

**Town of Ancram
Town Board
2016 Year End and 2017 Organizational Meeting
January 5, 2017**

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

The 2016 year end and 2017 organizational meeting of the Ancram Town Board was called to order by Supervisor Arthur Bassin at 6:00 pm with a salute to the flag.

Fire Chief

Fire chief David Boice gave a report. He stated that the department had experienced a serious accident on State Route 82 that required a medivac transport. Mr. Boice suggested that the town board think about putting a permanent landing spot on the town hall property. This would need to be plowed in the winter and maintained. He could provide the town with specs. The issue is that there are few places in the area to land helicopter safely and the town hall site is the spot used the most.

Supervisors Report

Supervisor Bassin reported that the 2016 year end cash position of the town was about \$929,999, about \$64,000 higher than expected because the new highway dump truck was not paid for in 2016 as planned, but will be paid for this week.

Supervisor Bassin asked for any final comments on the 2017 versions of the Financial Control Process, Purchasing Policy, Fee schedule and Employee Handbook. There were no comments. The Supervisor asked for a motion to approve the four documents, which was made and the manuals approved by a unanimous voice vote.

The Supervisor reported that he plans to apply for grants to help support the 2017 Kids Camp Pool from Rheinstrom Hill Community Foundation, Bank of Greene County, Stewarts and Berkshire Taconic Foundation.

Board Members Comments

Councilman Thomas informed the board that he will be closing on the sale of his house within the week and that following that he will be tendering his resignation. He thanked the board and the town for many good years of representing the residents as a member of the board. He cited the building of the town garage and the free town summer camp among those items he is most proud of during his tenure on the board.

At this time the board discussed the three options for dealing with Mr. Thomas' resignation. They are, appoint a member themselves, to have a town election or to not fill the position and leave it open until the next regular town election in November 2017. Councilman Clark stated that he would be interested in other thoughts. Councilwoman Israel felt strongly that we should leave the seat open for now. Councilman Boice felt that there were no major issues pressing right now, so he was also in favor of leaving the seat open until the election cycle. The Board decided to think about this and decide it at the 1/19 TB meeting.

Highway Department

A motion was made by Councilman Clark and seconded by Councilwoman Israel to approve the Highway 284 agreement for 2017. Motion carried.

Mr. Miller informed the board that the new truck will be delivered next week.

Mr. Bassin stated that the Highway Department is looking in to the costs of a long range project of paving the dirt roads in Ancram. Mr. Miller stated that some of these back roads are very heavily traveled. Councilwoman Israel felt that the dirt roads are part of the "rural character" of the town and contribute to country life. Mr. Miller said that just that month, the department had spent \$3000 fixing pot holes on a dirt road.

Town Clerk/Tax Collector

The town clerk stated that the taxes went out in the mail on December 31. She also expressed a thank you from her grandfather Avery Prope Dietter for the outpouring of gratitude and the photo canvas of the Korean Veterans, of which he was a part.

CAC

The CAC gave the following report:

2016 Achievements and Activities

1. Ancram Natural Resources Conservation Plan (NRCP) Town Hall Exhibit and Public Presentation • Provided input on exhibit text. • On Feb 21: 80 to 100 people attend the NRCP exhibit with these presentations: Sharon Audubon birds of prey, Jamie on Habitat Conservation in Backyards, Colleen on invasive plants in Ancram and B Docktor on natural landscapes of Ancram.
2. Culvert Replacement Grant • Erin Robertson served as CAC representative on the Culvert Committee advising on new culvert on Pat's Road. • Colleen played a lead role managing the culvert project. • Colleen and Erin designed and installed the planting plan for Pat's Road culvert. In November they planted shrubs with local high school students as part of their civics responsibility project.
3. Biodiversity Map and Work • CAC visits 80 sites out of 454 specific sites that Hudsonia identifies as needing to be assessed in the field. • Amphibian monitoring on Gilmore property in spring 3 times by Choral, Jamie and Tad. Sent report to Hudsonia. • Provided support letter for grant with the Land Trust Alliance for CLC's proposed grassland habitat study for Gilmore Property.
4. Regional Work • Participated in the CLC Columbia County CAC Roundtables providing leadership to new CACs. • Nominated the Columbia Paper for Columbia County Good Earthkeeping Award. • Jamie awarded Good Earthkeeping Award by Columbia County EMC.
5. Climate Smart Community • At the February meeting, the Town Board votes to become Climate Smart Community. • Jane starts Climate Smart Task Force. David and Erin participate. Working with Town Supervisor to fill out volunteers and chairperson.
6. Public Environmental Educational Memos and Community Help • Provided information about special habitats for Long Lake Community for their spring and summer newsletters. • Fish kill reported by residents in Punch Brook on Memorial Day. CAC involved in follow up memos talking to DEC and letting public know about event. • The Roe Jan Watershed Association and Jamie and Colleen volunteer. We completed year one water testing along the Roe Jan River for 12 sites including 2 in Ancram. Raised funds at public educational event in October at the Suarez Brewery. CAC/Town of Ancram funds water testing sites at Hall Hill and Wiltsie Bridge Roads.
7. Prepared these recommendations and input to the Ancram Town Board: • Response to Local Right to Farm and need to emphasize environmental stewardship. • Request to DEC for an Ancram comprehensive DEC climate smart study and overall water report (that will include surface water resources and protection). • Prepared memos on environmental issues associated with use of Glyphosate.
8. Per request of the Town Board, pruned Birch trees at Town Hall and composted cuttings.
9. CAC Ongoing Training • Attended DEC APRIL 30th presentation on Habitats of Ancram, Copake and Hillsdale

PLANS FOR 2017

1. Reach out to road supervisor.
2. Prepare public education mskies with a brief review of light pollution and various types of artificial life. .
3. Prepare public education memo on importance of maintaining dark
4. Support the Climate Smart Community Task Force in terms of educating public on climate change, conservation concerns and human health.
5. Prepare additional memo on invasive Asian earth worm.emo on reducing lawn chemicals

The following orgaizational resolutions were offered by Councilman Boice and seconded by Councilwoman Israel and moved for adoption. Resolutions carried unanimously.

Resolution #1 of 2017: 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.

Resolution #2 of 2017 Property and Liability Insurance: Resolved that the Ancram Town Board accepts the proposal of the Lofgren Agency to renew the property, inland marine, Trident Company and affiliates beginning January 4, 2017 for a total premium not to exceed \$24,500.

Resolution #3 of 2017 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

Resolution #4 of 2017: 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

Resolution #5 of 2017: 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.

Resolution #6 of 2017: 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	Colleen Lutz, Secretary/Treasurer
Monica Cleveland	Ruth Wittlinger
Jen Boice	Dale Boyles
Samantha Mason	Johanna Boice
Adrienne Citrin	Alyson Kozlowski
Janice Miller	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 Barnet

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
Nancy Bryant

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

Cell Service:	Jane Plasman	Mary Murfitt
Broadband:	Steve Solomon Norm Osofsky Alex Lage	Jim Storm Rob Horwitz
Heritage Resources:	Scott Newman Sue Bassin Bob Blechman Lynne Perrella Susan Friedlander	Greg Long Clara Van Tassel Bob Murphy Robin Massa Art Bassin

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		

A motion was made by Councilman Clark and seconded by Councilwoman Israel to make the following budget adjustment. Motion carried.
From the Fund Balance - \$140 to 1110.4 (\$115) and 1355.4 (\$25).

A motion was made by Councilman Boice and seconded by Councilwoman Israel to approve the payment of voucher #H1-19 in the amount of \$64,256 to Sawyer Motors. Motion carried. This bill is for the payment for the new highway truck.

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

Respectfully submitted by,

Monica R. Cleveland
Ancram Town Clerk