

**Town of Morristown  
Annual Organizational Meeting for 2023  
January 17, 2023**

**The meeting was called to order by Supervisor Putman at 7:05 pm.**

**Pledge was led by Shawn Macaulay and said by all.**

**Supervisor Putman reviewed the 2023 appointments and policies & procedures as follows:**

**1. Appointments**

**Positions for 2023**

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 - Vancant  
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 – JoAnne Marceletta  
Code Enforcement Officer – Gregg Mallette  
Town Attorney –Silver & Collins

**2. Oaths of Office – Oaths will be taken.**

**Positions**

Assessor – James Snyder	Term ends 09/30/2025
BAR – Sean Jenkins	Term Ends 09/30/2026
James Kelly	Term Ends 09/30/2025
James Bogardus	Term Ends 09/30/2024
Planning Board - Darrell Merkel	Term Ends 12/31/2023
Barbara Whitman	Term Ends 12/31/2027 * Reappointment
Jill Martin	Term Ends 12/31/2026
Jane Fay	Term Ends 12/31/2025
Ryan Demick	Term Ends 12/31/2024
ZBA – Allen Langtry	Term Ends 12/31/2026
Janet Newtown	Term Ends 12/31/2027 * Reappointment
Thomas Bell	Term Ends 12/31/2023
Michael Durki	Term Ends 12/31/2024
Peter FitzRandolph	Term Ends 12/31/2025

### 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.

**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.

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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 6 PM, at the Town Offices at 402 Gouverneur 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. Designate North Country This Week as a second 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.
10. **Mileage Rate** - Mileage rate at .55 cents per mile.
11. **Per Diem**- As per established Board Policy- GSA Rates.
12. **School Tax Collection Permission**- Permit the Town Clerk to contract with the School District to collect school taxes for 2023.
13. **Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009
14. **Official Undertakings** – All undertakings have been signed.

**MOTION**

**Councilman VanArnam made a motion to accept all appointments as presented and policies and procedures as presented with the exception of, changing the Town Board meeting time to 6:00 pm on the second Tuesday of every month instead of 7:00 pm. Councilman Turner seconded the motion.**

**Vote: David VanArnam – Aye, Gary Turner – Aye, Chris Coffin – Aye, Shawn Macaulay – Aye, Frank Putman – Aye. Motion carried 5 ayes.**

Minutes prepared and respectfully submitted by:  
Jill Sullivan, Town Clerk  
January 2023