jamie Purinton, Chair
Erin Robertson
Jane Meigs
Claire Arnold
Jono Meigs

Choral Eddie
David Dembo, Vice Chair
Kim Tripp
Colleen Lutz

Financial Advisory Council

Art Bassin, Chair
Steve Roberts
Peter Scola
Jack Seiber

Mike Citrin
Gerry Fultz
Steve Olyha
Bob Wilcox
Palmer Irving
Marie McDermott

Communications Committee (Signage, Website, Newsletters)

Madeleine Israel, Chair
Mary Murfitt

Sue Bassin
B. Docktor

Community Development Advisory Council (Economic Development, Heritage Resources)

Gerry Fultz, Chair

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

Jane Plasman
Steve Solomon
Norm Osofsky
Alex Lage

Mary Murfitt
Jim Storm
Rob Horwitz

Heritage Resources:

Scott Newman
Sue Bassin
Bob Blechman
Lynne Perrella
Susan Friedlander

Greg Long
Clara Van Tassel
Bob Murphy
Robin Massa
Art Bassin

Climate Smart Communities Task Force

Suzan Flamm, Chair
Larry Lampman
Bob Moss
Doug Brenner
Jeff Mousseau

David Dembo
Brad Bennett
Colleen Lutz
Gerry Fultz

Madeleine Israel
Paul Ricciardi

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

Jim MacArthur, Chair
Hugh Clark
Prope Dietter
Bob Grayson

David Boice
B Docktor
Gerry Roberts

Lynne Perrella
Bob Wilcox
Ron Van Tassel

Comprehensive Plan Review Committee - TBD

Kyle Lougheed
Terry Boyles
Colleen Lutz
Hugh Clark

Suzan Flamm
John Ingram
Sarah Chase
Art Bassin

Gerry Fultz
Lynne Perrella
Sue Bassin

Ancramdale Subcommittee - TBD

Colleen Lutz
Annie Walwyn-Jones

Judi Francis
Murdoch Morrison

Roy Sloane

Ancram Subcommittee - TBD

Gerry Fultz

Boston Corner Subcommittee - TBD