

**Town of Morristown  
Annual Organizational Meeting Minutes for 2020  
01/07/2020**

**Present:** Gary Turner, David VanArnam, Chris Coffin, Shawn Macaulay, Frank Putman  
**Also Present:** Dean Hoffman (Highway), Chris Sherwin (Codes), Tom Bell (ZBA), Janet Newtown, John Newtown, Donnie Aldrich, Cyril Aldrich, Jay Moore, Wayne Moquin, James Walsh

The Meeting was opened by Supervisor Putman at 7:20 PM.

1. **Oaths of Office** –Done Previously
2. **Appointments:** A motion was made by Councilman Macaulay to approve appointments for the 2020 positions as presented. The motion was second by Councilman VanArnam.  
**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

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

**Open and Unfilled Positions**

A motion was made by Councilman VanArnam to not appoint an alternate to the Planning and Zoning Boards. The Motion was seconded by Councilman Macaulay.

Vote: Gary Turner-Aye, David VanArnam-Aye, Chris Coffin-No, Shawn Macaulay-Aye, Frank Putman-No

A motion was made by Councilman VanArnam, and seconded by Councilman Coffin, to appoint the following to the following open positions:

ZBA – Lanny Simmons- Appoint to New 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  
BAR-James Bogardus-Appoint to New Term ending 09/30/2024

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

## Appointed Positions

	Assessor – James Snyder	Term ends 09/30/2025
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
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
BAR-	James Kelly	Term Ends 09/30/2020
	Sean Jenkins	Term Ends 09/30/2021
	James Bogardus	Term Ends 09/30/2024

A motion was made by Councilman Gary Turner, and seconded by Councilman VanArnam, to approve the Procurement Guidelines for 2020.

### **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 be 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, Chris Coffin-Aye, Shawn Macaulay-Aye, Frank Putman-Aye

A motion was made by Councilman VanArnam, and seconded by Councilman Macaulay, to authorize and approve items 4 through 14 as presented:

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-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 .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

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

15. **Official Undertakings:** No action Taken

16. **Other:** After some discussion a motion was made by Councilman Coffin to direct the Clerk to issue a request for Proposals for a financial review of the Villages financial records from a qualified CPA. The Motion was seconded by Councilman VanArnam.

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

**Executive Session:** At 7:40 PM a motion was made by Councilman Coffin, and seconded by Councilman Macaulay to enter executive session to discuss matters relating to proposed or pending or current litigation.

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

The Board returned at 7:45 PM. Supervisor Putman reported that no action was taken in executive session.

The meeting was adjourned upon motion at 7:46 PM.

Minutes prepared and respectfully submitted by David Murray, Town Clerk

## **Adjournment**