

**TOWN OF MARCELLUS  
TOWN BOARD MEETING MINUTES**

September 8, 2014

A regular meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, September 8, 2014, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Mary Jo Paul, Supervisor  
Kevin F. O'Hara, Councilor  
John Scanlon, Councilor  
Karen Pollard, Councilor  
Laurie Stevens, Councilor

Also present: Susan Dennis, Deputy Town Clerk; Phil Coccia, Recreation Director; Don MacLachlan, Highway Superintendent; John Houser, Codes Officer; Jim Gascon, Town Attorney; Lori Petrocci, Bookkeeper; 11 Town Residents and Sandy Taylor, Town Clerk.

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

A motion was made by Councilor Stevens to amend the agenda by adding Compensatory Time Review to #8 next to COBRA. Councilor Scanlon seconded this motion.

Ayes – Scanlon, Stevens, Paul, O'Hara and Pollard. Carried

Copies of the minutes of the Town Board Meeting held on the held on August 11, 2014 the Special Meeting held on Monday, August 18, 2014 and the Workshop/Town Board Meeting held on August 28, 2014 were given to the Board. Councilor Scanlon made a motion seconded by Councilor O'Hara to accept the minutes as amended.

Ayes – Scanlon, Stevens, Paul, O'Hara and Pollard. Carried

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract 9 as of September 5 and September 8, 2014. Claims #140941-140954, 140956 -140958, 140961, 140977 – 140992.

	<u>Expenses</u>
General Fund	\$27,580.51
General Fund – Part Town	286.52
Highway – Town Wide	4,975.18
Highway – Part Town	1,182.73
Sewer	23.73
Trust & Agency	<u>2,367.81</u>
Total	\$36,416.48

Board Members were given copies of the Activity Report as of September 5, 2014.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$1,231,478.81	\$1,335,996.15
General Fund – Part Town	120,812.04	123,365.00

Highway – Town Wide	481,376.90	430,955.33
Highway – Part Town	344,245.78	353,238.21
Capital Projects		8,115.68
Fire District	590,329.33	643,574.26
Hydrant Fund	1,900.84	1,881.49
Ambulance Fund	275,274.24	274,532.00
Sewer District	127,955.33	181,114.33
Water District	202,238.40	101,534.72

Councilor Stevens made a motion seconded by Councilor Scanlon to approve and pay the bills and approve the monthly activity report as of September 5, 2014.

Ayes – Scanlon, Stevens, Paul, O’Hara and Pollard Carried

**Recreation – Lacrosse Camp:** Councilor O’Hara made a motion seconded by Councilor Stevens to approve the Lacrosse Camp Agreement.

ER Lacrosse Camp

Boys and girls ages 4 -7

July 21 – 25, 2014 - 9:00 am – 10:00 am

Aug. 11 – 15, 2014 - 9:00 am – 10:00 am

Fee: \$60/student without Lacrosse stick/based on enrollment

\$60/student with pinnie

\$40/student with Lacrosse stick/based on enrollment

Ayes – Scanlon, Stevens, Paul, O’Hara and Pollard. Carried

**Standard Work Day Resolution:** Supervisor Paul made a motion to amend the May 2010 minutes Standard Work day resolution and redact the last four numbers of the employees Social Security Numbers and the Registration Number from the minutes.

This was seconded by Councilor Stevens.

Ayes – Scanlon, Stevens, Paul, O’Hara and Pollard. Carried

Councilor Scanlon made a motion seconded by Councilor Stevens to approve the following Standard Work Day resolution to be submitted to the NYS retirement system.

Title	Name	Social Security Number  (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer’s Time Keeping System  (Y/N)	Days/Month  (based on Record of Activities)
<b>Elected Officials</b>							
Supervisor	Mary Jo Paul			6	1/1/14-12/31/15	N	
Town Clerk	Sandra Taylor			6	01/01/2014-12/31/-2015	Y	21/22
Highway Superintendent	Donald MacLachlan			6	01/01/2012-12/31/2015	Y	21/22
Tax Collector	Elaine Potter			6	1/1/12-12/31/15	N	9
Town Justice	Mary Reagan-Dailey			6	1/1/12-12/31/15	Y	
Town Justice	Matthew Moses			6	3/15/2011-12/31/2015	N	

Appointed Officials							
Deputy Town Clerk	Susan Dennis			6	01/01/2014-12/31/2014	Y	21/22
Bookkeeper	Lori Petrocci			6	08/19/2014-12/31/2014	Y	21/22
Court Clerk	Judith Schneider			6	01/01/2014-12/31/2014	Y	21/22
Code Enforcement Officer	John Houser			6	01/01/2014-12/31/2014	Y	21/22
Deputy Code Enforcement Office	Deb Williams			6	NA	Y	4/6
Dog Control Officer	James La Rose			6	01/01/2014-12/31/2014	N	5
Secretary to Highway Superintendent	Sandra M Elsey			6	01/01/2014-12/31/2014	Y	21/22
Clerk I	Heidi Randall			6	07/15/2014-12/31/2014	Y	6/8
Clerk I / Secretary to Planning & Zoning	Karen A Cotter			6	01/01/2014-12/31/2014	Y	16/18
Deputy Highway Superintendent	Michael Ossit			6	01/01/2014-12/31/2014	Y	21/22

Ayes – Scanlon, Stevens, Paul, O’Hara and Pollard.

Carried

September 8, 2014

**Constable Resolution:** Councilor Scanlon made a motion seconded by Councilor O’Hara that the Town of Marcellus no longer wishes to fill the position of Town constable and hereby abolishes the said position effective September 8, 2014.

Ayes – Scanlon, Stevens, Paul, O’Hara and Pollard.

Carried

**MEGA Renewal:** Supervisor Paul asked Jim Gascon, Town Attorney, to review the MEGA (Municipal Electric & Gas Alliance) contract. This will be put on the September 25, 2014 agenda.

**Salary Study:** Councilor O’Hara made a motion seconded by Councilor Scanlon to approve the wage and salary survey and to move the Clerk 1 - Code Enforcement from Grade 4 to Grade 5.

Ayes – Scanlon, Stevens, Paul, O’Hara and Pollard.

Carried

**COBRA/ Compensatory Time:** Councilor Stevens made a motion seconded by Councilor Scanlon to make a motion that employees that leave Town of Marcellus Employment may continue insurance through COBRA, following the COBRA rules. Jim Gascon, Town Attorney, suggests that we communicate with the insurance that carries the COBRA insurance.

Ayes – Scanlon, Stevens, Paul, O’Hara and Pollard.

Carried

Compensatory Time: There has been some confusion with Time Sheets that are typed and the comp time and overtime are calculated automatically. Everyone will be asked to write in their time sheets until this issue can be addressed.

**Amend Meeting Schedule:** Supervisor Paul made a motion seconded by Councilor O'Hara to amend the Meeting Schedule for Oct. and Nov. as follows:

Budget Meetings:

Wednesdays, Oct 1, 8, 15 and 22 (if needed) at 5:00 pm at the Town Hall

Town Board Meeting

Thursday, October 9, 2014 at 7:00 pm at the Town Hall

Town Board/ Workshop Meeting

Thursday, October 23, 2014 at 7:00 pm at the Town Hall

The regular Board Meeting for November will be Thursday, November 6, 2014 at 7:00 pm. The Workshop Meeting for November will be Thursday, November 20, 2014 at 7:00 pm.

Ayes – Scanlon, Stevens, Paul, O'Hara and Pollard

Carried.

**Dermody, Burke & Brown – estimate to do AUD:** A quote \$2,500 - \$3,000 was given to the Town of Marcellus from Dermody, Burke & Brown, CPA's, assist the Town in preparing and submitting the NYS Annual Financial Report Update Document (AUD) for the years of 2011, 2012 and 2013. These fee estimates are based on the anticipated cooperation from Town personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Councilor O'Hara would like to contact another firm, so this will be put on the Sept. 25, 2014 agenda.

**Shepards Settlement:** Councilor O'Hara made a motion seconded by Councilor Scanlon for Supervisor Paul to sign the Shepard's Settlement Agreement and send it on to Skaneateles for the Supervisor's signature.

Ayes – Scanlon, Stevens, Paul, O'Hara and Pollard

Carried

**Discussion Agenda:**

Supervisor Updates: none

Board: none

Floor: A resident asked about the status of the dog law. He was told Jim Gascon, Town Attorney, is still working on it.

Don MacLachlan, Highway Superintendent, spoke about the T770 Bobcat Compact Track Loader. This will be on the Sept. 25, 2014 agenda.

Supervisor Paul made a motion to enter into Executive Session at 8:05 pm. The purpose Of the Executive Session is for Highway Personnel Issues. The Highway Superintendent has been asked to be at the Executive Session. This was seconded by Councilor Pollard.

Ayes – Scanlon, Stevens, Paul, O'Hara and Pollard

Carried

Jim Gascon, Town Attorney, also stated that the reason for Executive Session will be involving personnel complaints and investigation regarding the complaints and that disclosure to the public may be harmful to employees. Also, to consult with the Town Attorney.

Respectfully Submitted,

Sandy Taylor  
Town Clerk

Councilor Pollard made a motion seconded by Councilor O'Hara to adjourn the Executive Session at 8:55 pm. There was no action taken.

Ayes – Scanlon, Stevens, Paul, O'Hara and Pollard. Carried

Councilor Stevens made a motion seconded by Councilor Scanlon to adjourn the Regular Town Board Meeting at 8:56 pm.

Ayes – Scanlon, Stevens, Paul, O'Hara and Pollard. Carried

Respectfully Submitted,

Mary Jo Paul  
Town Supervisor