

## **DRAFT - Proposed 2022 Organizational Resolutions** 12/11/21

**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 **2022**. 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 beginning January 4, 2022 for a premium not to exceed **\$27,500**.

**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 **2022**, 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 – TBD**

Clerk for Building Inspector/ ZEO/CEO: **John Lascari, Frederique Abramovici**

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

**Foil Officer: Monica Cleveland**

Clerks of the Town Court: Ruth Wittlinger; Susan Tirante

Planning Board/ZBA Clerk: J Hoffman

Deputy Planning Board/ZBA Clerk - **TBD**

Deputy Town Clerk: Ruth Wittlinger,

Deputy Tax Collector: Ruth Wittlinger,

Kid's Summer Camp Director: **TBD**

Ancram Pool Director: Jen Boice

Head lifeguard: **TBD**

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 **2022** will be in accordance with the approved **2022** 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 2022 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 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 \$800,000 in 2021, that the Budget Officer will manage the Town's financial affairs to target a 2022 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, Task Forces, Hamlet Planning Groups and Boards:** That the Town Board of the Town of Ancram does hereby approve or reaffirm the following committees, commissions, councils, task forces, hamlet planning group and board, 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	<b>Madeleine Israel, Co-chair</b>	
Colleen Lutz	Jeff Mousseau	Sarah Mason
Monica Cleveland	Ruth Wittlinger	Marie McDermott
Betsy Manzi	Carrie Koch	Alissa Cleveland
Jen Boice	Lynne Perrella	Samantha Mason
Johanna Skoda	Paul Ricciardi	

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

Reappointment: **Ron Brant, 2026**  
Steve Olyha, 2024, Chair                      Fred Schneeberger 2023  
William Lutz, 2022                              Sharon Cleveland, 2025  
Alternate: Rob Horwitz, 2022              Second alternate: Carol Falcetti, 2025

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

Reappointment: **Palmer Irving 2026**  
Matthew Bernstein 2024, Chair  
Steve Olyha 2022                              Frederique Abramovici 2023  
Will Weiss 2025                                Alternate: Joe Brown, 2025

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

Appointment: Palmer Irving **2028**  
John Ingram, 2027, Chair  
James Stickle 2026                      Erin Robertson 2023                      Joe Crocco, 2024  
Bob Roche, 2025                              Ann Rader 2022  
**Colleen Lutz**, Alternate                      **Phillip Hack**, Second alternate

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

Reappointment: **Jack Lindsey, Chair 2026**  
Ron Brant, 2022                              Linda Pulver, 2023  
Jane Plasman, 2024                              Eric Weiner, 2025  
David Dembo, Alternate                      Sheila Gowan, Second alternate

**Zoning Revisions Committee (ZRC):**

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

**Communications Committee** (Signage, Newsletters, Directory)

Madeleine Israel, Chair	Cathy Redlich	Marie Claude Stockl
B. Docktor	Bonnie Slonevsky	Suzan Flamm

**Conservation Advisory Council (CAC):**

Jamie Purinton, Chair	David Dembo, Vice Chair	
Erin Robertson	Choral Eddie	Amy Gold
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
Hugh Clark	Jim Miller	Carol Falcetti

**Climate Smart Communities Task Force**

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

**Broadband Committee**

Sid Karmali, Chair	Phil Dejan	Joel Osofsky
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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, Chair	Phil Dejan
Dave Hall	Bonnie Hundt

**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
Santina Tirone	James Kennedy	Bob Bachler
Alexa Knight	Mary Watkins	Bob and Liz Dellureficio
Nancy Grilikhes	Susan Arterian	Amy Allen

**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	David Fedzcuk, Chair
Woody Baxt	Joe Brown	Christine Brown
Dan Osofsky	Lawrence Moss	Giodeon King
Diane King	Matthew Bernstein	

**Accident Review Committee**

Hugh Clark, Chair  
David Boice  
Jim Miller

**Technology Committee**

Philip Hack, Chair	Steve Olyha
Mike Citrin	Michael DelRossi

**Strategic Investments Committee**

Will Weiss, Chair	Suzan Flamm	Mike Citrin
Bob Wilcox	Carol Falcetti	Steve Olyha
Peter Scola	Ann Rader	Paul Ricciardi

**Inactive Committees**

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

**7. Process for Appointments, Reappointments and Reaffirmations of Members and Chairs of Committees, Councils, Task Forces, Hamlet Planning Groups and Boards:** Appointments to Boards which are legally required by town law and with fixed terms - the Planning Board, ZBA, Ethics Board and Board of Assessment Review - are made by the Town Board based on the recommendation of the Board Chair.

The first alternate on the Board that needs a new member is normally considered for appointment as the most knowledgeable and qualified for the open Board position. If a Board member's term is set to expire, that individual is normally reappointed if she/he is interested in reappointment and there are no issues of concern to the Board chair or the Town Board.

When an alternate position on a legally required Board needs to be filled, the Town will advertise for applicants, and an interview committee consisting of the Chairperson and a member of the Board seeking alternates and a Town Board member will be convened to interview the applicants and recommend appointments to the Town Board.

The Chairperson of other committees, councils, task forces, hamlet planning groups and boards is responsible for recruiting members and recommending appointments. The Town will advertise via Ancramemail for new members when needed.