

**Town of Morristown  
2010 Organizational Meeting  
December 29, 2009**

**Present:** Frank Putman, Gary Turner, Mark Blanchard, David Stout, Howard Warren, Mike Bogart, G. Thomas Bertrand ,Jr.  
Meeting opened at 1:05 PM

- 1. Oaths of Office** –Administered to G. Thomas Bertrand, Jr., Supervisor Putman, Highway Superintendent Bogart, Councilmen Warren & Stout.

A motion was made by Supervisor Putman, and seconded by Councilman Warren, to authorize all appointments and associated actions for meeting agenda items 2 through 13 as presented.

- 2. Appointments**

Positions for 2010:

Howard Warren – Deputy Supervisor

Historian – Gloria Scott Johnson

Code Enforcement Officer – Kay Davis

Court Clerk/Bookkeeper – Carol Woodcock

Assistant Bookkeeper/Assistant Court Clerk – Judy Wright

Deputy Clerk

Registrar of Vital Statistics – David Murray

Records Management Officer/Foil – David Murray

Secretary-Zoning/Planning- David Murray

Dog Control Officer – Dan Moyer

Cemetery Caretaker Harold & Madge Johnson (4 year app't. 09 -12)

Town Attorney –Silver & Collins

Re-Affirm Assessor – Kathryn Bateman ending 09/30/13

Health Officer – Dr. David Dunn -Appoint (3 year app't. 2010- 2012)

BAR- Appoint Harvey Bender- 09/30/2009-09/30/2014

Planning Board- -Appoint -Dan Lockhart – 01/01/2010-12/31/2014

ZBA - Appoint Lois Copeman - 01/01/2010-12/31/2014

- 3. Town Procurement Policy**

**GUIDELINE 1.** All purchases of: a) supplies or equipment which will exceed \$10,000.00 in the fiscal year or b) public works contracts over \$20,000.00 shall be formally bid pursuant to GML, 103.

**GUIDELINE 2.** ALL PURCHASES OF:

Less than\$10,000.00 but greater than \$5,000.00 require written quotes from 3 vendors; Less than \$5,000.00 but greater than \$2,500.00 require written quotes from 2 vendors; Less than \$2,500.00 are left to the discretion of the Purchaser.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed supporting the subsequent purchase or public works contract.

- GUIDELINE 3.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town to make an award to other than the low bidder.
- GUIDELINE 4.** A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

- GUIDELINE 5.** Except when directed by the Town Board, no solicitations of written proposals or quotations shall be required under the following circumstances:
- a. Acquisition of professional services
  - b. Emergencies
  - c. Sole source situations
  - d. Goods purchased from correctional facilities.
  - e. Goods purchased from another governmental agency.
  - f. Goods purchased from agencies for the blind or severely handicapped.
  - g. Goods purchased at auction.
  - h. Goods purchased for less than \$2,500.00.

- GUIDELINE 6.** This policy shall be reviewed annually by the Town Board at its Organizational meeting, or, as soon after as is reasonably practical.

4. **Shared Services Agreement** –Authorize the Highway Superintendent to enter into shared services agreements with other entities as needed.
5. **Second Notice Fee** –Second notice fee on Town & County tax bills at \$2.00.
6. **Monthly Meeting Date** –Monthly meeting for the second Tuesday of each month, at 7 PM, at the Town Offices at 604 Main Street.
7. **BAR re-imbusement** - Rate for the BAR at \$250 per year per member.
8. **Official Newspaper** –Designate the Ogdensburg Journal/Advance as the official Town newspaper.
9. **Official Bank** –Designate the Citizens National Bank of Hammond as the Towns official bank.
10. **Authorization to Pay Bills** - Authorize the payment of Town bills prior to the monthly meeting as needed.
11. **Mileage Rate** - Mileage rate at .50 cents per mile.
12. **School Tax Collection Permission**-Annual renewal of permission for the Town Clerk To contract with the Morristown Central School District for collection of school taxes.

**13. Notice of Highway Defects – Re-affirm local law.**

Vote: Turner-Aye, Blanchard-Aye, Putman-Aye, Stout-Aye, Warren-Aye - Passed

**14. Town Insurance Carrier-** A motion was made by Supervisor Putman, and seconded by Councilman Stout, to select ST. Lawrence Agency as the Towns official insurance agent. (NYMIR)

**15. Boards and Committees-**The following are the official rosters of the Towns Boards and Committee's

Re-affirm BAR – James Kelly – 09/30/2010

Sean Jenkins – 09/30/2011

Harvey Bender- 09/30/2014

Re-affirm Planning

Jane Fay - 12/31/2010

Vernon Lowery, Jr. 12/31/2011

Phillip Barse 12/31/2012

Darrell Merkel 12/31/2013

Dan Lockhart – 12/31/2014

Re-affirm ZBA

Michael Looney 12/31/2010

Allen Langtry 12/31/2011

Gary Premo 12/31/2012

Gerald Adler 12/31/2013

Lois Copeman - 12/31/2014

Wind Energy

Chris Coffin

Peter Paquette

Howard Warren

Gary Turner

Clancy Gratto

Mike Warren

Floyd Krack

Clive Chambers

Frank Putman

Kay Davis

Town of Morristown  
20109 Organizational Meeting  
December 29, 2009

Pre-Disaster Mitigation      Leslie Wilson  
   Kay Davis  
   Kevin Crosby  
   Mike Bogart  
   Jim Lowery  
   Shawn Macaulay

Town Hall Project              Frank L. Putman  
   Howard Warren  
   David Stout III  
   Mike Bogart  
   Gary Turner  
   Mark Blanchard  
   Kay Davis  
   John Barse  
   Kevin Crosby  
   Sherry Shatraw  
   Francis Colby  
   Karl Bender

Adjournment: 1:20 PM

Minutes respectfully submitted by David Murray, Town Clerk