

**Town of Ancram
Town Board
Year End/Organizational Meeting
January 3, 2019**

Present: Supervisor Arthur Bassin Councilman Hugh Clark
 Councilwoman Madeline Israel Councilwoman Bonnie Hundt
 Town Clerk Monica Cleveland
 Highway Superintendent James Miller

The Year End/Organizational Meeting was opened at 6:30 pm by Supervisor Bassin with a salute to the flag.

Mr. Bassin asked if there were any items on the agenda that any of the board members wished to recuse themselves from. There were no recusals.

The following resolutions were offered by Councilman Clark and seconded by Councilwoman Hundt as amended. Resolutions carried.

Resolution #1 of 2019 Legal Representation: Resolved that the Town of Ancram continues current arrangements with John Lyons, Mitchell Khosrova and Elena Defio-Kean to provide legal services for the Town of Ancram during 2019. 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.

Resolution #2 of 2019: Property and Liability Insurance: Resolved that the Ancram Town Board accepts the proposal of the Kneller/BradPeck 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, 2019 for a total premium not to exceed \$27,500.

Resolution #3 of 2019: 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 2019, 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, 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

Emergency Preparedness Coordinators: Art Bassin, Jim Miller, Dave Boice, Devon Rueger

Registrar of Vital Statistics: Monica Cleveland

Records Management Officer: Monica Cleveland

Clerks of the Town Court: Ruth Wittlinger; Colleen Lutz

Planning Board Clerk: John Hoffman

Zoning Board of Appeals Clerk: John Hoffman

Deputy Town Clerk: Ruth Wittlinger, Sarah Mason

Deputy Tax Collector: Ruth Wittlinger, Sarah Mason

Kid's Summer Camp Director: Sarah Mason

Ancram Pool Director: Jen Boice

Head lifeguard: Johanna Skoda

Town Accountant: Brian Fitzgerald

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

Town Designations

Official Town Bank/Depositories: Bank of Greene County, TD Bank

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

Resolution #5 of 2019 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, Head Lifeguard

Resolution #5 of 2019 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 2019 will be in accordance with the approved 2019 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.

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 2019 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. If either the Supervisor or

Deputy Supervisor is unavailable to countersign a check of \$10,000 or more, any Town Board member is authorized to provide the second signature.

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 interest bearing money market or liquid investment accounts with the Town's depository banks, with deposits over FDIC insured limits collateralized by securities pledged by the Town's depository bank or their agents or by letters of credit. 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 banks and their brokerage affiliates. 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 1.5X the amount of county, state and federal aid and grants received in the previous year, and based on receiving sales tax, mortgage tax, and CHIPS aid totaling

approximately \$535,000 in 2018, that the Budget Officer will manage the Town's financial affairs to target a 2019 year-end fund balance 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 Control Process 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.

Resolution #6 of 2019 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:

Camp/Pool

Adrienne Citrin, Co-chair Ellen Langdon, Co-chair

Colleen Lutz Jeff Mousseau Sarah Mason

Monica Cleveland Ruth Wittlinger Marie McDermott

Madeleine Israel Carrie Koch Alissa Cleveland

Jen Boice Lynne Perrella Samantha Mason

Johanna Skoda Paul Ricciardi Alissa Cleveland

Betsy Manzi

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

Reappointment: Fred Schneeberger 2023

Steve Olyha, 2019, Chair

Sheldon Waldorf 2020

Ron Brant, 2021

William Lutz, 2022

Alternate: Rob Horwitz, 2022.

Second alternate: Sharon Cleveland, 2022

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

New Appointment: TBD 2023

Matthew Bernstein 2019

Robert Mathers 2020

Palmer Irving 2021

Steve Olyha 2022

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

Reappointment: Bob Roche, 2025

James Stickle 2019 John Ingram, 2020, Chair

Dennis Sigler 2021 Terry Boyles 2022

Erin Robertson 2023 Joe Crocco, 2024

Ann Rader, Alternate 2022 Palmer Irving, Second Alternate, 2022

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

Reappointment: Linda Pulver, 2024

Eric Weiner, 2020 Jack Lindsey, Chair 2021

Ron Brant, 2022 Jane Plasman 2019

Zoning Revisions Committee (ZRC):

Hugh Clark, Chair Dennis Sigler Donna Hoyt

Jim Miller Bonnie Hundt Barry Chase

Bob Roche Don MacLean Terry Boyles

Beth Cortville Carol Falcetti

Subdivision Regulations Revision Committee (SRRC):

Hugh Clark, Chair Dennis Sigler Don MacLean

Terry Boyles Bob Roche Barry Chase

John Ingram

Agricultural Advisory Council (AAC) (inactive)
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 Cathy Redlich
Mary Murfitt B. Docktor Bonnie Slonevsky

Climate Smart Communities Task Force
Suzan Flamm, Chair
Madeleine Israel Doug Brenner Bob Moss
Cathy Redlich Nancy Kuster David Dembo
Colleen Lutz Paul Ricciardi
Jeff Mousseau Gerry Fultz

Broadband Committee (Inactive)
Jane Plasman Mary Murfitt
Steve Solomon Jim Storm Norm Osofsky Rob Horwitz Alex Lage Gerry Fultz,
Chair

Heritage Resources (Inactive):
Scott Newman Greg Long Sue Bassin
Clara Van Tassel Bob Blechman Bob Murphy
Lynne Perrella Robin Massa
Susan Friedlander Art Bassin

Economic Development (new) (Town Centers, Affordable Housing, Short Term Rentals)
Members TBD

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

Jim MacArthur, Chair	David Boice	Lynne Perrella
Hugh Clark	B Docktor	Bob Wilcox
Prop Dietter	Gerry Roberts	Ron Van Tassel

Comprehensive Plan Review Committee *

Suzan Flamm	Gerry Fultz	Fred Gold
Coleen Lutz	Beth Corteville	Jeff Mousseau
Sue Bassin	Donna Hoyt	Jerry Peele
Art Bassin, co-chair	Hugh Clark, co-chair	Jim Miller
Carol Falcetti	Norm Osofsky	Jane Plasman
Paul Ricciardi		

Mr. Bassin asked for board member comments. Councilman Clark asked if there could be a clear definition of Mass Gathering and Fireworks.

Mr. Bassin asked if the board could think about possibly changing the building and zoning fees if a person is taking it upon themselves to fix a derelict house.

Mr. Miller reported that the new digital radios have been installed in the town highway equipment. Councilwoman Hundt asked if the board could see the contract. Mr. Miller will get this to them.

A motion was made by Councilman Clark and seconded by Councilwoman Hundt to approve the following 2018 budget adjustment: to 5110.1 General Repairs from Fund Balance: \$5,000 and to 5130.1 from the Fund Balance \$21,000. Motion carried.

A motion was made by Councilman Clark and seconded by Councilwoman Hundt to adjourn the meeting. Motion carried.

Respectfully submitted by,

Monica R. Cleveland
Town of Ancram Town Clerk