

**Town of Morristown
Annual Organizational Meeting Minutes for 2022
January 11, 2022**

Present: Deputy Supervisor, Chris Coffin; Councilman Shawn Macaulay; Councilman Gary Turner; Councilman Dave VanArnam; Supervisor Frank Putman (Zoom); Dean Hoffman, Highway Superintendent; Gregg Mallett, Code Enforcement Officer; Jill Sullivan, Town Clerk; David Murray, Second Deputy Clerk.

Called to Order: The meeting was called to order by Deputy Supervisor Coffin at 7:01 pm.

1. Oaths of Office – All Oaths have been taken at this time.

2. Appointments

Positions for 2022

Christopher Coffin – Deputy Supervisor
Registrar of Vital Statistics-Jill Sullivan-Term
Court Clerk/Bookkeeper – Carol Woodcock
Cemetery Secretary-Carol Woodcock
Bookkeeper/Court Clerk – Judy Wright
First Deputy Clerk - M. Patricia Reagen
Second Deputy Clerk - David Murray
Secretary to BAR, ZBA, Planning-Jill Sullivan-Term
Records Management Officer – Jill Sullivan-Term
FOIL Officer– Jill Sullivan-Term
Dog Control Officer – Dan Moyer
Historian – David Murray
Town Attorney –Silver & Collins

Deputy Supervisor, Chris Coffin asked for a motion to approve the new appointment and reappointments as listed below.

Positions

Assessor – James Snyder	Term ends 09/30/2025
BAR – Sean Jenkins	Term Ends 09/30/2026 * Reappointment
James Kelly	Term Ends 09/30/2025
Arik Turner	Term Ends 09/30/2024 * Appointment
Planning Board- Darrell Merkel	Term Ends 12/31/2023
Barbara Whitman	Term Ends 12/31/2022
Jill Martin	Term Ends 12/31/2026* Reappointment
Jane Fay	Term Ends 12/31/2025
Ryan Demick	Term Ends 12/31/2024

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ZBA –	Allen Langtry	Term Ends 12/31/2026* Reappointment
	Janet Newtown	Term Ends 12/31/2022
	Thomas Bell	Term Ends 12/31/2023
	Michael Durki	Term Ends 12/31/2024
	Peter FitzRandolph	Term Ends 12/31/2025

MOTION

Councilman Macaulay made a motion to approve the appointments and reappointments in entirety as listed above. Councilman VanArnam seconded the motion.

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

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.

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- f. Goods purchased from agencies for the blind or severely h
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.

- 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-imbursement** - Rate for the BAR at \$250 per year per member.
- 8. **Official Newspaper** –Designate the Watertown Daily Times as the official Town newspaper.
Designate North Country This Week as a second 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 2022.
- 14. **Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009

Deputy Supervisor Coffin stated the Procurement Policy outlined above is the same as we have practiced the previous year with no revisions and asked for a motion.

MOTION

Councilman VanArnam made a motion to accept the Procurement Policy to include items 1-14 as outlined. Councilman Turner seconded the motion.

Vote: Gary Turner – Aye, David VanArnam – Aye, Shawn Macaulay – Aye, Chris Coffin – Aye

15. Official Undertakings – All undertakings have been signed.

Adjournment: The meeting was adjourned upon motion at 7:08 pm.