

**Town of Ancram  
Town Board  
2013 Organizational Meeting  
January 3, 2013**

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

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Supervisor Bassin called the meeting to order following the 2012 Year End Meeting.

Mr. Bassin asked that all board members review the policy manuals for the town in the coming weeks.

Councilwoman Israel gave a thank you to all the volunteers for the town committees and boards.

The following resolutions were offered as a package by Councilman Miller and seconded by Councilwoman Israel and moved for adoption. Carried with a unanimous roll call vote.

**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 and the Zoning Revisions 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, 2013, for a total premium not to exceed \$20,000.

**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 2013, 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 Historian: Clara VanTassel  
Town Hall Building Manager: George Wittlinger  
Town Assessor: Ken Leggett (appointed through September 2013)  
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  
Deputy Tax Collector: Ruth Wittlinger  
Kid's Summer Camp Director: Ruth Thomas

### **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

**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 2013 will be in accordance with the approved 2013 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 budgeted amounts included in the 2013 budget for such purchases, 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 excess funds in an interest bearing money market account with the Town's depository bank, with deposits over FDIC insured limits collateralized by securities pledged for this purpose 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.

- 5.15 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.
- 5.16. 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 March each year.
- 5.17 Whereas Town law requires all Towns to back up all computer data files and to be able to operate at an alternate location in the event Town facilities become incapable of supporting Town government business, 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 of the Highway Garage.

**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)

New appointment: William Lutz, 2017  
Alternate: TBD

Continuing ZBA Members:  
Fred Schneeberger 2013, Vice Chair  
Leah Wilcox 2014, Chair  
Sheldon Waldorf 2015  
Susan Bassin 2016

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

New appointment: Jack Seiber 2017

Continuing BAR members:

Thomas Gumm 2013  
Matthew Bernstein 2014  
Robert Roth 2015  
Larry Berg 2016

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

Reappointment: James Stickle 2019  
Appointment of second alternate: Ann Rader

Continuing members:

John Ingram, 2013, Chair  
Dennis Sigler 2014  
Terry Boyles 2015  
Erin Robertson 2016  
Joe Crocco, 2017  
Jamie Purinton, 2018  
Bob Roche, first alternate

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

Reappointment: Ron Brant 2017  
New Appointment: TBD

Continuing Members:

Linda Pulver 2013  
Bonnie Hundt 2014  
Jack Lindsey, Chair 2016

**Zoning Revisions Committee (ZRC):**

Hugh Clark, Chair  
Jim Miller  
Bob Roche  
Bob Mayhew  
Kyle Lougheed

Dennis Sigler  
Bonnie Hundt  
Barbara Gaba  
Terry Boyles  
Jane Shannon

Donna Hoyt  
Barry Chase  
Don MacLean

### **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):**

**New Appointment:** Andrew Wilcox

<b>Continuing Members:</b>	
Jamie Purinton, Chair	Choral Eddie
Colleen Lutz	Joe Hoyt
David Dembo, Vice Chair	Erin Robertson
Andrea Barnett	Samantha Langton
Jane Meigs	

### **Financial Advisory Council (FAC):**

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

### **Communications Committee (CC):**

Chair: Madeleine Israel	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 J	ack Lindsay	Libby McKee
Elaine Levy		

### **Heritage Resources Plan Committee**

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

**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.

The next Town Board meeting will be on January 17, 2013 at 7:00pm, preceded by a public hearing on Package 4 at 6:00pm.

A motion was made by Councilman Clark and seconded by Councilwoman Israel to adjourn to an executive session for a disciplinary matter. Motion carried unanimously.

### **Executive Session**

A motion was made by Councilwoman Israel and seconded by Councilman Clark to exit executive session. Motion carried.

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

Respectfully Submitted by,

Monica Cleveland  
Ancram Town Clerk