

Town of Morristown  
2011 Annual Organizational Meeting  
12/28/2010

**1. Oaths of Office** –None

**2. Appointments**-Positions for 2011:

A motion was made by Supervisor Putman and seconded by Councilman Warren to approve the appointments for 2011 as listed below.

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- M. Patricia Reagen

Registrar of Vital Statistics – David Murray

Records Management Officer – David Murray

FOIL – David Murray

Dog Control Officer – Dan Moyer

Cemetery Caretaker Harold & Madge Johnson (4 year Contract. 2009 -2012)

Town Attorney –Silver & Collins

BAR- Re-appoint James Kelly 2010-2015

ZBA – Re-appoint Michael Looney 2011-2015

Planning-Appoint Barbara Whitman 01/01/2011-12/31/2012

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

The below listed terms are for information only.

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

Re-Affirm BAR – James Kelly – 09/30/2010 Ending

Sean Jenkins – 09/30/2011 Ending

Harvey Bender –09/30/2014 ending

Planning Board- James Kelly - 12/31/2010

Vernon Lowery, Jr. 12/31/2011

Vacant 12/31/2012

Darrell Merkel 12/31/2013

Dan Lockhart – 12/31/2014

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

**3. Town Procurement Policy-**A motion was made by Supervisor Putman, seconded by Councilman Stout to approve and adopt the procurement policy for 2011.

**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 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.

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

A motion was made by Supervisor Putman, seconded by Councilman Turner to approve annual items 4 through 14 as presented below.

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.
13. **Mileage Rate** - Mileage rate at .50 cents per mile.
14. **School Tax Collection Permission** Permit the Town Clerk to contract with the School District to collect school taxes for 2011.

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

15. **Notice of Highway Defects** - A motion was made by Councilman Warren, seconded by Supervisor Putman to re-affirm Local Law # 1 of 2009: Notice of Highway Defects.

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

16. **Other**- Supervisor Putman asked the board if they wanted to discuss the report from LaBella at this meeting. Councilman Warren stated that a special meeting would be his choice. Councilman Blanchard stated that he agreed and that a special meeting or a scheduled review during a regular meeting would be his choice. Action tabled per the supervisor.

Supervisor Putman noted that there would be no January meeting.

The meeting was adjourned upon motion at 12:15

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