

## **Adopted Resolutions - Ancram Organizational Meeting January 2017 *(1/5/17)***

**1. Legal Representation: Resolved** that the Town of Ancram continues current arrangements with John Lyons of Grant Lyons, Jason Shaw of Whiteman Osterman & Hanna, Mitchell Khosrova and Elena Defio-Kean to provide legal services for the Town of Ancram during 2017. Services will be provided as requested by the Town Board, and by Town departments 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 Lofgren Agency to renew the property, inland marine, automobile, public officials, general liability and liability umbrella insurance coverage through the Trident Company and affiliates beginning January 4, 2017 for a total premium not to exceed \$24,500.

**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 2017, 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, Jason Shaw, Elena Defio-Kean, Mitchell Khosrova  
Town Engineers: Morris Associates, CT Male, Ryan Briggs Clark Davis, Pat Prendergast  
Town Historian: Robin Massa  
Deputy Town Historian: Clara Van Tassel  
Town Hall Building Manager: George Wittlinger  
Deputy Town Hall Building Manager: David Boice  
Town Assessor: Ken Leggett (appointed through September 2019)  
Assessor's clerk: Monica Cleveland  
Building Inspector, Zoning Enforcement and Code Enforcement officer: Ed Ferratto  
Clerks for Building Inspector/ ZEO/CEO: Marie McDermott, Colleen Lutz  
Animal Control Officer: Wes Powell  
Emergency Preparedness Plan Coordinators: Art Bassin, Jim Miller, Dave Boice  
Registrar of Vital Statistics: Monica Cleveland  
Records Management Officer: Monica Cleveland  
Clerk of the Town Court: Ruth Wittlinger; Deputy Clerk of the Town Court: Colleen Lutz  
Planning Board Clerk: Colleen Lutz  
Zoning Board of Appeals Clerk: Colleen Lutz  
Deputy Town Clerk: Ruth Wittlinger; Assistant Deputy Town Clerk: Colleen Lutz  
Deputy Tax Collector: Ruth Wittlinger  
Kid's Summer Camp Director: Samantha Mason  
Ancram Pool Director: Jen Boice  
Head lifeguard: Johanna Boice  
Town Accountant: Brian Fitzgerald  
Insurance agent: Kirk Kneller, Brad Peck/Lofgren/Apollo Agency

## Town Designations

Official Town Bank/Depository: Bank of Greene County  
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 and Adrienne Citrin  
Representative to the Columbia County Traffic Safety Board: Steve Williams;  
Alternate: Bill Gillers  
Representative to the County Environmental Management Council: Ann Rader

## 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  
**Every other week:** Highway Department Personnel, Animal Control Officer, Assessor, Town Clerk, Registrar, Tax Collector, Assessor's Clerk, ZEO/CEO; summer life guards and kids' camp staff, Camp Director, Pool Director

**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 a single unbudgeted expenditure 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 2017 will be in accordance with the approved 2017 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, with Saturday meetings to be scheduled at the discretion of the Board.
- 5.6 Salaries for appointed clerks will be recommended by department heads 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 The Town Clerk is authorized to purchase all necessary supplies, stationery and dockets on behalf all departments not to exceed total budgeted amounts included in the 2017 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 without having them countersigned. Checks over \$10,000 must be signed by both the Supervisor and the Deputy Supervisor.
- 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 an interest bearing money market account with the Town's depository bank, with deposits over FDIC insured limits collateralized by securities pledged by the Town's depository bank or their agents.
- 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 adopt the annual Budget 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 available, to finance grant awards and CHIPS costs and to deal with unexpected and uncontrollable expense overruns or revenue shortfalls, the Town will maintain year-end fund balances totaling approximately 2X the amount of county, state and federal aid and grants received in a calendar year, not to exceed approximately one year's tax levy, and based on receiving sales tax, mortgage tax, culvert grants and CHIPS aid totaling approximately \$550,000 in 2016, that the Budget Officer will manage the Town's financial affairs to target a 2017 year-end fund balance totaling approximately \$800,000.
- 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 Policies and Processes Manual and the Town Fee Schedule.
- 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 as the Town Hall disaster recovery backup location, and 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 and 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 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.

## **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:

### **Youth Commission/Kids Camp Board:**

Commissioner: TBD  
Monica Cleveland  
Jen Boice  
Samantha Mason  
Adrienne Citrin  
Janice Miller

Colleen Lutz, Secretary/Treasurer  
Ruth Wittlinger  
Dale Boyles  
Johanna Boice  
Alyson Kozlowski  
Paul Ricciardi

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

New appointment: Ron Brandt, 2021  
William Lutz, 2017  
Fred Schneeberger 2018,  
Bonnie Hundt 2019, Chair  
Sheldon Waldorf 2020, Vice Chair  
Alternate: Sue Bassin  
Second alternate: TBD

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

Reappointment: Palmer Irving 2021  
Steve Olyha 2017                      Matthew Bernstein 2018  
Thomas Gumm 2019                      Robert Roth 2020  
Bob Mathers, Alternate

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

Reappointment: Erin Robertson 2023  
Joe Crocco, 2017                              Bob Roche, 2018  
James Stickle 2019                              John Ingram, 2020, Chair  
Dennis Sigler 2021                              Terry Boyles 2022  
Ann Rader, Alternate                              Palmer Irving, Second Alternate

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

Reappointment: Jack Lindsey, Chair 2021  
Ron Brant, 2017                              Liinda Pulver, 2018  
Bonnie Hundt, 2019                              Eric Weiner, 2020

**Zoning Revisions Committee (ZRC):**

Hugh Clark, Chair	Dennis Sigler	Donna Hoyt
Jim Miller	Bonnie Hundt	Barry Chase
Bob Roche	Don MacLean	Terry Boyles
Jane Shannon		

**Subdivision Regulations Revision Committee (SRRC):**

Hugh Clark, Chair	Dennis Sigler	Don MacLean
Terry Boyles	Bob Roche	Barry Chase
John Ingram		

**Agricultural Advisory Council (AAC):**

Barry Chase	Rory Chase	Sarah Chase
Sue Bassin	Larry Lampman	Dennis Sigler
Jerry Peele	Art Bassin, Chair	Jim Miller

**Conservation Advisory Council (CAC):**

Jamie Purinton, Chair	Choral Eddie	Colleen Lutz
Joe Hoyt	Erin Robertson	David Dembo, Vice Chair
Andrea Barnett	Samantha Langton	Jane Meigs
Andrew Wilcox	Kim Tripp	Claire Arnold

**Financial Advisory Council** (Monthly financial reviews, annual audits, insurance)

Art Bassin, Chair	Mike Citrin	Bob Wilcox
Steve Roberts	Gerry Fultz	Palmer Irving
Ann Rader	Peter Scola	Steve Olyha
Barbara Stimmel	Jack Seiber	

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

Madeleine Israel, Chair	Sue Bassin
Mary Murfitt	B. Docktor

**Community Development Advisory Council** (Broadband, Cell Service, Cable, Heritage Resources, Habitat for Humanities, Affordable Housing, Intersections, Economic Development)

Gerry Fultz, Chair

<b>Cell Service:</b>	Jane Plasman	Mary Murfitt
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<b>Broadband:</b>	Steve Solomon Norm Osofsky Alex Lage	Jim Storm Rob Horwitz
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<b>Heritage Resources:</b>	Scott Newman Sue Bassin Bob Blechman Lynne Perrella Susan Friedlander	Greg Long Clara Van Tassel Bob Murphy Robin Massa Art Bassin
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**Climate Smart Communities Task Force**

Doug Brenner, Chair		
Larry Lampman	Jane Meigs	David Dembo
Bob Moss	Brad Bennett	Susan Flamm
Madeleine Israel		

**Monument Committee** (Design of new veterans' monument at Town Hall, care of existing monuments)

Jim MacArthur, Chair	David Boice	Lynne Perrella
Hugh Clark	B Docktor	Bob Wilcox
Prope Dietter	Gerry Roberts	Ron Van Tassel
Bob Grayson		