

**Meeting Agenda
Town of Morristown
February 12, 2019**

Pledge of Allegiance

Approval of Minutes of January 8, 2019

Executive Session (If Needed)

Correspondence

Public Comment 1

Old Business

- 1. Village Dissolution Planning**
 - a. Updates if available**
- 2. Harassment & Discrimination Policy
Appointment of Reporting Personnel**
- 4. County Route 6 Speed Limit**
- 5. Other Old Business**

New Business

- 1. 2018 Reporting Resolution #2**
- 2. 2019 County Hold Harmless Resolution #3**

Department Reports

- 1. Highway Department**
- 2. Code Enforcement Office**
- 3. Sewer Districts**

Executive Session (If Needed)

Public Comment 2

Adjournment

**Meeting Minutes
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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 13th and again on December 18th. At its first meeting the Committee discussed the Plan's development timeline and prepared for the first public meeting, that was held on November 27th. Approximately 20 residents attended the Strengths, Weaknesses, Opportunities and Threats (SWOT) public input session at the Morristown fire hall on November 27th. County Planning Office staff met again with the Committee on December 18th. 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 15th. The next public outreach meeting is scheduled for April 16th.

Jason Pfothauer Deputy Director
St. Lawrence County Planning Office

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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

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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.

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%
Capital Accounts						
Building		\$109.00				
Machinery		\$27,309.55				

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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

THE
ASSOCIATION OF TOWNS
OF THE
STATE OF NEW YORK

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January 18, 2019

Frank Putnam
Town of Morristown
604 Main St
PO Box 240
Morristown, NY 13664

RE: Governor's proposal to gut AIM program funding to towns and villages

Dear Supervisor Putnam:

I wish I were writing to you under better circumstances. In case you are not aware, the governor's proposed 2020 NYS budget includes unprecedented cuts to the unrestricted state revenue sharing program known as Aid and Incentives to Municipalities (AIM), to the tune of \$59 million, effectively gutting the program. The **Town of Morristown** will lose **\$8785**.

If the cuts go through, a shocking 91 percent of towns will permanently lose their AIM funding. The governor's reasoning for these cuts? The governor stated that the growth of reserve funds in towns and villages – the result of years of prudent and meticulous spending – was why he stripped towns and villages of their AIM funding.

While it's true that reserve funds have been improving, they still have not fully recovered from the Great Recession of 2008. This proposal conveniently ignores the fact that reserve funds are not for operating expenses, and a reliable source of aid from the state is needed to accurately budget for operating expenses. And let's not forget, towns need to maintain sufficient reserve levels to preserve good bond ratings.

Meanwhile, in his budget, the governor is proposing to make the tax cap permanent (for which there will be a vote in the Senate on **Wednesday, Jan. 23**), discontinues the \$65 million in Extreme Winter Recovery program and proposes no increase to CHIPS funding, for which there has been widespread vocal support.



Honorable Town Board:

Equipment Rentals, Inc. has been in business for 34 years. We have represented the Bobcat brand since 1988 and Doosan since 2015. With locations in Watertown and Plattsburgh, I'm writing to help with awareness of the products we represent.

Bobcat is the #1 manufacturer of compact construction equipment offering a variety of types of equipment including skid steers, excavators, mini-track loaders and several different attachments including a full line of snow blowers.

Doosan, the company that owns Bobcat, specializes in heavy wheel loaders and excavators. We've had tremendous success with the Doosan line over the last few years, and we'd love to tell you more about it.

With the new budget year in effect, you may soon be making decisions on equipment purchases. We would be honored to share information about our product lines, given the chance. Below is the contact information for our sales staff and the counties and lines they represent, please feel free to call them for any of your equipment needs. Oh, and keep in mind that everything we sell, we rent too.

Thanks for your time and consideration.

Christopher D. Matthews
President



Tim Meyer
(315) 778-8016
tjmeyer@bobcatofwatertown.com
Jefferson, Lewis & St. Lawrence Counties

Gary Jeffries
(518) 570-0399
garyjeffries@bobcatofplattsburgh.com
Clinton, Franklin & Essex Counties

WATERTOWN LOCATION:

23150 State Route 12
Watertown, NY 13601
(315) 788-7368

PLATTSBURGH LOCATION:

754 State Route 3
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(518) 825-7368



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Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A
 (Rev. 8/15)

Resolution #2

BE IT RESOLVED, that the _____ / _____ 30454 _____ hereby establishes the following standard work days for these titles and
 (Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
Town Clerk	6	David Murray			<input type="checkbox"/>	01/01/18-12/31/21	26.14	<input type="checkbox"/>
Highway Superintendent	8	Dean Hoffman			<input type="checkbox"/>	01/01/18-12/31/21	26.04	<input type="checkbox"/>
Appointed Officials								
Assessor	6	James Snyder			<input type="checkbox"/>	01/01/13-09/30/2019	6.5	<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, David Murray, secretary/clerk of the governing board of the Town of Morristown, of the State of New York, (Name of secretary or clerk) (Name of Employer)
 do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 12 day of February, 2019 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Morristown on this _____ day of _____, 2019. (Name of Employer)

Affidavit of Posting: I, David Murray, being duly sworn, deposes and says that the posting of the Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the _____ (Date) (Name of secretary or clerk)

Employer's website at www.townofmorristownny.org
 Official sign board at 604 Main Street, Morristown, NY
 Main entrance secretary or clerk's office at _____



RESOLUTION NO. 3
OF THE TOWN OF MORRISTOWN
**HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE FOR PROVIDING
SERVICE FOR 2019**

By The Morristown Board of Councilman, Town of Morristown

WHEREAS, the Town of Morristown is desirous of St. Lawrence County Department of Highways providing shared services such as paving, signage, road stripping, blasting, and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Morristown and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, in this joint cooperative endeavor the Town of Morristown and the County of St. Lawrence desires to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

NOW, THEREFORE, BE IT RESOLVED that to the fullest extent permitted by law, the Town of Morristown will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Town of Morristown or any of its directors, officers, employees, contractors, representatives, or agents.

BE IT FURTHER RESOLVED that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance. On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence
\$3,000,000 General Aggregate
\$1,000,000 Products Aggregate
\$1,000,000 Personal Injury
\$ 50,000 Fire Damage Legal Liability
\$ 5,000 Medical Payment Expense

BE IT FURTHER RESOLVED, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

Signature
Date _____

Title