

**Town of Ancram
Town Board
Year End- Organizational Meeting
January 7, 2021
(Conducted via Zoom)**

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

The Year End- Organizational Meeting was called to order at 6:30 pm by Supervisor Bassin with a salute to the flag via zoom.

Mr. Bassin asked if there were any items on the agenda the town board members need to recuse themselves from. There were none.

Mr. Bassin asked if there were any changes or additions that any member wished to make to the proposed resolutions. Councilman Clark noted that Mr. Gideon King's name was misspelled.

Councilwoman Hundt asked if all of the members of the planning board and zoning board were returning. She specifically questioned if Terry Boyles was staying on the planning board. Mr. Bassin noted that there is no note of any changes for these boards.

Councilwoman Hundt asked about emergency management. Mr. Bassin said that this committee has not met in a while and that there is a process for a town emergency declaration. Mr. Bassin will be speaking to Ellen DeFeio Kean about the proposed pandemic committee declaration. The town is at the beginning parts of pulling together a documented plan.

Councilwoman Hundt asked about the proposed accident committee. She asked how the town board decided who is on it. Mr. Bassin explained that Councilman Clark will chair the committee and he has had multiple years of experience through the military working with large machines. Councilman Boice will serve as the town board member and Highway Superintendent Miller will serve as the liaison to the highway department. Councilwoman Hundt and Councilwoman Israel would like to see a female on the committee. The committee cannot have a quorum of Town Board Members so there can only be two and Councilman Boice wishes to serve on it. Mr. Bassin has asked the insurance company to give the town an accident report history for the last ten years with a loss run. Mr. Bassin noted that Mr. Miller had filled a report with the town supervisor on the accident on Finkle Road where Mr. Ayla slid into a ditch. Councilman Boice asked what the parameters of the committee are. Mr. Bassin replied that the committee will have to set the parameters. Councilman Clark said that at the first meeting the committee will establish a charter and discuss how the committee will proceed. Councilman Boice would like the committee to also look at the records of personal injury. He questioned if there were

records of this. Mr. Miller noted that every time an employee has a personal injury, there are pages of workers comp paperwork that is all kept by the town. Councilman Boice felt that this issue wasn't something to look back on but instead to set good policies and move forward.

Councilwoman Hundt asked about the Economic Development Committee and if it meets. Mr. Bassin said that the committee was set forth to look into several items including affordable housing, town centers, str's etc. There are no changes to this board. Paul Ricarrdi was in attendance and he is a member of this committee. He said that the committee has not been very active due to covid. They plan to meet soon and will be reaching out to Copake's committee to see how they address similar issues like affordable housing.

The following resolutions were offered by Councilwoman Hundt and seconded by Councilwoman Israel to adopt. Resolutions carried by unanimous roll call vote.

Resolution #1 of 2021 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.

Resolution #2 of 2021 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.

Resolution #3 of 2021 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: Fellowship Hall, Ancramdale Presbyterian Church

Resolution #4 of 2021 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 2021 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.

Resolution #6 of 2021 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. Chair

Palmer Irving 2021

Steve Olyha 2022

Frederique Abramovici 2023

Alternate: Joe Brown, 2025

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

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

Gideon King Diane King Matthew Bernstein

Accident Review Committee

Hugh Clark, Chair

David Boice

Jim Miller

Inactive Committees

Subdivision Regulations Revision Committee (SRRC)

Agricultural Advisory Council (AAC)

Heritage Resources Committee

Ancramdale Hamlet Planning Group

The following resolution was offered by Councilwoman Israel and seconded by Councilman Clark. Resolution carried by unanimous roll call vote.

Resolution #7 of 2021: REAL PROPERTY TAX LAW EXEMPTIONS

WHEREAS, pursuant to the COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020 (Part B, Subpart D) signed by Governor Cuomo on December 28, 2020, every governing body of an assessing unit and local assessor shall extend to the 2021 assessment roll, the renewal of the exemptions received on the 2020 assessment roll pursuant to sections 467 (senior citizen) and 459-c (limited income disability) of the real property tax law; and

WHEREAS, no renewal application shall be required of any eligible property owner who received either exemption on the 2020 assessment roll in order for such eligible property owner to continue receiving the exemption at the same amount received on the 2020 assessment roll unless the eligible property owner determines their income has changed in a manner that would grant them a greater exemption than was present on the 2020 assessment roll; and

WHEREAS, notwithstanding the foregoing, if the assessor has reason to believe that a potentially eligible property owner has since (after the 3/1/2020 taxable status date and prior to the 3/1/2021 taxable status date) changed their primary residence, added another owner to the deed, sold the property, or is now deceased, the assessor may require a renewal application in his/her sole discretion.

NOW THEREFORE BE IT RESOLVED the Town Board of the Town of Ancram hereby authorizes the exemptions referenced above (senior citizen & limited income disability) for the 2021 assessment roll without submission of a renewal application unless otherwise required by the assessor.

Supervisor Bassin asked if there were any questions about the 2021 documents to be reviewed. There were none.

Councilman Clark asked if fees had been established for the STR's. Mr. Bassin said that they were still being discussed. Mr. Clark noted that the ZRC had discussed on April 27th the fees and

that the committee did not wish to see double dipping on fees. Councilwoman Israel asked if the board felt that there needs to be an email sent out to residents noting that this new permit exists. Mr. Clark said an email went out yesterday. Steve Olyha, ZBA chair, noted that many of these properties are owned by holding companies. Mr. Bassin said that Mr. Ferratto and Mr. Beeman will be making a list of properties.

Councilwoman Hundt noted the employee handbook and that the hiring policy is quite extensive. They include background checks. She felt the town is not doing all of these things.

Councilwoman Hundt asked if the town computers are backed up. Clerk Cleveland noted that the computers are all backed up to the cloud as well as to the county and state.

Highway

The Town clerk and the Highway Superintendent accepted and opened bids for 2021 road materials on Wednesday. The bid had been legally advertised. Three bids were made. They were from Collarusso, Package Pavement and Redwing. Mr. Miller suggests that the town accept all three bids. A motion was made by Councilman Clark and Councilwoman Israel to accept the bids from Collarusso, Package Pavement and Redwing for 2021 road materials. Motion carried.

Mr. Miller alerted the town board that the towns bucket truck has broken down once again. There has been an ongoing electrical issue that the town spent \$3600 to fix last year. The truck cost the town \$2200 ten years ago. At this time the town has spent at least \$10,000 fixing it over the years. Mr. Miller has been researching replacing it and has found nice preowned bucket trucks for \$15,000-\$20,000. Councilwoman Israel asked how many pieces of machinery the town has purchased in the last few years. Mr. Miller said three trucks and a grader. Councilwoman Hundt noted that there is nothing in the capital plan for this purchase. She asked if the town can borrow one. Mr. Miller said that other towns hire tree companies for \$1000 a day while Ancram cuts their own trees and that in a pinch the other towns borrow the Ancram truck and pay the Ancram back in kind with use of their machinery. Councilwoman Hundt suggested that the town of Ancram borrow a bucket truck from another town.

Mr. Miller noted that he had sent out to the board members year end reports. He asked if there were any questions. There were none.

Mr. Miller reported that he has one employee out in quarantine. The employee will be back next week.

Mr. Miller also noted that the department had advertised for both the per diem plow position and the shadow covid crew. There were no applicants.

There being no more business, a motion was made by Councilwoman Hundt and seconded by Councilman Clark to adjourn the meeting. Motion carried.

Respectfully submitted,

Monica Cleveland
Ancram Town Clerk