

Revised 2023 Organizational Resolutions 2/16/2023

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 2023. 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, 2023 for a premium not to exceed \$30,000.

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 2023, 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 Planning/Zoning Consultant: Nan Stolzenburg

Town Engineers: CPL Engineering, CT Male; Pat Prendergast

Town Historian: Robin Massa

Deputy Town Historian: Clara Van Tassel

Town Hall Building Manager: TBD

Deputy Town Hall Building Manager: TBD

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 – John Lascari

Clerk for Building Inspector/ ZEO/CEO: Pat Millius

Planning Board/ZBA Clerk: J Hoffman

Deputy Planning Board/ZBA Clerk - TBD

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

Clerk of the Town Court: Ruth Wittlinger

Deputy Town Clerk: Ruth Wittlinger,

Deputy Tax Collector: Ruth Wittlinger,

Kid's Summer Camp Director: Ruth Van Wagner

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, Key Bank
Banks for Treasury Bill Investments – KeyCorp; Bank of Greene County
Town Justices Depositories: 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: Pine Plains Vet Clinic; 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 and 2: Ancram Town Hall

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: Pool Director

Every other week: Highway Department Superintendent and Personnel, Animal Control Officer, Assessor, Town Clerk, Registrar, Tax Collector, ZEO/CEO; summer life guards and kids' camp staff, Camp Director, Head Lifeguard, Planning and Zoning Board Clerks, Building Department Clerk, Court Clerks, Town Hall Cleaning Custodian, Assessor's Clerk, Technology Committee Owl Operators

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 an unbudgeted item 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 2023 will be in accordance with the approved 2023 budget.
- 5.5 The official meeting of the Ancram Town Board will be the third Thursday of each month, at 7 pm at the Ancram Town Hall, 1416 County Route 7, the official meeting of the Ancram Planning Board will be on the first Thursday of each month at 7 pm at the Ancram Town Hall, 1416 County Route 7 and the official meeting of the Zoning Board of Appeals will be the 4th Monday of each month at the Ancram Town Hall, 1416 County Route 7 at 7 pm.
- 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 of their departments not to exceed total budgeted amounts included in the 2023 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 2022, that the Budget Officer will manage the Town's financial affairs to target a 2023 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 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 the following committee, commission, council, task force, hamlet planning group and board, appointments and reappointments 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	Madeleine Israel, Co-chair
Colleen Lutz	Jeff Mousseau
Monica Cleveland	Ruth Wittlinger
Carrie Koch	Jen Boice
Lynne Perrella	Johanna Skoda
Paul Ricciardi	

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

Reappointment: William Lutz, 2027
Reappointment: Alternate, Rob Horwitz, 2027
Steve Olyha, 2024, Chair Fred Schneeberger, 2023
Sharon Cleveland, 2025 Ron Brant, 2026
Second alternate: Carol Falcetti, 2025

Board of Assessment Review (BAR): (5 year terms expiring 9/30 of year listed)

Reappointment: Steve Olyha, 2027
Matthew Bernstein, 2024 Palmer Irving, 2026
Frederique Abramovic, 2023 Will Weiss, 2025
Alternate: Joe Brown, 2025

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

Reappointment: Ann Rader, 2029
Joe Crocco 2024, Chair Erin Robertson, 2023, Vice Chair Palmer Irving,
2028
Bob Roche, 2025 Colleen Lutz, 2027 Phillip Hack,
2026
Tom Brondolo 2029, First Alternate Second
Alternate TBD

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

Reappointment: Ron Brant, 2027
Jack Lindsey, Chair 2026 Linda Pulver, 2027
Jane Plasman, 2024 Eric Weiner, 2025
David Dembo, Alternate, 2026 Sheila Gowan, Second alternate, 2026

Zoning Revisions Committee (ZRC):

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

Ancram Town News Editorial Team:

Editor-in chief – Cathy Redlich

Joe Brown	Marie Claude Stockl	Susan Arterian
Bonnie Slonevsky	Suzan Flamm	Lynn Perrella
Brittany Morgan		

Conservation Advisory Council (CAC):

Jane Meigs, Co-chair	David Dembo, Co-chair	
Erin Robertson	Choral Eddie	Jamie Purinton
Kim Tripp	Colleen Lutz	Jay Lorenz
Walter Williamson	Amy Gold, Associate member	
Jono Meigs, Associate member		

Financial Advisory Council

Art Bassin, Chair	Mike Citrin	Bob Wilcox
Steve Roberts	Peter Scola	Carol Falcetti
Steve Olyha	Will Weiss	Ann Rader
Hugh Clark	Jim Miller	

Climate Smart Communities Task Force

Colleen Lutz, Co-chair	Joe Brown, Co-chair	
Madeleine Israel	Doug Brenner	Jeff Mousseau
Cathy Redlich	Derek Porter	Suzan Flamm
Paul Ricciardi	Susan Arterian	Elsbeth Strang

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

Paul Ricciardi, Chair	Phil Dejan	
Dave Hall	Bonnie Hundt	

Housing Task Force

Bonnie Hundt, Co-chair	Dave Hall, Co chair	James Kennedy
Ann Rader	Paul Ricciardi	Terry Marx
B Docktor	Elizabeth Gilmore	Alexa Knight

Will Maitland Weiss

Ancram Hamlet Planning Group

Jay Corcoran, Chair	Jeff Mousseau	Lynne Perrella
Libby McKee	Mike Roberts	Ann Rader
Frederique Abramovici	Cheryl McGuinness	Paul Ricciardi
B Doctor	Robin Massa	Jaclyn Ryan
Santina Tirone	James Kennedy	Bob Bachler
Alexa Knight	Mary Watkins	Bob Dellureficio
Liz Dellureficio	Susan Arterian	Amy Allen
Nancy Grilikhes		

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

Accident Review Committee

Hugh Clark, Chair	David Boice	Jim Miller
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Technology Committee

Philip Hack, Chair	Michael DelRossi	Isalyn Connell
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Strategic Investments Committee

Will Weiss, Chair	Suzan Flamm	James Kennedy
Carol Falcetti	Steve Olyha	Peter Scola
Ann Rader		

Committee for Respectful Behavior

Jacyn Ryan, Chair	Isalyn Connell, Vice Chair
Amy Allen	Dave Hall Abby Westlake
Amy Gold, Board Liaison	Bonnie Hundt, Board Liaison

Inactive Committees

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

Trails Committee

7. Process for Appointments and Reappointments of Chairs, Members and Alternates of Boards, Committees, Councils, Task Forces and Hamlet Planning Groups:

Appointments to the four Boards with limited membership and fixed terms - the Planning Board, Zoning Board of Appeals, Ethics Board and Board of Assessment Review - are made by the Town Board based on the recommendations of the Board Chairs.

When a Board member's term expires, that individual shall be reappointed if she/he is interested in reappointment and there are no issues of concern that have been voiced to the Town Board either by the Board chair or existing board members.

If an incumbent member is not reappointed or resigns, the first alternate shall be considered for appointment for the open Board position.

If a board chair resigns, the Town Board shall appoint a new board chair based on the recommendation of the outgoing board chair and input from the members of that board. Both the deputy chair and other existing board members with experience on that board should be considered with preference given to the deputy chair.

When an alternate position on one of these four Boards is vacant, the Town will advertise for applicants via Ancramemail and by public notice, and an interview committee consisting of the Board Chairperson, at least two members of the Board and up to two Town Board members will be convened to interview the applicants and recommend appointments to the Town Board.

The Town Supervisor and Chairpersons of committees, councils, task forces, hamlet planning groups and boards are responsible for recruiting members and recommending appointments to the Town Board.