

**Town of Morristown
Annual Organizational Meeting Minutes
01/12/2021**

Present: David VanArnam, Gary Turner, Chris Coffin, Shawn Macaulay, Frank Putman

1. Oaths of Office/Appointments/Continuing Positions for 2021

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
Assessor – James Snyder Term ends 09/30/2025
Cemetery Caretaker- Jason Curran (3- year Contract. 2019 -2021)

Appointments

James Kelly BAR-re-appointment 09/30/2020-09/31/2025
Janet Newtown ZBA re-appointment 01/012021-12/31/2025
Peter FitzRandolph ZBA -appointment 01/012021-12/31/2025

BAR –	Sean Jenkins	Term Ends 09/30/2023
	James Bogardus	Term Ends 09/30/2024
	James Kelly	Term Ends 09/30/2025
Planning Board-	Jill Martin	Term Ends 12/31/2021
	Barbara Whitman	Term Ends 12/31/2022
	Darrell Merkel	Term Ends 12/31/2023
	Ryan Demick	Term Ends 12/31/2024
	Jane Fay	Term Ends 12/31/2025
	(Alternate) Mary Bailey	Term Ends 12/31/2024
ZBA –	Allen Langtry	Term Ends 12/31/2021
	Larry Hollister	Term Ends 12/31/2022
	Thomas Bell	Term Ends 12/31/2023
	Peter FitzRandolph	Term Ends 12/31/2024
	Janet Newtown	Term Ends 12/31/2025

**Town of Morristown
2021 Annual Organizational Meeting Minutes
01/12/2021**

A motion was made by Councilman Macaulay, and seconded by Councilman Turner, to approve the appointments and affirm the continuing appoints as presented.

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

2. 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.

**Town of Morristown
2021 Annual Organizational Meeting Minutes
01/12/2021**

A motion was made by Councilman Macaulay, and seconded by Councilman Turner, to approve the Town Procurement Policy as presented.

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

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 402 Gouverneur Street**.
6. **BAR re-imburement** - Rate for the BAR at \$250 per year per member.
7. **Official Newspaper** –Designate the Watertown Daily Times as the official Town newspaper.
Designate North Country This Week as an alternate 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 .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 2021.
14. **Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009
15. **Official Undertakings**- None

A motion was made by Councilman Macaulay, and seconded by Councilman Turner, to approve Agenda items 3 through 14 as presented.

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

Adjournment

Minutes prepared and respectfully submitted by David Murray, Town Clerk