

**Meeting Minutes  
Town of Morristown  
January 8, 2019**

**Present:** Gary Turner, David VanArnam, Christopher Coffin, Shawn Macaulay, Frank Putman  
**Also Present:** Dean Hoffman, Thomas Bell III

**Public Hearing-** At 7 PM Supervisor Putman opened a public hearing to take comment on proposed Local Law #1 of 2019. No comments were received from those present. Supervisor Putman closed the public hearing.

**Pledge of Allegiance:** Led by Shawn Macaulay

**Approval of Minutes:** A motion was made by Councilman VanArnam and seconded by Councilman Turner to approve the minutes of the End of Year Meeting for 2018, and the Organizational Meeting for 2019.

**Vote:** D VanArnam-Aye, G Turner-Aye, C Coffin-Abstain, S Macaulay-Abstain, F Putman-Aye

**Correspondence**

From St. Lawrence County Real Property-List of chargebacks for 2019

**Public Comment 1-None**

**Old Business**

**1. Village Dissolution Planning**

**a. Comprehensive Plan 2019**

Morristown Comprehensive Plan Update January 8, 2019

The Morristown Comprehensive Plan Committee has met twice, once on November 13<sup>th</sup> and again on December 18<sup>th</sup>. At its first meeting the Committee discussed the Plan's development timeline and prepared for the first public meeting, that was held on November 27<sup>th</sup>. Approximately 20 residents attended the Strengths, Weaknesses, Opportunities and Threats (SWOT) public input session at the Morristown fire hall on November 27<sup>th</sup>. County Planning Office staff met again with the Committee on December 18<sup>th</sup>. At this meeting results of the public session were reviewed, and the Committee identified its two co-chairs as Chris Coffin and Michele Whalen. County Staff has conducted an exhaustive windshield survey of every road in the Town and Village. Staff assessed housing conditions and recorded all commercial, industrial and public service land uses throughout Morristown. Staff will be further consolidating the results of the SWOT meeting and distributing the information to the Committee for review. Additional background research will be carried out by County Staff over the next several months. Monthly Committee meetings are planned, with the next one being held January 15<sup>th</sup>. The next public outreach meeting is scheduled for April 16<sup>th</sup>.

Jason Pfothauer Deputy Director  
St. Lawrence County Planning Office

**Meeting Minutes  
Town of Morristown  
January 8, 2019**

- 2. Cold War Exemption Local Law Amendment Adoption:** A motion was made by Councilman VanArnam to adopt Local Law #1 of 2019: Cold War Exemption. The motion was seconded by Councilman Macaulay.  
Vote: D VanArnam-Aye, G Turner-Aye, C Coffin-Aye, S Macaulay-Aye, F Putman-Aye
- 3. Harassment & Discrimination Policy:** The Board appointed Dean Hoffman as 1 of the reporting contacts for the Town. A second reporting contact will be appointed at the February meeting.

**4. Board Audit of Justice Court Records:** The Board completed their review of the Justice Court records prior to the January 2019 meeting. Councilman Coffin moved for adoption of Resolution #1 of 2019 as follows: Resolution Approving the Examination of the Justice Court Records for the Town of Morristown for the Fiscal Year 2018

**Whereas,** on January 8, 2019 the Morristown Town Board has completed an examination of the financial and other records for the Morristown Justice Court for Fiscal Year 2018, and

**Whereas,** the Town Board has found that all financial accounts were in balance and all other records of the Morristown Justice Court appeared to be accurate, complete and filed in a timely manner,

**Now Therefore Be It Resolved,** the Town of Morristown has completed their review and examination of the Morristown Justice Court records for the Fiscal Year 2018.

The motion to adopt the resolution was seconded by Councilman VanArnam.

Vote: D VanArnam-Aye, G Turner-Aye, C Coffin-Aye, S Macaulay-Aye, F Putman-Aye

**5. Other Old Business**

a.) Councilman Chris Coffin reported on cash reserves for the Town's various funds at the end of 2018. Councilman Coffin stated that fund balances can be used to for such things as major purchases, software upgrades and unexpected expenses that arise beyond budgeted amounts. He also stated that the receipt of operating revenues can be received at unexpected times or be delayed. Cash reserves in fund balance can also help to stabilize tax rates in uncertain economic climates. Below is the written report on Town of Morristown Cash Reserves and the Financial Chart showing those numbers.

**MEMO ON TOWN OF MORRISTOWN CASH RESERVES. January, 2019**

**The purpose of this memo** is to report the status of the Town's cash reserves, the Board's plans for funds in reserve, and to enter this into the record so citizens have this information and so today's reasoning and intentions are available in the future.

**At the end of 2018,** the cash reserves in all the Town's funds added up to fifty nine percent of the total appropriations in the budget for the year. Revenue exceeded appropriations in 2018 by about eight percent of the budget. The excess went into cash reserves. The reserves were spread, however, over six different funds. Transfers among funds are restricted, rarely done, and sometimes prohibited. For detailed amounts in Cash Reserves see TABLE 1 enclosed.

At present there are six funds:

- General A - Whole Town
- General B - Town outside the Village of Morristown
- Highway DA - whole Town
- Highway DB - Town outside the Village
- Sewer District #1
- Sewer District #2

**Meeting Minutes  
Town of Morristown  
January 8, 2019**

In addition, the Town has established two "Capital Accounts", MACHINERY (a highway reserve) and BUILDING (used for maintenance of the Town office).

**In 2018, the Town used money** from the BUILDING Capital Account toward the cost of wiring and a new phone system in the Town office. Also, it used funds from the Cash Reserves for Sewer District #1. That District had one-time expenses toward a major pump replacement and toward purchase of a pump trailer. The one-time expenses plus regular expenses exceeded the revenue for District #1 for 2018.

**in 2020 the Town will have fewer funds** as the categories for the Town outside the Village will be eliminated. We may have new sewer and water districts to serve the residents now in the Village.

**Possible use of reserves in 2019:**      *\$28,000*

- 1) pick up truck for code officer. Approx ~~\$35,000~~ from General A.
- 2) possible furniture and remodeling on Town building as Village functions are allocated.
- 3) Office equipment and software required by consolidation.

**General need for reserves:**

- 1) Major purchases that don't come up every year such as heavy trucks for the highway department which cost over 200-thousand dollars each.
- 2) Operating funds: revenue from taxes receipts sometimes comes at different times than expenses.
- 3) Unanticipated, irregular expenses: for instance, several years ago, the Town was required by the State to make up a shortage in the retirement account for Town employees after the State recalculated the bill going back several years.
- 4) Tax stabilization:
  - If the Town needs, for instance, a new phone system, purchasing it with reserves accumulated steadily over a number of years is preferred to raising the tax rate one year to cover it and then lowering the rate the next year.
  - If tax receipts fall, as happened to sales tax during the Great Recession, cash reserves could cushion the need to raise property tax rates.

**Old Business, Continued:**

b.) Councilman Turner informed the Board that he has received a number of requests to extend the speed limit on County Route 6 from the current 45 MPH zone ending near the state boat launch toward the Morristown/Hammond town line. The Board discussed the issue. Supervisor Putman suggested that Councilman Turner circulate a petition to that effect and bring it to a future Board meeting.

**Meeting Minutes  
Town of Morristown  
January 8, 2019**

**New Business**

**Department Reports**

1. **Highway Department:** Written Report given to the Board Gave an oral year end report of 2018 projects and equipment repairs. A short discussion was held on the type of overlay materials and their cost vs. durability.
2. **Code Enforcement Office:** A written report was available to the Board.
3. **Sewer Districts:** No report was available.

**Public Comment 2**

a.) County Legislator, Joe Lightfoot spoke to the Board on County level issues. The County is looking at eliminating home heating oil taxes. An opioid task force was formed. The County is surveying property next to Ogdensburg Transfer Station for possible income producing uses. The County will be voting on upgrading the jails security system.

**Adjournment:** The Meeting was adjourned upon motion at 8 PM.

Meeting minutes prepared and respectfully submitted by David Murray, Town Clerk

Table 1

TOWN OF MORRISTOWN CASH RESERVES		January, 2019						
	Cash Reserve at the end of 2017	Cash Reserve at the end of 2018	Total Appropriation in Budget for 2018	Cash Reserve at the end of 2018 as percentage of Appropriation	Increase in Cash Reserve from 12/17 to 12/18	Increase in Cash Reserve during 2018 as percentage of 2018 Budget		
Gen A	\$158,662.83	\$228,983.92	\$534,556.00	42.8%	\$70,321.09	13.2%		
Gen B	\$50,563.06	\$61,942.93	\$70,850.00	87.4%	\$11,379.87	16.1%		
DA	\$215,723.45	\$236,186.70	\$336,817.00	70.1%	\$20,463.25	6.1%		
DB	\$233,102.07	\$248,299.69	\$401,998.00	61.8%	\$15,197.62	3.8%		
Sewer 1	\$49,978.69	\$41,086.09	\$58,200.00	70.6%	-\$8,892.60	-15.3%		
Sewer 2	\$46,160.33	\$61,329.87	\$82,403.00	74.4%	\$15,169.54	18.4%		
Totals	\$754,190.43	\$877,829.20	\$1,484,824.00	59.1%	\$123,638.77	8.3%		
<b>Capital Accounts</b>								
Building		\$109.00						
Machinery		\$27,309.55						