

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

Public Hearing-Local Law #1 of 2019

Pledge of Allegiance

**Approval of Minutes of: End of Year Meeting, 2018
Organizational Meeting 2019**

Executive Session (If Needed)

Correspondence

Public Comment 1

Old Business

- 1. Village Dissolution Planning**
 - a. Comprehensive Plan 2019 Update**
- 2. Cold War Exemption Local Law Amendment Adoption**
- 3. Harassment & Discrimination Policy
Appointment of Reporting Personnel**
- 4. Board Audit of Justice Court Records- Resolution**
- 5. Other Old Business**

New Business

Department Reports

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

Executive Session (If Needed)

Public Comment 2

Adjournment

**Town of Morristown
2018 End of Year Meeting
December 27, 2018 11:00 AM**

Present: Gary Turner, David VanArnam, Frank Putman

Absent: Shawn Macaulay, Chris Coffin

Also Present: Thomas Bell III(Zoning Chair)

Approval of Minutes: A motion was made by Councilman VanArnam and seconded by Councilman Turner to approve the minutes of 12/11/2018 as presented.

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

Business

- 1. Budget Amendment:** A motion was made by Councilman VanArnam and seconded by Councilman Turner to approve the Budget Amendments as presented to the Board.

Highway DB Fund

1) Revenue Side:	DB3501: Chips	\$66,027.00
2) Approp. Side:	DB5112.4 Perm. Imp.	\$66,027.00

Sewer District #1 Fund

1) Revenue Side:	SS1 599 Appropriated Fund Bal.	\$11,844.00
2) Approp. Side	SS1 8120.2 Sewers Equipment	\$10,551.00
3) Approp. Side	ss1 8120.4 Sewers Contractual	\$ 1,293.00
		\$11,844.00

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

- 2. Budget Modifications if Needed:** A motion was made by Councilman Turner and seconded by Councilman VanArnam to approve the budget modifications as presented.

General A Fund:

1) From: A1430.2: Personnel Equip.	To: A1430.1 Salary	\$217.00
2) From: A3620.2: Safety Insp. Equip.	To: A3620.4: Safety Insp. Contr.	\$274.00
	Total General A Budget Mods	\$491.00

- 3. Authorization of Final Bills for 2018:** A motion was made by Councilman Turner and seconded by Councilman VanArnam, to authorize the Supervisor to approve any final year end bills should they be received.

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

- 4. 2019 Town Insurance- NYMIR:** A motion was made by Councilman VanArnam and seconded by Councilman Turner to accept the insurance proposal from St. Lawrence Agency as submitted.

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

- 5. Other Business**

- 6. Historians Report:** A written report was included in the Boards packet.

The Meeting was adjourned upon motion at 11:14 AM

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

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

Present: Gary Turner, David VanArnam, Frank Putman

Absent: Shawn Macaulay, Chris Coffin

Also Present: Thomas Bell III(Zoning Chair)

- 1. Oaths of Office –As Needed**
- 2. Appointments:** A motion was made by Councilman VanArnam and seconded by Councilman Turner to make the appointments for 2019 as presented.

Appointed 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

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

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

A motion was made by Councilman VanArnam and seconded by Councilman Turner to appoint Darrell Merkel to a new 5-year term to the Planning Board effective January 1, 2019.

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

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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

A motion was made by Councilman Turner and seconded by Councilman VanArnam to appoint Thomas Bell III to a new 5-year term to the Zoning Board of Appeals effective January 1, 2019.

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

- 3. Town Procurement Policy:** A motion was made by Councilman VanArnam and seconded by Councilman Turner to approve the Town Procurement Policy as presented.

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.

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- 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.

Vote: Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye

A motion was made by Councilman Turner to approve Agenda Items 4 through 14 as follows:

- 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 .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
- Vote:** Gary Turner-Aye, David VanArnam-Aye, Frank Putman-Aye
- 15. **Official Undertakings**-None

Meeting adjourned upon motion at 11:25 AM

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

ST. LAWRENCE COUNTY



REAL PROPERTY TAX SERVICE AGENCY

Courthouse Room 249, 48 Court Street
Canton, New York 13617-1169

Bruce Green, IAO
Director

VOICE (315)379-2272
FAX (315)229-3222

WEB SITE: <http://www.stlawco.org/departments/realproperty/>

TO: Town Supervisors, City Mayor, Town Tax Collectors & City Comptroller

FROM: Bruce Green, IAO, Director **BG**

DATE: December 10, 2018

SUBJECT: Town and City Chargebacks

This memo will explain what "Chargebacks" are as listed on the tax bills. Four accounts are included in this category:

1. Workers Compensation Allocation
2. Real Property Tax Office Charges
3. Board of Election Charges
4. Community College Tuition Charges

The concept of a separate tax rate for "Chargebacks" on the tax bills was first approved by the Board of Legislators in 1983 for what was then called "Self-Insurance", now called Workers Compensation Allocation. Each jurisdiction's share of this plan was separately listed on the corresponding town or city tax bill instead of being included in the jurisdiction's share of the county levy. The Town of Massena and all Villages were (and still are) directly billed for their contribution to this plan. In fact, every participating jurisdiction can be separately billed for this item. This would necessitate a town and city appropriation in their local budget in order to "pay the bill". The share of the plan is calculated using a formula established by the Board of Legislators. This formula is based on a 100% risk-payroll experience. This figure is determined by the St. Lawrence County Attorney's office.

*Diana Black, Keyboard Specialist Donna Brown, Coordinator of Real Property Tax Services
Lisa Ciccirelli, Tax Map Tech Patricia Fletcher, Senior Real Property Tax Service Aide
Lena Kanitz, Data Collector Tina Miller, Tax Aide Darlene Nelson, Tax Aide Richard Paquin, Tax Aide
Michael Pearson, Tax Map/Tech/CAD Spec. Jim Race, Senior Tax Map Tech*

As for the Real Property Tax category, the Real Property Tax Office had been separately billing each town and the city for their share of services related to assessment and tax rolls beginning with the computerization of the assessment rolls in 1976. Charges were calculated based on the number of parcels in each town. Charges include labor for entering assessment roll data, paper, and computer processing charges. In 1987 this charge was added to the Workers Compensation share with the words "Town Chargebacks" first appearing on the 1988 town tax rolls. The Real Property Tax Office charges were no longer directly billed. These figures are determined by the St. Lawrence County Real Property office.

Also in 1987, the Board of Elections Department charges were added to the "Town Chargebacks" per resolution of the Board of Legislators as allowed by New York State Election Law 4-138 and state opinions of counsel. Real Property charges must be paid by the towns and city, whether separately billed or placed directly on the tax roll (Op. State Compt. 506, 1947). Board of Election charges "may be charged to the cities and towns within the county..." (Op. State Compt. 87-207). Based on these opinions the Board of Legislators authorizes by resolution these costs to be included in the "Chargeback" item. The Board of Elections certifies the fixed expenses and the indirect expenses to the Clerk of the Board of Legislators each year. The fixed expenses are charged directly to the town/city/village that actually incurred that expense; the indirect part of the charges are apportioned to each Town and the City of Ogdensburg. These figures are determined by the St. Lawrence County Board of Elections office.

In 1995, the Board of Legislators chose to charge back the Community College tuition fees to the respective communities whose residents attend area community colleges. This listing of students is verified each year by the town/city clerks before being included in the levy. These charges reflect the actual cost to the county for these students within their communities. These figures are determined by the St. Lawrence County Treasurer's office.

Attached is the detail spreadsheet on the charges approved by the Board of Legislators for the 2019 tax roll.

If you have any questions concerning these figures, please give our office a call at 315-379-2272. Questions concerning Board of Legislators decisions and options should be directed to Ruth Doyle, County Administrator at 315-379-2276.

Attachment

cc: Ruth Doyle, County Administrator
County Legislators
Town Clerks (Clare, Louisville & Massena)
City Clerk – Ogdensburg
Patricia Fletcher, Sr. Real Property Tax Service Aide
Bruce Green, Director, Real Property Office

J:\Diana\Miscellaneous Documents\Roll Forms\Town - Tax Roll Forms - 2018 Memo on Chargebacks

*Diana Black, Keyboard Specialist Donna Brown, Coordinator of Real Property Tax Services
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Lena Kamitz, Data Collector Tina Miller, Tax Aide Darlene Nelson, Tax Aide Richard Paquin, Tax Aide
Michael Pearson, Tax Map/Tech/CAD Spec. Jim Race, Senior Tax Map Tech*

11/07/18	2019 CHARGEBACKS					2018
MUNICIPALITY	ELECTION CHARGES	REAL PROP CHARGES	WORKER'S COMP CHRGS	COMMUNITY COLLEGE	2019 TOTALS	TOTALS
BRASHER	\$15,012.18	\$12,205.19	\$28,020.00	\$32,643.84	\$87,881.21	\$74,507.69
CANTON	\$56,333.16	\$26,830.27	\$39,454.00	\$30,868.65	\$153,486.08	\$166,414.59
CLARE	\$6,025.20	\$2,330.42	\$7,586.00	\$0.00	\$15,941.62	\$15,289.73
CLIFTON	\$28,616.99	\$8,810.46	\$32,932.00	\$4,435.00	\$74,794.45	\$85,153.62
COLTON	\$43,703.20	\$15,273.03	\$0.00	\$2,580.00	\$61,556.23	\$75,175.45
DEKALB	\$17,211.27	\$8,676.27	\$24,203.00	\$7,000.67	\$57,091.21	\$62,650.91
DEPEYSTER	\$7,427.99	\$5,436.84	\$10,461.00	\$969.00	\$24,294.83	\$22,854.31
EDWARDS	\$9,410.89	\$9,805.45	\$21,277.00	\$4,808.33	\$45,301.67	\$52,554.49
FINE	\$21,227.93	\$14,394.50	\$43,592.00	\$4,384.67	\$83,599.10	\$87,348.94
FOWLER	\$21,027.15	\$13,337.80	\$23,757.00	\$28,746.50	\$86,868.45	\$97,121.78
GOVERNEUR	\$30,742.18	\$23,025.33	\$31,448.00	\$74,669.93	\$159,885.44	\$170,124.59
HAMMOND	\$27,700.03	\$13,274.16	\$16,749.00	\$12,304.40	\$70,027.59	\$80,727.62
HERMON	\$12,107.83	\$9,245.46	\$24,295.00	\$9,317.06	\$54,965.35	\$60,987.92
HOPKINTON	\$14,903.14	\$11,278.26	\$24,122.00	\$7,454.67	\$57,758.07	\$63,521.77
LAWRENCE	\$10,189.69	\$9,330.89	\$19,835.00	\$34,871.35	\$74,226.93	\$66,492.82
LISBON	\$29,390.71	\$14,576.55	\$54,460.00	\$41,666.49	\$140,093.75	\$146,397.37
LOUISVILLE	\$26,089.51	\$10,647.95	\$35,649.00	\$34,899.66	\$107,286.12	\$109,543.04
MACOMB	\$12,716.68	\$10,497.78	\$17,890.00	\$3,174.33	\$44,278.79	\$51,093.96
MADRID	\$11,712.37	\$9,573.60	\$30,672.00	\$1,177.00	\$53,134.97	\$59,986.15
MASSENA	\$78,446.53	\$21,037.26	\$973,308.00	\$140,116.61	\$1,212,908.40	\$1,209,352.53
MORRISTOWN	\$26,378.39	\$11,852.85	\$25,149.00	\$24,578.10	\$87,958.34	\$94,424.66
NORFOLK	\$24,549.00	\$14,137.91	\$30,638.00	\$34,240.68	\$103,565.59	\$131,886.83
OSWEGATCHIE	\$34,310.42	\$13,717.55	\$34,647.00	\$10,693.00	\$93,367.97	\$114,512.12
PARISHVILLE	\$26,518.21	\$12,118.96	\$56,665.00	\$12,995.99	\$108,298.16	\$106,780.98
PIERCEFIELD	\$17,637.43	\$8,005.20	\$0.00	\$2,575.33	\$28,217.96	\$40,832.82
PIERREPONT	\$25,435.91	\$17,715.42	\$39,545.00	\$24,352.10	\$107,048.43	\$106,614.18
PITCAIRN	\$9,298.52	\$5,046.21	\$12,742.00	\$25,721.67	\$52,808.40	\$48,293.27
POTSDAM	\$82,981.16	\$8,889.35	\$73,843.00	\$75,352.74	\$241,066.25	\$261,040.16
ROSSIE	\$8,885.80	\$6,689.32	\$13,734.00	\$5,889.00	\$35,198.12	\$36,079.99
RUSSELL	\$12,383.58	\$15,278.26	\$34,493.00	\$13,636.34	\$75,791.18	\$79,046.52
STOCKHOLM	\$21,787.12	\$20,213.05	\$26,365.00	\$62,275.17	\$130,640.34	\$119,854.05
WADDINGTON	\$20,571.65	\$14,347.59	\$24,366.00	\$12,370.00	\$71,655.24	\$77,265.16
OGDENSBURG	\$43,992.70	\$11,712.29	\$421,998.00	\$61,818.83	\$539,521.82	\$589,159.81
ST. LAW CO			\$1,147,404.00	\$0.00	\$1,147,404.00	\$1,252,203.00
SUBTOTALS	\$834,724.50	\$409,311.43	\$3,401,299.00	\$842,587.11	\$5,487,922.04	\$5,815,292.83
CANTON VILL			\$110,640.00		\$110,640.00	\$84,158.00
RENSSELAERS FALLS			\$1,496.00		\$1,496.00	\$10,063.00
RICHVILLE			\$29.00		\$29.00	\$15.00
GOVERNEUR V			\$78,255.00		\$78,255.00	\$79,066.00
HAMMOND VILL			\$1,985.00		\$1,985.00	\$5,682.00
HEUVELTON V			\$8,036.00		\$8,036.00	\$25,310.00
MASSENA/L/M			\$317,970.00		\$317,970.00	\$324,336.00
MORRISTOWN V			\$4,252.00		\$4,252.00	\$11,384.00
NORWOOD			\$32,156.00		\$32,156.00	\$31,106.00
POTSDAM VILL			\$193,587.00		\$193,587.00	\$179,835.00
WADDINGTON V			\$15,608.00		\$15,608.00	\$24,360.00
SUBTOTALS	\$0.00	\$0.00	\$764,014.00	\$0.00	\$764,014.00	\$775,315.00
GRAND TOTAL	\$834,724.50	\$409,311.43	\$4,165,313.00	\$842,587.11	\$6,251,936.04	\$6,590,607.83
2018 Totals	\$966,636.74	\$443,648.90	\$4,252,446.00	\$927,876.19		

LOCAL LAW #1 of the Year 2019

A LOCAL LAW PROVIDING FOR THE ESTABLISHMENT OF A PROPERTY TAX
EXEMPTION FOR
COLD WAR VETERANS IN THE TOWN OF MORRISTOWN AND AMENDING
LOCAL LAW #1 OF THE YEAR 2008 SO AS TO REMOVE THE
10 YEAR LIMITATION

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

Article 1: Exemption of a Percentage of Assessed Value on Property Tax for Cold War Veterans

Section 1:

A. Pursuant to Section 458-b of the Real Property Tax Law of the State of New York, qualifying residential real property owned by one or more persons qualifying as a Cold War Veteran shall receive an exemption from taxation equal to fifteen percent of the assessed value of such property; provided however, that such exemption shall not exceed twelve thousand dollars or the product of twelve thousand dollars multiplied by the latest state equalization rate for the Town of Morristown, whichever is less.

B. In addition to the exemption provided by paragraph A of this section, where the Cold War veteran received a compensation rating from the United State Veterans Affairs or from the United States Department of Defense because of a service connected disability, qualifying residential real property shall be exempt from taxation to the extent of the product of the assessed value of such property, multiplied by fifty percent of the Cold War veteran disability rating; provided, however, that such exemption shall not exceed forty thousand dollars, or the product of forty thousand dollars multiplied by the latest state equalization rate for the Town of Morristown, whichever is less.

C. If a Cold War veteran receives the exemption under section four hundred fifty-eight or four hundred fifty-eight-a of the Real Property Tax Law, the Cold War veteran shall not be eligible to receive the exemption under this section.

D. Pursuant to subsection 2(c)(iii) of § 485-b of the NYS Real Property Tax Law, the exemption authorized shall apply to qualifying owners of qualifying real property for as long as they remain qualifying owners, without regard to such ten-year limitation.

E. The application of this land law is subject to the requirements of and shall conform to Section 458-b of the New York State Real Property Tax Law.

Section 2: This local law will take effect immediately on filing with the Secretary of State of the State of New York and shall be applicable to the tax roll to be prepared in 2019 and thereafter as well as for those veterans who qualified for the exemption under Local Law No. 1 of 2008.

Resolution # 1 of 2019

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.