

**Town of Morristown  
Annual Organizational Meeting for 2017  
12/29/2016**

**Present:** Frank Putman, Gary Turner, David VanArnam, Shawn Macaulay  
**Also Present:** Chris Sherwin, Dean Hoffman, Chris Coffin, Harvey Bender, Tom Bell, Cheryl Shatraw, Kevin Crosby

The meeting was opened at 11:30 AM by Supervisor Frank Putman.

- 1. Oaths of Office –As Needed**
- 2. Appointments of Positions for 2017:** A motion was made by Supervisor Putman to make the appointments for 2017 and for unfilled positions as presented. The motion was seconded by Councilman VanArnam.  
Shawn Macaulay – Deputy Supervisor  
Court Clerk/Bookkeeper – Carol Woodcock  
Cemetery Secretary-Carol Woodcock  
Bookkeeper/ Court Clerk – Judy Wright  
First Deputy Clerk- M. Patricia Reagen  
Second Deputy Clerk- Debbie Murray (uncompensated)  
Secretary to BAR, ZBA, Planning-David Murray  
Registrar of Vital Statistics – David Murray  
Records Management Officer – David Murray  
FOIL Officer– David Murray  
Dog Control Officer – Dan Moyer  
Historian – Debbie Murray  
Town Attorney –Silver & Collins

**Open and Unfilled Positions:**

Board of Assessment Review- Sean Jenkins- New Term 10/01/2016-09/30/2021  
ZBA – Allen Langtry- New Term 01/01/2017-12/31/2021  
ZBA- Christopher Coffin-Remainder of Term 01/01/2017 -12/01/2017  
Planning Michael Warren- New Term 01/01/2017-12/31/2021  
Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

**Current Terms for information only.**

Cemetery Caretaker- Jason Curran (3 year Contract. 2016 -2018)

Assessor – James Snyder	Term ends	09/30/2019
BAR – James Bogardus	- Term Ends	09/30/2019
James Kelly –	Term Ends	09/30/2020
Sean Jenkins –	Term Ends	09/30/2021
Planning Board- Barbara Whitman	Term Ends	12/31/2017
Darrell Merkel	Term Ends	12/31/2018
Dan Lockhart	Term Ends	12/31/2019
Jane Fay	Term Ends	12/31/2020
Michael Warren	Term Ends	12/31/2021

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<i>ZBA –</i>	Chris Coffin	Term Ends 12/31/2017
	Thomas Bell	Term Ends 12/31/2018
	Lanny Simmons	Term Ends 12/31/2019
	Michael Looney	Term Ends 12/31/2020
	Allen Langtry	Term Ends 12/31/2021

**3. Town Procurement Policy:** A motion was made by Councilman VanArnam, and seconded by Councilman Turner, to adopt the procurement policy for 2017 as presented.

**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.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

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A motion was made by Supervisor Putman to approve agenda items 4 through 14 as presented. The motion was seconded by Councilman Macaulay.

3. **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
4. **Second Notice Fee** –Second notice fee on Town & County tax bills at \$2.00.
5. **Monthly Meeting Date** –Monthly meeting will be the second Tuesday of each month, at 7 PM, at the Town Offices at 604 Main Street.
6. **BAR re-imbursement** - Rate for the BAR at \$250 per year per member.
7. **Official Newspaper** –Designate the Watertown Daily Times as the official Town newspaper.
8. **Official Bank** –Designate the Citizens National Bank of Hammond as the Towns official bank.
9. **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. **Per Diem**- As per established Board Policy- GSA Rates.
13. **School Tax Collection Permission**- Permit the Town Clerk to contract with the School District to collect school taxes for 2017.
14. **Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

**15. Resolution #1 of 2017 Official Undertakings for 2017** A motion was made by Councilman VanArnam, and seconded by Councilman Turner, to adopt Resolution #1 of 2017 as follows: **WHEREAS**, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking, **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 RESOLVED** 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, David VanArnam-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

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**Other Business as brought before the Board**

1. Supervisor Putman reported that he had been in contact with Senator Ritchie's office concerning funding assistance for the Town Hall project.
2. Supervisor Putman took the opportunity make a motion to thank the three temporary Board members who stepped in to fill positions on the board during 2016. The motion was seconded by Councilman Macaulay.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

3. The Board agreed that they would meet in January on the usual second Tuesday. The February meeting was moved up to February 7<sup>th</sup>.
4. A motion was made by Councilman Macaulay, and seconded by Councilman Turner to authorize the Supervisor to sign the financing application for the new 2017 plow truck.

Vote: Gary Turner-Aye, David VanArnam-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

There being no more business before the Board the meeting was adjourned upon motion at 11:45 AM

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