

**Town of Morristown  
Annual Organizational Meeting for 2018  
12/28/2017**

**Present:** Frank Putman, Shawn Macaulay, Christopher Coffin

**Also Present:** Chris Sherwin, Dean Hoffman, Tom Bell III, Lisa Whitmarsh

The meeting was opened at 11:35 AM by Supervisor Frank Putman.

- 1. Oaths of Office** –Oaths were received from Supervisor Frank Putman, Councilman/Deputy Supervisor Christopher Coffin, Councilman Shawn Macaulay, Town Clerk/Tax Collector/Registrar David Murray, Justice Lisa Whitmarsh.
- 2. Appointments for 2018:** A motion was made by Councilman Macaulay to make the appointments for 2018 and for expiring positions as presented. The motion was seconded by Councilman Coffin.

Christopher Coffin – Deputy Supervisor

Court Clerk/Bookkeeper/Summer Recreation Director – 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 Positions:**

ZBA – Janet Newtown- Term 01/01/2018-12/31/2022

Planning Barbara Whitman- New Term 01/01/2018-12/31/2022

Vote: Shawn Macaulay-Aye, Christopher Coffin-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 12/31/2022

Darrell Merkel Term Ends 12/31/2018

Ryan Demick Term Ends 12/31/2019

Jane Fay Term Ends 12/31/2020

Michael Warren Term Ends 12/31/2021

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<b>ZBA –</b>	Janet Newtown	Term Ends 12/31/2022
	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 Macaulay, and seconded by Councilman Coffin, 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: Christopher Coffin-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

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A motion was made by Councilman Coffin 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: Christopher Coffin-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

**15. Resolution #1 of 2018 Official Undertakings for 2018** A motion was made by Councilman Macaulay, and seconded by Councilman Coffin, 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: Christopher Coffin-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

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There being no more business before the Board the meeting was adjourned upon motion at 12 Noon

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