

Town of Morristown  
Annual Organizational Meeting  
12/29/2008

**Meeting Location: Town Hall 604 Main Street, St. Morristown NY**

**Present:** Frank Putman, Gary Turner, Mark Blanchard, David Stout III, Howard Warren, Mike Bogart, Kay Davis, Carol Woodcock

**Meeting opened at 1:15 PM**

**1. Oaths of Office –As Needed**

**2. Appointments for 2009**

A motion was made by supervisor Putman, seconded by Councilman Stout to make the appointments for 2009 as follows:

Deputy Supervisor –Howard Warren

Historian – Gloria Johnson

Assessor – Kathryn Bateman appointment ending 09/30/13

Court Clerk/Bookkeeper – Carol Woodcock

Assistant Bookkeeper/Assistant Court Clerk – Judy Wright

Deputy Clerk – Alan Gnall

Registrar of Vital Statistics – David Murray

Records Management Officer – David Murray

FOIL Officer– David Murray

Dog Control Officer – Dan Moyer

Town Attorney –Silver & Collins

Health Officer – Dr. David Dunn (3 year app't. 2007- 2009)

Planning –Darrell Merkel 01/01/2009-12/31/2013

ZBA – Gerald Adler 01/01/2009-12/31/2013

Cemetery Caretaker Johnson's Lawncare (4 year Contract. 09 -2012)

Vote: FP -Aye GT Aye MB – Aye DS – Aye HW – Aye Passes

**3. Town Procurement Policy-** A motion was made by Supervisor Putman, seconded by Councilman Turner to adopt the Town's Procurement Policy as follows:

**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.

Vote: FP -Aye GT Aye MB – Aye DS – Aye HW – Aye Passes

- 4. Shared Services Agreement** –A motion was made by Supervisor Putman, seconded by Councilman Warren to authorize the Highway Superintendent and the Code Enforcement Officer to enter into shared services agreements with other entities as needed.

Vote: FP -Aye GT Aye MB – Aye DS – Aye HW – Aye Passes

A motion was made by Councilman Warren, seconded by Councilman Warren to authorize and approve items 5 through 14 as follows:

- 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. Mileage Rate** - Mileage rate at .50 cents per mile.
- 8. BAR re-imbusement** - Rate for the BAR at \$250 per year per member.

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9. **Official Newspaper** –Designate the Ogdensburg Journal/Advance as the official Town newspaper.
10. **Official Bank** –Designate the Citizens National Bank of Hammond as the Towns official bank.
11. **Authorization to Pay Bills** - Authorize the payment of Town bills prior to the monthly meeting as needed.
12. **School Tax Collection Permission**
13. **Notice of Highway Defects - Renewal**
14. **2009 Town Insurance Carrier** –St. Lawrence Agency

Vote: FP -Aye GT Aye MB – Aye DS – Aye HW – Aye Passes

**15. Boards and Committees – for 2009**

<b>BAR</b>	Harvey Bender	Term ending	09/30/2009
	James Kelly	Term Ending	09/30/2010
	Sean Jenkins	Term Ending	09/30/2011
<b>ZBA</b>	Lois Copeman	2 year term ending	12/31/2009
	Mike Looney	3 year term ending	12/31/2010
	Allen Langtry	4 year term ending	12/31/2011
	Gary Premo	5 year term ending	12/31/2012
	Gerald Adler	5 year term ending	12/31/2013
<b>Planning</b>	Don Bertrand	2 year term ending	12/31/2009
	James Kelly	3 year term ending	12/31/2010
	Vernon A. Lowery	4 year term ending	12/31/2011
	Phillip Barse	5 year term ending	12/31/2012
	Darrel Merkel	5 year term ending	12/31/2013
<b>Wind Energy</b>	Chris Coffin		
	Peter Paquette		
	Howard Warren		
	Gary Turner		
	Clancy Gratto		
	Mike Warren		
	Floyd Krack		
	Clive Chambers		
	Frank Putman		
	Kay Davis		

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**Pre-Disaster Mitigation** Leslie Wilson  
Kay Davis  
Kevin Crosby  
Michael Bogart

**Town Hall Project** Frank L. Putman  
Howard Warren  
David Stout III  
Michael L. Bogart  
Gary Turner  
Mark Blanchard  
Kay Davis  
John Barse  
Kevin Crosby  
Cindy Holmes  
Karl Bender

**Adjournment – 1:30 PM**

Meeting Minutes respectfully submitted by David Murray, Town Clerk