

**Town of Morristown
Annual Organizational Meeting Agenda for 2019
12/27/2018**

1. Oaths of Office –As Needed

2. Appointments

Positions for 2019

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
 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 - Tom Bell- New Term 01/01/2019-12/31/2023

Planning - Darrell Merkel- New Term 01/01/2019-12/31/2023

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 12/31/2022
	Michael Warren	Term Ends 12/31/2021
	Jane Fay	Term Ends 12/31/2020
	Ryan Demick	Term Ends 12/31/2019

ZBA –	Thomas Bell	Term Ends 12/31/2018
	Janet Newtown	Term Ends 12/31/2022
	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 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.

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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-imbusement** - 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 .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 2019.
- 14. Notice of Highway Defects** - Re-affirmation of local law #1 Of 2009
- 15. Official Undertakings**

Adjournment

Local Law No. 1 of the Year 2009

Notice of Highway Defects

A local law providing for written notification of defects and obstructions on town highways, bridges, streets, sidewalks, crosswalks and culverts in the Town of Morristown.

Be it enacted by the Town Board of the Town of Morristown in the County of St. Lawrence as follows:

Section 1. No civil actions shall be maintained against the town or town supervisor, town council or town council members, town superintendent of highways or any town employee for damages or injuries to person or property sustained by reason of any highway, bridge, street, sidewalk, crosswalk or culvert being defective in any way, out of repair, unsafe, dangerous or obstructed unless prior written notice of such defective, unsafe, dangerous, or obstructed condition of such highway, bridge, street, sidewalk, crosswalk or culvert was actually given to the town clerk or town superintendent of highways, and there was a failure or neglect by the town within a reasonable time after the giving of such notice to repair or remove the defect, danger or obstruction complained of. No such action shall be maintained for damages or injuries to person or property sustained solely in consequence of the existence of snow or ice upon any highway, bridge, street, sidewalk, crosswalk or culvert, unless written notice thereof, specifying the particular place, was actually given to the town clerk or town superintendent of highways and there was failure or neglect to cause such snow or ice to be removed, or to make the place otherwise reasonably safe within a reasonable time after the receipt of such notice.

Section 2. The town superintendent of highways shall transmit in writing to the town clerk within five days after the receipt thereof all written notices received pursuant to this local law and subdivision 2 of section 65-a of the Town Law. The town clerk shall cause all written notices received pursuant to this local law and subdivision 2 of section 65-a of the Town Law, to be presented to the town board within five days of the receipt thereof or at the next succeeding town board meeting whichever shall be sooner.

Section 3. This local law shall supersede in its application to the Town of Morristown subdivisions 1 and 3 of section 65-a of the Town Law.

Section 4. This local law shall take effect immediately upon its filing in the office of the Secretary of State.