

Town of Morristown Annual Organizational Meeting for 2014
12/30/2013

Present: Gary Turner, David VanArnam, Shawn Macaulay, Howard Warren, Frank Putman
Also Present: Dean Hoffman, Sherry Shatraw

The meeting was opened at 1:05 PM.

- 1. Oaths of Office** –Supervisor Putman administered the oath to Town Clerk David Murray. Oaths of office were administered by the Town Clerk for Supervisor Frank Putman, Councilmen Howard Warren and Shawn Macaulay, Highway Superintendent Dean Hoffman, and Justice Lisa Whitmarsh.

A motion was made by Councilman VanArnam, and seconded by Councilman Turner to enter into executive session to discuss matters relating to the employment history of a particular town employee.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye The Board entered into executive session at 2:06 PM. The Board left executive session at 2:28 PM. Supervisor Putman reported no action was taken.

A motion was made by Supervisor Putman, and seconded by Councilman VanArnam, to institute a three month probationary period for future incoming Historian appointee positions.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye

- 2. Appointments**

Positions for 2014:

Historian-A motion was made by Supervisor Putman, and seconded by Councilman Macaulay to appoint Debbie Murray to the position of Historian for 2014.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Abstain, Frank Putman-Aye

A motion was made by Supervisor Putman, and seconded by Councilman Turner, to approve all other appointments for 2014 as presented.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye

Howard Warren – Deputy Supervisor

Code Enforcement Officer – Currently vacant

Court Clerk/Bookkeeper – Carol Woodcock

Cemetery Secretary-Carol Woodcock

Assistant Bookkeeper/Assistant Court Clerk – Judy Wright

Deputy Clerk- M. Patricia Reagen

Registrar of Vital Statistics – David Murray

Records Management Officer – David Murray

FOIL Officer– David Murray

Dog Control Officer – Dan Moyer

Town Attorney –Silver & Collins

Board of Assessment Review- no appointments for 2014

ZBA – Re-appoint John Newtown Term 01/01/2014-12/31/2018

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Planning-Re-appoint Darell Merkel Term 01/01/2014-12/31/2018

Re-affirm Cemetery Caretaker- Jason Curran (3 year Contract. 2013 -2015)

Re-affirm Assessor – James Snyder Term ends 09/30/19

Re-affirm BAR – **Sean** Jenkins – Term Ends 09/30/2016

James Kelly – Term Ends 09/30/2015

Harvey Bender – Term Ends 09/30/2014

Planning Board- Darrell Merkel Term Ends 12/31/2018 New Term

Barbara Whitman Term Ends 12/31/2017

Michael Warren Term Ends 12/31/2016

Jane Fay Term Ends 12/31/2015

Dan Lockhart – Term Ends 12/31/2014

ZBA – John Newtown Term Ends 12/31/2018 New Term

Robert Dolan Term Ends 12/31/2017

Allen Langtry Term Ends 12/31/2016

Michael Looney Term Ends 12/31/2015

Lois Copeman Term Ends 12/31/2014

A motion was made by Councilman Warren, and seconded by Councilman VanArnam, to approve items 3 through 13 as presented.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye

3. Town Procurement Policy

GUIDELINE 1. All purchases of: a) supplies or equipment which will exceed \$20,000.00 in the fiscal year or b) public works contracts over \$35,000.00 shall be formally bid pursuant to GML, 103.

GUIDELINE 2. All purchases of:

Less than \$20,000.00 but greater than \$10,000.00 require written quotes from 3 vendors; Less than \$10,000.00 but greater than \$5,000.00 require written quotes from 2 vendors; Less than \$5,000.00 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

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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 \$5,000.00.

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.
Authorize the Code Enforcement Officer 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**- Permit the Town Clerk to contract with the School District to collect school taxes for 2014.
13. **Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye

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14. Official Undertaking for 2014 A motion was made by Supervisor Putman, and seconded by Councilman VanArnam to approve resolution #1 of 2014 as follows:

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS FOR THE TOWN OF MORRISTOWN FOR 2014

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking, and,

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Morristown approve the document entitled "Town of Morristown Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and,

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town of Morristown against losses which may arise from failure of such officials to properly discharge their duties.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye.

14. Other Business

1. Insurance-A motion was made by Councilman Warren, and seconded by Councilman VanArnam, to accept the proposal from Wayne Storie of the St. Lawrence Agency for Town Insurance for 2014. The insurance will be provided by N.Y.M.I.R.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye

2. Smart Watt- The Board received the proposal from Smart Watt for retrofit of the Town Hall with more energy efficient fixtures. The Board agreed that they would review the proposal and revisit it in February.

3. State Highway 37 and State Highway 58 Intersection- Councilman Turner requested that the Village approach the NYS DOT concerning a flashing light at the intersection of SH 58 and SH 37.

4. A motion was made by Supervisor Putman, and seconded by Councilman Macaulay to enter into executive session to discuss matters relating to the employment history of a particular town employee.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Howard Warren-Aye, Frank Putman-Aye The Board entered into executive session at 2:27 PM. The Board left executive session at 3:20 PM. Supervisor Putman reported that no action was taken.

5. Code Officer Position- The Board set the interview session for Wednesday, January 8th starting at 6:30 PM. The clerk was directed to send out notices to the applicants.

6. Town Hall- The Board discussed tour of the Parish Center in the future.

7. February Meeting - The Board changed the meeting date to February 4, 2014.

8. The Board discussed the new superintendent's truck with Highway Superintendent Hoffman. Superintendent Hoffman will also contact Wayne Storie about some of the vehicles listed on the policy that are no longer owned by the Town.

Adjournment-The Meeting was adjourned upon motion at 3:45 PM

Meeting minutes prepared and respectfully submitted by David Murray, Town Clerk.