

**Town of Morristown
Annual Organizational Meeting Agenda for 2018
12/28/2017**

1. Oaths of Office –As Needed

2. Appointments

Positions for 2018

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

Open and Unfilled Positions

ZBA – Ryan Demick- New Term 01/01/2018-12/31/2021
Planning Barbara Whitman- New Term 01/01/2018-12/31/2022

Cemetery Caretaker- Jason Curran (3- year Contract. 2016 -2018)

Assessor – James Snyder Term ends 09/30/2019

BAR – Sean Jenkins – Term Ends 09/30/2021

James Kelly – Term Ends 09/30/2020

James Bogardus - Term Ends 09/30/2019

Planning Board-	Darrell Merkel	Term Ends 12/31/2018
	Barbara Whitman	Term Ends 12/31/2017 Term Ends
	Michael Warren	Term Ends 12/31/2021
	Jane Fay	Term Ends 12/31/2020
	Dan Lockhart	Term Ends 12/31/2019

ZBA –	Thomas Bell	Term Ends 12/31/2018
	Ryan Demick	Term Ends 12/31/2017 Term Ends
	Allen Langtry	Term Ends 12/31/2021
	Michael Looney	Term Ends 12/31/2020
	Lanny Simmons	Term Ends 12/31/2019

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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.
- 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.

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- 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 604 Main 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 .50 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 2018.
- 14. Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009
- 15. Official Undertakings for 2018 Resolution #1 of 2018**

Adjournment

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking: and

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Morristown approve the document entitled "Town of Morristown Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town of Morristown against losses which may arise from failure of such officials to properly discharge their duties.