

MARCELLUS TOWN BOARD AGENDA  
February 9, 2015

CALL TO ORDER

SALUTE TO FLAG

1. Accept Town Clerk's minutes of previous meetings.
2. Approve monthly activity, audit of bills and budget adjustments.
3. TDK DEC Report
4. Old Home Days
5. Fire Department Quarterly Report
6. MAVES Quarterly Report
7. Solarize CNY
8. Time Warner Cable contract
9. 2015 Taxes
10. Handbook Review

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:

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

Planning/Zoning Board Meeting – Monday – March 2, 2015 – 7:00 PM Town Hall

Town Board Meeting – Monday – March 9, 2015 -7:00 PM Town Hall

\*\*\*\*Office Closed Monday, February 16, 2015 – President's Day\*\*\*\*

**TOWN OF MARCELLUS**  
**TOWN BOARD ORGANIZATIONAL MEETING MINUTES**

January 2, 2015

An Organizational Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Friday, January 2, 2015 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  
Chris Hunt, Councilor

Also present: Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Susan Dennis, Deputy Town Clerk; 6 Town Residents and Sandy Taylor, Town Clerk.

Supervisor Paul opened the meeting at 5 P.M. with the Pledge of Allegiance to the Flag.

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract 1 as of 2015 Claims #141463, 141471-141498.

|                          | <u>Expenses</u> |
|--------------------------|-----------------|
| General Fund             | 4,821.54        |
| General Fund – Part Town | 269.89          |
| Highway – Town Wide      | 11,751.00       |
| Highway – Part Town      | 3,681.18        |
| Fire District            | 500.00          |
| Trust & Agency           | <u>416.47</u>   |
| Total                    | \$21,440.08     |

Councilor Scanlon made a motion seconded by Councilor Pollard to approve and pay the bills.

Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard.

Carried.

Councilor Hunt made a motion seconded by Councilor Pollard to approve the following Meetings Official Rules of Procedure Booklet, Town Board Meeting Schedule, the Hours of Operation and the Paid Holiday Schedule.

Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard.

Carried.

**Meetings Official Rules of Procedure:** As printed in the Guide to Town Board Meetings – no change.

**Town Board Meeting Schedule:** Town Board Meetings are to be the 2<sup>nd</sup> Monday of the month at 7:00 pm. The Town Board Workshop Meetings are to be held on the 4<sup>th</sup> Thursday of the

month at 7:00 pm. The Workshop Meetings for June and July will be at 5:00pm. Budget Workshops are to be held on Wednesdays in October at 5:00 pm. The meetings for Oct., Nov. and Dec. will be on Thursday nights due to Holidays. The Planning/Zoning Board Meetings are to be held on the 1<sup>st</sup> Monday of the month at 7:00 pm. Special Town Board Meeting's will be called as needed, advertised and posted as required. Any changes to the tentative schedule shall be posted at the Town Hall and on the Town's website.

**Hours of Operation:**

Town Clerks Office – Mon – Fri -9:00 am – 4:30 pm

Court Office – Mon – Thurs.- 9:00 am – 4:30 pm. Friday 9:00 am – 2:30 pm.

Assessor's Office – Mon – Wed. -9:00 am – 12:00 noon

Planning & Zoning Office – Mon – Thurs. 8:00 am – 3:00 pm

**Holiday Schedule – Town Hall Closed**

New Years Day

Martin Luther King's Birthday

Presidents Day

Good Friday

Memorial Day

Fourth of July - ( Sat. so the office will be closed on Friday, July 3, 2015)

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

(Paid Holidays)

Councilor Scanlon made a motion seconded by Supervisor Paul to approve the Official Bank, Town Investment Policy, Petty Cash Accounts, Supervisor authorized to pay utility bills and postage, Mileage reimbursement, Health & Dental Insurance, Cell Phone Stipend, Highway Clothing Allowance and the Official Newspaper.

Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard.

Carried.

**Official Bank:** Key Bank: the depository for monies from the Tax Collector, Court and Town Clerk. Solvay Bank: the depository for all other monies from the Town Supervisor.

**Town Investment Policy:-** Idle monies shall be invested at the designated bank of the Town either in Certificate of Deposit or any kind of Savings Account. The Town requests that the depositories (Solvay Bank & Key Bank) will protect these investments in the event they exceed FDIC coverage by pledging securities as collateral. The Collateral is to be held by a third party.

**Petty Cash Accounts:**

Justice Court - \$200

Town Clerk - \$200

Recreation Department - \$200 ( admin by Town Clerk)

Supervisor is authorized to pay utility bills and postage prior to audit

**Mileage Reimbursement:** 57.5 cents per mile

**Health & Dental Insurance:**

Dental: Town Contribution - 50%, Employee Contribution 50%  
Medical: Platinum – Town Contribution 80%, Employee Contribution 20%  
Gold 5 – Town Contribution 90%, Employee Contribution 10%

**Cell Phone Stipend:**

Highway Superintendent- \$45/month  
Codes Officer - \$45/month  
Highway Employees - \$25/month

**Highway clothing Allowance:** \$500 per Highway Employee per year.

**Official Newspaper :** Eagle Observer

Councilor Pollard made a motion seconded by Councilor Scanlon to approve the following appointments with the following three appointments being tabled for now. Assessment Board – John Stremple – Chairman, Zoning Board – Michelle Bingham – Chairperson and Planning Board – Gerard Wickett – Chairman. Jim Gascon, Town Attorney will check to see if the Town Board will appoint a Chairperson or the Board itself appoints a Chairperson.

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

Carried.

**Appointments - 2015**

Bookkeeper – Lori Petrocci - 1/1/15 – 12/31/15  
Clerk to Codes Dept – Karen Cotter - 1/1/15 – 12/31/15  
Clerk to Planning/Zoning – Karen Cotter – 1/1/15-12/31/15  
Clerk to Town Justices –Judith Schneider – 1/1/15-12/31/15  
Clerk 1 – Heidi Randall – 1/1/15-12/31/15  
Recreation Leader – Philip coccia 1/1/15-12/31/15  
Secretary to Highway Superintendent – Sandy Elsey 1/1/15-12/31/15  
Secretary to Parks & Red. – Sandy Elsey – 1/1/15-12/31/15  
Historian – Peg Nolan 1/1/15-12/31/15  
Town Engineers-TDK Engineering Associates, PC -1/1/15-12/31/15  
Town Attorney – Costello, Cooney, & Fearon -1/1/15-12/31/15  
Assessment Board – John Stremple- Chairman – 1/1/15-12/31/15  
Planning Board – Gerard Wickett – Chairman – 1/1/15-12/31/15  
Zoning Board – Michelle Bingham – Chairperson – 1/1/15-12/31/15  
Supervisor appointing Helen Stevens as Deputy Supervisor 1/1/15-12/31/15  
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/15-12/31/15  
Town Clerk appointing Susan Dennis and Laurie Stevens as Deputy Town Clerks 1/1/15-12/31/15  
Tax Collector appointing Laurie Stevens as Deputy Tax Collector 1/1/15-12/31/15  
Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent 1/1/15-12/31/15  
Dog Control Officer – James LaRose – 1/1/15 – 12/31/15  
Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer 1/1/15-12/31/15  
Environmental/Farmland Advisory Board  
Jane Amidon 1/1/15-12/31/16  
Keith Ramsden 1/1/15-12/31/19

Safety Committee- Don MacLachlan, Sandy Elsey, John Houser, Keith Ramsden, John Scanlon and Chris Hunt. Each member 1/1/2015-12/31/2015.

Department Liaisons:

Parks & Rec – Kevin O’Hara  
Codes, Planning/Zoning – Karen Pollard  
Fire Department/MAVES – (includes Service Awards Committee) – John Scanlon  
Safety Committee – Chris Hunt

Councilor Scanlon made a motion seconded by Councilor O’Hara to approve the following salaries and payment schedule. Councilor Scanlon did state that all employees will receive 8 paid sick days which is 3 more than in the past and also after 3 consecutive days of illness a physicians verification will be requested. Also, the Assessor will be under the contracts.

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

Carried.

**Annual Salaries & Payment Schedule:**

Salaries:

Supervisor - \$10,000  
Town Justices (2) - \$15,154 each  
Court Clerk - \$33,369  
Deputy Court Clerk - - \$11.96 per hour  
Councilors (4) - \$6,120 each  
Town Clerk - \$38,367  
Deputy Town Clerk - \$27,710  
Tax Collector - \$9,705  
Bookkeeper - \$40,600  
Budget Officer - \$2,000 – to be paid over 4 months – Sept. – Dec.  
Payroll Clerk - \$15 /per hour - as needed  
Assessor - \$26,000  
Parks & Rec. Director - \$18, 270  
Sec. to Parks/Rec & Highway - \$28,420  
Dog Control Officer - \$8,523  
Highway Superintendent - \$55,127  
Highway MEO - \$20.27/hour  
Codes Officer - \$44,660  
Secretary to Planning & Zoning - \$14,611.50  
Secretary to Codes - \$15,388.50  
Park Crew Leader- \$18.36 per hour  
Season Rec. PT Employees - \$8.75 – 10.25 per hour  
Seasonal Rec. Program Leader - \$21.42 per hour  
Seasonal Park Laborer - \$10.00 - \$12.94 per hour  
Permanent PT Park Laborer - \$16.45 per hour  
Youth & Adult Rec Specialist - \$15 - \$45/student/ depending on program  
Historian - \$350  
Planning & Zoning Boards – Chairs (2) \$3,510 each  
Members (5) \$2,378 each  
Assessment Board – (5) \$220 –chairperson  
\$166 – members (4) each per session

Hourly Employees are paid bi-weekly

Salaried Employees and part time rec employees are paid monthly

Hourly Employees who work more than 40 hours shall be paid at one and one-half (1 ½ hrs) times their hourly rate.

Hourly Employees will receive 8 hours straight pay for 12 designated holidays plus 1 ½ times their hourly rate for actual hours worked on that holiday.

All full-time employees will receive 8 paid sick days per year which shall be credited at Jan. 1. A Department Head will, at the point 3 days have been used, request a physicians verification of an Employee's illness.

Councilor Scanlon made a motion seconded by Councilor Pollard to approve the following Contract and give permission for Supervisor Paul to sign on behalf of the Town. The following Contract have not yet been received so they will be tabled until the Town receives them. Marcellus Veterinary Hospital, OCM BOCES, Teen Institute, ASCAP, TDK, OCCRA.  
Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard. Carried.

**Contracts & Agreements:**

Lake Country Veterinary Clinic - \$14.00 per day, maximum five days

Marcellus Veterinary Hospital

Stormwater Coalition \$3,600

OCM BOCES

Law Firm – Costello, Cooney & Fearon - \$36,000

Marcellus Library - \$27,500

Marcellus Historical Society - \$5,250

MAVES - \$283,041

Marcellus Health Council - \$500

American Legion - \$600

Marcellus Fire Department - \$284,435.00

Marcellus Methodist Church - \$2,000

Teen Institute - \$1225

ASCAP

Lakeshore Employee Testing Services - \$330

Highway Department:

Brewer Road Bridge Replacement - \$86,953.63

Chilmark/Aquinnah Heights/Summit View - \$41,747.55

Arizona Way/Pepperwood Bend/Rustler Rd - \$25,705.13

Lathrop Drive/Abounding Way - \$33,678.00

Lariat Lane - \$5,531.03

Clark Terrace - \$19,678.76

TDK – Rates listed in Contract

SPCA - \$559.00

Lawrence Fitts, Assessor - \$26,000 & \$10,800

Councilor Scanlon made a motion seconded by Councilor O'Hara to approve the Procurement Policy that was adopted in 2014 with no changes.  
Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard. Carried.

Updates from Supervisor:

Supervisor Paul stated that the AUD's for 2011 and 2012 will be submitted to the State Comptroller's Office. The BAN to Bond extension requires that they are done By February 2015.

Supervisor Paul reminded everyone that the financials for the departments will be presented at the January 12, 2015 meeting.

Councilor O'Hara made a motion seconded by Councilor Pollard to adjourn the meeting at 6:15 pm

Ayes - Scanlon, Hunt, Paul, O'Hara and Pollard.

Carried.

Respectfully Submitted,

Sandy Taylor  
Town Clerk

**TOWN OF MARCELLUS**  
**TOWN BOARD MEETING MINUTES**

January 12, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, January 12, 2015, 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  
Chris Hunt, Councilor

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Susan Dennis, Deputy Town Clerk; Chris Mallone, Skaneateles Journal; approximately 6 town residents and Sandy Taylor, Town Clerk.

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

Supervisor Paul introduced Chris Mallone from the Skaneateles Journal.

A motion was made by Councilor O'Hara and seconded by Councilor Scanlon to amend The agenda by adding the following #15 – Appoint a Deputy Court Clerk, #16 – Aramark Contract.

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

Carried

A motion was made by Councilor O'Hara and seconded by Councilor Hunt to accept the minutes from the Town Board Meeting of December 8 and December 18, 2014.

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

Carried

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract 1 as of January 8, 2015 (These are out of the 2014 Budget).  
Claims # 141499-141504, 141516-141519, 141521-141525, 141530, 141531, 141540-141542, 141546-141549, 141554-141555.

|                          | <u>Expenses</u> |
|--------------------------|-----------------|
| General Fund             | \$2,246.50      |
| General Fund – Part Town | 24.99           |
| Highway – Town Wide      | 3,248.29        |
| Highway – Part Town      | 674.14          |
| Sewer District           | <u>1,523.68</u> |
| Total                    | \$7,717.60      |

The Abstract of Audited Voucher was given to Board Members as submitted by the Town Clerk, Abstract 1 as of January 8, 2015 (these are out of the 2015 budget).

Claim # 141505-141515, 141526-141529, 141543-141545, 141550-141553

|                   | <u>Expenses</u> |
|-------------------|-----------------|
| General Fund      | \$36,004.75     |
| Part Town General | 3,330.04        |
| Town Wide Highway | 20,106.12       |
| Part Town Highway | 14,835.00       |
| Fire District     | 86,168.50       |
| Ambulance Fund    | 12,807.00       |
| Trust & Agency    | <u>2,377.00</u> |
| Total             | \$175,628.41    |

Board Members were given copies of the Activity Report as of January 8, 2015.

|                          | <u>Total Revenue</u> | <u>Total Expense</u> |
|--------------------------|----------------------|----------------------|
| General Fund             | \$1,199,713.00       | 1,163,556.08         |
| General Fund – Part Town | 181,820.00           | 178,489.96           |
| Highway – Town Wide      | 486,748.00           | 465,650.05           |
| Highway – Part Town      | 377,526.00           | 361,028.94           |
| Fire District            | 509,210.00           | 423,041.50           |
| Hydrant Fund             | 283,041.00           | 283,041.00           |
| Ambulance Fund           | 00.00                | 270,234.00           |
| Sewer District           | 122,407.00           | 122,407.00           |
| Water District           | 109,840.00           | 109,840.00           |

Councilor Scanlon made a motion seconded by Councilor O'Hara to approve and pay the bills and approve the monthly activity report as of January 8, 2015.

Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard Carried

**OCM BOCES** Councilor O'Hara made a motion seconded by Councilor Hunt to approve the OCM BOCES contract. The contract is in the amount of \$2,000 for Professional Services.

Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard Carried

**ASCAP:** Councilor Scanlon made a motion seconded by Councilor Pollard to approve the ASCAP contract for \$335.00. This contract is for the Town to hold concerts in Marcellus Park.

Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard Carried

**TDK Engineering Associates:** Supervisor Paul made a motion seconded by Councilor Pollard to accept the TDK Agreement for 2015. Jim Gascon, Town Attorney, has reviewed it and has no objections to it being signed by the Supervisor.

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

**Marcellus Veterinary Hospital:** Councilor Scanlon made a motion seconded by Councilor O'Hara to approve the Marcellus Veterinary Hospital contract.  
Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard Carried

**OCRRA Agreement:** Supervisor Paul received an OCRRA Agreement for 2015. The Agreement is for 20 years. After some discussion the Board decided to table this until January 22, 2015.

**Approval of Court Clerk Books, Town Clerk Books, Tax Collector Books and Recreation Department Financial Report:** Supervisor Paul stated that each department should be audited. Councilor Pollard is going to audit the Court Clerk's Books, Councilor Scanlon is going to audit the Tax Collector books, Councilor O'Hara and Councilor Hunt are going to audit the Town Clerk's books and also the Recreation Department's Financial Report. The Councilor's will report on the audits At the January 22, 2015 meeting.

**Review Status of Financial Report:**

#1-2015  
Town of Marcellus  
Town Board Resolution

WHEREAS, the Supervisor is required to file with the Town Clerk no later than January 30, the official financial report, and

WHEREAS, in lieu of the financial report, the Town may determine by resolution that the supervisor shall submit to the Town Clerk within sixty (60) days after the close of the fiscal year a copy of the report to the State Comptroller (AUD) and require the Town Clerk to cause a summary of such report or notice, (noting that a copy is on file, available for inspection and copying, and posted on the Town's web site) to be published within 10 days in the official newspaper.

THEREFORE, be it resolved, the Town Board does grant the Supervisor permission to submit the 2014 AUD as approved by the Office of the State Comptroller as the final financial accounting for the Town for 2014.

Councilor O'Hara made a motion seconded by Councilor Scanlon to approve the resolution #1-2015.

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

**Meeting Schedule for 2015:** Councilor Scanlon made a motion seconded by Supervisor Paul to approve the following meeting schedule for 2015. All meetings will be held at 7:00pm unless otherwise noted. January 2 @ 5:00 pm, 12 and 22, February 9 and 26, March 9 and 26, April 13 and 23, May 11 and 28, June 8, June 25 @5:00 pm, July 13, July 23 @ 5:00 pm, August 10 and 27, September 14 and 24, October 7 – Budget Meeting @ 5:00 pm, October 8, October 14 – Budget Meeting @ 5:00, October 21 – Budget Meeting @5:00, October 22, October 28 – Budget Meeting @ 5:00, November 5 and 19, December 3 and 17.

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

**Undertaking:** Councilor Hunt made a motion seconded by Councilor Pollard to approve the following Official Undertaking of Municipal Officials.

Ayes – Scanlon, Hunt, Paul, O’Hara and Pollard

Carried.

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS**

WHEREAS, various sections of New York State Town Law and Public Officers Law require that

Certain officials execute an Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Marcellus hereby require the Supervisor, Town Clerk, Tax Collector, Town Justices, and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Marcellus approve the document entitled “Town of Marcellus Official Undertaking of Municipal Officers” as to its form and

Manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those

Named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF MARCELLUS

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

WHEREAS, Mary Jo Paul, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Supervisor of the Town of Marcellus, and

WHEREAS, Helen Stevens, of the Town of Marcellus, County of Onondaga, New York has been appointed to Office of the Deputy Supervisor of the Town of Marcellus, and

WHEREAS, Sandy Taylor, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of the Town Clerk of the Town of Marcellus, and

WHEREAS, Elaine Potter, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Tax Collector of the Town of Marcellus, and

WHEREAS, M.R. Dailey, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of the Town Justice of the Town of Marcellus, and

WHEREAS, M. Moses, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of the Town Justice of the Town of Marcellus, and

WHEREAS, D. MacLachlan, of the Town of Marcellus, County of Onondaga, New York has been Elected to the Office of the Office of Superintendent of Highways of the Town of Marcellus, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Marcellus that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Deputy Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Deputy Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Town Tax Collector further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Town Justices; and

This undertaking of the Town Superintendent of Highways is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Town Superintendent of Highways; and

This undertaking of the Deputy Town Supervisor is further conditioned that he/she will well and truly keep, pay over and account for all moneys and property coming into his/her hands as such Deputy Town Supervisor; and

The town does and shall maintain insurance coverage, presently with ENB Insurance, in the sum of \$450,000.00 for the Tax Collector, \$50,000.00 for the Supervisor, \$25,000.00 each for the Town Justices, \$25,000.00 for the Highway Superintendent, \$25,000.00 for the Town Clerk and \$25,000.00 for the Deputy Town Supervisor to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the offices, clerks and employees covered thereunder.

Town of Marcellus

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Town Justice

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Justice

\_\_\_\_\_  
Highway Superintendent

**Appointment of Deputy Court Clerk:** Councilor Scanlon made a motion seconded by Councilor O'Hara to appoint Clarissa Siy as Deputy Court Clerk for a term of 1/1/2015 - 12/31/2015.

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

Carried

**ARAMARK:** Jim Gason, Town Attorney, has been working with Aramark concerning a \$4,000 bill. Once the Town receives a credit from uniforms that were returned, the Town would like to terminate the contract with Aramark. Councilor Pollard made a motion seconded by Supervisor Paul that Jim Gascon draft a letter terminating the contract with ARAMARK once the credit is received.

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

Carried

Supervisor Paul reminded the Board Members to come prepared for a picture at the January 22, 2015 meeting. Also, at that meeting the board will go through the revised handbook.

Phil Coccia, Recreation Director, stated that the ice skating rink was now opened at the Park.

**Motion to Adjourn:** Councilor Pollard made a motion seconded by Councilor Scanlon to adjourn the Town Board Meeting at 8:00 pm.

Ayes – Scanlon, Hunt, Paul, O'Hara and Pollard.

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk

**TOWN OF MARCELLUS**  
**TOWN BOARD WORKSHOP MEETING MINUTES**

January 22, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, January 22, 2015, 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  
Chris Hunt, Councilor

Also present: Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; John Houser, Codes Officer; Chris Mallone, Skaneateles Journal; approximately 10 town residents and Sandy Taylor, Town Clerk.

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

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #1A as of 1/22/2015, Claims #141556-141592,141595 and 141602.

|                          | <u>Expenses</u> |
|--------------------------|-----------------|
| General Fund             | \$ 21,827.89    |
| General Fund – Part Town | 293.24          |
| Highway – Town Wide      | 6,871.59        |
| Highway – Part Town      | 116.54          |
| Ambulance Fund           | 70,760.25       |
| Sewer District           | 915.91          |
| Water District           | 35,275.00       |
| Trust & Agency           | <u>2,366.16</u> |
| Total:                   | \$138,426.58    |

Councilor Scanlon made a motion seconded by Supervisor Paul to approve and pay the bills.

Ayes – Pollard, Hunt, Scanlon, O'Hara and Paul.

**OCRRA Contract:** A motion was made by Councilor Hunt seconded by Councilor Pollard to sign the OCRRA contract that the Town Attorney, Jim Gascon, has reviewed.  
Ayes – Pollard, O'Hara and Hunt      Nays – Scanlon and Paul      Carried.

**Time Warner Cable Contract:** Jim Gascon, Town Attorney, is waiting to hear from Time Warner.

**Annual Audit Reports:** The Board members audited four departments that handle money for the Town.

Councilor Hunt audited the financials of the Recreation Department. He stated that all the records are in order and that duplicate receipts are kept.

Councilor O'Hara and Councilor Hunt audited the reports of the Town Clerk. It was recommended that the Deputy Town Clerk reconciled the bank statements. The Board Members verified that there are duplicate receipts kept and everything is in order.

Councilor Pollard and Councilor Hunt audited the reports of the Town Court. Councilor Pollard audited the books of Town Justice Mary Reagan Dailey and Councilor Hunt audited the books of Town Justice Matthew Moses. All books are balanced and there are no concerns.

Councilor Scanlon audited the books of the Tax Collector. It was recommended that next year the Town set up a petty cash/change drawer for the Tax Collector. This will be used a change drawer for tax payers.

**2011 AUD :** Supervisor Paul stated that the 2011 AUD is at the State Comptroller's Office. We will be moving ahead with 2012 and 2013.

**JCAP:** Supervisor Paul stated that the Court Clerk has applied for a JCAP grant. She asked for \$25,000 and we will be receiving \$24,995. The grant money will be used for a new side door and security buzzers throughout the Town Hall.

At 7:50 pm the Business Portion of the meeting was closed.

**Stormwater Update MS4:** (MS4 – Municipal Separate Storm Sewer Systems)  
John Houser, Codes Officer, stated that the Town is in violation of not having a plan. There was discussion on the Storm Water and John is in contact with New York State on a regular basis. It was suggested by the Town Attorney, Jim Gascon, to ask TDK Engineers for some help with this. John will contact TDK and give an update at the Feb. 9, 2015 meeting.

**2014 Budget Review:** Supervisor Paul discussed the 2014 budget.

**SOLARIZE CNY CAMPAIGN:** Supervisor Paul discussed the Solarize CNY Campaign. This will be tabled until Feb. so that the Board can look over the information.

**Light Poles:** Supervisor Paul was approached by a resident and asked to buy the light Poles. Don MacLachlan, Highway Superintendent, stated that he could use some of the Poles for projects within the Town and then take the rest for scrap metal. There was discussion about taking them for scrap or putting them on Auctions International.

**Internet Security:** Peter Knowles, the Town's IT man, recommends that the employees change their passwords every 30 days. After some discussion, Supervisor Paul will contact him and see if every 90 days would be sufficient.

**Handbook:** It was decided amongst the Board that the Handbook would be put on the agenda for the Feb. 9, 2015 meeting.

Councilor Scanlon stated that he met with MAVES and received their financial reports. He will discuss this more at a February Meeting.

Tim Ahern, Town Highway Employee, asked if there was any possibility of receiving 25 days of vacation after 21 years of service. Supervisor Paul stated that after a lengthy discussion at a Workshop Meeting regarding the Handbook revision, the board decided not to change the vacation schedule.

Councilor O'Hara made a motion seconded by Councilor Pollard to adjourn the Marcellus Town Board meeting at 9:00 P.M.

Ayes – Pollard, Hunt, Scanlon, O'Hara and Paul.

Carried.

Respectfully submitted,

Sandy Taylor, Town Clerk

**DRAINAGE SWALE REMEDIATION**  
**PROGRAM**

**SUMMARY REPORT**

for the

**TOWN OF MARCELLUS HIGHWAY GARAGE**

**4262 Slate Hill Road**

**Town of Marcellus**

**Onondaga County, New York**

**DEC SPILL NO. 1310745**

Prepared for:

**TOWN OF MARCELLUS**

**24 East Main Street**

**Marcellus, New York 13108**

Prepared by:



**Engineering Associates, PC**

**19 Genesee Street**

**Camillus, New York 13031**

**(315) 672-8726**

**TDK Project No. 2014022**

**January 28, 2015**

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characterized by sinkholes, caves and underground drainage<sup>15</sup>.

- Vertical movement of groundwater occurs below the lake, through channels within the bedrock for approximately 24 feet (i.e., to elevation ~628<sup>16</sup>) until a shale and gypsum unit (*Scajaquada Shale*) which restricts vertical, but promotes horizontal movement of groundwater is encountered. The *Scajaquada Shale* unit out-crops in the Marcellus Falls area, approximately 2 miles north-northwest of the lake.
- Based on this information and the local topography, it appears that localized “perched” groundwater, in addition to surface runoff would likely flow to the lake, at which point periodic, vertical migration into deeper bedrock occurs, followed by horizontal movement toward the north-northwest.
- The flow pattern described above suggests a potential for localized, periodic “mounding” within the lake’s surface boundary which would create subsurface flow paths directed toward Nine Mile Creek in a west to north/north-westerly direction. The direction(s) and rate of groundwater flow will also likely vary periodically, as flow channels through the bedrock become restricted to varying extents by silt deposits within the joints.
- The water supply wells for several residential properties are potentially terminated within this bedrock complex and positioned within the influence zone of subsurface discharge paths relative to Disappearing Lake [Figure 1].

## 9.0 CONCLUSIONS

Based on the information available to date, TDK offers the following points for consideration:

- The source of localized subsurface contamination identified at the Town garage and the corresponding floor drain discharge pipe have been eliminated. The floor drain system from the facility has been provided with an oil-water separator (OWS), with the discharge line connected to the municipal sewer system. A total of 204 tons of contaminated soil has been removed from the subject property and properly disposed of at the Ontario County Landfill.
- Analytical data indicates that residual contamination remains in the soil in the vicinity of the drainage swale excavations. The contaminant levels are relatively low and are generally compliant with DEC standards for commercial site occupancy. Two VOCs, acetone and MEK and two metals, arsenic and selenium were detected at concentrations that exceeded the more stringent standards for protection of groundwater resources.

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<sup>15</sup> Ref: Driscoll: *Groundwater and Wells*, Second Edition, 1986.

<sup>16</sup> USGS Datum.

- The VOC compounds in question are commonly used as solvents for parts washing, etc., but they can also occur naturally within a very broad spectrum of plants, foods, animals and even humans. Extensive fate and transport research has been conducted on both chemicals. In general, neither compound tends to persist in nature at high concentrations for an extended period of time. Each degrades (i.e., volatilizes) relatively rapidly and depending on soil, moisture and atmospheric conditions, has a half life which can range from less than 1 day to approximately 2 weeks<sup>17</sup>.
- The Town Highway Superintendent has reported that all major vehicle repairs are performed off-site. The laboratory has also indicated that based on their internal quality control checks (i.e., analysis of method blanks) the detections of acetone are not likely to be associated with equipment cleaning operations. Based on this information, in combination with the rapid degradation characteristics of acetone, the specific source(s) of this VOC remain unclear. Nonetheless, as previously indicated the residual levels that were detected in the soils are relatively low.
- With regard to the detection of metals, residual constituents are typical of petroleum and vehicle maintenance-related fluids. However, the Town highway garage is also located within a historically commercial district, and there are other documented potential sources of similar contaminants. Furthermore, many of these target metals also occur naturally. Several were reported in up-slope areas and remote from the Town's floor drain discharge pathway. Absent of a more detailed background survey of upgradient areas (i.e., away from the commercial corridor), it is important to note that the concentrations are generally within a typical range reported to occur naturally within the eastern United States<sup>18</sup>.
- Records pertaining to the neighboring OCDOT highway garage indicate the historical use of multiple underground storage tanks, which pre-date current petroleum bulk storage (PBS) controls. The absence of tank closure reports and/or spill documentation in connection with several of the former tanks, at least four decades of undocumented waste oil disposition and the generation of a substantial quantity of contaminated soil from within a former leach field area that was subject to EPA regulation as an underground injection well all suggests that there is a significant potential for this source to have adversely impacted off site areas. Historical records also indicate the presence of a gasoline station at the northeastern corner of the property dating back to the 1960s. The County provided the majority of records, as it appears that tank closure report(s) and the corresponding recommendations for conducting a subsurface investigation in 1988 was never provided to the DEC, or at least there were no records available.

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<sup>17</sup> Ref: PubChem Open Chemistry Database Summaries for CID 180 (Acetone) and CID 6569 (2-Butanone).

<sup>18</sup> United States Environmental Protection Agency's Health Effects Summary Tables (HEAST), dated 1995.

- The 1,000-gallon gasoline UST and 1,000-gallon diesel UST, which were removed from the Town Highway garage property in 1997, in addition to the former Town dump and Agway PBS facility located across (east side of) Lee Mulroy Road also cannot be discounted as potential sources of localized subsurface contamination. Refer to TDK's April 2014 summary report for additional information.
- Based on their fate and transport characteristics, it appears likely that concentrations of the VOCs of concern would decrease considerably through natural degradation processes (natural attenuation) prior to their migrating an extensive distance off-site. However, a clear determination of potential off-site impacts to groundwater resources from historical operations cannot be made from the information that is available at this time.
- Given the close proximity of the residential water supply wells along Pleasant Valley Road and the potentially variable groundwater flow direction within the shallow bedrock, evaluation of the water quality within the wells warrants consideration.
- Unlike public water systems, private wells are not regulated by the EPA, New York State or Onondaga County. However, the New York State Department of Health (NYSDOH) has issued a *Fact Sheet* [Appendix 6], which includes recommended residential water quality testing parameters based on the proximity of potential contaminant sources. This *Fact Sheet* can serve as a guideline with regard to initiating a residential well testing program.
- Depending on the results of the well sampling and analysis, the groundwater investigation (GWI) program may ultimately need to be expanded to include a subsurface investigation component. This approach also appears to be consistent with O'Brien and Gere's recommendation for a subsurface investigation as a result of the findings associated with the environmental work conducted at the OCDOT garage in 1988.
- It is important to note, however, that based on the inherently variable nature of bedrock aquifers, the results of any investigation will likely be considered as inconclusive to some extent, as subsurface conditions in bedrock can vary considerably over a relatively short distance.
- A draft *Groundwater Investigation Work Plan*<sup>19</sup> was prepared by TDK and forwarded to the Town on July 23, 2014. The work plan limited the GWI program to the Town property and the area immediately adjacent to the swale excavations. However, based on our review of the FOIL records and the preliminary hydrogeological research that was conducted on Disappearing Lake, a modified and/or phased approach to the investigation would appear to be warranted to assess subsurface conditions in the area.

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<sup>19</sup> *Groundwater Investigation Work Plan for the Town of Marcellus Highway Garage - DEC Spill No. 1310745*, prepared by TDK, dated July 23, 2014 [Draft].

## 10.0 RECOMMENDATIONS

TDK's recommendations to the Town going forward are as follows:

- A copy of this report should be provided to the DEC's regional spill engineer for review and comment. Similarly, a copy of this report should be provided to the New York State Department of Health (NYSDOH) and the Onondaga County Department of Health (OCDOH), for review and comment in consideration of the nearby residential wells.
- At a minimum, a phased groundwater investigation is recommended that would initially consist of the collection and analysis of water samples from the residential wells from homes located along Pleasant Valley Road. Field information that should be collected includes well construction data (i.e., groundwater measurements, well depths, boring logs, open-ended casings or screens, deeper borehole advancement into bedrock, pump locations and pumping capabilities, etc.), at a minimum.
- Initially, we would recommend that all target wells be sampled on a quarterly basis for a minimum of one year, unless the analytical data indicates that a more aggressive approach is warranted. It is anticipated that analytical testing parameters would be consistent with the NYSDOH's *Fact Sheet #3* [Appendix 6] and State Sanitary Code - Part 5<sup>20</sup>. Results would likely be compared to the NYSDOH's Part 5 criteria and/or the DEC's standards or guidance values for Class GA groundwater (i.e., source of drinking water)<sup>21</sup>, as applicable.
- A public awareness information program should be developed and implemented immediately for those residents located within the Lee Mulroy/Pleasant Valley corridor who are currently using groundwater resources as a potable water supply. At the discretion of the Town, this may consist of a written notification regarding multiple documented spills and potential contaminant sources in the area and that accordingly, sampling and analysis of their wells is proposed.
- Based on the presence of multiple potential contributing sources of contamination in the area, it is recommended that any consideration of expanding the well evaluation program to include a subsurface investigation component be preceded by an assessment of contributions from, and coordination with all potentially involved parties.
- Depending on the feedback from the DEC, NYSDOH and/or OCDOH, the current draft *Groundwater Investigation Work Plan* should be modified accordingly to reflect the above approach.

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<sup>20</sup> New York Codes Rules and Regulations - Title 10 (10 NYCRR) Chapter 1, Part 5: *Drinking Water Supplies*.

<sup>21</sup> 6 NYCRR Part 703: *Surface Water and Groundwater Quality Standards and Groundwater Effluent Limitations* and Technical and Operational Guidance Series (TOGS) 1.1.1: *Ambient Water Quality Standards and Guidance Values and Groundwater Effluent Limitations*.

# MARCELLUS OLDE HOME DAYS 2015

RECEIVED

JAN 12 2015

MARCELLUS TOWN CLERK

4580 Dublin Road  
Marcellus, NY 13108  
January 9, 2015

Sandy Taylor  
Marcellus Town Clerk  
24 East Main Street  
Marcellus, NY 13108

Dear Sandy,

The Olde Home Days Committee would like to request use of the Town parking lot at 24 East Main Street, as well as the vacant lot formerly occupied by the Yuhas building at 22 East Main Street, during the Olde Home Days celebration on the weekend of June 5, 6, and 7, 2015.

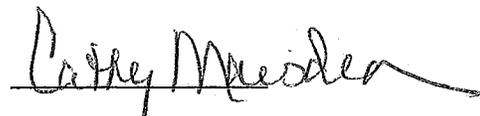
It is the intention of the Committee to designate these parcels for use by non-profit organizations only, as been the policy in the past, on Saturday, June 6, 2015.

We are also reserving the upper Marcellus Park including the baseball diamond from Monday June 1<sup>st</sup> thru Monday June 8<sup>th</sup> for the rides to be set up. In addition, the OHD Committee would request use of the lower park for the Antique Car Show on Sunday June 7, 2015.

Please consider this as a formal request for use of these properties during the 2015 Olde Home Days celebration. Thank you in advance for your attention in this matter.

If you find it necessary, I can be reached at 673-1175 or at 4580 Dublin Road, Marcellus, NY 13108.

Sincerely,



Cathy Marsden, Chair  
Marcellus Olde Home Days Committee

**Marcellus Volunteer Fire Dept., Inc.**  
**Budget vs. Actuals: 2014 - FY14 P&L**  
**January - December 2014**

|                                    | Actual        | Budget        | over Budget    | % of Budget |
|------------------------------------|---------------|---------------|----------------|-------------|
| <b>Expenses</b>                    |               |               |                |             |
| <b>Administrative</b>              |               |               | 0.00           |             |
| AD-100 Computer                    | 17,949.44     | 9,500.00      | 8,449.44       | 188.94%     |
| AD-101 Insurance                   | 29,179.99     | 38,000.00     | -8,820.01      | 76.79%      |
| AD-103 Legal/Accounting            | 12,249.73     | 14,390.00     | -2,140.27      | 85.13%      |
| AD-104 Office Supplies             | 1,884.26      | 1,931.00      | -46.74         | 97.58%      |
| AD-105 Phone                       | 3,232.75      | 4,200.00      | -967.25        | 76.97%      |
| AD-106 Xerox Lease                 | 1,485.00      | 1,800.00      | -315.00        | 82.50%      |
| AD-107 Travel                      |               | 500.00        | -500.00        | 0.00%       |
| AD-108 Postage                     | 500.07        | 500.00        | 0.07           | 100.01%     |
| AD-110 Miscellaneous               | 304.84        | 600.00        | -295.16        | 50.81%      |
| AD-111 LOAN-AIR PACKS              | 38,412.36     | 38,500.00     | -87.64         | 99.77%      |
| AD-112 CHIEF'S CAR                 | 12,000.00     | 12,000.00     | 0.00           | 100.00%     |
| <b>Total Administrative</b>        | \$ 117,198.44 | \$ 121,921.00 | \$ (4,722.56)  | 96.13%      |
| <b>Building</b>                    |               |               | 0.00           |             |
| BD-100 Cleaning                    | 5,884.93      | 4,500.00      | 1,384.93       | 130.78%     |
| BD-102 Utilities                   | 23,831.22     | 26,945.00     | -3,113.78      | 88.44%      |
| BD-103 Maintenance                 | 31,997.45     | 30,000.00     | 1,997.45       | 106.66%     |
| BD-104 Supplies                    | 1,508.22      | 1,500.00      | 8.22           | 100.55%     |
| <b>Total Building</b>              | \$ 63,221.82  | \$ 62,945.00  | \$ 276.82      | 100.44%     |
| <b>Operations</b>                  |               |               | 0.00           |             |
| FD-100 Turn Out Gear               | 13,836.73     | 15,000.00     | -1,163.27      | 92.24%      |
| FD-101 Communication Equipment     | 2,958.20      | 8,000.00      | -5,041.80      | 36.98%      |
| FD-102 Loose Equipment             | 21,036.97     | 18,000.00     | 3,036.97       | 116.87%     |
| FD-103 L/O/F Vehicle Repair        | 27,197.17     | 22,569.00     | 4,628.17       | 120.51%     |
| FD-104 Maintenance Small Equipment | 6,002.73      | 8,500.00      | -2,497.27      | 70.62%      |
| FD-105 SCBA                        | 5,428.60      | 8,000.00      | -2,571.40      | 67.86%      |
| FD-106 Training                    | 7,743.29      | 9,500.00      | -1,756.71      | 81.51%      |
| FD-107 Fire Prevention             | 1,879.81      | 2,500.00      | -620.19        | 75.19%      |
| FD-108 Membership Recognition      | 2,649.82      | 3,500.00      | -850.18        | 75.71%      |
| FD-109 Physicals/Fit Test          | 4,650.00      | 6,500.00      | -1,850.00      | 71.54%      |
| FD-110 Fuel                        | 9,299.32      | 7,000.00      | 2,299.32       | 132.85%     |
| FD-111 Response Supplies           | 828.66        | 1,000.00      | -171.34        | 82.87%      |
| FD-112 EMS Supplies                | 1,037.16      | 1,500.00      | -462.84        | 69.14%      |
| <b>Total Operations</b>            | \$ 104,548.46 | \$ 111,569.00 | \$ (7,020.54)  | 93.71%      |
| <b>Total Expenses</b>              | \$ 284,968.72 | \$ 296,435.00 | \$ (11,466.28) | 96.13%      |

NB: PARENTHESES INDICATE UNDER BUDGET

↙  
*To go into  
 1 of our  
 reserve fund*



# M.A.V.E.S., Inc.

Marcellus Ambulance Volunteer Emergency Services, Inc.

PO Box 203

3707 Lee Mulroy Road

Marcellus, New York 13108

315.494.1069

fax 315.494.1071



January 19, 2015

RECEIVED

JAN 21 2015

MARCELLUS TOWN CLERK

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

Re: MAVES Call Report

Supervisor Paul  
Councilman Scanlon:

The following data represents the information as agreed upon in the contract. The numbers are correct to best of my knowledge and reflect the period of October 1<sup>st</sup> – December 31<sup>th</sup> 2014.

|                                   | <u>Quarter</u> | <u>Year to date</u> |
|-----------------------------------|----------------|---------------------|
| i. Dispatched calls:              | 203            | 765                 |
| ii. Calls Responded:              | 193            | 714                 |
| iii. Calls unable to Respond:     | 10             | 48                  |
| iv. Patient Location on Dispatch: |                |                     |
| Town of Marcellus –               | 93             | 333                 |
| Village of Marcellus –            | 30             | 125                 |
| All Other Districts –             | 74             | 298                 |

v./vi. Total ALS and BLS Calls in all Districts:  
Total Patient Refusals and Cancelled in all Districts:

| Oct | ALS       | 34 | Nov | ALS       | 24 | Dec | ALS       | 21 |
|-----|-----------|----|-----|-----------|----|-----|-----------|----|
|     | BLS       | 23 |     | BLS       | 15 |     | BLS       | 19 |
|     | Refusals  | 10 |     | Refusals  | 8  |     | Refusals  | 9  |
|     | Other     |    |     | Other     | 3  |     | Other     | 2  |
|     | Cancelled |    |     | Cancelled | 9  |     | Cancelled | 16 |

Sincerely,

Stephen Knapp, Executive Director  
MAVES, Inc.



## *M.A.V.E.S., Inc.*

Marcellus Ambulance Volunteer Emergency Services, Inc.

PO Box 203

3707 Lee Mulroy Road

Marcellus, New York 13108

315.494.1069

fax 315.494.1071



### MAVES Abbreviations and Acronyms

- ALS** Advanced Life Support
1. Use of a cardiac heart monitor, IV, and medications performed by a Paramedic
  2. ALS1 refers to use of ALS equipment and 2 or less medications
  3. ALS2 refers to use of ALS equipment and 3 or more medications and advanced procedures that might include airway devices, cardiac pacing/defibrillation.
- ALS Refusal** Advanced Life Support Refusal
1. A patient receives ALS care but refuses to be transported to a hospital ER.
  2. Someone who receives an evaluation using a cardiac monitor, IV or medication
- BLS** Basic Life Support
1. General care of sick or injured patients performed by an EMT or Paramedic
  2. No advanced level care was necessary
- CON** Certificate of Need
1. Issued by New York State Department of Health (NYSDOH) it specifies the area an ambulance service may regularly operate within. The borders are defined by the original application to provide service.
- Co-pay** A portion of the medical cost established by a patient's health insurance carrier that a patient is responsible to pay.  
- Not collected from Marcellus residents
- EMT** Emergency Medical Technician
1. The EMT is referred to as a Basic, someone who has received the foundation training in emergency medical care.
  2. There are 3 levels of EMT in NY, certified by NYSDOH for 3 years
- Emerg Med Care at Scene**  
A billing level that refers to a patient receiving emergency medical care at a scene but refusing transportation to a hospital ER.
- Deductible** An amount established by a patient's health insurance carrier that a patient must meet before health insurance coverage becomes effective.  
- Collected from all patients if included in the patient's health insurance policy
- NYSDOH**
1. The operating authority for all EMS agencies in NY.
  2. They issue CON for ambulances establishing their primary operating territory
  3. Certifying agency for all EMS personnel (First Responder, EMT, Paramedic)

- |            |    |  |
|------------|----|--|
| Mutual Aid | 1. | A response to an incident outside of the primary operating territory     |
|            | 2. | Response is required by any agency that is certified by NYSDOH           |
| Paramedic  | 1. | An EMT who is certified at the highest level to provide BLS and ALS care |
|            | 2. | Recertification is required every 3 years                                |