

Draft Resolutions - Ancram Organizational Meeting – January 2, 2014

1. Legal Representation: Resolved that the Town of Ancram continue current arrangements with Grant Lyons and Whiteman Osterman & Hanna to provide legal services for the Town of Ancram during 2013. 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, 2014 for a total premium not to exceed \$22,000.

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 2014, with all appointments to continue at the pleasure of the Board, except as otherwise noted:

Appointments

Budget Officer: Art Bassin

Deputy Town Supervisor: Jim Miller

Town Attorneys: John Lyons, Jason Shaw

Town Engineers: Morris Associates, CT Male

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: Mary Boice

Building Inspector, Zoning Enforcement and Code Enforcement officer: Ed Ferratto

Deputy Building Inspector/ZEO/CEO: Bill Hunt

Clerk for Building Inspector/ ZEO/CEO: Marie McDermott

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: Ruth Thomas

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: First Niagara
Town Tax Collector Depository: Bank of Greene County
Official Newspapers: The Register Star and the Columbia Paper
Official Dog Kennel: Columbia Greene Humane Society

Town Representatives to Columbia County

Representative to the Advisory Council to the Office of the Aging: Madeleine Israel
Alternate: Adrienne Citrin
Representative to the Columbia County Traffic Safety Board: Steve Williams
Alternate: Bill Gillers
Representative to the County Environmental Management Council: Jamie Purinton

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: Deputy ZEO/CEO, Planning and Zoning Board Clerks, Assessor's Clerk, Court Clerks, Town Hall Cleaning Custodian
Bi-monthly: Highway Department Personnel, Animal Control Officer, Assessor, Town Clerk, Registrar, Tax Collector, ZEO/CEO
Weekly: Summer life guards and kids' camp staff

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 is authorized to spend up to \$3,000.00 for a single expenditure 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 regular 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 2014 will be in accordance with the approved 2014 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 2014 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.
- 5.10 All conferences and training that will be 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, that the Town maintain year-end fund balances totaling at least 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 \$375,000 in the year 2013, that the Budget Officer manage the town's financial affairs to target 2014 year-end fund balances totaling at least \$750,000.
- 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 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 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 April 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 and vital records needed to operate their departments at an alternate location in the event

the current Town Hall or Highway Garage locations become unavailable because of fire or a natural disaster; the Town Board further designates the Ancram Highway Garage as the Town Hall disaster recovery backup location, 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 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 written 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.

6. Appointments, Reappointments and Reaffirmations of Members and Chairs of previously established Committees 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
Monica Cleveland
Janice Miller

Colleen Lutz, Secretary/Treasurer
Alyson Kozlowski
Dale Boyles

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

Reappointment: Fred Schneeberger 2018, Vice Chair
Chair: TBD
Alternate: TBD
Continuing ZBA Members:
Sheldon Waldorf 2015
Susan Bassin 2016
William Lutz, 2017

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

Reappointment: Thomas Gumm 2018
Continuing BAR members:
Matthew Bernstein 2014
Robert Roth 2015
Larry Berg 2016
Jack Seiber 2017

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

Reappointment: John Ingram, 2020, Chair

Continuing members:

Dennis Sigler 2014	Terry Boyles 2015
Erin Robertson 2016	Joe Crocco, 2017
Jamie Purinton, 2018	James Stickle 2019
Bob Roche, first alternate	Ann Rader, second alternate

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

Reappointment: Linda Pulver, 2018

Continuing Members:

Bonnie Hundt, 2014
Jack Lindsey, Chair 2016
Ron Brant, 2017
Eric Weiner, 2015

Zoning Revisions Committee (ZRC):

Hugh Clark, Chair	Dennis Sigler	Donna Hoyt
Jim Miller	Bonnie Hundt	Barry Chase
Bob Roche	Barbara Gaba	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	
Sue Bassin	Larry Lampman	Dennis Sigler
Jerry Peele	Art Bassin, Chair	Jim Miller

Garage Committee (GC):

Emile Racenet, Chair	George Wittlinger
Jim Miller	Art Bassin
Ron Brant	Mike Citrin
Jim MacArthur	Will Lutz

Conservation Advisory Council (CAC):

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

Financial Advisory Council (FAC):

Art Bassin, Chair	Mike Citrin	Jack Seiber
Larry Berg	Bob Wilcox	Barbara Stimmel
Steve Roberts	Emile Racenet	Gerry Fultz

Communications Committee (CC):

Madeleine Israel, Chair	Nancy Bryant	
Sue Bassin	Mary Murfitt	B. Docktor

Intersection Advisory Committee: To work with the Columbia County Department of Public Works on the improvement of the 82/7 intersection in Ancram.

Chair: Art Bassin	Sue Bassin
Kit White	Lynne Perrella
Jack Lindsay	Libby McKee
Elaine Levy	

Heritage Resources Plan Committee

Chair: Scott Newman	Greg Long	Sue Bassin
Clara Van Tassel	Bob Blechman	Bob Murphy
Steve Sorman	Ruth Piwonka	Lynne Perrella
Robin Massa	Susan Friedlander	Gerry Fultz
Art Bassin		

Recreation Planning Group: To determine what recreational activities and facilities are wanted/needed by the residents of Ancram, develop a long term Recreation Plan for the Town of Ancram, and present it to the Town Board for discussion by the end of 2013. Membership: TBD.