

## **Final Draft - TOWN OF ANCRAM REOPENING PLAN SUMMARY**

**ANCRAM TOWN EMPLOYEES ARE BACK AT TOWN HALL** DURING THEIR NORMALLY SCHEDULED HOURS. A TOWN HALL DIRECTORY WITH SCHEDULED HOURS AND EMPLOYEE CONTACT INFORMATION IS PROVIDED BELOW.

**THE ANCRAM TOWN HALL IS OPEN TO THE PUBLIC BY APPOINTMENT ONLY.** CALL FOR AN APPOINTMENT AT 518-329-6512. DO NOT COME TO TOWN HALL WITHOUT AN APPOINTMENT.

**WHEN YOU ARRIVE AT TOWN HALL, THE DOORS WILL BE LOCKED,** SO CALL THE PERSON YOU ARE SCHEDULED TO SEE TO ANNOUNCE YOUR ARRIVAL, OR KNOCK ON THE DOOR FROM THE PARKING LOT. WHEN YOU LEAVE TOWN HALL AFTER YOUR APPOINTMENT, PLEASE USE THE BELL TOWER DOOR LEADING TO THE MEMIORIAL WALKWAY.

**WHEN WORKING IN OR VISITING TOWN HALL OR THE TOWN GARAGE BUILDING, PLEASE FOLLOW THESE RULES:**

1. MAINTAIN MANDATORY 6 FOOT SOCIAL DISTANCE IN TOWN HALL AND TOWN GARAGE.
2. EMPLOYEES MUST WEAR A FACE MASK WHEN 6 FOOT SOCIAL DISTANCE IS NOT POSSIBLE IN THE OFFICE, BREAK ROOM, KITCHEN, BATHROOM OR WHEN MORE THAN 1 PERSON IS IN A VEHICLE. ALL VISITORS MUST BE WEARING MASKS PRIOR TO ENTERING TOWN HALL MASKS WILL BE AVAILABLE AT TOWN HALL IF YOU ARRIVE WITHOUT ONE
3. ALL EMPLOYEES AND VISITORS TO TOWN BUILDINGS WILL FILL OUT A DAILY HEALTH SCREENING QUESTIONNAIRE. ALL VISITORS WILL LOG IN WITH CONTACT INFORMATION FOR CONTACT TRACING. QUESTIONNAIRES AND LOG IN FORMS WILL BE ON THE ROUND TABLE AS YOU COME INTO TOWN HALL. COPIES ARE ATTACHED BELOW FOLLOWING THE TOWN HALL DIRECTORY. THERMAL THERMOMETERS ARE AVAILABLE AT TOWN HALL TO TAKE YOUR TEMPERATURE IF YOU DID NOT TAKE IT YOURSELF PRIOR TO COMING TO TOWN HALL
4. STAY HOME OR GO HOME IF YOU THINK YOU HAVE BEEN EXPOSED TO SOMEONE WITH COVID 19 OR HAVE ANY COVID 19 SYMPTOMS – LIKE FEVER OVER 100.4, COUGH, CHILLS, MUSCLE PAIN, SORE THROAT, LOSS OF TASTE OR SMELL OR SHORTNESS OF BREATH, AND IMMEDIATLEY REPORT YOUR SYMPTOMS TO THE TOWN SUPERVISOR AT 518-469-7768.
5. ANY SHARED DESKS OR EQUIPMENT WILL BE SANITIZED AFTER EACH USE BY THE PREVIOUS USER, AND BEFORE EACH USE BY THE NEW USER. TOWN WILL PRIOVIDE SANITIZER AND TOWELS/WIPES FOR THIS.
6. CLEANING AND SANITIZING OF COMMON AREAS AND RESTROOMS WILL BE DONE REGULARLY BY THE TOWN HALL CLEANING PERSON.
7. HAND SANITIZER WILL BE AVAILABLE IN ALL OFFICES AND COMMON AREAS. USE IT AFTER TOUCHING ANY SURFACE AREA, PIECE OF EQUIPMENT OR DOOR HANDLE.
8. NEW YORK STATE RECOMMENDS THAT TOWN MEETINGS CONTINUE TO BE HELD REMOTELY VIA VIDEO OR TELECONFERENCING, SO IN PERSON MEETINGS AT TOWN HALL SHOULD BE HELD TO A MINIMUM, WITH GROUP SIZES UNDER 10 PEOPLE AND ADHEARING TO THE 6 FOOT SOCIAL DISTANCING RULE, WITH MASKS IF NECESSARY.

# 2020 Ancram Town Hall Directory

Town Hall Phone: 518-329-6512

Town Hall Fax 518-329-0962

Town officials are available at Town Hall during the hours indicated below or by appointment

Town Clerk Hours: Tuesday, Wednesday, Thursday 10-2; Thursday 5-7; Saturday 9.30-12.00

Building Department and Planning/ZBA Hours: Wednesday & Saturday 10-2

Town Court Hours: Wednesday 5-7

## Dog Control Officer: Richard J Prentice Jr

Phone: 845-518-8509

Email: [dogcontrol@ancramny.org](mailto:dogcontrol@ancramny.org)

Hours: By appointment

## Assessor's Office

Assessor: Rene Deleeuw Email: [assessor@townofancram.org](mailto:assessor@townofancram.org)

Hours: Thursday 5-7pm; Saturday 8.30-10.30am or by appointment; No Saturday hours July-Aug

Assessor's Clerk: Monica Cleveland – Tuesday, Wednesday, Thursday 10-2; Saturday 9.30-12

Phone: 518-329-6512 x 203; Fax: 518-329-6535

## Building And Code Enforcement

Building Inspector, Zoning Enforcement & Code Enforcement Officer: Ed Ferratto

Building Department Clerk: Marie McDermott

Hours: Wednesday and Saturday 10-2 or by appointment

Phone: 518-329-6512 x 207; Fax: 518-329-6535; cell: 518-821-8115

Email: [buildingdepartment@townofancram.org](mailto:buildingdepartment@townofancram.org)

Ethics Board: Jack Lindsey, chair – [jacklindsey@fairpoint.net](mailto:jacklindsey@fairpoint.net)

## Highway Department

Highway Superintendent: Jim Miller; email: [ancramhighway@outlook.com](mailto:ancramhighway@outlook.com); cell: 518-965-7682

Deputy Highway Superintendent: Avery Heath; cell 518-929-4840

Highway Secretary: Monica Cleveland; email: [mrcleveland@hotmail.com](mailto:mrcleveland@hotmail.com)

Garage: 518-329-6190; Jim Miller home: 518-329-1474

## Planning Board & Zoning Board of Appeals

Planning Board Chair: John Ingram – [jingram@westburywaterdistrict.com](mailto:jingram@westburywaterdistrict.com)

ZBA Chair: Steve Olyha – [solyha@msn.com](mailto:solyha@msn.com)

Planning Board Secretary & ZBA Clerk: John Hoffman

Wednesday 10-2; Saturday 10-2 or by appointment

Phone: 518-329-6512 x205

Email: [planningboard@townofancram.org](mailto:planningboard@townofancram.org); [zoningboard@townofancram.org](mailto:zoningboard@townofancram.org)

## Town Board

Supervisor: Art Bassin

Hours: Wednesday, Thursday & Saturday 10-2 or by appointment

Phone: 518-329-6512 x 209; cell - 518-469-7768; home – 518-329-0921

Email: [abassin@aol.com](mailto:abassin@aol.com)

Deputy Supervisor: Hugh Clark - [hclark@fairpoint.net](mailto:hclark@fairpoint.net); cell: 845-514-4219; home:518-329-2926

Councilwoman: Madeleine Israel - [airjazz41@gmail.com](mailto:airjazz41@gmail.com)

Councilman: David Boice – [boicehomecare@fairpoint.net](mailto:boicehomecare@fairpoint.net)

Councilwoman: Bonnie Hundt – [bonniebleu54@gmail.com](mailto:bonniebleu54@gmail.com)

Town Clerk, Tax Collector, Registrar – Monica Cleveland

Hours: Tuesday, Wednesday & Thursday 10-2, Saturday 9:30-12

**Phone:** 518-329-6512 x 201

**Email:** [mrcleveland@hotmail.com](mailto:mrcleveland@hotmail.com)

**Town Court:** Town Court is held Wednesday night at 6 pm

**Judges:** George Wittlinger & Cathy Redlich

**Court Clerks:** Ruth Wittlinger & Susan Tirante

**Hours:** Wednesday 5-7 pm or by appointment

Phone 518-329-6512 x 211

**Fax:** 518-329-6534

#### **Town Committees, Commissions and Councils**

**Agricultural Advisory Council:** Art Bassin, chair – [abassin@aol.com](mailto:abassin@aol.com)

**Climate Smart Communities Task Force:** Suzan Flamm, chair – [sflamm@fairpoint.net](mailto:sflamm@fairpoint.net)

**Communications Committee:** Madeleine Israel, chair - [airjazz41@gmail.com](mailto:airjazz41@gmail.com)

**Comp Plan Implementation Committee:** Art Bassin & Hugh Clark, co-chairs

**Conservation Advisory Council:** Jamie Purinton, chair – [jamiipurinton@fairpoint.net](mailto:jamiipurinton@fairpoint.net)

**Financial Advisory Council:** Art Bassin, chair – [abassin@aol.com](mailto:abassin@aol.com)

**Monument Committee:** Jim MacArthur, chair – [jmackancramhighway@hotmail.com](mailto:jmackancramhighway@hotmail.com)

**Subdivision Regulations Review Committee:** Hugh Clark, chair – [hclark@fairpoint.net](mailto:hclark@fairpoint.net)

**Camp/Pool Board:** Ellen Langton & Jane Plasman, co-chairs; [jplasman@verizon.net](mailto:jplasman@verizon.net);  
[ellenrlangton@gmail.com](mailto:ellenrlangton@gmail.com)

**Zoning Revisions Committee:** Hugh Clark, chair - [hclark@fairpoint.net](mailto:hclark@fairpoint.net)

**Boston Corner Hamlet Planning Group:** Carol Falcetti, chair – [falcettiosofsky@fairpoint.net](mailto:falcettiosofsky@fairpoint.net)

**Ancram Hamlet Planning Group:** Paul Ricciardi & Jeff Mousseau, co-chairs -

[paul@ancramoperahouse.org](mailto:paul@ancramoperahouse.org). [jeff@ancramoperahouse.org](mailto:jeff@ancramoperahouse.org)

**Ancramdale Hamlet Planning Group:** Marie McDermitt, chair – [ree58@aol.com](mailto:ree58@aol.com)

**Economic Development Committee:** Paul Ricciardi & Jeff Mousseau, co-chairs

**Broadband Committee:** Sid Karmali, chair – [karmali.s@gmail.com](mailto:karmali.s@gmail.com)

#### **Town Historians**

**Robin Massa,** Historian – [massa.robinroche@yahoo.com](mailto:massa.robinroche@yahoo.com)

**Clara Van Tassel,** Assistant historian – [rcvantassel@fairpoint.net](mailto:rcvantassel@fairpoint.net)

**Hours:** By appointment