

**To: Ancram Town Board**  
**From: Art Bassin**  
**Date: December 15, 2018**  
**Subject: Supervisor's Report**



**1. Financial Report** – Another normal financial month in November. General fund spending through YTD November.... was about flat to last year. Highway spending YTD through November, excluding the \$240,000 for the new grader this year and the \$327,000 in debt repayment and interest costs last year, was about \$60,000 under last year. Cash on hand as of the end of November was \$926,000. YE cash projection is \$840,000, up \$13,000 from last month's YE projection of \$827,000 and \$104,000 better than the YE budgeted cash number of \$736,000. The improvement versus budget in YE cash projections is primarily caused by better than budgeted sales tax receipts (\$50,000), bank interest and 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 \$900,000 of our \$926,000 in cash on hand is on deposit with TD Bank in their liquid investment account, which currently earns 1.9%. It appears that Houghtaling house will not be demolished this year as planned, and the new highway pickup truck and plow will not be delivered until 2019, so we are likely to end up the year with about \$75,000 more than we have projected.

**2. Recycling Permits** – The County has imposed a fee on recycling, and wants towns to sell the recycling permits. Town Clerk Monica Cleveland will review this matter with us at the 12/20 meeting.

**3. Traffic Safety** – Both radar signs have been mounted on trailers and have been deployed. Highway Superintendent Jim Miller reports that feedback so far is positive. We will hear from the committee looking into the feasibility of additional deputy sheriff patrol time in Ancram at our 12/20 meeting.

**4. Comp Plan Review Process** – The Comp Plan Review Committee has worked through three versions of the updated Comp Plan and plans to present the Board with a "Final Draft" at the 12/20 Town Board meeting. The process to adopt the updated plan will involve public hearings held by the CPRC and the Town Board, and a review by the County Planning Board, and will probably take 3 or 4 months to complete.

**5. OSC Audit** – The NYS Office of State Comptroller (OSC) has indicated they will be done with their "risk assessment: by the end of the year, and will then decide on which area of the town to actually audit. The auditors have talked to two town board members and a member of FAC, and plan to talk to one additional Town Board member.

**6. Culvert Project Closeout** – As you may recall, we were awarded a \$220,000 culvert grant in 2015 that allowed us to replace large culverts on Pat's Rd and Hall Hill in 2016 and 2017. We set up this project as a separate fund, and for accounting purposes, funded the effort with "loans" from the General Fund which were repaid as we received grant funds from DEC. We received the final DEC grant payment for this project in 2018, and can now close out this fund. The total cost of the culvert project was \$268,000, and our share was \$48,000, which is the remaining amount of the "loan" the Culvert Fund owes the General Fund. We have a budget adjustment to consider for approval that will "charge" the general fund for the \$48,000 remaining loan due as a charge off. Since the funds were expended in 2017, there is no current period impact on cash.

**7. Document Review** – Please review the Draft Organizational Resolutions, Employee Handbook, Financial Process Manual, Purchasing Policy and Fee Schedule prior to Thursday's meeting and come prepared with any comments or suggested edits.