

DRAFT - Proposed 2021 Organizational Resolutions 12/23/20

1. Legal Representation: Resolved that the Town of Ancram will continue current arrangements with attorneys John Lyons, Mitchell Khosrova and Elena Defio-Kean to provide legal services for the Town of Ancram during **2021**. 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 Kneller/Brad Peck Agency to renew the property, inland marine, automobile, public officials, general liability and liability umbrella insurance coverage through the **Tokio Marine HCC Company and affiliates beginning January 4, 2021 for a total premium not to exceed \$23,500.**

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 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: **CPL Engineering**, 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: Rene Deleeuw (appointed through September 2026)

Assessor's clerk: Monica Cleveland

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

Deputy Building Inspector – Jason Beeman

Clerk for Building Inspector/ ZEO/CEO: Marie McDermott

Animal Control Officer: **Richard Prentice**

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; Susan Tirante

Planning Board Clerk: John Hoffman

Zoning Board of Appeals Clerk: John Hoffman

Deputy Town Clerks: Ruth Wittlinger, Sarah Mason

Deputy Tax Collectors: 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 – 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, Erma Bressler
Representative to the Columbia County Traffic Safety Board: 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, Head Lifeguard

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 **2021** will be in accordance with the approved **2021** 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 Departmental clerks are authorized to purchase all necessary supplies, stationery office equipment and dockets on behalf their departments not to exceed total budgeted amounts included in the 2021 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 consider the annual Budget for approval 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 or uncontrollable expense overruns or revenue shortfalls, and to deal with the unpredictable financial impacts of the Covid-19 pandemic, the Town will maintain year-end fund balances totaling approximately 2X 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 \$600,000 in 2020, that the Budget Officer will manage the Town's financial affairs to target a 2021 year-end fund balance totaling approximately \$1,200,000.

- 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, the Town Fee Schedule and the Town Hall Directory.
- 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 and the Lutheran Church in Ancram as the Town Hall disaster recovery backup locations, 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, 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.
- 5.24 The Town of Ancram will offer direct deposit of payroll to any employee who requests this service and provides the necessary information to the Town Supervisor or to the Town Clerk.

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:

Camp/Pool Board

Jane Plasman, 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	
Betsy Manzi		

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

Reappointment: **Sharon Cleveland, 2025**
Steve Olyha, 2024, Chair Ron Brant, 2021
William Lutz, 2022 Fred Schneeberger 2023
Alternate: Rob Horwitz, 2022.
Second alternate: **Carol Falcetti, 2025**

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

Reappointment: **Will Weiss 2025**
Matthew Bernstein 2024
Palmer Irving 2021
Steve Olyha 2022
Frederique Abramovici 2023
Alternate: TBD

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

Reappointment: **John Ingram, 2027, Chair**
James Stickle 2026
Dennis Sigler 2021 Terry Boyles 2022
Erin Robertson 2023 Joe Crocco, 2024 Bob Roche, 2025
Ann Rader, Alternate 2022 Palmer Irving, Second Alternate, 2022

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

Reappointment: **Eric Weiner, 2025**
Jane Plasman, 2024
Jack Lindsey, Chair 2021
Ron Brant, 2022
Linda Pulver, 2023
David Dembo, Alternate

Zoning Revisions Committee (ZRC):

Hugh Clark, Chair	Dennis Sigler	Erin Robertson
Jim Miller	Bob Roche	Carol Falcetti
Steve Olyha	Bonnie Hundt	Kim Tripp

Conservation Advisory Council (CAC):

Jamie Purinton, Chair	David Dembo, Vice Chair	
Erin Robertson	Choral Eddie	
Kim Tripp	Colleen Lutz	Jane Meigs
Jono Meigs	Walter Williamson	

Financial Advisory Council

Art Bassin, Chair	Mike Citrin	Bob Wilcox
Steve Roberts	Marie McDermott	Peter Scola
Steve Olyha	Will Weiss	Ann Rader
Jerry Vaccaro	Hugh Clark	Jim Miller

Climate Smart Communities Task Force

Suzan Flamm, Chair		
Madeleine Israel	Doug Brenner	Jeff Mousseau
Cathy Redlich	Colleen Lutz	
Paul Ricciardi	Derek Porter	

Broadband Committee

Phil Dejan	Norm Osofsky	Sid Karmali, Chair
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Monument Committee (Design of new veterans' monument at Town Hall)

Jim MacArthur, Chair	David Boice	John Perrella
Hugh Clark	Bob Wilcox	Art Bassin

Economic Development (Town Centers, Affordable Housing, STRS, Traffic/Parking)

Paul Ricciardi, co-chair	Jeff Mousseau, co-chair	
Mike Citrin	Norm Osofsky	Joel Osofsky
Matthew Bernstein	Bob Dittus	Lynne Perrella
Phil Dejan	Carol Falcetti	Sid Karmali

Comprehensive Plan Implementation Committee

Coleen Lutz	Beth Corteville	Jeff Mousseau
Art Bassin, co-chair	Hugh Clark, co-chair	Jim Miller
Carol Falcetti	Norm Osofsky	Jane Plasman
Paul Ricciardi	Fred Gold	

Ancram Hamlet Planning Group

Paul Ricciardi	Jeff Mousseau	Lynne Perrella
Libby McKee	Mike Roberts	Ann Rader
Jay Corcoran, Chair	Frederique Abramovici	Cheryl McGuinness
B Doctor	Robin Massa	Jaclyn Ryan

Boston Corner Hamlet Planning Group

Carol Falcetti, Chair	Jason Bram	Gavin Berger
Craig Berggren	Monica Blum	Tom Brondolo
Stephen Bundshuh	Dominick Buttner	Beth Corteville
Angela Darling	Bruce Darling	Jed Dioguardi
Vanessa Dioguardi	Chris Hiserodt	Monica Hiserodt
Jim Grayson	Robert Lemieux	Brian O'Shea
Norman Osofsky	Frank Schroeder	Lisa Schwartz
Larry Stockl	Marie-Claude Stockl	Kristin Trautman
Anne Whitehouse	Stephen Whitehouse	Naomi Wolf

Trails Committee

Bob Dittus	Mary Watkins	Lawrence Moss, Chair
Woody Baxt	Joe Brown	Christine Brown
Dan Osofsky	David Fedzcuk	Carol Falcetti
Giodeon King	Diane King	Matthew Bernstein

Inactive Committees

Subdivision Regulations Revision Committee (SRRC)
Agricultural Advisory Council (AAC)
Heritage Resources Committee
Ancramdale Hamlet Planning Group