

**Town of Morristown
2012 Organizational Meeting
December 27, 2011**

Present: Gary Turner, Howard Warren, David Stout III, David Van Arnam,
Frank Putman

Also Present: Mike Bogart,

Supervisor Putman convened the meeting at 12:05 PM

- 1. Oaths of Office** –The Oath of Office was administered before the meeting to Councilmen Turner and Van Arnam
- 2. Appointments-** A motion was made by Supervisor Putman, seconded by Councilman Stout to make the appointments for 2012 as presented
Positions for 2012:

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 Sean Jenkins Term 10/01/2011- 09/30/2016

ZBA – Re-appoint Allen Langtry Term 01/01/2012-12/31/2016

Planning-Appoint (TBD) Term 01/01/2012-12/31/2016

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

Re-Affirm Assessor – James Snyder balance of term ending 09/30/13

Re-Affirm BAR – James Kelly – Term Ends 09/30/2015

Sean Jenkins – Term Ends 09/30/2016

Harvey Bender – Term Ends 09/30/2014

Planning Board- Vernon Lowery, Jr. Term Ends 12/31/2011

Barbara Whitman Term Ends 12/31/2012

Darrell Merkel Term Ends 12/31/2013

Dan Lockhart – Term Ends 12/31/2014

Jane Fay Term Ends 12/31/2015

ZBA – Gary Premo Term Ends 12/31/2012

Open position Term Ends 12/31/2013

Lois Copeman Term Ends 12/31/2014

Michael Looney Term Ends 12/31/2015

Allen Langtry Term Ends 12/31/2016

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Supervisor Putman noted the passing of Gerald Adler who has served faithfully on the Planning Board for the previous 3 years.

3. Town Procurement Policy-A motion was made by Councilman VanArnam, seconded by Councilman Stout to approve the Town Procurement Policy for 2012

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: Gary Turner-Aye, Howard Warren-Aye, David Stout-Aye, David VanArnam-Aye, Frank Putman-Aye

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A motion was made by Councilman Warren, and seconded by Councilman VanArnam to approve items 4 through 13 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.
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 2011.
13. **Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009

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

14. **Other Business** - No other business was brought forward.

The meeting was adjourned upon motion at 12:14 PM

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