

**Town of Ancram  
Town Board  
2016 Organizational Meeting  
January 4, 2016**

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

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Supervisor Arthur Bassin called the 2016 Organizational meeting to order at 7:50 pm with a salute to the flag.

Mr. Gerry Fultz gave a presentation of the proposed Habitat for Humanity project. The Columbia County branch of the organization has been to Ancram twice and they believe that they can help with affordable housing. Ancram residents would be asked to donate through monetary means as well as volunteer time. The organization can both rebuild vacant structures as well as build new homes. In order to qualify, the applicants will have to have lived in Columbia County for at least a year and meet other criteria. The mortgage for the property goes through Habitat and they are paid off within 12 years. The committee is looking at three separate properties in Ancram, 2 existing buildings and one vacant property. If the projects are implemented, the build outs will be in 2017, 2018 and 2019. The next step is for Habitat to establish drawings and plans. \$6000 in donations from the town is needed. The town board was in approval of using the town email list to solicit funds.

**Culvert Grant**

The Culvert Committee has interviewed three engineering groups. The firm of Ryan Biggs is supported by four on the committee. Two of the committee are in favor of Pat Pendergast. The committee will look at their contracts before making a final recommendation.

**LED Light Committee**

Mr. Gerry Fultz chairs this committee, and they will be meeting tomorrow. He stated that a proposed demo light is being placed on Poole Hill Road. After the demo period, the town will have to decide if it is worth replacing all 31 lights. A public hearing will be held on the 21<sup>st</sup> of January prior to the regular town board meeting.

**Building Department Extended Hours**

Mr. Bassin explained the proposed expanded hours for the building department. The expanded hours will allow for residents to contact the Building Inspector weekdays and Saturdays by internet and phone as well as during regular office hours on Wednesday and Saturday.

**Fee schedule** - A motion was made by Councilman Thomas and seconded by Councilwoman Israel to accept the proposed 2016 fee schedule. Motion carried.

**Purchasing Policy** - A motion was made by Councilman Thomas and seconded by Councilwoman Israel to accept the proposed purchasing policy with the additional proposed paragraph. Motion carried.

**Financial Policies and Processes** - A motion was made by Councilman Thomas and seconded by Councilwoman Israel to approve the proposed Financial Polices and Processes. Motion carried.

A motion was made to approve the following Organizational Resolutions by Councilman Clark and seconded by Councilwoman Israel. Motion carried.

**Resolution #1 of 2016: Legal Representation:** Resolved that the Town of Ancram continue current arrangements with Grant Lyons, Whiteman Osterman & Hanna, Mitchell Khosrova and Elena Defio-Kane to provide legal services for the Town of Ancram during 2016. 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.

**Resolution #2 of 2016: 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, 2016 for a total premium not to exceed \$24,500.

**Resolution #3 of 2016: 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 2015, 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-Kane, Mitchell Khosrova

Town Engineers: Morris Associates, CT Male, Pat Prendergast

Town Historian: Clara Van Tassel

Deputy Town Historian: Robin Massa

Town Hall Building Manager: George Wittlinger

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

Deputy Highway Superintendent: Avery Heath

Animal Control Officer: Wes Powell

Emergency Preparedness Plan Coordinator: TBD

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

Town Designations

Official Town Bank/Depository: Bank of Greene County

Town Justices Depository: Key Bank

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, Pattison 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 (eff 3/13/16)

Official Polling Places

District #1: Ancram Town Hall

District #2: Fellowship Hall, Ancramdale Presbyterian Church

**Resolution #4 of 2016: 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

Bi-monthly: 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

**Resolution #5 of 2016: Authorizations, Policies & Procedures:** Resolved that the Town Board of the Town of Ancram approves the following authorizations, policies & procedures:

5.1 The Highway Superintendent is authorized to spend up to \$3,000 for a single unbudgeted expenditure without prior Town Board approval, and is authorized to purchase budgeted materials up to the amount in the approved highway budget 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 County 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.

5.4 Salaries and per hour pay rates for elected and appointed officials and employees for the year 2016 will be in accordance with the approved 2016 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 not to exceed total budgeted amounts included in the 2016 budget for such purchases as part of the Town Clerk .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 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 expected to be received in a calendar year, and based on receiving sales tax, mortgage tax and CHIPS aid totaling approximately \$400,000 in 2015, that the Budget Officer manage the town's financial affairs to target 2016 year-end fund balances 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 Process Manual the Town Fee Schedule and other written Town policies and procedures.

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 or 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 of the Highway Garage.

5.19 The Ancram Town Board delegates to the 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.

**Resolution #6 of 2016: 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:**

Commissioner: TBD                      Colleen Lutz, Secretary/Treasurer

Monica Cleveland                      Alyson Kozlowski

Janice Miller                              Dale Boyles

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

Reappointment: Sheldon Waldorf 2020

Susan Bassin 2016                      William Lutz, 2017

Fred Schneeberger 2018, Vice Chair   Bonnie Hundt, 2019, Chair

Alternate, TBD

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

Reappointment: Robert Roth 2020

Palmer Irving 2016

Jack Seiber, 2017

Matthew Bernstein 2018

Thomas Gumm 2019

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

Reappointment: Terry Boyles 2022

New Appointment: Bob Roche, 2018, filling Jamie Purinton's unexpired term





**Conservation Advisory Council (CAC):**

Jamie Purinton, Chair Choral Eddie Kim Tripp

Colleen Lutz Joe Hoyt David Dembo, Vice Chair

Erin Robertson Andrea Barnet Samantha Langton

Jane Meigs Andrew Wilcox

**Financial Advisory Council (FAC):**

Art Bassin, Chair Mike Citrin Jack Seiber

Bob Wilcox Barbara Stimmel Steve Roberts

Gerry Fultz Palmer Irving Renee Vaughn

Ann Rader

**Communications Committee (CC):**

Madeleine Israel, Chair Nancy Bryant

Sue Bassin Mary Murfitt B. Docktor

**Heritage Resources Plan Committee**

Scott Newman, Chair Greg Long Sue Bassin

Clara Van Tassel Bob Blechman Bob Murphy

Lynne Perrella Robin Massa Susan Friedlander

Gerry Fultz Art Bassin

**Kids Camp Board**

Monica Cleveland Coleen Lutz

Ruth Wittlinger Jen Boice

Samantha Mason Johanna Boice

Art Bassin Adrienne Citrin

## **Community and Economic Development Advisory Council**

Gerry Fultz, Chair

Membership TBD

A motion was made by Councilman Israel and seconded by Councilman Thomas to approve the health savings account vouchers. Motion carried.

A motion was made by Councilman Boice and seconded by Councilman Thomas to adjourn the meeting. Motion carried.

Respectfully submitted by:

Monica R. Cleveland  
Ancram Town Clerk