

MARCELLUS TOWN/WORKSHOP BOARD AGENDA

January 22, 2015

CALL TO ORDER

SALUTE TO FLAG

Business:

1. Approve monthly bills
2. OCRRA Contract
3. Time Warner Cable
4. Annual Audit Report's

Workshop

1. Stormwater Update MS4 – John Houser
2. 2014 Budget Review
3. Solarize CNY Campaign
4. Light Poles
5. Internet Security
6. Employee Handbook

Discussion Agenda

- A. Supervisor's Update
- B. Items from the Board
- C. Items from the Floor

Adjournment

NOTE: This is a tentative agenda and is subject to change.

Future Meeting Dates:

Planning/Zoning Board Meeting – Monday – February 2, 2015 -7:00 pm Town Hall

Town Board Meeting – Monday – February 9, 2015 – 7:00 pm Town Hall

Meeting/Workshop Meeting – Thursday – February 26, 2015 – 7:00 pm Town Hall

The Town Hall will be closed on Monday, February 16, 2015 – Presidents Day

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Checklist for Review of Chief Fiscal Officer's Records Rec / Parks

Determine the types of funds in use, and whether separate cash receipts and disbursements books are maintained for the various funds or whether a single cash receipts and single cash disbursements book is maintained. The following checklist can be used for each fund maintained.

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely and recorded up-to-date? Last Recorded Deposit: Date <u>12/22/2014</u> Amount <u>120</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
<u>Town Clerk</u> Is the cash disbursements journal up-to-date? <u>Brought to town clerk</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input type="checkbox"/> <u>NA</u>	<input type="checkbox"/>
Are all checks signed by the chief fiscal officer and co-signed if required?	<input type="checkbox"/> <u>NA</u>	<input type="checkbox"/>
If checks are signed electronically, is the signature stamp or software in the custody and control of the chief fiscal officer? <u>See town clerk records</u>	<input type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date? Last Recorded Check: # _____ Date _____ Amount _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal totaled and summarized monthly?	<input type="checkbox"/>	<input type="checkbox"/>
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>

Matthew S. Moses

1/15/2015

Appendix F -

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate receipt copies kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are receipts recorded up-to-date? Last Recorded Receipt: # <u>7879</u> Date <u>1/15/2015</u> Amount <u>\$175.00</u>		
Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date? <i>In the books yes but not always deposited in bank cause of small amount</i> Last Recorded Deposit: Date <u>1/15/15</u> Amount <u>265.00</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date? Last Recorded Check: # <u>1049</u> Date <u>1/9/15</u> Amount <u>3242.00</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix F -

General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>
Is the bank account reconciled after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i> Date Performed _____ Month Ending <u>12/14</u> <i>As soon as received</i>		

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable? <i>Not applicable</i>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Additional Supporting Records</u>	<u>YES</u>	<u>NO</u>
Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Dockets and Case Files</u>	<u>YES</u>	<u>NO</u>
Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are case files maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are indexes maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	<input type="checkbox"/>	<input type="checkbox"/>
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Last Determination of Accountability:</i> Date Performed _____ Month Ending _____		

Done on 1/15/15
 Karen Pollard

- Mary Daily -

Appendix F -

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate receipt copies kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are receipts recorded up-to-date? Last Recorded Receipt: # <u>3691</u> Date <u>1/14/15</u> Amount <u>\$20.00</u>		
Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date? (NOT ONLY IN BANKS) Last Recorded Deposit: Date <u>1/15/15</u> Amount <u>\$265.00</u> (MATT'S)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the justice?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date? Last Recorded Check: # <u>521</u> Date <u>1/7/15</u> Amount <u>3001.00</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>
Is the bank account reconciled after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i> Date Performed <u>AS SOON AS RECEIVED</u> Month Ending <u>12/14</u>		

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>
<i>N/A</i>		

<u>Additional Supporting Records</u>	<u>YES</u>	<u>NO</u>
Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Dockets and Case Files</u>	<u>YES</u>	<u>NO</u>
Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are case files maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are indexes maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	<input type="checkbox"/>	<input type="checkbox"/>
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Last Determination of Accountability:</i> Date Performed _____ Month Ending _____		

Appendix D – General Recordkeeping Requirements for Town Clerks continued

Checklist for Review of Town Clerk's Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (no later than the third business day after \$250 has been collected) and recorded up-to-date? <i>Last Recorded Deposit: Date <u>1/15/15</u> Amount <u>\$ 353</u></i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements made by check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the town clerk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date? <i>Last Recorded Check: # <u>1295</u> Date <u>1/2/15</u> Amount <u>\$ 506</u></i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix D - General Recordkeeping Requirements for Town Clerks continued

<u>Cash Reconciliations</u>			<u>YES</u>	<u>NO</u>
Are bank accounts reconciled? By Whom? <u>TOWN CLERK</u> How Often? <u>MONTHLY</u> Who Reviews/Verifies Them? <u>TOWN CLERK</u>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the bank reconciliation performed timely after the bank statement is received?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Last Bank Reconciliation for Each Bank Account</u>				
<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>		
<u>KEY BANK</u>	<u>1/2/15</u>	<u>12/31/14</u>		
Are reconciliations documented and available for review?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?			<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect town clerk deposits that exceed FDIC insurance, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (what the town clerk owes) determined at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the accountability amount agree with the bank reconciliation and supporting records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are unissued licenses and permits (e.g., dog licenses) safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are revenues from town clerk fees comparable with those of previous years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Financial Reporting</u>	<u>YES</u>	<u>NO</u>
Are monthly reports and payments made timely to the supervisor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are monthly reports and payments made timely to other agencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts on monthly reports agree with cash receipts and disbursements books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix D – General Recordkeeping Requirements for Town Clerks continued

<u>Receivables</u> <i>(if applicable, such as water rents)</i>	<u>YES</u>	<u>NO</u>
Are receivable control accounts maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Conclusions

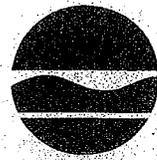
New York State Department of Environmental Conservation

Division of Water, Region 7

615 Erie Boulevard West, Syracuse, New York 13204-2400

Phone: (315) 426-7500 • Fax: (315) 426-7459

Website: www.dec.ny.gov



Joe Martens
Commissioner

December 26, 2014

Supervisor Mary Jo Paul
Town of Marcellus
24 East Main Street
Marcellus, New York 13108

RECEIVED
DEC 30 2014
MARCELLUS TOWN CLERK

Re: MS4 Inspection, Town of Marcellus
SPDES General Permit ID# NYR20A261
Issuance of a Notice of Violation (NOV): Failure to Develop a Stormwater Management Program as per Part IV of SPDES Permit GP-0-10-001

Dear Supervisor Paul,

On March 25, 2014 I conducted an audit of the Town of Marcellus' Stormwater Management Program, as required by the NYS SPDES General Permit GP-0-10-002 (the Permit) for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). Although the Town has done a good job coordinating with the Central New York Stormwater Coalition, has adopted local laws as required by the Permit, and performs many of the functions required in the Permit, the Town does not have a Stormwater Management Program in place that meets the six Minimum Control Measures as outlined in Part IV of the Permit. As such, the Town has been assigned an overall Unsatisfactory rating for this inspection. This letter serves as a Notice of Violation (NOV) that the Town does not meet the minimum requirements of the MS4 Permit.

Since the inspection, Code Enforcement John Houser has been in touch with our office in an effort to begin developing a Stormwater Management Plan and compile supporting tools, documents, and tracking systems. Please submit a completed SWMP with clearly defined Measurable Goals for each activity under each of the six Minimum Control Measures to the NYSDEC Region 7 Division of Water by April 1, 2015.

If you have any questions regarding the inspection, this letter, or documentation requirements, please call Scott Cook at (315) 426-7502. Additionally, the CNY Regional Planning and Development Board is available and funded by NYSDEC to provide technical assistance to you.

Sincerely,

Julie Melançon
Environmental Specialist 1



**NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER**



Pilot Municipal Separate Storm Sewer System (MS4) Audit Report (for SPDES General Permit GP-02-02)

MS4 Name: <u>Town of Marcellus</u>	Date: <u>3/25/14</u>
County: <u>Onondaga</u>	Permit #: <u>NYR20A 261</u>

On-Site Representative (s): John Touser, Code Enforcement Officer
 Phone Number: (315) 673-3269

Name and Address of MS4 Contact Person/Title/Phone/Fax Numbers:
Don MacLachlan, Superintendent of Highways
24 East Main St. Phone: (315) 673-3269
Marcellus, NY 13108 Fax: (315) 673-9102

INSPECTION CHECKLIST

Program Management - Individual MS4s and Intermunicipal MS4s

Yes No N/A

- Are regular meetings conducted during which SWMP management/planning/coordination is discussed by pertinent operating departments, the Mayor, Supervisor, Planning Board, Trustees, etc? They will present the Annual Report at the April Board Meeting, and
- Are adequate formal record keeping procedures in place in relevant operating departments and at facilities? do a brief information session for municipal officials.
- How/when are new staff and new officials kept advised and up-to-date concerning NY Phase II requirements and the MS4s SWMP? See each section.
There is no formal transition policy in place.

NOTE: At the time of the inspection, the Town could not produce a Stormwater Management Plan. The only guidance was a draft outline of Minimum Control Measures 2, 3, and 4.

Program Management - Intermunicipal/Third Party MS4s

Yes No N/A

- Are the permittees' intermunicipal/third party SWMP initiatives, roles, and responsibilities formalized through a written agreement?
- How is delivery/implementation of the BMPs that are being provided by another MS4/third party being ensured within the permittees' jurisdictions? They have a signed intermunicipal agreement with The Central New York Stormwater Coalition.
- How are annual reports prepared? How is individual permittee progress reported? The Coalition sends their data to the individual MS4s for inclusion in their Annual Reports.

Public Education & Outreach

Yes No N/A

7. Has the MS4 identified it's pollutants of concern (POC's)?

List POC's:

8. Has the MS4 identified waterbodies of concern?

List waterbodies of concern:

9. Has the MS4 identified geographic areas of concern?

List geographic areas of concern:

10. Which target audiences is the MS4s education and outreach program directed at? (i.e. homeowners, industry, developers/contractors, etc.)

N/A at the Local level. Stormwater Coalition has in their Workplan

11. Describe the components of the outreach and education program and how the MS4 is measuring their effectiveness:

The Central New York Stormwater Coalition Workplan is the sole component of the education and outreach program

Yes No N/A

12. Do the materials disseminated relate to priority pollutants?

13. Did they reach the target audience?

14. How much material was disseminated and how frequently?

See Annual Report

Public Involvement/Participation

Yes No N/A

15. Has the MS4 identified and published the name of the stormwater contact?

At the time of the inspection, it was listed on the website

16. How was the annual report presented? Public meeting: CNYSC

Internet: (Identify website): www.marcellusny.com/town/codes-office/stormwater-management/

17. What participatory/stewardship activities (i.e. Water cleanups, stormwater advisory groups, hotlines, storm drain stenciling) did the MS4 implement? Do they relate to priority pollutants and waterbodies of concern? How was their effectiveness evaluated?

There are year round electronics collections. Once a year there is a collection of brush, tires, household trash, wood, etc. They also want to start a catch basin stenciling project.

18. How many people participated in the MS4s stormwater program activities? (including annual report meeting, cleanups, etc.)

Unknown

IDDE Audit Criteria

Yes No N/A

19. Have local laws been evaluated and certified to be equivalent to the State model law?

Unsure if equivalent, but have been adopted.

20. Has outfall mapping been completed?

He believes mapping is complete

21. Is there a plan for additional mapping?

Showing (Check applicable): Outfalls done Stormwater Management Practices 2
Catch basins/storm drain inlets _____ Storm sewer lines 1 Receiving water bodies done
Storm Sewer Shed _____

22. Are there written procedures in place for conducting the IDDE program?

1 done for Knolls 2 They have aeriels for them, but they are not mapped.
Only procedures are in the Code

23. Is dry weather screening conducted? They contract with OCWER to do 100%
What is the frequency of inspection for major and minor outfalls? every 5 years

Are inspections adequately documented?

24. Is a reporting mechanism in use for illicit discharges (hotline, website, other)?

How many have been reported during this reporting period (March 10 - March 9)?
They contract through the Onondaga County MS4 assistance program. None were reported
How many have been responded to?

N/A

How many have been eliminated?

N/A

Yes No N/A

- 25. Is a training/education program in-place for:
 - MS4 Employees?

Spill Prevention & Response: Part of PEST training attended by all highway and public employees

IDDE Procedures (response, investigation, elimination, prevention): Don MacLachlan gets training through B+L.

- Industry/Commercial?

Hazards of illegal dumping & illicit discharges:

- Public?

Hazards of illegal dumping & illicit discharges:

Used oil & household hazardous waste educational materials:

Recycling & disposal facilities: The following materials are distributed at The Knolls:

IDDE reporting procedures:

- Other:

- Scoop the poop
- Lawn & garden care
- Make a personal commitment to cleaner water.

- 26. Have any enforcement actions been taken? Describe:

Construction Site Stormwater Runoff Control

Yes No N/A

- 27. Have local laws governing construction activity and post construction controls been adopted?

- Are they being implemented?

Unsure if equivalent, but have been adopted

- 28. Have local laws been evaluated and certified to be equivalent to the State model law?

- 29. Are procedures in place to receive public comments on construction activities? What are the procedures?

It is part of the Site Plan approval process.

SWPPP Review

Yes No N/A

- 30. Are procedures for reviewing SWPPPs in writing? What is the procedure?

The only procedures are in the local law. The Planning Board reviews SWPPPs using a checklist, but he is not sure which one.

- 31. What department/personnel are responsible for SWPPP review? What are their qualifications?

The Town Engineer (TDK) assists with reviews

- 32. Number of SWPPPs reviewed during this reporting period (March 10 - March 9)?

0

- 33. Number of SWPPPs approved/disapproved during this reporting period (3/10 - 3/9)?

N/A

34. Yes No N/A Does the SWPPP review process insure that SWPPPs meet state technical standards or demonstrate to be equivalent to state standards?

The Code requires it.

Construction Site Inspections

35. List the Department/Personnel responsible for construction site inspections.

John Houser, Code Enforcement Officer, performs the reviews unless specific engineering needs review. Then TDK does the review.

36. Yes No N/A Have inspectors received training? If so, what type of training and when?

10/30/13 John Houser attended the Stormwater Coalition's Construction Site Stormwater Inspection Workshop.

37. Are adequate procedures in place for conducting inspections? (See DEC Inspection Manual)

38. Is a standardized inspection form used (obtain a copy of form)?

The only procedures are those outlined in the Code.

39. What is the number of active construction sites requiring inspection?

8

40. What is the number of inspections performed and the frequency over the past 12 month?

2 times a week each site is inspected.

41. Are procedures in place for tracking inspections? What are the procedures?

Municipal Geographic Management System (MGMS) is used. From it, reports can be printed to summarize events.

42. How many violations were found in the prior year?

6. One was a landowner's driveway banks eroding. The remaining were between 2012 and 2014 and were resolved.

43. What are the procedures if violations are found? without having to go to enforcement.

John gives a verbal notification, then if the response is not adequate, they follow enforcement procedures outlined in the Code.

44. How were violations handled?

See above.

45. What is the procedure when citizen complaints are received?

There is no formal procedure. Calls are routed to John, then he addresses the complaints.

Post Construction Control Practices

Yes No N/A

46. Is there an inventory in place for post construction control practices? *All sites are in MGMS.*
47. Is there an effective procedure (O&M Manuals) for inspecting/maintaining post construction control practices? *They use checklists from Appendix G of the Manual.*
48. Who is responsible for inspecting/maintaining the post construction control practices?
John Houser
49. What is the frequency of inspection? (Proactive/Response to emergencies)
2 times a year: once under wet conditions, and once under dry conditions.

Pollution Prevention and Good Housekeeping for Municipal Operations

Infrastructure and Stormwater Management Facilities Inspection:

Yes No N/A

50. Is there a schedule for inspection and cleaning of catch basins and conveyance system established?
There is no formal schedule, however they are done once a year and on an as needed basis.
51. What is the frequency of inspection? (Proactive/Response to emergencies)
See above
52. How are the spoils disposed of?
They are stockpiled and used as backfill
- They have a shared services agreement with the Town of Onondaga. There is a computer system that tracks activities.*

Facilities Operation and Maintenance:

53. Identify the facilities which need Operation and Maintenance.
Town Hall, Welcome Center, Marcellus Park (includes shop, storage building, and three public restrooms), Highway Garage
54. Is there a designated stormwater person/facility?
John Houser
55. What type of maintenance operations are performed (List Facility, Frequency, Guidance & Procedures, Resources)? *They have a spill kit by their oil tanks. Only minor maintenance is done (oil changes, grease) here. Big jobs are sent out. There is no local salt stockpiling. Trucks are washed inside, and they hope to renovate and get a wash bay. No fueling station onsite.*
56. Is there a checklist for inspection?
Safely self audit.
57. Is there a SWPPP for facilities that would otherwise (if not covered under the MS4 General Permit) require a Multi-Sector General Permit?

n/ month prior to the audit, a new oil/water separator and connection to the sanitary sewer was installed. SafetyKleen

Road Maintenance:

Yes No N/A

58. Is there a road maintenance plan that considers water quality impact in geographic areas of concern? (See Question 9)

They use only salt (not sand) where there are catch basins.

59. How often does street sweeping occur?
There is no formal schedule, but it is done once a year in the spring.

60. How are the street sweeping spoils disposed of?

They are stockpiled and used as backfill

Pesticide, Herbicide, Fertilizer, & other chemicals:

Yes No N/A

61.a. Is there a written Integrated Pest Management (IPM) program for municipal properties?

b. If yes, is there a person assigned to coordinate the IPM program?

c. If yes, is there an IPM auditing process in place?

62. Are storage locations identified for chemicals? Designated cabinets

63. Does the municipality adequately address road salt storage? Stored at County facility

64. Are there procedures for chemical applications?

65. How many Household Hazardous Waste pick-up events are there annually?
Contract with OCSWCD for hydroseeder

Standards, Guidance, & Outreach:

Yes No N/A

66. Is there technical guidance designated and made available for maintenance staff?

67. What types of training have been received?

Some spills training is covered during PESH Training.

68. How many of the staff have been trained? (List by facility)

100% on spills as covered by PESH

69. Do maintenance contracts include language on stormwater impact and appropriate BMPs?

Additional Watershed Requirements:

Yes No N/A

70. Is the MS4 complying with their additional watershed requirements?

Wrap-Up:

Yes No N/A
71. Are program goals being achieved? If not, why not? What corrective measures have been taken?

As there is no Stormwater Management Plan, no Measurable Goals have been developed. Since there is no plan, there are no program goals to achieve.

72. How is effectiveness evaluation of program components addressed?

There is no effectiveness evaluation.

73. Are Best Management Practices (BMPs) for each Minimum Control Measure effectively being implemented?

See each section.

74. Has the MS4 coordinated SWMP implementation among various agencies or units within the MS4 and with third parties responsible for SWMP implementation?

Yes.

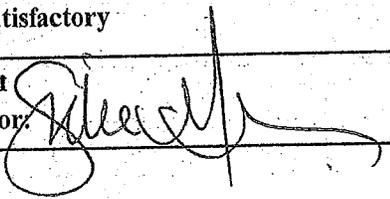
Additional Comments:

The Town needs to develop a Stormwater Management Plan (SWMP) that meets the requirements of GP-0-10-002. It should also incorporate stormwater-related activities currently taking place to make sure the Town gets credit for those activities.

For each activity under the SWMP, Measurable Goals need to be developed in order to track progress. A self-evaluation also needs to be conducted periodically.

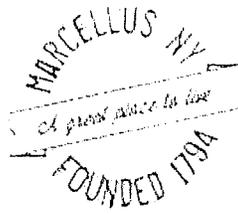
Comments Continued:

after the SWMP is completed to make sure it still meets the town's needs, and if not, modifications to the SWMP can be made.

Overall Audit Rating: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input checked="" type="checkbox"/> Unsatisfactory	
Name/Agency of Lead Auditor: Julie Melancon	Signature of Lead Auditor: 
Names/Agencies of Other Auditors:	

Supervisor
Mary Jo Paul

Councilors
Kevin O'Hara
Chris Hunt
John Scanlon
Karen Pollard



Town Clerk
Sandy Taylor

Tax Collector
Elaine Potter

Highway Superintendent
Donald MacLachlan

MARCELLUS

— New York —

January 23, 2015

NYSERDA
NY-SUN, PON 3011
17 Columbia Circle
Albany, NY 12203-6399

Dear Review Committee:

Town of Marcellus is pleased to provide this letter of commitment to the Central New York Regional Planning and Development Board (CNY RPDB) for its grant application to NYSERDA's PON 3011 Community Solar NY Opportunity. Town of Marcellus is eager to work with CNY RPDB and its regional partners in the accomplishments of the proposed goals and project objectives that will ensure the Central New York region and the state of New York will continue to implement smart policies and process improvements to promote a strong, long-lasting solar market.

The solar market in the Central New York region has seen a major increase over the past few years. Solar energy is one of many possible solutions to the energy crisis the United States must address. By Educating the local community, streamlining marketing efforts, and aggregating sales through Solarize campaigns, solar energy will become a more accessible and affordable energy option. Establishing Solarize campaigns based on best practices is a simple but powerful tool to make solar Energy affordable.

Town of Marcellus agrees to support and work with the CNY RPDB in its activities to achieve the objectives of the Community Solar NY initiative and is prepared to provide stakeholder feedback. We are looking forward to working with the CNY RPDB and our other regional partners in this Worthy endeavor.

Sincerely,

Mary Jo Paul
Town of Marcellus Supervisor

24 East Main Street
Marcellus, New York 13108

315-673-3269
fax 315-673-9102

#02-15
TOWN BOARD RESOLUTION
TOWN OF MARCELLUS

PARTICIPATION WITH CNY REGIONAL PLANNING AND DEVELOPMENT BOARD
IN SOLARIZE CNY CAMPAIGN

WHEREAS, NYSERDA, has initiated a program to encourage municipalities to adopt programs to Support the installation of solar generated electricity and reduce greenhouse gas emissions, and

WHEREAS, the Central New York Regional Planning and Development Board has provided technical Assistance to other communities and has a proven track record of success for Solarize programs in Central New York, and

WHEREAS, the Central New York Regional Planning and Development Board has invited the Town of Marcellus to participate in a proposed "Solarize Central New York" campaign to assist municipalities, businesses and residential property owners to learn more about solar technology and coordinate large scale procurement of solare installations in order to realize substantial discounts for installation of solar panels for participating communities, and

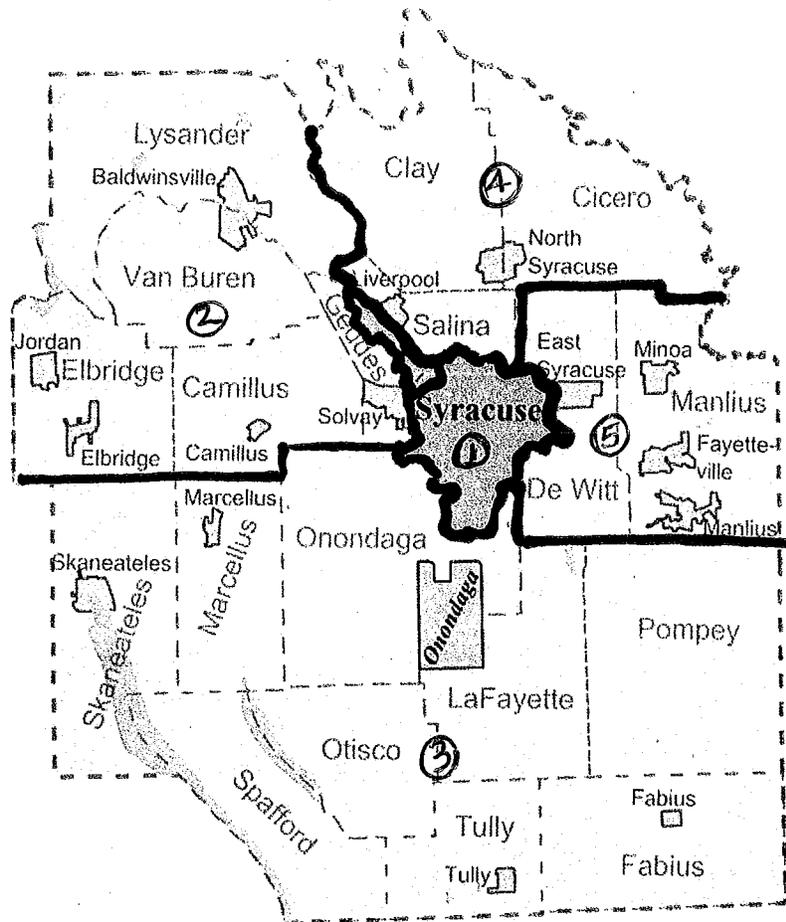
WHEREAS, THE Town of Marcellus supports the Solarize NY initiative and would like to encourage its Residential and commercial property owners to join with the Town of Marcellus to generate more clean Energy, reduce energy costs and reduce carbon emissions, then, therefore, it is hereby

RESOLVED, the the Town of Marcallus is committed to participate with the CNY Regional Planning and Development Board in the Solarize CNY initiative , and be it further

RESOLVED, that the Supervisor is authorized to provide a letter of commitment to the CNY Regional Planning and Development Board to include in its proposal to NYSERDA for the Solarize CNY campaign to be administered throught the CNY Regional Planning and Development Board with local support provided by the Town of Marcellus for community meetings and outreach.

Solarize CNY 2015

Breakdown of Local Campaigns in Onondaga County



Potential Local Solarize Campaigns	Municipalities Covered	Numbers of Solar PV Installations, 2003-July 2014	2010 Population	People Per Installation
1	Syracuse	61	144,669	2,372
2	Baldwinsville-Lysander-Van Buren-Elbridge-Jordan-Camillus-Solvay-Geddes	48	99,752	2,078
3	Skaneateles-Marcellus-Onondaga-Spafford-Otisco-Lafayette-Pompey-Tully-Fabius	55	62,969	1,145
4	Clay-Cicero-North Syracuse-Salina-Liverpool	47	132,695	2,823
5	Dewitt-East Syracuse-Manlius-Minoa-Fayetteville	65	73,818	1,136
	Onondaga County	276	467,026	1,692.12

Community Solar NY

Round 1: Open until January 30, 2015 for Solarize campaigns launching in spring 2015

NY-Sun
Solar Powering New York

New York's comprehensive suite of solar offerings are now under one unified banner – NY-Sun initiative.

NY-Sun Incentive Program

offers incentives to residents and businesses to install solar electric.

Community Solar NY and K-Solar

bring together communities and schools to realize the benefits of group purchasing and education.

New York's Unified Solar Permit

streamlines the permitting and inspection processes.

Balance-of-System research and development projects reduce the overall cost of going solar.



NYSERDA invites local governments, school districts, and other community partners to participate in Community Solar NY, a new effort to make solar easier and more affordable through community-driven initiatives.

In 2015, NYSERDA will be supporting community solar projects known as "Solarize" campaigns. These short term (approximately 6-9 months, including planning and outreach), local efforts bring together groups of potential solar customers through widespread outreach and education, and help customers choose a solar installation company that is offering competitive, transparent pricing. Community-driven Solarize campaigns around the State and country have resulted in thousands of new solar installations and significant cost reductions and environmental benefits.

Bringing together multiple solar customers within a community provides opportunities for solar installers to realize economies of scale, and for customers to save money. By educating the local community, streamlining marketing efforts, and aggregating sales, Solarize campaigns help make solar a more accessible and affordable energy option.

How NYSERDA supports your community initiative

NYSERDA will provide marketing materials and technical assistance for qualifying campaigns, as well as funding for campaign expenses. This support is available to all eligible applicants who meet program qualifications and commit to program requirements.

Funding

- NYSERDA will provide support up to \$5,000 for campaign expenses. Projects within a region may, with NYSERDA's approval, pool some or all of their funding for shared expenses.
- Support through this program may not be used for the direct costs of solar installations, but participating building owners remain eligible for all NY-Sun solar incentives.
- School districts that lead or partner on a Solarize campaign AND register for a free assessment of school facility solar potential at nypa.gov/k-solar will receive a \$2,500 bonus upon successful completion of the Solarize campaign.

Materials and technical assistance

- NYSERDA will provide participating campaigns with templates for print and online marketing materials, media communications, and customer education materials.
- Technical guidance and document templates for the installer selection process.
- Regular calls and webinars with Solarize campaign teams statewide.
- Other assistance as deemed necessary by NYSERDA.

Participating campaigns will be recognized on the NY-Sun website and in State and local media releases.

Administered By

nyserderda
Energy. Innovation. Solutions.

Schedule

Round 1 of Community Solar NY, which is meant for projects launching in spring 2015, will be open through January 30, 2015. Applications will be accepted up until that date, and will be reviewed as they are received.

Eligibility

New York State local governments, school districts, and not-for-profit community organizations are eligible to participate. Partnerships among these entities are strongly encouraged to strengthen local campaigns. Schools that have registered for a facility assessment through K-Solar (nypa.gov/k-solar) are especially encouraged to act as public outreach and education partners.

One entity must be designated the lead organization, with an individual designated as Project Manager. The lead organization is responsible for completing the application, contracting with NYSERDA, and completing all deliverables.

Campaigns cannot also be supported with other NYSERDA-funding projects or activities.

Qualifications

To qualify for participation in Community Solar NY, communities must demonstrate through the application form:

- A clear commitment and ability to conduct community-wide education and outreach around solar energy.
- Local support and interest in a Solarize campaign.
- Engagement, capacity, and preparation by the applicant and partners.
- Commitment of local jurisdiction to streamlining planning and permitting for solar.
- Commitment of local schools to consider solar through K-Solar and/or engagement of schools that are already registered for K-Solar (nypa.gov/k-solar).
- Ability to achieve campaign goals for new solar installations and cost reductions in the community and geography served.
- Commitment to follow all program rules and requirements.

Next steps

- Sign up for program updates at ny-sun.ny.gov/community-solar/updates
- Visit the Community Solar NY website for further information and resources at ny-sun.ny.gov/community-solar
- Review the Community Solar NY Community Agreement sample at ny-sun.ny.gov/-/media/NYSun/files/solarize-agreement-sample.pdf
- Apply through the online Community Solar NY application at ny-sun.ny.gov/community-solar/apply

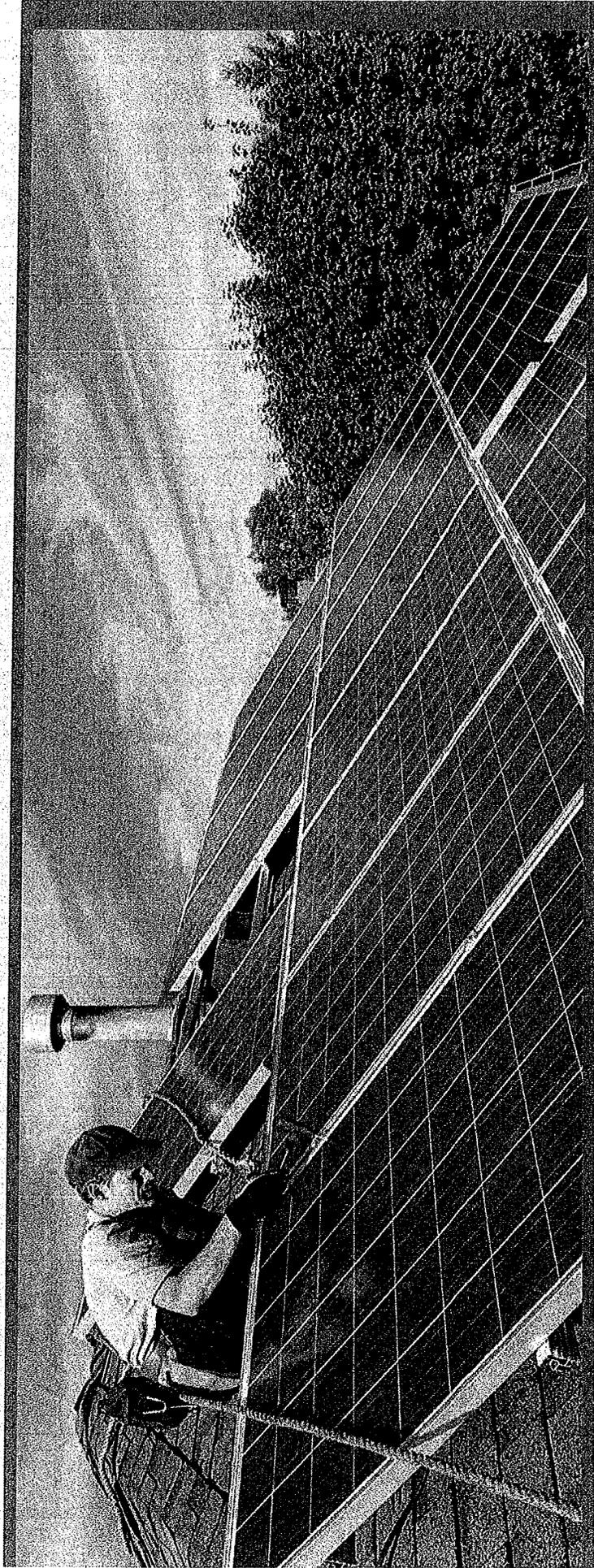
Contact information

For program questions, please email communitysolar@nyserderda.ny.gov

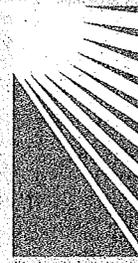
Visit ny-sun.ny.gov or call 1-866-NYSERDA to learn more about Community Solar NY and how NY-Sun is significantly expanding the growth of solar energy across all sectors in New York State.

The NY-Sun initiative, a dynamic public-private partnership, will drive growth in the solar industry and make solar technology more affordable for all New Yorkers. The NY-Sun initiative brings together and expands existing programs administered by the New York State Energy Research and Development Authority (NYSERDA), Long Island Power Authority (LIPA), PSEG Long Island, and the New York Power Authority (NYPA), to ensure a coordinated, well-supported solar energy expansion plan and a transition to a sustainable, self-sufficient solar industry.

SOLARIZE CNY SPRACISE CNY



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Central New York Regional Planning & Development Board

Solarize CNY Approach

Solarize Syracuse 2014:

- 8 municipalities
- 242,000 population
- 10 community events
- 650 attendees (65 per event)
- 500 enrollees
- 77 projects (15% of enrollees)
- 530 kW (6.9 kW avg. size)

Solarize CNY 2015:

- 10-20 municipalities
- 795,000 population
- 30 community events
- 2,500 attendees (83 per event)
- 2,000 enrollees
- 400 projects (20% of enrollees)
- 3,200 kW (8.0 kW avg. size)



Solarize CNY Approach

Community Targets:

Onondaga County (pop. 467,000)

1. Syracuse
2. Dewitt-Jamesville-East Syracuse-Manlius-Fayetteville-Minoa
3. Skaneateles-Spafford-Marcellus
4. Camillus-Elbridge-VanBuren-Baldwinsville-Lysander-Solvay-Geddes
5. Pompey-Lafayette-Tully-Fabius
6. Salina-Liverpool-North Syracuse-Clay-Cicero

Cayuga County (pop. 80,000)

7. Auburn-Cayuga County

Cortland County (pop. 49,000)

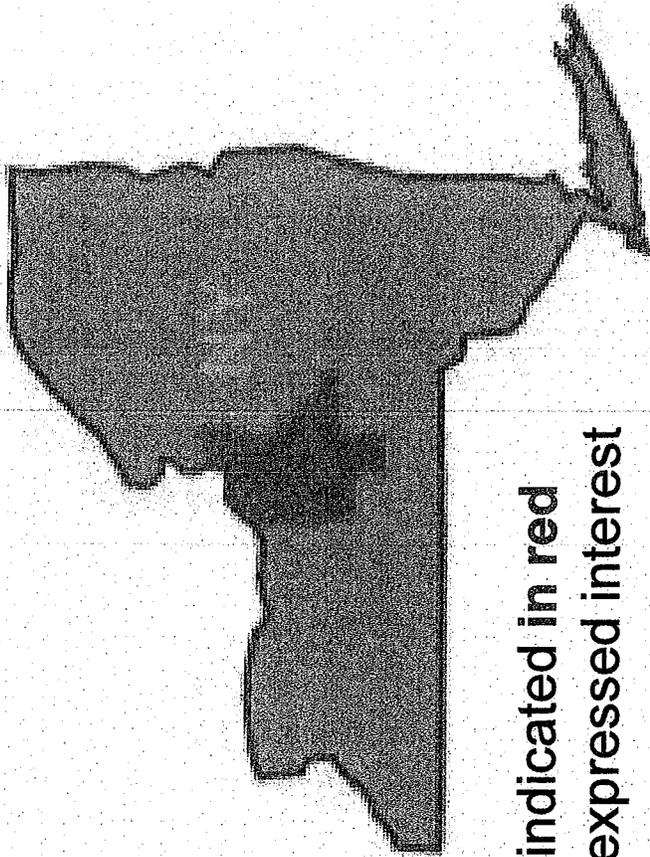
8. Cortland City-Cortland County

Oswego County (pop. 122,000)

9. Oswego-Minetto
10. Richland-Pulaski
11. Central Square

Madison County (pop. 73,000)

12. Oneida
13. Cazenovia
14. Hamilton



- Communities indicated in red have already expressed interest in Solarize
- Other communities would need to be recruited – please reach out to any contacts that you may have
- Please let us know if there are other good target communities



Solarize CNY Approach

CNY RPDB Role:

- NYSEERDA contract and overall budget management
- Lead regional steering committee
- Prepare and distribute RFP
- Lead installer selection
- Manage installer
- Manage customers through the process (LOTS OF DATA!!)
- Develop workshop presentation
- Train-the-trainer for workshops
- Lead media outreach (feature stories)
- Website hosting and content
- Lead marketing material development
- Print marketing materials
- Lead social media (Facebook, Twitter)
- Answer customer hotline questions
- Lead additional fundraising (if needed)
- Lead municipal permitting outreach
- Lead school district K-Solar outreach
- Lead commercial PACE financing outreach

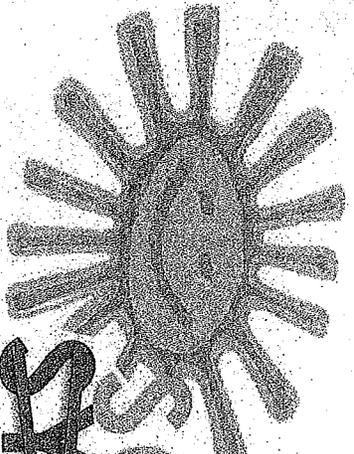
Local Campaign Partner Role:

- Assist RFP development
- Establish/lead local steering committee with at least 5 volunteers in each community
- Attend regional steering committee meetings (monthly)
- Assist installer selection
- Arrange at 3-5 local workshops
- Workshop logistics (secure venue, refreshments, etc.)
- Attend all workshops in your community
- Deliver workshop presentations (with installers)
- Canvassing targeted neighborhoods?
- Lead phone banks to local customers
- Assist media outreach (LTES)
- Assist marketing material development
- Distribute marketing material (flyers, posters, lawn signs, etc.)
- Assist social media (Facebook, Twitter)
- Leverage local networks/contacts
- Assist with fundraising
- Assist municipal permitting outreach
- Assist school district K-Solar outreach

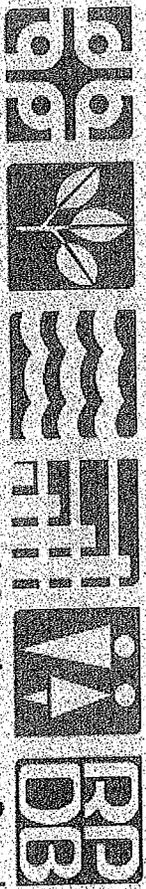
Solarize CNY Budget (draft)

Category	Note	Quantity	Total
Staff	\$80,000/year (incl. benefits and overhead)	9 months	\$ 60,000
Printing			
	lawn signs @ \$6/each	750	\$ 4,500
	flyers/fact sheets @ \$0.05/each	10,000	\$ 500
	doorhangers or postcards @ \$0.50/each	10,000	\$ 5,000
	banners @ \$40/each	15	\$ 600
AV Equipment			
	laptop rental @ \$100/day (only need for 30 out of 60 workshops)	30	\$ 6,000
	projector rental @ \$100/day (only need for 30 out of 60 workshops)	30	\$ 6,000
Venue Rental	10 (out of 60) workshops @ \$100/each	10	\$ 1,000
Refreshments	\$30 per workshop	60	\$ 1,800
CRM Software License	assume that contractors already have, so only needed for campaign manager	1	\$ 2,000
Advertising	Radio/print		\$ 2,000
	Direct mail @ \$200/mail route	20	\$ 4,000
	Website development, hosting and coordination with CRM		\$ 4,000
Celebration Party	catering/room/refreshments/etc.		\$ 2,600
TOTAL			\$ 100,000





**SOLARIZE
~~STRATEGISE~~
CNY**


Central New York Regional Planning & Development Board

Thank You!

Questions?

Chris Carrick, CNY RPDB Energy Program Manager

ccarrick@cnyrpdb.org 315-422-8276 ext. 213

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U.S. Department of Energy

KECHUP
Add to Handbook

Mary Jo Pau;

From: James J. Gascon <jjg@ccf-law.com>
Sent: Tuesday, January 13, 2015 3:31 PM
To: Don MacLachlan; Mary Jo Pau;
Cc: huntspainting1@gmail.com; john.j.scarrion1@gmail.com; karenpollard13@yahoo.com; oharakevin001@gmail.com
Subject: RE: Highway Department Plug -in vehicle policy

Jan 22 Mtg.

Don and Mary this is acceptable to me. The Board can establish the annual fee by Board resolution and therefore will not have to modify the Handbook each time the rate is increased. I would suggest an annual fee of \$10. That should cover any cost to the town. -Jim

From: Sandy Elsey [mailto:park_rec@marcellusny.com]
Sent: Tuesday, January 13, 2015 3:25 PM
To: James J. Gascon
Subject: Highway Department Plug -in vehicle policy

Hi Jim,
Donny asked me to send this to you.

~~Highway Department Plug -in vehicle policy~~

Highway Department Employees may plug in personal vehicles at the Highway Department garage during the cold weather with a yearly onetime fee to be determined by the town board.
With the understanding that any damage to personal vehicles will be the sole responsibility of the employee and the Town will be held harmless of any damage.
Don MacLachlan

Thanks,

Sandy Elsey /
Highway Secretary
24 East Main Street
Marcellus, NY 13108
Phone: 315-673-3269 ext. 2
Fax : 315-673-9102

----- NOTICE -----

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