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**TOWN OF MARCELLUS**  
**TOWN BOARD MEETING MINUTES**  
March 11, 2013

A regular meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, March 11, 2013, at 7:00 P.M. in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Daniel J. Ross, Supervisor  
Thomas C. Lathrop, Councilor  
John Scanlon, Jr., Councilor  
Kevin F. O'Hara, Councilor  
Peter Hakes, Councilor

Also present: Sandy Taylor, Town Clerk; Susan Dennis, Deputy Town Clerk; Phil Coccia, Recreation Director; Don MacLachlan, Highway Superintendent; Mary Jo Paul and Chris Poole.

Supervisor Ross opened the meeting at 7 P.M. with the Pledge of Allegiance to the Flag.

Copies of the minutes of the Town Board Meeting held on Monday, February 11, 2013 and the Workshop Meeting held on Thursday, February 28, 2013, was given to the Board Members. Councilor O'Hara made a motion seconded by Councilor Scanlon to approve the minutes as presented. All voted aye. Carried.

Supervisor Ross asked to hold off on the approval of the Vouchers until the end of the meeting. There are some actions that need approval from the Board that affect the vouchers. All agreed to wait on the Abstract of Audited Vouchers and the Activity Report.

**OLD BUSINESS:**

**Report from Department Liaisons:**

Councilor Lathrop reported that the new energy – efficient lights went in at the Park Office today.

Councilor Scanlon mentioned that the Loader for the Highway Department will be arriving soon.

Gary Finch was here on March 2, 2013. Supervisor Ross mentioned that about 30 residents came to hear him speak.

Councilor Scanlon arranged a tour of the Sewer Plant for the Fire Dept. Supervisor Ross

and Councilor Scanlon were also present at the tour.

**Pat Koloski – Parks and Recreation Advisory Board:** A motion was made by Councilor Scanlon to reappoint Patrick Koloski to the Parks and Recreation Advisory Board through 12/31/2019. This motion was seconded by Councilor Lathrop. All voted aye. Carried.

**NEW BUSINESS:**

**Recreation Agreement- Thunder Canyon:** A motion was made by Councilor Lathrop to approve the contract with Thunder Canyon for the Summer Concert in the Park on Thursday, July 18, 2013, from 7:00 p.m. to 8:30 p.m. The cost is \$550.00. This was Seconded by Councilor O’Hara. All voted aye. Carried.

**Refund for Paul & Tammy Frajda –overpayment on property taxes:** A motion was made by Councilor O’Hara to approve the refund for Paul and Tammy Frajda, 2400 Glover Road, Marcellus, for a water charge on their 2012 and 2013 taxes. The 2012 charge was \$299.99 and the charge for 2013 was \$256.77 for a total refund of \$556.76. Councilor Hakes seconded this motion. All voted aye. Carried.

**Proposal for Ashbore Infection** – Councilor Lathrop made a motion to approve the Bartlett Tree Proposal at a cost of \$3,780.00. They would perform a systemic soil treatment to the following plant to help suppress Emerald Ash Borer. Mr. Coccia has called several Tree Experts and they either have not returned calls or recommended Bartlett Tree Experts. The estimated calendar work is 4-1-2013 thru 4/21/2013. Councilor Hakes seconded this motion. Mr. Coccia will contact them to write up a contract so that Jim Gascon, Town Attorney, can go over it. All voted aye. Carried.

**Resolution Amending section 506 of the Employee Handbook:** Councilor Lathrop made a motion to amend Section 506 of the Employee Handbook. Under the Policy Statement, which reads, “ Upon proper authorization of the Town Board, an employee or Elected Official will be reimbursed for expenses associated with carrying out Town Business, including, but not limited to, meals, lodging, mileage, parking, highway tolls, and training and membership fees. All required documentation and corresponding receipts must be submitted to the Bookkeeper in order for the reimbursement to be processed.” This should be amended by adding the following: Meals, incidental expenses and mileage shall be reimbursed according to guidelines established by the IRS.

Further, portion of Section 506 titled Association of Towns Meetings which reads “Upon proper authorization of the Town Board, an employee or Elected Official who attends the annual meeting conducted by the Association of Towns will be reimbursed for all reasonable expenses. Delegates to this meeting will be selected by the Town Board.” shall be amended to define “all reasonable expenses” as defined by IRS guidelines. Councilor Scanlon seconded this motion amending Section 506 of the Employee Handbook. All voted aye. Carried.

**Resolution – Adopt the Onondaga County Multi-Jurisdictional All-Hazard Mitigation Plan:**

**Intermunicipal Agreement – between Town and Village – Sewer District #1 and 2:**

A motion was made by Councilor Scanlon to enter into the Intermunicipal Agreement with the Village for Sewer Districts #1 and #2. Jim Gascon, Town Attorney and the Village Attorney have come up with an Agreement for the Village to take over Sewer Districts #1 and #2. Supervisor Ross seconded this motion. All voted aye.  
Carried.

**Sewer Line and Pump Agreement:** A motion was made by Councilor Lathrop to approve the Sewage Line and Pump Agreement between the Town and the Village of Marcellus. Councilor O’Hara seconded this motion. All voted aye.  
Carried.

**Amend Local Law 7-2012 to Local Law 1-2013:** A motion was made by Councilor Lathrop to amend Local Law 7-2012 to Local Law 1-2013. The Law was proposed in December of 2012 but passed in 2013. The Secretary of State sent a letter stating that it must be a 2013 law. This was seconded by Councilor Hakes. All voted aye. Carried.

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #3 as of March 11, 2013, Claims # 201300118-201300182 and Highway Claims #201300019-201300037.

|                          | <u>Expenses</u> |
|--------------------------|-----------------|
| General Fund             | \$23,867.23     |
| General Fund – Part Town | 679.90          |
| Highway – Town Wide      | 12,040.54       |
| Highway – Part Town      | 164.50          |
| Sewer                    | 44.17           |
| Water                    | 79,018.10       |

Bills paid between meetings:

|       |        |
|-------|--------|
| AFLAC | 246.80 |
|-------|--------|

|                        |   |
|------------------------|---|
| Excellus BCBS          | 19,947.56   |
| Excellus BCBS          | 1,724.48  |
| Simply Prescriptions   | 969.12  |
| NYS Deferred Comp Plan | 60.00   |
| Marcellus Fire Dept.   | 107,658.00 (2 <sup>nd</sup> payment per contract) |
| AFLAC                  | 246.80  |
| Excellus BCBS          | 19,947.56   |
| Excellus BCBS          | 2,878.40  |
| MAVES                  | 65,548.25 (1Qtr payment per contract)             |
| NYS Deferred Comp Plan | 120.00  |
| <b>TOTAL</b>           | <b>220,921.79</b>                                 |

Board Members were given copies of the Activity Report as of and monthly statement of bank balances as of March 11, 2013.

|                          | <u>Total Revenue</u> | <u>Total Expense</u> |
|--------------------------|----------------------|----------------------|
| General Fund             | \$892,200.40         | \$195,091.74         |
| General Fund – Part Town | 90,025.00            | 16,299.96            |
| Highway – Town Wide      | 420,280.00           | 112,148.62           |
| Highway – Part Town      | 298,642.09           | 7,671.35             |
| Enterprise               |                      |                      |
| Capital Projects         | 8,557.50             | 59,627.72            |
| Reserve                  |                      |                      |
| Fire District            | 590,329.33           | 201,852.00           |
| Hydrant Fund             | 1,900.84             |                      |
| Ambulance Fund           | 275,274.24           | 77,887.25            |
| Sewer District           | 127,200.21           | 41,771.06            |
| Water District           | 181,296.40           | 75,361.28            |

Councilor Lathrop made a motion seconded by Councilor Hakes to approve and pay the bills, approve the monthly activity report as of March 11, 2013 and the monthly statement of bank balances as of March 11, 2013. All voted aye. Carried.

## **Discussion Agenda**

### **Items from the Board**

Councilor Lathrop met with Phil Coccia at the park and asked if they could get Peter Black down to look at the man doors on the Allen Building. They are having trouble opening it and are concerned about security. There was also some discussion on the security lights up there.

Councilor O’Hara mentioned that his wife heard from Jennifer Griffin, Owner of Ja Spa, that Village and Town Employees and their families have been offered an unbelievable

price of \$15.00 a month membership if we can get ten (10) employees and/or family members to join. The total price for a year would be \$180 and would need to be paid in advance.

Councilor O'Hara mentioned that his family would like to donate a big flag to the Park.

Mr. Coccia stated how much use the Welcome Center has gotten just in the past couple of months.

Mr. Coccia stated that there will be Grant money coming for Entertainment for Moam.

**Items from the Floor**

Mary Jo Paul asked about the obligation of the Town for the Sewer District.

Councilor Hakes made a motion seconded by Councilor Scanlon to adjourn the Marcellus Town Board meeting at 8:05P.M. All voted aye.  
Carried.

Respectfully submitted,

Sandy Taylor, Town Clerk