

AGENDA

**Town of Morristown
2019 End of Year Meeting
December 30, 2019 11:00 AM**

Approval of Minutes of 12/17/2019

Business

- 1. Budget Amendment If Needed**
- 2. Budget Modifications if Needed**
- 3. Authorization of Final Bills for 2019**
- 4. 2020 Town Insurance- NYMIR**
- 5. New Hires**
- 6. Other Business**

Adjournment

**Town of Morristown
Annual Organizational Meeting Agenda for 2020
12/30/2019**

1. Oaths of Office –As Needed

2. Appointments

Positions for 2020

Christopher Coffin – 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
 Secretary to BAR, ZBA, Planning-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

ZBA – Lanny Simmons- Appoint to New Term 01/01/2020-12/31/2024
 ZBA-Alternate Appoint Larry Hollister to Term 01/01/2020-12/31/2024
 Planning – Ryan Demick- Appoint to New Term 01/01/2020-12/31/2024
 Planning- Jill Martin Appoint to Remainder of Term 01/01/2020-12/31/2021
 Planning Alternate Appoint Mary Bailey to Term 01/01/2020-12/31/2024
 BAR-James Bogardus-Appoint to New Term ending 09/30/2024
 Cemetery Caretaker- Jason Curran (3- year Contract. 2019 -2021)

Assessor – James Snyder Term ends 09/30/2025

BAR – Sean Jenkins Term Ends 09/30/2021
 James Kelly Term Ends 09/30/2020
James Bogardus Term Ends 09/30/2024

Planning Board- Darrell Merkel Term Ends 12/31/2023
 Barbara Whitman Term Ends 12/31/2022
Jill Martin Term Ends 12/31/2021
 Jane Fay Term Ends 12/31/2020
Ryan Demick Term Ends 12/31/2024
 (Alternate) **Mary Bailey Term Ends 12/31/2024**

ZBA – Thomas Bell Term Ends 12/31/2023
 Janet Newtown Term Ends 12/31/2022
 Allen Langtry Term Ends 12/31/2021
 Michael Looney Term Ends 12/31/2020
Lanny Simmons Term Ends 12/31/2024
 (Alternate) **Larry Hollister Term Ends 12/31/2024**

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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 will be the second Tuesday of each month, at 7 PM, at the **Town Offices at 402 Gouverneur 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 .55 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 2020.
- 14. Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009
- 15. Official Undertakings**

Adjournment