

Town of Morristown

Annual Organizational Meeting for 2016 12/29/2015

Present: Gary Turner, Howard Warren, Frank Putman

Absent: David VanArnam, Shawn Macaulay

Also Present: Dean Hoffman, Carol Woodcock, Kevin Crosby

1. Oaths of Office –As Needed

Gary Turner-Councilman
David VanArnam-Councilman
James T. Phillips, Jr. - Justice

2. Appointments

Positions for 2016:

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 – Re-appoint
Michael Looney- New Term 01/01/2016-12/31/2020
Planning-Re-appoint Jane Fay- New Term 01/01/2016-12/31/2020
Re-affirm Cemetery Caretaker- Jason Curran (3 year Contract. 2016 -2018)
Re-affirm Assessor – James Snyder Term ends 09/30/2019
Re-affirm BAR – Sean Jenkins – Term Ends 09/30/2016
James Kelly – Term Ends 09/30/2020
Harvey Bender - Term Ends 09/30/2019

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 12/31/2020
Dan Lockhart Term Ends 12/31/2019

ZBA – John Newtown Term Ends 12/31/2018
Robert Dolan Term Ends 12/31/2017
Allen Langtry Term Ends 12/31/2016
Michael Looney Term Ends 12/31/2020
Lanny Simmons Term Ends 12/31/2019

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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 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.

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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-imburement** - 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 2016.
13. **Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009

A motion was made by Supervisor Putman, and seconded by Councilman Warren to approve and authorize items 2 through 13 as presented in the agenda.

Vote: Gary Turner-Aye, Howard Warren–Aye, Frank Putman-Aye

14. Official Undertakings for 2016: A motion was made by Councilman Warren, and seconded by Supervisor Putman to adopt Resolution #1 of 2016 as follows:

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking: and
NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Morristown approve the document entitled "Town of Morristown Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVD that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town of Morristown against losses which may arise from failure of such officials to properly discharge their duties.

Vote: Gary Turner-Aye, Howard Warren–Aye, Frank Putman-Aye

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15. Other Business: Carol Woodcock reported to the Board on the proposed new retiree health plan that will be offered for 2016. The proposed plan is the AARP Medicare Plan F. This plan will offer the same coverage as the Human plan now being offered but will cost less. The Board briefly discussed the AARP plan and a motion was made by Councilman Warren, seconded by Supervisor Putman, to offer the AARP Medicare Plan F to the current Town retirees, effective January 2016. Vote: Gary Turner-Aye, Howard Warren-Aye, Frank Putman-Aye

Reports

Highway: Superintendent Hoffman reported that he ordered additional foam inserts for District 2. He also has ordered a new steam jenny and a parts rack with fittings for the River Road East Wastewater System to ensure a supply of the correct replacement parts on hand for repairs. The Board asked the Supervisor to set up a meeting with C2AE and the contractor to firm up what the contractor will do in regards to assistance with winter repairs, the proposed well installation, and replacement of problem parts of the system.

Code Enforcement: The Code officer gave his annual report.

DPW: Kevin Crosby reported that he has checked all the Village and Town sewer system backup generators. He found a radiator leak in the Town vacuum plant unit. He thought that the radiator was recently replaced and he will check to see if it was under any warranty.

Supervisor Putman adjourned the meeting at 11:35 AM.

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