

**Town of Morristown Annual Organizational Meeting for 2013**  
12/27/2012

**Present:** Gary Turner, David Stout III, David VanArnam, Frank Putman

**Absent:** Howard Warren

**Also Present:** Tim Tuttle, Sherry Shatraw

**1. Oaths of Office –As Needed**

**2. Appointments**

Positions for 2013:

Howard Warren – Deputy Supervisor

Historian – Gloria Scott Johnson

Code Enforcement Officer –

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

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

Town Attorney –Silver & Collins

ZBA – Re-appoint Gary Premo Term 01/01/2013-12/31/2017

ZBA –Re-appoint Barbara Whitman Term 01/01/2013 – 12/31/2017

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

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- 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

Darrell Merkel Term Ends 12/31/2013

ZBA – Gary Premo 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

John Newtown Term Ends 12/31/2013

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**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 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.

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- 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
- 14. Other Business** - none

A motion was made by Supervisor Putman, and seconded by Councilman Turner to approve and authorize all appointments and official policies as per the above items numbered 2 through 13.

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

The meeting was adjourned upon motion at 10:20 AM.

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