

Draft Resolutions - Ancram Organizational Meeting – January 5, 2015

1. Legal Representation: Resolved that the Town of Ancram continue current arrangements with Grant Lyons, Whiteman Osterman & Hanna and Towne Ryan to provide legal services for the Town of Ancram during 2015. 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, 2015 for a total premium not to exceed \$22,500.

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 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, Elena Defio-Kane
Town Engineers: Morris Associates, CT Male
Town Historian: Clara Van Tassel
Deputy Town Historian: Robin Massa
Town Hall Building Manager: George Wittlinger
Deputy Town Hall Building Manager: Ruth 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: TBD
Clerks for Building Inspector/ZEO/CEO: Marie McDermott, Colleen Lutz
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 Secretary: 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: 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; Pondviews Country Kennels
Temporary local dog shelters: TBD

Town Representatives to Columbia County

Representatives to the Advisory Council to the Office of the Aging: Madeleine Israel and Adrienne Citrin
Representatives to the Columbia County Traffic Safety Board: Steve Williams and 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 employees 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-weekly: 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 an expenditure without prior Town Board approval, and is authorized to spend up to the budgeted amount per line item for routine highway repairs & maintenance outlined in the annual 284 agreement, for snow control activities, and for routine repairs and maintenance on vehicles and equipment without prior Town Board approval.
- 5.2 Mileage reimbursement for Town employees and officials performing their duties on Official Town Business will be set at the IRS rate per mile.
- 5.3 The Town Board may accept any 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 2015 will be in accordance with the approved 2015 budget, unless modified by the Town Board after the budget was approved.
- 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. Anyone attending an Ancram Town Board meeting may ask questions about or comment on any matter before the Board during the deliberations of the Board, and will be given an opportunity to be heard prior to any vote taken on any matter.
- 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 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 up to \$10,000 to pay approved vouchers without having them countersigned. All checks in excess of \$10,000 must be signed by both the Town Supervisor and the Deputy Town Supervisor.
- 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, the Town will 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. Based on receiving sales tax, mortgage tax and CHIPS aid totaling approximately \$400,000 in the year 2014, the Budget Officer should target year-end fund balances totaling approximately \$800,000, to be achieved within three years.

- 5.16 The Ancram Town Board will annually review and revise, as 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 Town's financial records before January 20 of each year, and whereas prior year financial reports and the Annual Update Report (AUD) are not usually available by January 20, therefore it is the policy of the Ancram Town Board that, annually, the Town Board will review and audit, or have reviewed and audited by the Financial Advisory Council or a qualified outside auditor, 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 prior the end of April each year, and make comments regarding the quality of the Town's financial management process and underlying books and records, and suggest ways to improve the financial management process of the Town. It is also the policy of the Ancram Town Board to retain a qualified outside auditor to review Town books and records every 5 years.
- 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 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 groups, individuals and private organizations are authorized to use Town facilities subject to the prior approval of the Town Supervisor or Town Clerk, and subject to the securing appropriate insurance to protect the Town from any liability arising out of the use of Town facilities for non-town related functions.
- 5.21 The Highway Superintendent is authorized to enter into written and verbal 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 disposal of Town owned property or equipment requires the prior approval of the Town Board.

6. Appointments, Reappointments and Reaffirmations; 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)

Appointment:

Ron Brandt, 2019, Alternate

Reappointment:

Bonnie Hundt, 2019, Chair

Continuing ZBA Members:

Sheldon Waldorf 2015

Susan Bassin 2016

William Lutz, 2017

Fred Schneeberger 2018, Vice Chair

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

Reappointment: Matthew Bernstein 2019

Continuing BAR members:

Robert Roth 2015

Larry Berg 2016

Jack Seiber 2017

Thomas Gumm 2018

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

Reappointment: Dennis Sigler 2021

Continuing members:

Terry Boyles 2015

Erin Robertson 2016

Jamie Purinton, 2018

John Ingram, 2020, Chair

Ann Rader, second alternate

Joe Crocco, 2017

James Stickle 2019

Bob Roche, first alternate

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

Reappointment: Bonnie Hundt, 2019

Continuing Members:

Eric Weiner, 2015

Ron Brant, 2017

Jack Lindsey, Chair 2016

Linda Pulver, 2018

Zoning Revisions Committee (ZRC):

Hugh Clark, Chair

Jim Miller

Bob Roche

Terry Boyles

Dennis Sigler

Bonnie Hundt

Don MacLean

Jane Shannon

Donna Hoyt

Barry Chase

Subdivision Regulations Revision Committee (SRRC)

Hugh Clark, Chair
Terry Boyles
John Ingram

Dennis Sigler
Bob Roche

Don MacLean
Barry Chase

Agricultural Advisory Council (AAC):

Barry Chase
Sue Bassin
Jerry Peele

Rory Chase
Larry Lampman
Art Bassin, Chair

Sarah Chase
Dennis Sigler
Jim Miller

Conservation Advisory Council (CAC):

Jamie Purinton, Chair
Colleen Lutz
David Dembo, Vice Chair
Andrea Barnet
Jane Meigs
Kim Tripp

Choral Eddie
Joe Hoyt
Erin Robertson
Samantha Langton
Andrew Wilcox

Financial Advisory Council (FAC):

Art Bassin, Chair
Larry Berg
Steve Roberts
Renee Vaughn

Mike Citrin
Bob Wilcox
Emile Racenet
David Boice

Jack Seiber
Barbara Stimmel
Gerry Fultz

Communications Committee (CC):

Madeleine Israel, Chair
Sue Bassin

Nancy Bryant
Mary Murfitt

B. Docktor

Heritage Resources Plan Committee

Scott Newman, Chair
Clara Van Tassel
Steve Sorman
Robin Massa

Greg Long
Bob Blechman
Ruth Piwonka
Gerry Fultz

Sue Bassin
Bob Murphy
Lynne Perrella
Art Bassin