

**Town of Morristown  
Meeting Minutes  
March 21, 2016**

**Present:** Gary Turner, Shawn Macaulay, Christopher Coffin

**Also Present:** Dean Hoffman, Chris Sherwin, Cheryl Shatraw, Kevin Crosby, Joe Lightfoot

The meeting was opened by Supervisor Christopher Coffin at 7 PM.

Supervisor Coffin explained that the purpose of the meeting was to restore the normal operation of town government and to re-affirm the appointments made at the 2016 Organizational meeting.

**1. Appointments and Positions** – A motion was made by Councilman Macaulay to affirm and appoint the following positions below, with a second by Councilman Turner:

Code Enforcement Officer – Christopher Sherwin  
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  
Historian – Debbie Murray  
Town Attorney –Silver & Collins  
BAR- Reappoint James Kelly New term ends 09/30/2020  
ZBA – Re-appoint Michael Looney- New Term 01/01/2016-12/31/2020  
Planning-Re-appoint Jane Fay- New Term 01/01/2016-12/31/2020  
Cemetery Caretaker- Jason Curran (3 year Contract. 2016 -2018)  
Re-affirm Assessor – James Snyder Term ends 09/30/2019

BAR –	Sean Jenkins –	Term Ends 09/30/2016
	James Kelly –	Term Ends 09/30/2020
	Harvey Bender -	Term Ends 09/30/2019

Planning Board-	Darrell Merkel	Term Ends 12/31/2018
	Barbara Whitman	Term Ends 12/31/2017
	Michael Warren	Term Ends 12/31/2016
	Jane Fay	Term Ends 12/31/2020
	Dan Lockhart	Term Ends 12/31/2019

ZBA –	Vacant	Term Ends 12/31/2018
	Robert Dolan	Term Ends 12/31/2017
	Allen Langtry	Term Ends 12/31/2016
	Michael Looney	Term Ends 12/31/2020
	Lanny Simmons	Term Ends 12/31/2019

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**Appointments and Positions Continued**

**Vote:** Gary Turner-Aye, Shawn Macaulay-Aye, Chris Coffin – Aye

**2. Special Elections** – Supervisor Coffin stated that the Board needed to appoint two council positions to the Board and schedule special elections. He stated that it was an honor to serve the Town but that he would like to be able to be replaced as soon as possible.

A motion was made by Councilman Turner to enter into executive session to discuss the appointments; with Councilman Macaulay seconding.

**Vote:** Gary Turner-Aye, Shawn Macaulay-Aye, Chris Coffin – Aye Entered in at 7:05 PM.

The Board came out of executive session by a motion from Councilman Turner and a second by Councilman Macaulay at 7:15 PM.

**Vote:** Gary Turner-Aye, Shawn Macaulay-Aye, Chris Coffin – Aye

A motion was made by Councilman Turner to appoint David Stout III and Harvey Bender to the vacant Board seats for the remainder of 2016.

**Vote:** Gary Turner-Aye, Shawn Macaulay-Aye, Chris Coffin – Aye

Both Mr. Stout and Mr. Bender were administered the oath of office by the clerk.

Supervisor Coffin then appointed Councilman Shawn Macaulay to the position of Deputy Supervisor.

At this point in the meeting Supervisor Coffin explained that he was asking the Board to re-affirm the motions made on Friday by the three person Board, adding Chris Coffin and Shawn Macaulay to the check signing card and removing two previous Board members. A motion was made by Councilman Bender to affirm the previous action to add Chris Coffin and Shawn Macaulay to the check signing card and to remove Frank Putman and Howard Warren from the card.

**Vote:** Gary Turner-Aye, Harvey Bender-Aye, David Stout III – Aye, Shawn Macaulay-Aye, Chris Coffin – Aye

Supervisor Coffin stated that the town has the authority to call a special election when one is needed. There must be enough time allowed for the petition process. Supervisor Coffin stated that 90 days should be adequate and proposed June 28<sup>th</sup> as the date of the special election. He informed the Board that the cost would be approximately \$2,000.

**Public Comment**

At this point in the meeting Supervisor Coffin opened up the meeting for public comment to get the opinion of the members of the public present on holding a special election.

RB Lawrence-Why hold a special election. Wait until November to foster stability.

Mark Blanchard –Why not wait until November. It will allow everything to settle down.

Darrell Merkel – If two elections are held the cost will be doubled.

Sam Bush – Favors waiting until November.

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**Special Elections Continued**

Members of the Board commented as well.  
Harvey Bender – Election can wait until November  
David Stout III – Can wait until November  
Gary Turner- Wait until November  
Shawn Macaulay – Wants transparency in this process.

**3. Town Procurement Policy and Additional Actions**

A motion was made by Councilman Turner to affirm the Town Procurement Policy and additional actions taken at the 2016 Organizational meeting. The motion was seconded by Councilman Bender.

**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 is 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 are 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:

- Acquisition of professional services
- Emergencies
- Sole source situations
- Goods purchased from correctional facilities.
- Goods purchased from another governmental agency.
- Goods purchased from agencies for the blind or severely handicapped.
- Goods purchased at auction.
- 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. Additional Actions**

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

Second Notice Fee –Second notice fee on Town & County tax bills at \$2.00.

Monthly Meeting Date –Monthly meeting for the second Tuesday of each month, at 7 PM, at the Town Offices at 604 Main Street.

BAR re-imburement - Rate for the BAR at \$250 per year per member.

Official Newspaper –Designate the Watertown Daily Times as the official Town newspaper.

Official Bank –Designate the Citizens National Bank of Hammond as the Towns official bank.

Authorization to Pay Bills - Authorize the payment of Town bills prior to the monthly meeting as needed.

Mileage Rate - Mileage rate at .50 cents per mile.

School Tax Collection Permission- Permit the Town Clerk to contract with the School District to collect school taxes for 2016.

Notice of Highway Defects - Re-affirmation of local law #1 Of 2009

**Vote:** Gary Turner-Aye, Harvey Bender-Aye, David Stout III – Aye, Shawn Macaulay-Aye, Chris Coffin – Aye

Supervisor Coffin stated that he wanted to thank Frank Putman, Howard Warren and David VanArnham for their years of service to the residents of the Town.

**Other Business**

Chris Sherwin asked why he was being re-appointed annually if he was a civil service hire. The Board directed the clerk to look into it.

The Clerk asked for permission to put up meeting minutes as soon as they were ready instead of waiting for Board approval at the next month's meeting. The Board gave permission to do so.

David Stout III stated that he wanted to re-affirm that the Supervisor is the sole spokesman for Board business. The Board agreed that that was the case.

The meeting was adjourned upon motion at 7:50 PM

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