

**Town of Morristown  
2015 Annual Organizational Meeting Minutes  
12/29/2014**

**Present:** Gary Turner, David VanArnam, Shawn Macaulay, Howard Warren, Frank Putman

**Also Present:** Dean Hoffman, Chris Sherwin, Cherie Shatraw, Kevin Crosby

**1. Oaths of Office – None Needed**

**2. Appointments**

**Positions for 2015:**

Howard Warren – Deputy Supervisor

Historian – Debbie Murray

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

Town Attorney –Silver & Collins

Board of Assessment Review- Harvey Bender- Term will end 09/30/2019

ZBA – Vacant position- New Term 01/01/2015-12/31/2019

Planning-Re-appoint Dan Lockhart Term 01/01/2015-12/31/2019

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

Re-affirm Assessor – James Snyder Term ends 09/30/19

Re-affirm BAR – Sean Jenkins – Term Ends 09/30/2016

James Kelly – Term Ends 09/30/2015

Planning Board- Darrell Merkel Term Ends 12/31/2018 New Term

Barbara Whitman Term Ends 12/31/2017

Michael Warren Term Ends 12/31/2016

Jane Fay Term Ends 12/31/2015

ZBA – John Newtown Term Ends 12/31/2018 New Term

Robert Dolan Term Ends 12/31/2017

Allen Langtry Term Ends 12/31/2016

Michael Looney Term Ends 12/31/2015

A motion was made by Supervisor Putman, and seconded by Councilman VanArnam to approve all the appointments for 2015.

Vote: Gary Turner-Aye, David VanArnam-Aye, S. Macaulay-Aye, H. Warren –Aye, Frank Putman-Aye

## Town of Morristown 2015 Annual Organizational Meeting Minutes

### 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 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:

- 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.

A motion was made by Supervisor Putman, and seconded by Councilman Turner to approve adoption of the Town Procurement Guidelines for 2015.

Vote: Gary Turner-Aye, David VanArnam-Aye, S. Macaulay-Aye, H. Warren –Aye, Frank Putman-Aye

## Town of Morristown Annual Organizational Meeting Agenda 12/29/2014

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 Watertown Daily Times 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 2015.
13. **Notice of Highway Defects** - Re-affirmation of local law #1 of 2009
14. **Official Undertakings for 2015**- none needed.

A motion was made by Supervisor Putman, and seconded by Councilman Warren to approve 2015 organizational items 4 through 14 as shown above.

Vote: Gary Turner-Aye, David VanArnam-Aye, S. Macaulay-Aye, H. Warren –Aye, Frank Putman-Aye

### 14. Other Business

**A. District 2 Repairs**- The Board approved a bill for repairs to the system at the Sever residence. The clerk was directed to write a letter to Mr. Sever concerning leaving on the system heater during the winter.

**B.** A motion was made by Supervisor Putman, and seconded by Councilman Turner, to enter into executive session to discuss matters relating to the employment history of a town employee. The Board entered into executive session at 12:07 PM. At 12:28 PM the Board came out of executive session and Supervisor Putman reported that no action was taken.

**C.** The Board agreed to move the date of the February meeting to February 3<sup>rd</sup> from February 10<sup>th</sup>.

The Meeting was adjourned upon motion at 12:30 PM.

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

