

MARCELLUS TOWN BOARD AGENDA

Monday, March 9, 2015

CALL TO ORDER

SALUTE TO FLAG

1. Accept Town Clerk's minutes of previous meetings
2. Approve monthly activity, monthly statement of accounts, audit of bills and budget adjustments:
3. Recreation Agreements
4. Deputy code Enfor. Conference
5. Town Clerk Conference
6. Resolution: \$50,000 grant for park
7. Trash Days/Shred Truck/Trash Day Fees
8. Handbook Adoption
9. IMA – Playground
10. Library Request
11. Limeledge Water Districts

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:

Thursday – March 26, 2015 – Town Board/Workshop Meeting – 7:00 pm

Monday - April 6, 2015 – Planning/Zoning Board Meetings – 7:00 pm

Monday - April 13, 2015 - Town Board Meeting 7:00 pm

**TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES**

February 9, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, February 9, 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; Chris Mallone, Skaneateles Journal; John Houser, Codes Officer; Joe Durand, TDK Engineers; Jim Gascon, Town Attorney; 5 Town Residents and Sandy Taylor, Town Clerk.

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

A motion was made by Councilor Scanlon and seconded by Councilor Hunt to table #8 on the agenda, Time Warner Cable, and replace it with Utilities.

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

A motion was made by Councilor O'Hara and seconded by Councilor Scanlon to accept the town Clerks minutes from Jan. 2, 2015, Jan. 12, 2015 and Jan. 22, 2015.

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 #2 as of February 5, 2015, Claims #141612-141655, 141658, 141665-141667.

	<u>Expenses</u>
General Fund	\$126,102.25
General Fund – Part Town	1,017.94
Highway – Town Wide	2,620.23
Fire District	85,330.50
Sewer District	105.93
Water	33,696.28
Trust & Agency	50,098.46
 Total	 \$298,971.59

Board Members were given copies of the Activity Report as of February 5, 2015.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$1,600,234.54	1,109,751.57
General Fund – Part Town	181,314.00	171,449.18
Highway – Town Wide	486,748.00	458,778.46
Highway – Part Town	377,526.00	347,913.26

Fire District	497,210.00	423,041.50
Hydrant Fund	283,041.00	0.00
Ambulance Fund		199,473.75
Sewer District	122,407.00	121,491.09
Water District	109,840.00	74,565.00

Councilor Scanlon made a motion seconded by Supervisor Paul to approve and pay the bills and approve the monthly activity report as of February 5, 2015.

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

TDK DEC Report: Joe Durand from TDK Engineers, spoke about the TDK report on The Drainage Swale Remediation Program, DEC SPILL NO 1310745. His suggestion is that the report be sent to the State Health Department and County Health Department. Councilor Pollard made a motion seconded by Councilor Hunt to approve the final DEC SPILL NO 1310745 report and have Joe Durand from TDK Engineers send it to the State and County Health Departments. He will keep the Town informed of what their suggestions are.

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

STORMWATER REPORT: John Houser, Codes Officer, stated that he is working on the Stormwater Management Program for the Town of Marcellus. He has and will continue to contact Joe Durand from TDK Engineers for any questions he has. John has been in contact with the Coalition and will ask for an extension as he needs it. At the Feb. 26, 2015 meeting, he will show the Board what he has done up to this point.

Olde Home Days Request: A request has been received from Cathy Marsden, Chair of the Olde Home Days Committee to use the Town Hall Parking lot and the empty space behind the Community Bulletin board for the 2015 Olde Home Days which will be held on June 5th, 6th and 7th. The space around the Town Hall would be used for non-profit organizations. Councilor Hunt made a motion seconded by Councilor Pollard to approve the request from Cathy Marsden on behalf of the Olde Home Days Committee to use the Town Hall Parking lot and the empty lot behind the community bulletin board for non-profit organizations for the 2015 Olde Home Days event.

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

FIRE DEPARTMENT/MAVES REPORTS: Councilor Scanlon had a meeting with MAVES last month and is going to schedule a meeting with the Fire Department later this month to go over the financials from each department and will get back to the Board. MAVES has been invited to come to the Feb. 26, 2015 meeting.

SOLARIZE CNY: Supervisor Paul made a motion seconded by Councilor Scanlon to approve the joining of Solarize CNY. This would entail a lot of duties from the Town and the Solarize CNY Organization would receive \$5,000. After some discussion a vote was taken.

Ayes – None Nays – Scanlon, Hunt, Paul, O’Hara and Pollard. Not Carried

UTILITIES: Councilor Scanlon made a motion seconded by Councilor O'Hara that the Supervisor call American Power & Gas and put them on notice that we may be changing Companies to save money on our electric bills. Supervisor Paul received information from MEP (Municipal Energy Program) that she received through the Association of Towns that can save us money. Through MEP, the rate would be a fixed rate for two years.

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

Carried

TIME WARNER CABLE: Councilor Pollard asked about the Time Warner Contract and Jim Gascon, Town Attorney, stated that he has not heard anything yet.

2015 TAXES: Councilor O'Hara made a motion seconded by Councilor Scanlon to approve the press release, correction action plan and tax error sheet. Residents will be notified if they overpaid or underpaid by \$50. Supervisor Paul will work on getting the refunds to residents as soon as possible. A letter will go out to the residents that underpaid and it will be adjusted on their 2016 tax bill.

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

Carried

HANDBOOK REVIEW: The Board agreed to the handbook changes Supervisor Paul will send it out for a printed draft before the final copy for approval.

Supervisor 's Updates: Supervisor Paul stated that the building was closed today due to the fact the pipes were frozen. Don MacLachlan, Highway Superintendent, was here today along with OCWA. OCWA will be back in the spring due to the fact that the pipes in the front of the building are not deep enough.

Supervisor Paul stated that the 2011 AUD have been approved and that the 2012 will be sent to the Office of the State Comptroller soon.

Supervisor Paul reminded everyone that she will be out of the office on Tuesday and Wednesday (Monday is a holiday). She will be in NYC at the Association of Towns Meeting and will be back in the office on Thursday, but will check in everyday.

Councilor Scanlon mentioned that he researched the cost of the trash haulers going to OCRRA (Onondaga County Recourse Recovery Agency) and the cost of going to Seneca Meadows Landfill. Jim Gascon, Town Attorney, stated that the Municipalities in Onondaga County (with the exception of Skaneateles) all are in a contract with OCRRA.

Councilor Scanlon made a motion seconded by Councilor Pollard to adjourn the Marcellus Town Board Meeting at 9:20 pm.

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

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk

TOWN OF MARCELLUS
TOWN BOARD WORKSHOP MEETING MINUTES

February 26, 2015

A Board/Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, February 26, 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: Susan Dennis, Deputy Town Clerk; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Stephen Knapp, MAVES; Christopher Mallone, Skaneateles Journal; 10 – 15 Town Residents and Sandy Taylor, Town Clerk.

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

A motion was made by Councilor Scanlon and seconded by Councilor Hunt to approve the agenda as it stands.

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

Carried

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract 2B as of February 25, 2015 Claims #141668-1416888, 141755m 141758, 141769 – 141782, 141786- 141800, and 141803.

	<u>Expenses</u>
General Fund	\$25,385.17
General Fund -- Part Town	646.00
Highway – Town Wide	1,917.59
Highway – Part Town	2,760.79
Sewer District	107,406.72
Water District	5,000.00
Trust & Agency	<u>2,735.62</u>
 Total	 \$145,851.89

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

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

Carried.

MEP: (Municipal Energy Program): Councilor O'Hara made a motion seconded by Councilor Pollard to cancel the contract with American Power and have Supervisor Paul sign the letter of intent with MEP. After some discussion, Jim Gascon, Town Attorney, suggested that we sign for one-year contract.

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

Carried.

DEC SPILL LETTER: Councilor Pollard made a motion seconded by Councilor Scanlon to approve the letter to be sent to nine residents on Pleasant Valley Road regarding wells on their properties. John Houser, Codes Officer, will be the one main contact regarding this and organizing the lab work. It was stated that each test could run between \$3,000 - \$5,000. The letter will be send out next week.

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

Carried.

MAVES: Stephen Knapp, MAVES, spoke to the public about how they receive their funding besides the Town to keep MAVES going. He stated that he would like to have their auditor come sometime and explain the financials in more in detail.

HEFFERNAN PLAYGROUND: A letter was received from the K.C. Heffernan Elementary School Parent Teacher Organization asking for any kind of help with the constructing of a new playground at the Elementary School. Discussing this with the Highway Superintendent, he would be willing to have his crew help with the dismantling of the old playground, haul all the wood away, The Town of Marcellus will pay for any hauling fees and the use of the Bobcat with the Auger. Jim Gascon, Town Attorney, will Draw up an Intermunicipal Agreement between the Town and the School stating that the Town Recreation Department uses the playground and the Highway Department will help with the playground.

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

Carried.

STORM WATER UPDATE: Supervisor Paul spoke with the DEC today and everything is moving along very well regarding the Storm Water Plan. John Houser, Codes Officer, stated that he is in constant communication with the Coalition regarding the Storm Water Plan. After some discussion, Supervisor Paul made a motion seconded by Councilor Scanlon to have TDK Engineers help John Houser, Codes Officer, with finishing up the Storm Water Plan so that it can be submitted by the April 1, 2015 deadline.

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

Carried.

TOWN BANNER: Councilor O’Hara stated that the Marcellus Old Home Days Committee is willing to pay for a banner for the Town of Marcellus because the Town helps sponsor the Old Home Days.

TOWN FEES: Don MacLachlan, Highway Superintendent, is going to check on what was paid out last year to determine if the Town should raise the prices of the trash permits. At this time, the dog fees and the marriage license fee will remain the same.

HANDBOOK UPDATE: Supervisor Paul stated that it is not mandatory to offer short-term disability to employees. Councilor O’Hara feels that it should be offered. Councilors Pollard, Scanlon and Hunt all agree that it should be left in. Supervisor Paul stated that the definition will be after the Family Medical Leave Act in the handbook.

Discussion Agenda

Supervisors Updates: Supervisor Paul stated that the 2010, 2011, 2012 and 2013 have been accepted by the Office of the State Comptroller. 2014 is being submitted soon.

Refund checks to the tax payers that overpaid on their taxes went out last week and a letter to the residents that underpaid went out this week.

Supervisor Paul just asked that if anyone has a fire hydrant by their home they shovel it out in case of a fire in their neighborhood.

Items from the Board

Councilor Scanlon has met with the Chief of the Fire Department and went through all the plans that they offer.

Councilor O'Hara asked about the shred day at the Trash Days. He also stated that there was a water leak in the Welcome Center. May possibly need a new roof come spring. Also, he stated that we may apply for a \$50,000 grant from the county to update some of the bathrooms and make them handicapped accessible.

Items from the Floor

Phil Coccia, Recreation Director, stated that the Welcome Center has a furnace leak and also a roof leak.

Councilor Scanlon made a motion seconded by Councilor Pollard to adjourn the Marcellus Town Board meeting at 9:35 P.M.

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

Carried.

Respectfully submitted,

Sandy Taylor, Town Clerk

Recreation Agreements – Monday, March 9, 2015

Summer Concert:

The Other Guise – Thursday, July 2, 2015 - \$350.00

Bingo Trips:

Bingo – 4/6/15, 5/4/15, 6/8/15, 7/6/15, 8/3/15, 10/19/15 - \$625 per month

March 9, 2015

Sandy Taylor

From: John Houser
Sent: Wednesday, February 04, 2015 11:19 AM
To: Sandy Taylor
Subject: Training for Deb

Deb Williams needs to attend the NYS Building Officials Conference (March 31 – APRIL 3, 2015) to obtain the mandatory training hrs. required to maintain her certified Code Enforcement status.

Town of Marcellus Codes
John Houser

**NYS Town Clerks Association
 April 25, 2015 – April 29, 2015**

Room Block Cutoff Date:

Wednesday, March 25, 2015

Please reserve your room before this date to secure the group rate. The Hyatt Regency Rochester is serving as the Convention's Headquarters hotel.

Reservation Guarantee:

All reservations must be guaranteed using a credit card or advanced deposit. Please provide the appropriate credit card information where indicated below. Visa, MasterCard, American Express & Discover are all acceptable. You may alternately choose to send a check or money order in the amount of one night's stay payable to The Hyatt Regency Rochester.

Payment Method:

The hotel accepts all major credit cards, personal check (with check approval system), Town checks, and cash; Hyatt Hotels & Resorts gift cards. All Payments must be made prior to the guest stay or provided at day of check in. Purchase orders cannot be accepted as a final form of payment.

Tax Exempt Procedure:

If your Exempt Organization is paying for your stay, the following procedures apply: If paying by Organization Check, please send a completed **ST-119.1** with the Organization's check. All other types of payment send with a **ST-119.1** and a copy brought with you at check-in. **If you are a government employee of the United States, New York State and are paying with credit or cash:** A fully completed **ST-119.1** Exemption Certificate must be received with this form, and must be signed by the individual staying in the room. *If more than one person or exempt organization is paying for this reservation, a separate exemption certificate and the appropriate documentation is required for each individual.*

Cancellation Policy

Cancellations less than forty-eight (48) hours prior to the scheduled arrival date will result in forfeiture of your deposit. If a credit card was used to guarantee the reservation, a charge equal to one night's stay will be applied to the credit card. All reservations must be guaranteed for their duration. Arrival and departure dates may only be amended prior to check-in. **Guests departing prior to their reserved departure date will be charged the full room rate for their entire scheduled stay.**

Room Rates:

- **Three Night Package (Sunday, Monday, Tuesday, & Wednesday)**
 Includes three overnight guest rooms, Sunday Dinner, Monday Breakfast, Tuesday Breakfast, Tuesday Banquet, Wednesday Breakfast and Lunch
Single \$665.00/Double \$451.00/ Triple \$379.00/Quad \$343.00

- **Two Night Package (Sunday, Monday & Tuesday)**
 Includes two overnight guests rooms, Sunday dinner, Monday Breakfast, Tuesday Breakfast.
Single \$421.00/Double \$278.00/Triple \$230.00/Quad \$206.00

- **Two Night Package (Monday, Tuesday, & Wednesday)**
 Includes two night overnight guest rooms, Tuesday Breakfast, Tuesday Banquet, Wednesday Breakfast and Lunch.
Single \$434.00/Double \$291.00/Triple \$243.00/Quad \$220.00

State & local taxes will be applied to the package unless tax-exempt status has been approved (see tax-exempt information). Current tax rates are as follows: New York State 8% tax.

Reservation Information:

Arrival: _____ Departure: _____ #Nights: _____ #People: _____

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____ GoldPassport#: _____

List Roommates:

(Please Only Submit One Form Per Room) _____

Guarantee(Required): Credit card Deposit Check Attached

Card#: _____ Exp Date: _____

Name On Card: _____

Signature: _____

Other Requests:

The following are requests only and are on a first come first served basis.
 _____ King _____ 2 Double Beds _____ Handicap Accessible

You can also reserve your room at:

<https://resweb.passkey.com/go/nystownclerk2015>

Return this form to:

The Hyatt Regency Rochester, 125 East Main Street, Rochester, NY 14604
 Fax number: 888.421.1442 Questions or General Information: 585.546.1234

Resolution:

The Town of Marcellus will pursue a grant from the Onondaga County Community Development Division. The grant will be used to benefit senior citizens and/or the handicapped in the Town of Marcellus.

A Public hearing will be held Thursday March 26, 2015 at 7:00pm at the Town Hall, located at 24 East Main Street Marcellus, NY 13108. The hearing is to conduct an informational meeting on a proposed grant from Onondaga County to benefit seniors and the handicapped in the Town of Marcellus. Any interested party is welcome to attend.

March 9, 2015 - Trash Days/Fees

Trash Dates

Fridays – April 24, May 1 and May 8 from 8:00 am – 3:00 pm

Saturdays – April 25, May 2 and May 9 from 8:00 am – 12:00 noon

Fees:

Passenger Vehicles - \$18.00 – 6 trips

Pick-up Truck/ Trailer - \$35.00 – 4 trips

Stake Rack Truck - \$50.00 – 2 trips

Freon Tags - \$20.00

Tire Permits - \$2.00 – under 19"

Tire Permits - \$12.00 - over 19"

	2012	2013	2014
Fees Collected	\$8,449.00	\$9,456.00	\$9,592.00
Hauling Fees	<u>\$7,117.00</u>	<u>\$9,110.95</u>	<u>\$7,986.30</u>
(+)	\$1,332.00	(+) 345.05	(+) \$1,605.70
Employee Fees	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
	(-) \$1,668.00	(-) \$2,655.00	(-) \$1,395.00

SAMPLE RESOLUTION ADOPTING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS the Town Board of the Town of Marcellus is desirous of maintaining an up-to-date Employee Handbook which details current and accurate personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters; and

WHEREAS the Town Board has retained Public Sector HR Consultants LLC to prepare a revised and updated version of the Town's Employee Handbook that accomplishes the foregoing objectives; and

WHEREAS the Town Board has reviewed draft versions of said updated Employee Handbook and has made determinations as to appropriate content; therefore

BE IT RESOLVED this __th day of _____, 2015 that the attached document be adopted as the official Employee Handbook of the Town of Marcellus; and

FURTHER BE IT RESOLVED that the newly updated and revised Town of Marcellus Employee Handbook shall be distributed, with signed acknowledgment, to all Town officials and employees.

Sandy Taylor

From: Mary Jo Pau; [maryjo2@twcny.rr.com]
Sent: Tuesday, March 03, 2015 6:57 PM
To: Sandy Taylor
Subject: FW: Request from the Marcellus Free Library
Attachments: little free library barry park.jpg

Please add this to the March 9th agenda.

From: Carol Johnson [mailto:cajohns@onlib.org]
Sent: Friday, February 27, 2015 3:47 PM
To: karen.pollard13@yahoo.com; john.i.scanlon1@gmail.com; oharakevin001@gmail.com
Cc: maryjo2@twcny.rr.com; Mark McQueeney
Subject: Request from the Marcellus Free Library

Dear Mary Jo Paul, Town Supervisor, and Town Councilors Hunt, O'Hara, Pollard and Scanlon:

With permission of the library Board of Trustees, the library staff and I are requesting permission to install a *Little Free Library* next to the playground at Marcellus Park. I have discussed the matter with Phil Coccia and he has talked to the park maintenance staff. Several library staff members and members of the Friends of the Library have volunteered to keep the *Little Free Library* well stocked and remove any items that don't belong. This will be done weekly at a minimum, likely more often because several volunteers walk their dogs in the park daily and will look in on the *Little Free Library*. We plan to stock it with gently used books that have been donated to the library and children's books that have been withdrawn from the library .

I would be happy to come and address the board on this issue and other initiatives the library is working on to get books into the hands of preschooler and their families.

With your permission, Marcellus resident Marvin Caldwell will build the structure to look like a miniature version of the mill in the children's area of the Marcellus Free Library. It will hold approximately 18-24 children's books. He is designing it so that it can be removed in the winter months if necessary.

For more information on Little Free Libraries please take a look at this web page <http://littlefreelibrary.org/>

Attached is a picture of one in Barry Park in Syracuse, it was installed about one year ago. They haven't had any problems with vandalism.

Getting books into the hands of children and developing the habit of reading for enjoyment before children enter school can have a profound positive effect on their success in school. Enriched vocabulary, longer attention span, the understanding that reading is a way to find answers to questions and to be entertained are just a few of the positive effects of encouraging parents to read to their preschoolers.

We appreciate your consideration of this initiative and look forward to hearing from you.

Sincerely,

Carol Johnson
Director
Marcellus Free Library
32 Maple Street
Marcellus, NY 13108

March 5, 2015

Ms. Mary Jo Paul, Supervisor
and Town Board
Town of Marcellus
24 East Main Street
Marcellus, New York 13108

Re: Limeledge Water Districts

Subj: Amendment No. 1 to Engineering Services -- Assistance with Project Closeout and
NYSEFC Long Term Loan Financing Conversion

File: 702.2514

Dear Supervisor Paul and Town Board:

As discussed, Barton & Loguidice, D.P.C. (B&L) has exceeded the initial estimated fee not-to-exceed of Five Thousand Dollars (\$5,000.00) by One Thousand One Hundred Thirty Dollars (\$1,130). These services were authorized by Agreement dated September 19, 2014. During the last five (5) months we've successfully assisted the Town with assembling the items required by the NYS Environmental Facilities Corporation (EFC) for conversion to long term financing.

Scope of Remaining Services

It is our understanding that the only outstanding item required by the EFC is the approved 2014 audit. Upon receipt of the approved 2014 audit, EFC will provide Exhibit C (Project Cost) to the Town for review and approval. EFC will schedule the closing to convert to long term financing after Exhibit C is executed. As discussed, B&L will review Exhibit C and advise Town of any questions or comments.

Additional Compensation Request

We respectfully request a fee increase in the amount of \$1,130 to cover the services provided to date, and an additional \$200 to review Exhibit C, for a total additional amount not to exceed One Thousand Three Hundred Thirty Dollars (\$1,330).

If acceptable, our total authorization would be increased to a maximum fee not-to-exceed of Six Thousand Three Hundred Thirty Dollars (\$6,330).





Ms. Mary Jo Paul, Supervisor
And Town Board
Town of Marcellus
March 5, 2015
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Please feel free to contact our office should you have any questions. Thank you for the opportunity to assist the Town with final close-out on this project.

Very truly yours,

BARTON & LOGUIDICE, D.P.C.

Kenneth M. Knutsen, P.E.
Senior Vice President

MPP/tlh

Authorization

Barton & Loguidice, D.P.C., is hereby authorized by the Town of Marcellus to proceed with the Additional Services described herein, under the terms and conditions detailed above.

Mary Jo Paul, Supervisor
Town of Marcellus

Date

