



TOWN OF MARION
3823 N. MAIN STREET
MARION, NEW YORK 14505
(315) 926-4272

Town Board Members

Summer Johnson, Supervisor

Michael Cramer

Ronald Lonneville

Julie Herman

Margaret Taber

Request for Proposal

Scope of work: New Town of Marion .gov website

Website needs to include the following with drop down subpages in most:

Main Home Page with links to social media & search bar

Pictures

Department

Government Contacts

Town Board – Agendas

Community

Recreation

Town Park

Calendar of events

Boards & Committee

Forms & Documents

Meeting Minutes for all Departments

Budget

Legal Notices

Fire Department

Public Library

Town Museum

Job Opportunities & Open Bids

Project to be completed no later than:

Quotes must be received by at 3823 N. Main St., Marion, NY 14505 no later than June 15, 2025

Phone No: 315 926-4272 Fax No. 315 926-3502

Marion Town Hall
3823 N. St., P.O. Box 260
Marion, NY 14505

Email: kcauwels@townofmarionny.com

All payments are made the 2nd Monday of every month at the Town Board meeting.
The Town Board reserves the right to reject all quotes.

The Town of Marion is an equal Opportunity provider and employer. Complaints of discrimination should be sent to:
USDA Director, Office of Civil Rights, Washington DC 20250-9410



TOWN OF MARION
3823 North Main Street
PO Box 260
Marion, NY 14505
hlevan@townofmarionny.com

Heidi M. Levan
Town Clerk/Tax Collector/Notary Public/Registrar

Office: 315-926-4271
Fax: 315-926-3502

Resolution #315-2025 Authorize Town Board to send an RFP for new .gov website

On a motion by Councilwoman Herman and seconded by Councilman Cramer

ADOPTED: Ayes: 5 Cramer, Herman, Lonneville, Taber, Johnson

Nays: 0

The following resolution was approved.

WHEREAS, the Marion Town Board needs to have a new .gov website; and

BE IT RESOLVED, the Town Board authorizes to send out an RFP for a new .gov website with the domain name of Marion.ny.gov to be returned no later than April 30, 2025; and

BE IT FURTHER RESOLVED that the Marion Town Board directs the Clerk of the Board to give a copy of this resolution to the Principal Account Clerk

I, Heidi M. Levan, Town Clerk/Clerk of the Board do hereby certify that this is a true and exact copy of the resolution presented and adopted at a regular meeting of the Town of Marion Board held on Monday, March 24, 2025 in the Marion Court Room.

Heidi M. Levan, Town Clerk/Clerk of the Board

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Resolution #312-2025 Authorize Supervisor to submit new domain name to NYS Department of State.

On a motion by Councilman Cramer and seconded by Councilwoman Herman

ADOPTED: Ayes: 5 Cramer, Herman, Lonneville, Taber, Johnson

Nays: 0

The following resolution was approved.

WHEREAS, the Marion Town Board needs to have a new .gov website; and

BE IT RESOLVED, the Town Board authorizes the Marion Town Supervisor to submit a new .gov domain name of 'Marion.ny.gov' to NYS Department of State for approval; and

BE IT FURTHER RESOLVED that the Marion Town Board directs the Clerk of the Board to give a copy of this resolution to the Principal Account Clerk

I, Heidi M. Levan, Town Clerk/Clerk of the Board do hereby certify that this is a true and exact copy of the resolution presented and adopted at a regular meeting of the Town of Marion Board held on Monday, March 24, 2025 in the Marion Court Room.

Heidi M. Levan, Town Clerk/Clerk of the Board

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COMMITTEE ON OPEN GOVERNMENT

STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001
TELEPHONE: (518) 474-2518
FAX: (518) 474-1927
WWW.OPENGOVERNMENT.NY.GOV

COMMITTEE MEMBERS

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ANTONIO DELGADO
PETER D. GRIMM
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FRANKLIN H. STONE
BLAKE G. WASHINGTON
STEPHEN B. WATERS

EXECUTIVE DIRECTOR

SHOSHANAH BEWLAY

MEMORANDUM

TO: Whom it May Concern

FROM: Shoshanah Bewlay
Executive Director, Committee on Open Government

RE: *Alert: Municipalities must maintain official webpages and post certain content.*

DATE: January 6, 2025

On December 21, 2024, Governor Kathy Hochul signed into law Chapter 609 of the Laws of 2024, amending General Municipal Law §§ 300 and 30(7). Beginning on June 19, 2025, all municipalities must maintain and regularly update an official webpage utilizing a “.gov” domain.

Among other posting requirements, municipalities must post

- notices of all “municipal elections, public hearings, and public meetings including regular board or legislative meeting,”
- the “agenda and minutes of municipal meetings” as required under the OML,
- its codes, local laws, and resolutions, and
- “documentation pertaining to its most recent annual financial reports, current year budget, most recent independent audit report and most recent fiscal performance plan or multiyear financial plan,” as required under State Finance Law §54(g), unless such information is exempt from disclosure under § 87(2) of FOIL.

The Committee offers several points of clarification regarding the interaction of Chapter 609 with the OML. The OML does not require public bodies, including municipalities, to create or follow agendas. Section 106 does require all public bodies to produce minutes. In our opinion, when read together with Chapter 609, municipalities are now required to post either minutes or unabridged video or audio recordings or unabridged written transcripts to their webpages within the statutorily required timeframes. If recordings or transcripts are posted in lieu of minutes, minutes must still be produced and available within the required timeframes.

Section 103(e) additionally requires public bodies to post all records which are “scheduled to be the subject of discussion” at an open meeting at least twenty-four hours before the meeting. See [Disclosure of Records Scheduled for Discussion at Open Meetings](#) for further discussion of that requirement. In our opinion, a meeting agenda, should one be created, is a record



scheduled to be the subject of discussion and must, therefore, be posted to municipal webpages accordingly.

Additionally, § 104(6) provides that “[w]hen a public body has the ability to do so, notice of the time and place of a meeting given in accordance with subdivision one or two of this section, shall also be conspicuously posted on the public body's internet website.” Reading that language together with Chapter 609, when the public body is part of a municipality, it must post meeting notices to its webpage.

Lastly, any municipality having approved the limited use of videoconferencing permitted under § 103-a must post the required “written procedures governing member and public attendance” as well as copies of recorded meetings on its webpage within five business days of the meeting.

