

MARCELLUS TOWN BOARD AGENDA

Monday, April 13, 2015

CALL TO ORDER

SALUTE TO FLAG

- I. Accept Town Clerk's minutes of previous meeting(s) and Supervisor's Workshop Minutes
2. Approve monthly activity, monthly statement of accounts, audit of bills and budget adjustments:
3. NYMIR
4. Trash Haulers Permits
5. Syracuse Time and Alarm
6. Well –Sampling Estimates – John Houser
7. Discussion of Tax Freeze credit/1% savings
8. Recreation Agreements
9. Intrastate Municipal Aid Program
10. Workday Resolution
11. Time Warner
12. Good Samaritan Resolutions
  - A. MAVES
  - B. Fire Department
13. Proposed Local Law A-2015 – Amend Zoning
14. Proposed Local Law B-2015 – Dwelling Size

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/Board Meeting – Thursday, April 23, 2015 – 7:00 pm Town Hall  
Planning/Zoning Board Meeting – Monday, May 4, 2015 – 7:00pm Town Hall  
Town Board Meeting – Monday, May 11, 2015 – 7:00 pm Town Hall

Trash Days:

Fridays – April 24, May 1 and May 8, 2015 – 8:00 am – 3:00 pm  
Saturdays – April 25, May 2 and May 9, 2015 – 8:00 am – 12:00 noon

Shred Truck – May 9, 2015 – 8:00 – 12:00 noon at the Town Hall. Limit of 5 boxes.

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

March 9, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, March 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; John Houser, Codes Officer; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Susan Dennis, Deputy Town Clerk; Ron Schneider, Bill Southern, Bernard Montgomery, Gary & Linda Wilcox, Christopher Mallone, Skaneateles Journal; Nicole Scalice, Nancy Bunn, Fran Eibert, Karen Cotter, Tom Lathrop 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 O'Hara to amend the agenda by adding to it a letter that was received today from the County Department of Transportation regarding grant money.

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

Carried.

**Accept Minutes from Previous Meetings:** Councilor O'Hara made a motion seconded by Councilor Hunt to accept the Town Clerk's minutes from February 9, and February 26, 2015. Councilor Pollard asked if the residents names could be put in the minutes from now on. The Town Clerk will comply with this request.

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 # 3 as of March 5, 2015 Claims # 141812-141822, 141839-141872.

	<u>Expenses</u>
General Fund	\$ 18,162.24
General Fund – Part Town	5,376.67
Highway – Town Wide	242,083.45
Highway – Part Town	2,548.21
Trust & Agency	<u>49.25</u>
Total	\$268,170.57

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

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$275,045.72	1,016,641.45
Part Town General	9,264.00	162,147.70
Town Wide Highway	110,964.04	423,638.22
Part Town Highway	61,992.32	345,152.47
Fire	14.26	337,711.00
Hydrant Fund	6.25	21,050.72
Ambulance Fund	23.31	199,473.75
Sewer District	8.92	8,938.44
Water District	21,186.73	104,840.00

**RECREATION AGREEMENTS:** Councilor O'Hara made a motion seconded by Councilor Pollard to approve the following recreation agreements :

Summer Concert:

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

Bingo Trips:

Birnie Bus Service – April 6, May 4, June 8, July 6, August 3, October 19, 2015 at \$625 per trip.

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

Carried.

**DEPUTY CODE OFFICER CONFERENCE:** Councilor Scanlon made a motion seconded by Councilor O'Hara approving the Deputy Codes Officer to attend the NYS Building Officials Conference (March 31 – April 3, 2015). The conference will be held in Liverpool. The cost is \$360 plus mileage.

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

Carried

**TOWN CLERKS CONFERENCE:** Councilor O'Hara made a motion seconded by Councilor Pollard approving the Town Clerk to attend the NYS Town Clerks Association Conference from April 25 – 29, 2015 in Rochester. The cost is \$665 for the hotel and meals, \$125 for registration plus mileage.

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

Carried

**RESOLUTION: \$50,000 GRANT FOR PARK:** Community Grant Application

**TOWN OF MARCELLUS  
TOWN BOARD RESOLUTION  
IN FAVOR OF COMMUNITY GRANT APPLICATION**

**March 9, 2015**

The following resolution was made by Councilor O'Hara, and seconded by

Councilor Hunt, at the regular meeting of the Town Board of the Town of Marcellus on March 9, 2015,

**WHEREAS**, the County of Onondaga Community Development Division has solicited project proposals for the 2015 Community Development Block Grant funding cycle by letter dated January 30, 2015, a copy of which is incorporated herein in its entirety by reference herein; and

**WHEREAS**, the primary objective of the program is to benefit low income people in the County; and

**WHEREAS**, Category D "Low Income Benefit" specifically indicates any project that benefits either the elderly or handicapped persons qualifies for potential funding; and

**WHEREAS**, the renovation of existing restrooms for handicapped accessibility in parks or other facilities further qualifies for potential funding; and

**WHEREAS**, the Town Parks and Recreation Department has identified a park restroom that requires renovation to meet elderly and handicapped persons needs; and

**WHEREAS**, the Town desires input from the general public as to potential additional projects that may meet the criteria set forth for the said Community Development Grant; and

**WHEREAS**, the terms of the Grant require that a public hearing be held; and

**NOW, THEREFORE**, it is

**RESOLVED**, that the Town of Marcellus through action of this Board does authorize and approve the pursuit of a grant from the Onondaga County Community Development Division and that said Grant will be used to benefit senior citizens and/or handicapped persons within the Town of Marcellus; and it is further

**RESOLVED**, the Town will have a public hearing for the purpose of reviewing a proposal for the renovation of a park bathroom to accommodate elderly and

handicapped person, to develop a five (5) year plan, to approve a local Town contribution for the project and for any and all additional proposals the public desires to present for the Community Development Grant; and it is further

**RESOLVED**, the public hearing to consider the above proposal and all other proposals will be held at the Town Hall on March 26, 2015 at 7:00 p.m. or as soon thereafter as the matter can be heard, at which time all persons interested will be heard.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

John Scanlon	Councilor	Yes
Christopher Hunt	Councilor	Yes
Kevin O'Hara	Councilor	Yes
Karen Pollard	Councilor	Yes
Mary Jo Paul	Supervisor	Yes

The foregoing resolution was thereupon declared duly adopted.

**DATED: March 9, 2015**

**Trash Days/Shred Truck/Trash Days Fees:** Councilor Hunt made a motion seconded by Councilor O'Hara to increase the trash day permit fees by the following amounts:

	Old Fee	New Fee
Passenger Vehicle – 6 trips	\$18.00	\$20.00
Trailer – 4 trips	\$35.00	\$45.00
Stake Rack – 2 trips	\$50.00	\$50.00
Tire Permits – under 19" only	\$ 2.00	\$ 3.00
Freon Tag	\$20.00	\$20.00
Pick up Trucks	\$35.00	\$35.00

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

Councilor O'Hara mad a motion seconded by Councilor Hunt to approve the following dates and times for the Spring Trash Days:

Fridays – April 24, May 1 and May 8, 2015 8:00 am – 3:00 pm  
Saturdays – April 25, May 2 and May 9, 2015 8:00 am – 12:00 noon

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

Shred Truck: Councilor O'Hara made a motion seconded by Councilor Pollard to schedule Pro-Shred come on May 2 (May 9 if May 2 is not available) to the Town Hall Parking Lot with a cost not exceeding \$400.00. The hours would be 8:00 am – 12:00 noon ( if Pro-Shred is available those times).

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

Carried

**HANDBOOK RESOLUTION:** Councilor Pollard made a motion seconded by Councilor Hunt to adopt the updated Employee handbook with the following 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 9<sup>th</sup> day of March, 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 acknowledgement, to all Town officials and Employees.

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

Carried

**IMA – PLAYGROUND:** (Intermunicipal Agreement) Councilor Hunt made a motion seconded by Councilor Scanlon for the Supervisor to sign the letter and IMA between the Town of Marcellus and Marcellus Central Schools for the Elementary School Playground project. The Town Board has agreed to dismantle, remove and discard the old playground equipment and to provide a Bobcat and auger for the installation of the new equipment. The School District has been kind enough to permit the Town Recreation Department to utilize the playground in the past and we simply ask the school to continue to permit the same after the new playground is completed. This is all with the approval of Don MacLachlan, Highway Superintendent.

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

Carried

**LIBRARY REQUEST:** Councilor Pollard made a motion seconded by Councilor O'Hara to approve the request from the Marcellus Library to install a *Little Free Library* next to the playground at Marcellus Park. The *Little Free Library* will hold approximately 18 – 24 children's books. Library staff members and Friends of the Library will keep it well stocked and remove any items that don't belong.

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

Carried

**LIMELEDGE WATER DISTRICT:** Barton & Loguidice Engineers was very helpful in providing information for the 2010- 2014 audits to report to the State Comptroller's Office. In September the Board approved to spend no more than \$5,000 for their help. A letter was received on March 9, requesting a fee increase in the amount of \$1,130 for services provided to date and an additional \$200 to review Exhibit C for a total amount not to exceed \$1,330.00. Councilor Pollard made a motion seconded by Supervisor Paul to pay the additional \$1,330.00 to Barton & Loguidice for the extra time and effort they have put in for the AUD reports.

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

Carried.

**COUNTY DOT:** (additional item) A letter was received today from the County Dept. of Transportation explaining a grant opportunity for improvement projects that provide a community and quality of life benefit and that are considered to be of vital importance to the County. The project proposal must be delivered no later than 3:00 pm on March 27, 2015. Councilor Pollard made a motion seconded by Councilor Hunt to allow Supervisor Paul to work with Highway Superintendent Don MacLachlan on applying for grant money.

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

Carried.

**UPDATES:** John Houser, Codes Officer, stated that the Storm Water Plan is about 75% completed. Don MacLachlan, Highway Superintendent, stated that he will give his section of it to John Houser when completed. Don will be contacting TDK Engineers for some additional help.

Supervisor Paul wants to remind everyone to vote on the School Project tomorrow, Tuesday, March 10, 2015. The polls are open 12:00 noon to 9:00 pm at the High School.

Supervisor Paul also mentioned that at the last meeting the Board approved nine letters to be sent out to residents on Pleasant Valley Road regarding the DEC spill. In looking over the maps, three houses were left off the original list; therefore a total of twelve letters went out.

Supervisor Paul stated that the 2014 AUD is being completed, and Dermody, Burke and Brown should be submitting it to the State by the end of this week.

Meeting deadlines, if you want anything on the agenda for a Monday meeting, please have it to the Town Clerk by 4:00 the previous Thursday.

If you want anything on a Thursday's agenda, please have it to the Town Clerk by 12:00 noon the previous Tuesday.

**Items from the Floor:** Bill Southern, thanked the Park Dept. for the Tuesday mornings coffee and donuts at the Welcome Center. Approximately 15 -20 people have been showing up each week.

Phil Coccia, Recreation Director, handed out the Jan/Feb/March actives report:

1. February field trips for children-
  - a. Laser tag (30 kids)
  - b. Movie at Palace Theater (30 kids)
  - c. Wonder Works at Destiny USA (80 kids)
2. February break Basketball camp (40 kids)
3. Dance Classes at DMS (10 kids per month)
4. Adult yoga classes (3 times a week)
5. Ice skating rink – very successful
6. 2 evening moonlight ski- Welcome Center
7. Tuesday morning coffee club (12 to 15 attendees)
8. 2015 adult travel packets are ready to be sent
9. Hoop-Mania forms are ready to be sent
10. Over 70 reservations for park pavilions
11. 15 Welcome Center reservations for not-for-profit organizations and paid patrons

Bernie Montgomery mentioned the water damage at the Welcome Center. Possibility of a new roof and repaint in the spring.

Don MachLachlan, Highway Superintendent, stated that the street lights are fixed.

**MOTION TO ADJOURN:** Councilor O'Hara made a motion seconded by Councilor Pollard to adjourn the Town Board Meeting at 8:15 pm.

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

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk

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

Thursday, March 26, 2015

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, March 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: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Joe Durand, Bill Southern, Mike Ossit, Bernie Montgomery, Tom Lathrop, Chris Mallone, Skaneateles Journal; Chuck Paul, Mike Ossit, Susan Dennis, Deputy Town Clerk 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 Pollard to amend the agenda by pulling No. 2-Work Day Resolution and adding on No 7 – Recap on the Grants and No 8 – Good Samaritan Letter from Perma that was received today.

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

**Public Hearing: Community Development Division:** The Town Clerk read the Public Notice that was in the Eagle Observer on March 18, 2015. The Supervisor then asked if anyone had anything to say in favor or against the Community Development Grant.

No one spoke. She then asked if anyone had any other ideas for the 5-year plan to go along with the grant. The only response was from Phil Coccia, Recreation Director who came up with the following ideas:

1. Renovate Town Hall Bathroom to meet ADA standards
2. Form a committee to study the establishment of a senior citizen center
3. Form a committee to study transportation needs for the elderly and handicapped
4. Expand handicapped pathways in Marcellus Park
5. Improve Grove restroom to meet ADA guidelines
6. Build a handicapped/senior citizen designated fishing site on Nine Mile Creek

Everyone agreed that these are all very good ideas. Supervisor Paul closed the Public Hearing at 7:15 pm.

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #3B as of March 20, 2015 Claims # 141876-141884, 141886-141908, 141918-141938.

	<u>Expenses</u>
General Fund	36,708.35
General Fund – Part Town	3,268.55
Highway – Town Wide	13,073.34
Hydrant Fund	10,273.27
Water District	3,153.32
Trust & Agency	<u>2,357.23</u>
 Total	 \$68,834.06

Board Members were given copies of the Activity Report as of March 20, 2015.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	272,206.34	963,390.47
General Fund – Part Town	9,114.00	153,502.48
Highway – Town Wide	110,964.04	364,870.92
Highway – Part Town	61,992.32	362,259.55
Fire District	14.26	193,723.50
Hydrant Fund	6.25	10,777.45
Ambulance Fund	23.31	199,473.75
Sewer District	8.92	8,938.44
Water District	21,186.73	100,356.68

Councilor Hunt made a motion seconded by Councilor Scanlon to approve and pay the bills and approve the monthly activity report as of March 20, 2015.

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

**NYMIR:** (New York State Municipal Insurance Reciprocal): Supervisor Paul has been talking with a representative from Eastern Shore Associates about the NYMIR insurance program. This will enable the Town to purchase insurance at a lower rate. After some discussion, it was decided that Supervisor Paul will contact the representative and invite him to a meeting to give more information on the insurance and the rates.

**FIRE INSPECTION REPORT:** Supervisor Paul read over the inspection report for the Town Hall. John Houser, Codes Officer, will follow up with costs to upgrade the Emergency lighting.

**TRASH DAY HAULERS:** Board members were given quotes from four different Trash haulers for the trash days. The haulers are Robinson Roll Off, Morgan, Scanlon and Syracuse Haulers. Don MacLachlan, Highway Superintendent, stated that he has had great service with Scanlon, but hasn’t worked with the other three. The Board Members will look over the quotes and this will be discussed at the April 13, 2015 meeting.

**CASH FLOW SHEETS:** Lori Petrocci, Bookkeeper, created a cash flow sheet so the Board can get an idea of the cash coming in and going out on a monthly basis. After some discussion it was decided they would like to receive the Cash Flow Sheets monthly.

**RECAP ON GRANTS:** Don MacLachlan, Highway Superintendent, has been working with Joe Durand from TDK Engineers to get paperwork in on a Grant from the Department of Transportation. This is for the Brewer Road Bridge Replacement Project. Councilor Pollard made a motion seconded by Councilor O'Hara to accept the letter of transmittal from TDK Engineers to apply for grant money from the County and have Don MacLachlan, Highway Superintendent, hand deliver it tomorrow, Friday, March 27, 2015.

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

Carried.

**Community Development Grant:** Phil Coccia, Recreation Director and John Houser, Codes Officer, have been working on a Community Development Grant. If some of this Grant money is received, they were talking about renovations of the bathrooms for the Stonemill Pavilion and redo the pathways from the Creek Hollow and Stonemill Pavilions. Supervisor Paul made a motion seconded by Councilor O'Hara to approve the application for the Community Development Plan and include a 5-year plan.

**GOOD SAMARITAN LAW:** A letter was received today from PERMA regarding "Good Samaritan" legislation for volunteer Firefighters and Ambulance workers when they volunteer at an out-of-district accident scene before an officer in charge accepts their services. Jim Gascon, Town Attorney, is looking into if Marcellus should do this as the Fire Department and Ambulance Service (MAVES) are independent. A copy of the letter is being sent to both the Fire Department and MAVES and this will be discussed at the April 13, 2015 meeting.

#### **Items from the Board:**

Supervisor Paul stated that John Houser, Codes Officer, has completed the Marcellus Stormwater Management Plan and it will be turned in on time.

Supervisor Paul received two invitations to upcoming banquets. One for the Fire Department and one for the Marcellus Academic Club. She has offered both the invites to any of the board members. Councilor Scanlon will be attending the Fire Department Banquet and Supervisor Paul will attend the Marcellus Academic Club banquet.

#### **Items from the Floor**

The following is a list of all the projects done at Marcellus Park since 1998. This was submitted by Phil Coccia, Recreation Director.

1. New building, shop storage and office
2. Remodeling office building to recreation office and center
3. New small bathroom located at lower level
4. New small shelter near playground area
5. Yearly replacement, update mowing equipment
6. Yearly replacement, update play equipment
7. Complete repairs and re-servicing of two (2) tennis courts
8. Basketball courts
9. Paving of Stone Mill parking lot
10. Paving of Creek Hollow parking lot
11. Walking trail around park (2 miles)
12. Renovation of stone wall at Grove entrance
13. Repair Creekside erosion

Councilor O'Hara reminded everyone that on Saturday, May 9, 2015, that Pro-Shred will be here at the Town Hall Parking lot from 8:00 am – 12:00 noon. This is for Marcellus residents only. There is no charge to the residents and there is a 5-box limit.

Supervisor Paul reminded everyone that the Town Hall will be closed on Friday, April 3, 2015 in observance of Good Friday.

Bill Southern, asked what the update is on the water testing for the residents on Pleasant Valley Road. The Supervisor stated that John Houser, Codes Officer, is working on that and that the testing would be approximately \$3,000 for all 12 residents testing.

There was some discussion on NYMIR and if the village participates in that program.

Jim Gascon, Town Attorney, stated that he is still waiting to hear from Time Warner on the contract. Bill Southern, asked if the Town gets more back from Time Warner in franchise fees, does that just go onto his personal bill. Supervisor Paul will check into this.

Councilor Pollard made a motion seconded by Councilor Hunt to adjourn the Marcellus Town Board meeting at 8:40 P.M.

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

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk

SCANLON TRUCKING & EXCAVATING LLC

3499 SLATE HILL RD.

MARCELLUS, NY

(315) 673-3537

FAX 673-1434

RECEIVED

MAR 23 2015

MARCELLUS TOWN CLERK

March 23, 2015

Town of Marcellus  
24 E. Main St.  
Marcellus, NY 13108

Re: Pricing for Spring Trash Days 2015

Provide 30 and 40yd containers.  
\$200 per container for drop and pull.

\$50 per ton for disposal of the debris.

Credit for metal based on the current scale price at the time of disposal.

Thank you,



Patrick Scanlon

# SYRACUSE HAULERS

WASTE REMOVAL, INC.



6223 Thompson Rd, Suite 1000, Syracuse, NY 13206 · Ph: 315/426-6771 · Fax: 315/426-6770 · www.syracusehaulers.com

## ROLL OFF SERVICE QUOTE

**Date:** 03/16/2015  
**Customer Name:** Marcellus Highway Dept.  
**Job Location:** Spring Clean Up days  
**Contact:** Don

RECEIVED

MAR 23 2015

MARCELLUS TOWN CLERK

### Specifications & Pricing \*

#### 30/40 Yard Roll-off Containers

Delivery \$75

#### C&D

Pull/haul \$175  
Tipping fee \$55 per ton

#### Trash

Pull/haul \$175  
Tipping fee \$90 per ton

#### Additional Charges:

Rent \$0 / week  
Fuel Surcharge \$10 per haul

*\* Price does not include New York sales tax (8%) – Syracuse Haulers Terms: Net 10 days  
Containers are restricted to 15 tons*

Thank you for the opportunity to quote you on your upcoming project. Let me know if you need anything else or have any questions or concerns. Thanks

Sincerely,

Dan Potter  
Inside Sales/ Dispatch  
315-426-6771 (office)  
315-952-0104 (cell)

RECEIVED  
MAR 23 2015  
TOWN CLERK

494-1057

**R O B I N S O N  
R O L L O F F  
2 5 2 - 4 5 1 0**

**Locations Serving You**  
Auburn, New York - (315) 252-7227  
Brewerton, New York - (315) 676-4662  
Groton, New York - (607) 898-5009  
Jamesville, New York - (315) 492-6200  
Red Creek, New York - (315) 253-6666  
Seneca Falls, New York - (800) 734-2662  
Skaneateles, New York - (315) 685-8230

Franklin Street Rd, Auburn, New York 13021  
Phone: 1-888-READY-MIX Fax: 315-252-7595  
www.RobinsonConcrete.com

Customer: Town of Marcellus Date: 3/18/2015 Salesman: Art Dufore  
Address: \_\_\_\_\_ Project: Weekend Clean Up's

Item	Description	Price/Del	Price/Haul	Disposal per load	Disposal per ton	Env. Fee
30 Yard	Construction Debris	\$0.00	\$120.00		\$50.00	0%
30 Yard	MSW	\$0.00	\$120.00		\$95.00	0%
40 Yard	Metal Recycling	\$0.00	\$140.00		Rebate	0%
WE will provide (6) 30 yard containers for C&D and MSW and (1) 40 yard container for Metal.						
These containers will be delivered on the following Thursday's 4/23, 4/30, and 5/7						
They will be removed on the following Monday's 4/27, 5/4, and 5/11						

Vitale Ready-Mix Concrete, Inc. - Robinson Concrete, Inc. - Robinson Roll Off, LLC - Vitale & Robinson Concrete Pumping  
Art Dufore - Cell: 315-283-3365 - Email: ADufore@Vitale-Robinson.com

# MORGAN

RUBBISH REMOVAL INC.

RECEIVED

MAR 24 2015

MARCELLUS TOWN CLERK

## Quotation

Dear Don,

March 23, 2015

The mission at Morgan Rubbish Removal is to provide excellent sanitation service at competitive prices. We are committed to customer satisfaction and personal service. Being a small business we aim to provide better service and are more attentive to our customer needs and requests. I thank you for this opportunity to quote your requirements.

RE: **Town of Marcellus** (Rte. 175 Open Lot) 415-9108 Highway@MarcellusNY.com

	<u>Rubbish</u>
Dumpster Size:	(8) 30/40-yard Roll-Off Dumpsters
Schedule:	On-Call
Disposal Fee:	\$52.00 for C&D or \$90 for MSW
Service Fee:	<u>\$170.00/haul</u>

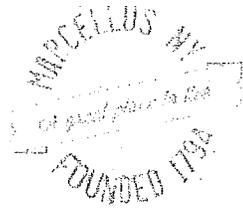
- A 8% NYS Sales Tax is not included in the total monthly charge
- No fuel surcharge, environmental, overage, or container maintenance fees
- No drop fee

Thank you for considering Morgan Rubbish Removal for your sanitation needs.

Regards,

Steve Morgan  
President/Morgan Rubbish Removal Inc. & Dependable Disposal, LLC  
[smorgan@morganrubbish.com](mailto:smorgan@morganrubbish.com)

Supervisor  
Mary Jo Paul  
Councilors  
Kevin O'Hara  
Laurie Stevens  
John Scanlon  
Karen Pollard



Town Clerk  
Sandy Taylor  
Tax Collector  
Elaine Potter  
Highway Superintendent  
Donald MacLachlan

# MARCELLUS

New York

## PROCUREMENT POLICY PROCEDURE

ITEM: \_\_\_\_\_

DESCRIPTION: well water sampling

QUANTITY: 12 properties

2 VERBAL QUOTES OR 3 WRITTEN QUOTES (see below)

1. <u>Life Science Laboratories</u>	<u>445-1900</u>	\$ <u>3,396.00</u>
COMPANY	PHONE	QUOTE
2. <u>face Analytical</u>	<u>631-694-3040</u>	\$ <u>3,960</u>
COMPANY	PHONE	QUOTE
3. <u>Accutest</u>	<u>508-481-6200</u>	\$ <u>6,010.00</u>
COMPANY	PHONE	QUOTE

Less than \$1,000 shall be at the discretion of the purchaser  
\$1,000-5,000 requires 2 VERBAL quotes  
\$5,000-20,000 requires a written RFP (request for proposal) and 3 written quotes  
\$20,000 or more must be formally bid

This includes all aggregate amounts of equipment /supplies/repairs on same or like items in a calendar year.

This excludes goods or services purchased through state & county contracts—include state & county contract numbers

Prevailing wage needs to be included with all service contracts

*(only if becomes public works project)*

PLEASE ATTACH THIS FORM TO ALL VOUCHERS TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

24 East Main Street  
Marcellus, New York 13108

315-673-3269  
fax 315-673-9102



Services News Government

Division of the Budget

Andrew M. Cuomo, Governor  
Mary Beth Labaree, Budget Director

Logout

Lead Municipality

Plan ID: 1048

\*County: Onondaga County

\*Lead Local Government: County of Onondaga

\*Contact Name: Steven P Morgan

\*Contact Organization: Onondaga County Department of Finance

\*Title: Chief Fiscal Officer

\*Phone: 315 435 3346 x 4123

\*Email: stevemorgan@ongov.net

\*Address 1: 421 Montgomery Street

Address 2:

\*City: Syracuse \*State: New York \*Zip: 13202

*\* May 15th 3 cert. must be submitted to lead (county)*

Plan Signatories

Signature 1

\*County: Onondaga County

\*Local Government: County of Onondaga

OSC Reported 2014 Tax Levy: \$163,086,973

Revised 2014 Tax Levy:

Annual Savings Target: \$1,630,869

\*Agree to Implement Certification (PDF):

Browse

\*Direct Savings Certification (PDF):

Browse

\*Savings Target Certification (PDF):

Browse

Signature 2

\*County: Onondaga County

\*Local Government: Village of Skaneateles

OSC Reported 2014 Tax Levy: Not Reported

Revised 2014 Tax Levy: 4509635

Annual Savings Target: \$15,008

\*Agree to Implement Certification (PDF):

Browse

\*Direct Savings Certification (PDF):

Browse

\*Savings Target Certification (PDF):

Browse

Signature: \_\_\_\_\_ (PDF)

\*County:

\*Local Government:

OSC Reported 2014 Tax Levy: \$3,214,539

(all taxes subject to the Tax Cap)  
Annual Savings Target: \$32,145

\*Agree to Implement Certification (PDF):

\*Direct Savings Certification (PDF):

\*Savings Target Certification (PDF):

\*County:

\*Local Government:

OSC Reported 2014 Tax Levy: \$2,700,191

(all taxes subject to the Tax Cap)  
Annual Savings Target: \$27,001

\*Agree to Implement Certification (PDF):

\*Direct Savings Certification (PDF):

\*Savings Target Certification (PDF):

Plan Actions

Total Annual Savings Target: \$1,731,096

Action Details

Type of Action:  Efficiency  Other

Action Category:  Other

Implementation Date (Cannot be prior to 01/01/12):  
12/01/2013

Past Efficiencies (Required for Actions prior to 04/01/14):  
 SAVINGS

Does Action involve entities other than Plan Signatories?:  
 No

Description of Action:  
Transfer of Onondaga County's Nursing Home Van Dyke Home & Hospital to private ownership.

(New Costs associated with actions must be entered as Negative)

Signatories Involved in Action (Check Box)	Fiscal Year Beginning in 2017 Savings	Fiscal Year Beginning in 2018 Savings	Fiscal Year Beginning in 2019 Savings	Remove
<input checked="" type="checkbox"/> County of Onondaga				
<input checked="" type="checkbox"/> Village of Skaneateles				
<input checked="" type="checkbox"/> Town of Skaneateles				
<input checked="" type="checkbox"/> Town of Marcellus				
<input checked="" type="checkbox"/> Town of Elbridge				
<input checked="" type="checkbox"/> Town of Spaford				
<b>Total Savings:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Difference From Target:</b>	<b>(\$1,731,096)</b>	<b>(\$1,731,096)</b>	<b>(\$1,731,096)</b>	

Add Action

Save Submit to DBE Delete

Government Efficiency Savings Requirement

	Levy Amount	1% Savings
315001 Village of Skanteateles 2014-15	\$ 1,500,835.52	\$ 15,008.36
315000 Town of Skaneateles	\$ 3,214,539.00	\$ 32,145.39
314000 Town of Marcellus	\$ 2,700,191.00	\$ 27,001.91
312800 Town of Elbridge	\$ 1,749,134.00	\$ 17,491.34
315200 Town of Spafford	\$ 858,281.00	\$ 8,582.81
<b>Town/Village Subtotal</b>	<b>\$ 10,022,980.52</b>	<b>\$ 100,229.81</b>
310000 County of Onondaga	\$ 163,086,973.00	\$ 1,630,869.73
<b>Grand Total</b>	<b>\$ 173,109,953.52</b>	<b>\$ 1,731,099.54</b>

NYS Property Tax Freeze Credit  
 Government Efficiency Plan Compliance  
 Meeting Agenda  
 March 31, 2014

1. Introductions
2. Tax Freeze Credit compliance requirements in year 2
3. Government Efficiency Plan compliance
  - a. Participation *stand alone or combined*
  - b. Savings Requirements *17, 18 + 19 reoccurring or only*
  - c. Eligible Activities
  - d. Certifications (see handouts) *I need to sign 1 yr. @ time*
4. Submission
  - a. Multiple local government efficiency plans must designate a lead entity to submit plan
  - b. Local governments who are not the lead must submit certifications to the lead entity by May 15, 2015
  - c. Lead entity must submit the following to the state by June 1, 2015: *COUNTY*
    - i. Government efficiency plan *1%*
    - ii. List of those participating in the plan
    - iii. Required certifications
    - iv. Saving analysis
  - d. State DOB web application launched and functional
  - e. By July 31, 2015, director of budget will determine if local governments met the requirements
5. Potential efficiency plan items
  - a. Van Duyn – past efficiency
  - b. Purchasing – past and potential future efficiencies
  - c. Tax collection *shared software*
  - d. Town or village past activities

Sample of second certification to be signed by the chief financial officer of each local government that is a signatory to a multi government plan. (Savings Target Certificate)

I (name and title) do hereby certify that it is my professional opinion, that full implementation of the cooperation agreements, mergers, efficiencies and/or shared services as specified for all of the local government units that are signatories to this plan will result in savings of at least one percent of the tax levies for fiscal years beginning in 2014 for all local government units that are signatories to such plan, in each of the fiscal years beginning in 2017, beginning in 2018 and beginning in 2019.

\_\_\_\_\_  
(signature)

Sample of first certification to be signed by the chief financial officer of each local government that is a signatory to a multi government plan. (Direct Savings Certificate)

I (name and title) do hereby certify that it is my professional opinion that full implementation by the end of the local fiscal year beginning in 2017, of the cooperation agreements, mergers, efficiencies and/or shared services that are to be taken by (name of local government) as specified in this plan will result in the savings set forth in this government efficiency plan.

\_\_\_\_\_  
(signature)

Sample of certification to be signed by the chief executive officer or budget officer of each local government that is a signatory to a multi-government plan. (Agree to Implement Certificate)

I (name and title) hereby certify that the (name of local government) agrees to undertake its best efforts to fully implement by the end of the local fiscal year beginning in 2017 the cooperation agreements, mergers, efficiencies and/or shared services specified in this plan.

(signature)

Recreation Agreement – April 13, 2015 Meeting

Concert:

Thunder Canyon	Thursday, July 16, 2015	\$600.00
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**Homeland Security  
and Emergency Services**

**ANDREW M. CUOMO**  
Governor

**JOHN P. MELVILLE**  
Acting Commissioner

March 6, 2015

Mrs. Mary Jo Paul  
Town Supervisor  
Town of Marcellus  
24 East Main St  
Marcellus, NY 13108

RECEIVED

MAR 16 2015

MARCELLUS TOWN CLERK

Dear Town Supervisor Paul,

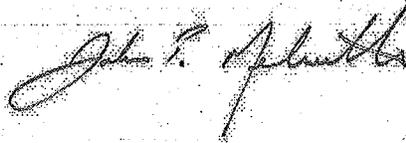
The Intrastate Mutual Aid Program ("IMAP") is resource-sharing mechanism created in § 29-h of the NY State Executive Law that allows local governments to share resources during a declared local state of emergency. The major benefit of the program is that it allows for mutual aid during a locally declared disaster without the need to enter into individual intergovernmental agreements or memoranda of understanding prior to, or during an event. Not only does the statute authorize you to share resources with other local governments, it also provides for reimbursement, and specifies which local government is responsible for liability and workers' compensation coverage when personnel are shared through this program. Enclosed with this letter is a packet of information that provides more detail on the program and explains the resource request process that must be followed in order to benefit from the statutory provisions. Additional information regarding IMAP can be found on the DHSES website at [www.dhses.ny.gov/oem/imap](http://www.dhses.ny.gov/oem/imap).

The IMAP is an opt-out program. Every local government is a participant in the program unless you choose to opt-out. As a participant in the program, you are not obligated to respond to requests from other local governments or to provide requested resources. Therefore, there is no downside to remaining a participant in the program. Should you determine that you do not want to be a participant in the IMAP, you can opt-out of the program by having your local legislative body pass a resolution stating that you do not want to be a participant. You must send the resolution to the Division of Homeland Security and Emergency Services ("DHSES"), where your option will be noted and you will be removed from the participation list. You may opt back into the program at any time following the same procedure. Should you choose to opt out of the program, please send your opt-out resolution to: Intrastate Mutual Aid Program, ATTN: Operations, New York State Office of Emergency Management, 1220 Washington Ave, Building 22, Albany, NY 12226.

The Division of Homeland Security and Emergency Services is responsible for overseeing the program and managing the participant contact list. As a participant, you will be provided with an updated contact list annually. Pursuant to New York State Executive Law § 29-h (7), please provide DHSES with the name and contact information for your main point of contact, the individual who will be responsible for sending/receiving requests, and your designated authorized representative, the individual with the authority to approve the of sending/receiving assets (these terms are defined more fully in the enclosed documents). For your convenience, we have established a website where you can input your contact information. The form can be found at [www.dhses.ny.gov/oem/imap/register](http://www.dhses.ny.gov/oem/imap/register).

If you experience difficulty with the form on the website or do not have a computer with internet access, or if you have any general questions regarding the program, please contact the New York State Watch Center at 518-292-2200 for assistance.

Sincerely,



John P. Melville  
Acting Commissioner

## INTRODUCTION

The Intrastate Mutual Aid Program ("IMAP" or "Program") was created by the NYS Legislature on July 1, 2010 and can be found in the Executive Law § 29-h. It provides for mutual assistance among the participating local governments in the prevention of, response to, and recovery from, any disaster that results in a formal declaration of an emergency by a participating local government. The Program also provides for mutual cooperation among participating local governments in conducting disaster-related drills, exercises, or other training activities outside actual declared emergency periods. IMAP complies with requirements of the National Incident Management System ("NIMS")/Incident Command System ("ICS") and meets applicable eligibility conditions for reimbursement under a federally-declared disaster.

Although the Program is designed for use during declared emergencies and exercises, local governments are encouraged, to the degree possible and extent practical, to apply the policies, procedures and guidelines associated with IMAP to their day-to-day operations. It is expected that local governments and public safety entities have already incorporated the NIMS/ICS into their daily response activities.

Historically, local governments have been required to enter into formal written agreements to carry out mutual aid activities. In those cases, the timely delivery of assistance is hampered by the necessity of obtaining local legislative or governing body approval prior to the providing or receiving assistance. Executive Law § 29-h authorizes local governments to provide and/or receive timely mutual aid without the need for local legislative or governing body approval. Local governments are deemed to be participants in IMAP.

The purpose of this document is to explain how the Program works and to establish uniform policies, procedures, and guidelines that are to be followed when requesting and providing assistance under the IMAP. The advantage of using the IMAP system is to avoid the need to enter into multiple inter-municipal MOUs or mutual aid agreements which may have differing or conflicting terms. When requesting or providing assistance under the Program all the terms for liability, workers' compensation, and reimbursement are already spelled out and known by all jurisdictions in advance. Additionally, IMAP provides a uniform, known and well defined request procedure that is the same for all participating local jurisdictions.

There are four key elements of the Program with which all local governments should be familiar. First, IMAP is an "opt-out" program. This means that all local governments are considered to be participating jurisdictions unless the local government takes formal action to withdraw from the Program. Specifically, the governing body of the local government must pass a resolution declaring that it elects not to participate in the Program. This resolution must be provided to the Division of Homeland Security and Emergency Services ("DHSES") and the withdrawal will not be considered effective until it is received by DHSES. A local government that has exercised this option may at any time choose to participate by filing a resolution with DHSES indicating that it is opting back in to the Program. Participation will not be effective until the opt-in resolution is received by DHSES. Exec. Law § 29-h(4)(a) & (b)

Second, IMAP is not meant to preclude local governments from entering into mutual aid agreements with each other with terms that supplement or differ from the terms of the statute or the IMAP Standard Operating Guidelines. Furthermore, IMAP does not affect other mutual aid programs or agreements that are already in place (e.g., existing mutual aid MOUs, the State Fire Mobilization and Mutual Aid Plan). Exec. Law § 29-h(4)(c) & (d)

Third, participation in the Program does not require any local government to provide assistance pursuant to an IMAP request. An assisting local government may withhold resources to the extent necessary to provide reasonable protection and services for its own jurisdiction. Thus, there is no disadvantage to remaining a participating jurisdiction.

Fourth, when requesting or providing assistance through the IMAP, local governments must follow the policies, procedures and guidelines developed by the IMAP Committee and spelled out in this SOG in order for the statutory provisions to apply.

Participating local governments will need to determine what local legislative or governing body approval, if any, will be necessary in order to fully participate in IMAP. Who within the local government has the legal authority to request assistance/ authorize providing assistance and effectively obligate funding for reimbursement to the assisting jurisdiction? These and other considerations will be addressed more fully in this SOG, however, local governments will need to be aware that they may need to evaluate their local laws and rules to ensure that actions taken to implement the IMAP are legal and appropriate.

Finally, IMAP is another tool available to local governments for the purposes of responding to a declared state of emergency. The IMAP request process is separate and distinct from the resource request process that goes through the county emergency operations center (EOC) and up to the state emergency operations center. IMAP is a local-to-local program which should be contemplated prior to seeking state assistance, especially during a small scale event. Although New York State Office of Emergency Management regional staff may be available to assist you with completing the forms or sending them to potential assisting jurisdictions, an IMAP request should not be made by sending a request directly to the state EOC.

# INTRASTATE MUTUAL AID PROGRAM STANDARD OPERATING GUIDELINES

## I. Requesting Assistance

A request for assistance through IMAP may be made after the local chief executive of the requesting local government has declared a state of emergency pursuant to Executive Law § 24, or is for the purpose of conducting multi-jurisdictional or regional training, drills or exercises. Such request may be initiated only by the Authorized Representative from the Requesting local government. All requests for assistance shall be documented by promptly filing a Request Form with DHSES. The Request Form shall be signed by the Authorized Representatives of both the Requesting and Assisting local governments.

Mutual Aid requests that cross county jurisdictional lines may be facilitated through the DHSES Regional Director ("RD"). The RD may provide assistance to an RLG or ALG by facilitating communications and dissemination their request for mutual aid assistance and provide instruction as to the proper completion of Mutual Aid Resource Request Forms. The role of the RD is addressed in section V. of this document.

Mutual Aid requests for assistance that remain within the county's jurisdiction will be handled by the local Emergency Manager or the Authorized Representative. The local Emergency Manager will submit mutual aid request forms to the County Emergency Manager who will then submit a copy of the request to the RD for filing with the State. It will be the responsibility of the RD to, examine the forms for accuracy and completeness prior to entering them into the DHSES/OEM State Incident Management System ("SIMS").

## II. Responsibilities of Participating Local Governments

Each participating jurisdiction should formulate internal procedural plans so that it may be prepared to request or provide mutual aid under IMAP. At a minimum, jurisdictions should consider internal procedures that address the following:

1. Identify and affirm the authority of local government emergency management officer (authorized representative) who can place requests for and commit/deploy assistance under IMAP.
2. Procedures for requesting and receiving assistance under IMAP;
3. Procedures for utilizing mutual aid resources to fill IMAP requests;
4. Familiarize personnel with IMAP request, provision, and reimbursement procedures;
5. Processes for utilizing mutual aid resources from assisting local governments;
6. Pre-identify and inventory current services, equipment, supplies, personnel, and other resources related to the response and recovery activities of the local jurisdiction;
7. Pre-deployment briefing processes for personnel assigned to IMAP missions in another jurisdiction; and
6. Processes for requesting and receiving assistance under IMAP for the purpose of conducting multi-jurisdictional or regional training, drills or exercises.
7. Develop plan for receiving assistance, to include lists of potential staging areas and points of contact.

## INTRASTATE MUTUAL AID PROGRAM STANDARD OPERATING GUIDELINES

### III. Responsibilities of Requesting Local Government(RLG)

1. Confirm that the RLG local chief executive has declared a state of emergency pursuant to Executive Law §24; or that the RLG is conducting training, drills, or exercises;
2. Verify the need for assistance: local resources exhausted, determine specific needs, e.g. personnel, equipment, specific skill sets, etc.;
3. Notify the Local Emergency Management Officer of the ALG and the RLG County Emergency Manager (phone, email, fax or personal communication, whichever is deemed most practical given the constraints of the emergency. RLG County Emergency Manager must notify the NYS OEM Regional Director.
4. Review and catalogue a list of ALG resources offered.
5. Schedule/participate in conference calls with ALG County Emergency Managers and State OEM Regional Director as needed; State OEM, specifically the NYS Watch Center shall maintain and monitor the State Incident Management System which will store the IMAP Resource Request Forms submitted by the Regional Directors on behalf of the RLG.
6. Submit to State OEM Regional Director a list of all requested resources (through the County EM).

### IV. Responsibilities of Assisting Local Government(ALG)

1. Upon receipt of request, review and confirm the availability of the resources being requested and intended purpose (actual event or training/drill/exercise);
2. Notify the RLG via phone, email, fax or personal communication, whichever is deemed most practical given the constraints of the emergency, that ALG has the requested resources and is able to provide the requested assistance;
3. Submit to DHSES (OEM Regional Director), through the ALG County EM, all inventories of resources being deployed, within three calendar days of the deployment of such resources. Submit within 60 calendar days a detailed invoice reflecting the quantities and types of all assets supplied during the entire mission by the ALG to the RLG. (Regardless of whether the ALG seeks reimbursement). The invoice shall be sent to the RLG identified financial point of contact with a copy to the NYS OEM Regional Director (through the ALG County EM).

#### **\*\*LIMITATIONS\*\*:**

A local government is not obligated to respond to a request for assistance. However, when providing assistance in response to, or recovery from, a disaster, such assistance is subject to the following conditions:

1. Requesting entity must have declared a state of emergency at the local level, unless the request is for the purpose of conducting multijurisdictional or regional training, drills, or exercises.

## INTRASTATE MUTUAL AID PROGRAM STANDARD OPERATING GUIDELINES

2. When deployed pursuant to an IMAP request, emergency response personnel of an assisting local government shall continue under the administrative control of their home jurisdiction.
3. Where permissible and not prohibited by existing statute or other authority, emergency response personnel of an assisting local government shall be under the operational direction and control of the appropriate officials within the incident management system of the requesting local government.
4. Assets and equipment of an assisting local government shall continue under the ownership of the assisting jurisdiction, but shall be under the operational direction and control of the appropriate officials within the incident management system of the requesting jurisdiction.
5. During multijurisdictional or regional trainings, drills or exercises, the assisting jurisdiction will maintain coverages and be responsible for liability, workers' compensation and any immunities their assisting personnel are afforded within their home jurisdiction.

### V. Roles & Responsibilities of New York State Office of Emergency Management

State OEM's role is to provide a system to document the Mutual Aid Request process. This mission will be accomplished using the SIMS to electronically catalog and store resource request forms.

NYS OEM Regional Directors ("RD")- **The RD's role is to support and provide administrative assistance to County Emergency Management Officers.** Their roles include but are not limited to:

1. Assisting in the assessment of needs.
2. Assisting in the completion and submission of forms.
3. Help coordinate the dissemination of requests for assistance.
4. Assist with and participate in the review of offers of assistance.
5. RD's are not authorized to sign request forms or request assistance on the part of any Requesting Local Government.

### VI. Procedures for Executing the Request for Assistance

Participating jurisdictions may *request and provide* assistance verbally and in writing, but verbal agreements made between Authorized Representatives must be confirmed by completing the Request Form within 5 days of the verbal request. All parties should communicate directly, clearly, and concisely when negotiating the terms of the Request Form (IMAP RF01) to ensure a clear understanding of what is being requested and provided and that the terms of assistance are clearly understood by all parties.

### VII. Completing the Request Form (IMAP RF01)

All request forms must include the following information:

- A. To be completed by the Requesting local government:
  1. A description of the disaster or the training, drill or exercise;

## INTRASTATE MUTUAL AID PROGRAM STANDARD OPERATING GUIDELINES

2. A description of the assistance and capability needed;
3. A description of the Mission for which assistance is needed;
4. An estimate of the length of time the assistance will be needed;
5. The specific place and time for staging of the assistance and a point of contact at that location;
6. The date and time requested;
7. The name of the Requesting local government; and
8. Any other information that will enable an Assisting local government to respond appropriately to the request, such as deployment conditions.

All requests should clearly identify any special deployment considerations that may apply on the deployment. Such special conditions include, but are not limited to:

1. Specialized equipment needed to support the mission;
2. Hazmat clothing or other personal protective equipment due to hazardous environment;
3. Lodging & transportation provisions (come self-contained or will be provided by the requesting local government); and
4. Security provisions for potentially hostile areas.
5. Special fuel requirements, transportation height/width/weight considerations, etc.

The RLG shall complete the Request form (IMAP RF01) and fax or scan/e-mail to select, or to all participating ALG's from which assistance is requested. The form must be completely and accurately detailed so that potential ALG's governments can provide cost estimates. The RLG's Authorized Representative shall sign and date the request form prior to dissemination.

### B. To be completed by the ALG:

1. Name and contact information of the ALG point of contact (name, phone, e-mail and fax);
2. Type of assistance available – a description of what is being offered (may include a description of the skill sets possessed by personnel assigned to the mission, a description of any equipment being requested, and any special provisions associated with the offer of assistance such as maintenance rates, replacement values, etc.);
3. ALG point of contact for the asset;
4. Date and time resources are available for deployment;
5. Any restrictions/special considerations for resources available for deployment;
6. Total estimated cost of deployment;
7. Completed cost estimate breakout to include the following:
  - a. # of fuel consuming equipment;
  - b. # of non-fuel consuming equipment;
  - c. Travel costs for all deployed personnel
    - i. Ground transportation expense for rental vehicles, personal vehicles, and/or government vehicles;
    - ii. Meals and trips or per diem; and
    - iii. Lodging.

## INTRASTATE MUTUAL AID PROGRAM STANDARD OPERATING GUIDELINES

- d. Equipment costs
  - i. Gas, Diesel, motor oil supplies;
  - ii. Operator's required/not required;
  - iii. Maintenance provisions; and
  - iv. Replacement parts.
- e. Personnel and costs
  - i. Total # of personnel on the mission;
  - ii. Total daily personnel costs; and
  - iii. Detail for personnel costs including name of personnel, salary (at rate with hours), overtime pay, fringe, total daily costs, # of mission days personnel are assigned on mission.

Once the ALG completes the IMAP RFO1 with the appropriate information, the ALG Authorized Representative must sign and date the offer of assistance. The RLG should review all offers of assistance to determine which offer best meet its needs. The RLG may reject any and all offers. RLG's are encouraged to notify ALG's that their offer of assistance has not been accepted via phone, email, fax or personal communication, whichever is deemed most practical given the constraints of the emergency. The RLG Authorized Representative accepts the offer of assistance by signing the IMAP RFO1, thus authorizing resource deployment and obligating compliance with the terms of the request and the IMAP guidelines. The RLG notifies the ALG emergency management officer via phone, email, fax or personal communication, whichever is deemed most practical given the constraints of the emergency,

- C. After the IMAP RFO1 has been executed by both jurisdictions, the Assisting local government should engage in the following pre-deployment activities.
  - 1. Pre-arranging travel, transportation and lodging accommodations for deploying personnel (unless otherwise agreed to in the request form); and
  - 2. The Designated Contact should arrange a briefing for deploying personnel prior to their departure. The briefing should include:
    - a. Specific mission related information;
    - b. Duty location;
    - c. Designation of a team leader;
    - d. Location of reporting site, staging area.
    - e. Name and contact information of the RLG point of contact to whom personnel should report;
    - f. Type of working conditions to expect;
    - g. Review supporting equipment and supplies;
    - h. Records and document required to perform the mission and to record deployed personnel mission expenses for reimbursement purposes; and
    - i. Authorize use of municipal purchasing cards or provision of cash advances to be used for expenses to sustain personnel in the field during deployment.

**VIII. Reimbursement**

IMAP responses should not be dependent upon assistance that may result from a State of Federal Disaster declaration. Assisting entities may donate mutual aid or assume partial or total costs associated with use of personnel, or loss or damage of equipment and/or resources while providing mutual aid through an IMAP request.

1. Guidelines to ensure appropriate reimbursement:
  - a. Ensure a State of Emergency was issued by the local jurisdiction.
  - b. Coordinate Assisting jurisdictions' requests for reimbursement. The local government IMAP implementation plan should identify the responsible for the collection and coordination of reimbursement requests (e.g., town clerk, village treasurer).
  - c. Maintain good financial records : IMAP Assistance Requests forms; Mission information logs; Reimbursement forms.
2. Reimbursement shall not:
  - a. Be available for costs incurred for mutual aid assistance provided to an entity that does not have a formal declaration of emergency (excluding assistance for multijurisdictional exercises, drills, trainings).
  - b. Be made if there are duplicate other payments and insurance proceeds.
  - c. Be made for costs and expenses incurred that cannot be supported by documentation.
  - d. Be provided to assisting jurisdictions that self-deploy.

**DEFINITIONS, TERMS & ACRONYMS**

This section contains definitions of the commonly used terms and acronyms used throughout the Intrastate Mutual Aid Program Standard Operating Guidelines ("SOG"). Unless otherwise defined in a specific section, all of the terms in the SOG will have the meanings specified herein.

**Assisting local government ("ALG")** – means one or more local governments that provide assistance pursuant to a request for assistance from a requesting local government during a declared emergency, or for the purposes of conducting training, or undertaking a drill or exercise.

**Authorized representative** – means the local government employee empowered to obligate local resources and expend local funds for IMAP purposes. In the assisting local government this is the person who has the legal authority to approve the response to a request for assistance.

**Committee** – means the Intrastate Mutual Aid Program Committee established in Executive Law § 29-h (3), which is responsible for promulgating rules and regulations to implement the intrastate mutual aid program; developing policies procedures and guidelines associated with the Program, including the process for the reimbursement of assisting local governments; evaluating the use of the Program; examining issues facing participating local governments regarding the implementation of the Program; and reporting to the Disaster Preparedness Commission on the effectiveness of the Program and making suggestions for improvements.

**County Emergency Manager** – means the individual employed by a county that is responsible for emergency preparedness, response and recovery.

**Demobilization** – means the process of releasing assets (personnel and/or equipment) whose mission is completed or no longer needed to support a specific mission within an event. This process includes debriefing personnel, returning issued equipment, completing and submitting required paperwork, arranging return travel, and tracking released assets back to their home duty station in the assisting local government in a safe and timely manner.

**DHSES** – means the New York State Division of Homeland Security and Emergency Services.

**Employee** – means any person holding a position by election, appointment, or employment by a local government.

**Intrastate Mutual Aid Program ("IMAP")** – means the program that authorizes mutual aid between participating local governments. A participating local government is now authorized to request or provide mutual aid as a result of a locally declared disaster or for the purpose of conducting multi-jurisdictional or regional training, drills or exercises.

**Local emergency management officer** – means the local government official responsible for emergency preparedness, response and recovery.

**Local government** – means any county, city, town or village, school district or board of cooperative educational services of the state of New York.

**Mission** – means the operation or assignment to be carried out by the assisting local government as specifically defined by the requesting local government in the Request Form.

**NYS OEM** – means the State Office of Emergency Management.

**NYS OEM Regional Director (“RD”)** – means the lead NYS OEM official responsible for carrying out NYS OEM activities in his or her designated zone, or his/her designee. New York State is divided in to 10 NYS OEM zones with each zone having one regional director.

**Point of Contact (“POC”)** – means the person familiar with the IMAP process and serving as the designated person for IMAP in their jurisdiction. The Point of Contact will be able to discuss the details of a request for assistance. The POC is typically not the individual with the legal authority to initiate a request or authorize assistance.

**Reimbursement** – means the process of submitting documented eligible costs by an assisting local government to a requesting local government in order to receive financial compensation for providing assistance specified in the Request Form.

**Reimbursement Form (“IMAP RF02”)** – means the form used to summarize the costs of all assistance requested and provided by an assisting local government.

**Request Form (“IMAP RF01”)** – means the form used to officially request assistance, offer assistance, and accept assistance through the Intrastate Mutual Aid Program.

**Requesting local government (“RLG”)** – means the local government that asks another local government for assistance during a declared emergency, or for the purposes of conducting training, or undertaking a drill or exercise.

**State Incident Management System (“SIMS”)** – means the system, electronic or manual, used by the State to track and manage resources and information during a disaster.

New York Intrastate Mutual Aid Resource Request Form

SECTION 1: TO BE COMPLETED BY THE REQUESTING JURISDICTION

Event Name:	
Date:	
Requesting Jurisdiction:	
Requesting Jurisdiction Resource Request Contact:	
First Name:	Last Name:
Phone 1:	Phone 2:
E-Mail 1:	E-Mail 2:
Mission Description:	
Resource Requested:	
If requesting equipment:	
Operator needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting equipment needed (e.g. gas, hoses)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Needed:	Date Released:
Deployment Details:	
Work Location/Facilities Name:	
Address:	
City/State/Zip:	

Requesting Jurisdiction Administrative Point of Contact	
First Name:	Last Name:
Title:	Agency:
Phone 1:	Mobile:
E-Mail 1:	E-Mail 2:

Requesting Jurisdiction Operational Point of Contact	
First Name:	Last Name:
Title:	Agency:
Phone 1:	Mobile:
E-Mail 1:	E-Mail 2:

Requesting Jurisdiction Finance Point of Contact	
First Name:	Last Name:
Title:	Agency:
Phone 1:	Mobile:
E-Mail 1:	E-Mail 2:

The Authorized Representative Signature below certifies that the information contained herein accurately represents to the best of their knowledge, the resource request at the time

Name of Authorized Representative:	Date:
Signature of Authorized Representative:	Date:

New York Intrastate Mutual Aid Resource Request Form

SECTION II: TO BE COMPLETED BY THE ASSISTING JURISDICTION

Event Name:	
Assisting Jurisdiction:	
Assisting Jurisdiction Resource Request Contact:	
First Name:	Last Name:
Phone 1:	Phone 2:
E-Mail 1:	E-Mail 2:

The Authorized Signature below certifies that information contained herein is a mission estimate to be accepted or declined by the Requesting Jurisdiction

Name of Authorized Representative:	
Signature of Authorized Representative:	
Date Signed:	

Mission Description:

Resource Requested:

If offering equipment:

Operator available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supporting equipment available (e.g. gas, hoses)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Assisting jurisdiction requesting reimbursement?  Yes  No

Estimated cost per day: \$

Title	Name	Social Security Number (Last 4-digits)	Registration Number	Standard Work Day (Hrs./Day)	Terms Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (Based on Record of Activities)
<b>Elected Officials</b>							
Supervisor	Mary Jo Pail			6	01/01/2014-12/31/2015	N	19.33
Town Clerk	Sandra Taylor			7.5	01/01/2014-12/31/2015	Y	21/22
Highway Superintendent	Donald MacLachlan			8	01/01/2012-12/31/2015	Y	21/22
Tax Collector	Elaine Potter			6	01/01/2012-12/31/2015	N	9
Town Justice	Mary Reagan-Dailey			6	01/01/2012-12/31/2015	Y	7.53
Town Justice	Matthew Moses			6	03/15/2011-12/31/2015	N	7.50
<b>Appointed Officials</b>							
Deputy Town Clerk	Susan Dennis			7.5	01/01/2015-12/31/2015	Y	21/22
Bookkeeper	Lori Petrocci			7.5	01/01/2015-12/31/2015	Y	21/22
Court Clerk	Judith Schneider			8	01/01/2015-12/31/2015	Y	21/22
Code Enforcement Officer	John Houser			7.5	01/01/2015-12/31/2015	Y	21/22
Deputy Code Enforcement Officer	Deb Williams			6	N/A	Y	4/6
Dog Control Officer	James LaRose			6	01/01/2015-12/31/2015	Y	1
Secretary to Highway Superintendent	Sandra M. Eley			7.5	01/01/2015-12/31/2015	Y	21/22
Clerk I	Heidi Randall			6	01/01/2015-12/31/2015	Y	5.38
Clerk I / Secretary to Planning & Zoning	Karen A. Cotter			7.5	01/01/2015-12/31/2015	Y	16/18
Deputy Highway Superintendent	Michael Ossit			8	01/01/2015-12/31/2015	Y	21/22

**TOWN OF MARCELLUS  
TOWN BOARD RESOLUTION**

**April 13, 2015**

Motion made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**WHEREAS**, the Town of Marcellus currently provides coverage under the Volunteer Ambulance Workers' Benefit Law to volunteer ambulance workers of the Marcellus Ambulance Volunteer Emergency Services (MAVES); and

**WHEREAS**, it is the intent of this Resolution to also make available to volunteer ambulance workers, the coverage provided by Section 5-1 of the Volunteer Ambulance Workers' Benefit Law.

**NOW THEREFORE,**

**BE IT RESOLVED**, whenever a volunteer ambulance worker of the MAVES provides services under Volunteer Ambulance Workers' Benefit Law Section 5 when there is no jurisdictional officer in command present, such volunteer ambulance worker shall be entitled to coverage under the Volunteer Ambulance Workers' Benefit Law provided by the Town of Marcellus for the provision of such services; and

**BE IT FURTHER RESOLVED**, upon the arrival of a jurisdictional officer in command, such volunteer ambulance worker shall report to such officer and offer his/her services to assist such fire company, fire department or ambulance corps; and

**BE IT FURTHER RESOLVED**, if such offer of assistance is not accepted, then the volunteer ambulance worker of the MAVES must immediately cease providing any additional service at the scene of the emergency.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

<b>John Scanlon</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Christopher Hunt</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Kevin O'Hara</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Karen Pollard</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Mary Jo Paul</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes/No</b>

The foregoing resolution was thereupon declared duly adopted.

**DATED: April 13, 2015**

**TOWN OF MARCELLUS  
TOWN BOARD RESOLUTION**

**April 13, 2015**

Motion made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**WHEREAS**, the Town of Marcellus currently provides coverage under the Volunteer Firefighters' Benefit Law to volunteer firefighters of the Marcellus Fire Department; and

**WHEREAS**, it is the intent of this Resolution to also make available to volunteer firefighters the coverage provided by General Municipal Law Section 209-i(1-b).

**NOW THEREFORE,**

**BE IT RESOLVED**, whenever a volunteer firefighter of the Marcellus Fire Department provides services under General Municipal Law Section 209-I when there is no jurisdictional officer in command present, such volunteer firefighter shall be entitled to coverage under the Volunteer Firefighters' Benefit Law provided by the Town of Marcellus for the provision of such services; and

**BE IT FURTHER RESOLVED**, upon the arrival of a jurisdictional officer in command, such volunteer firefighter shall report to such officer and offer his/her services to assist such fire company or fire department; and

**BE IT FURTHER RESOLVED**, if such offer of assistance is not accepted, then the volunteer firefighter of the Marcellus Fire Department must immediately cease providing any additional service at the scene of the emergency.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

<b>John Scanlon</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Christopher Hunt</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Kevin O'Hara</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Karen Pollard</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Mary Jo Paul</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes/No</b>

The foregoing resolution was thereupon declared duly adopted.

**DATED: April 13, 2015**

**TOWN OF MARCELLUS  
TOWN BOARD RESOLUTION**

**April 13, 2015**

**TOWN OF MARCELLUS LOCAL LAW A OF 2015**

("A Local Law Amending the Town of Marcellus Zoning Law of 2009 to Amend Requirements of Permitted Accessory Buildings in Residential and Agricultural Zones Within the Town of Marcellus")

Councilor \_\_\_\_\_ introduced proposed Local Law No. A-2015, "A Local Law Amending the Town of Marcellus Zoning Law of 2009 to Amend Requirements of Permitted Accessory Buildings in Residential and Agricultural Zones Within the Town of Marcellus," which local law amends and clarifies certain requirements related to accessory building in residential and agricultural zones in the Town including eliminating accessory buildings as a permitted principal use in R-1 Districts but allowing accessory buildings as an accessory use in R-1 Districts, and eliminating the need for a special permit for certain accessory structures in Agricultural Zones, and made the following motion, which was seconded by Councilor \_\_\_\_\_:

**WHEREAS**, Volume 6 N.Y.C.R.R., Section 617 of the Regulations relating to Article 8 of the New York State Environmental Conservation Law, requires that as early as possible an involved agency shall make a determination whether a given action is subject to the aforementioned law; and

**WHEREAS**, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of a local law in the Town of Marcellus, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQR) with respect to the proposed enactment of said Local Law, with the result that the Town Board shall act as lead agency in this matter; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Marcellus hereby determines that:

1. The action is a Type I action;
2. The Town Board of the Town of Marcellus shall act as lead agency;
3. The Village of Marcellus; Town of Onondaga; Town of Camillus; Town of Skaneateles; Town of Elbridge; Town of Otisco; Town of Spafford; Onondaga County Planning Board; Syracuse-Onondaga County Planning Agency; New York State Department of Environmental Conservation, Region 7; and New York State Department of Agriculture and Markets are interested agencies in connection with the SEQRA review;
4. The action will require the submission of a Full Environmental Assessment Form to provide information with regard to the environmental issues pertinent therein; and it is further

**RESOLVED**, that the Town Board shall conduct a public hearing as to the enactment of proposed Local Law No. A-2015 at the Town Hall located at 24 East Main Street, Marcellus, New York on May 11, 2015 at 7:00 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

<b>John Scanlon</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Chris Hunt</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Kevin O'Hara</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Karen Pollard</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Mary Jo Paul</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>

The foregoing resolution was thereupon declared duly adopted.

**DATED: April 13, 2015**

**TOWN OF MARCELLUS  
TOWN BOARD RESOLUTION**

**April 13, 2015**

**TOWN OF MARCELLUS LOCAL LAW B OF 2015**

("A Local Law Amending the Town of Marcellus Zoning Law of 2009 to Amend  
the Minimum Size of Dwelling Areas in R-1 and R-2 Residential Zones  
Within the Town of Marcellus")

Councilor \_\_\_\_\_ introduced proposed Local Law No. B-2015, "A Local Law Amending the Town of Marcellus Zoning Law of 2009 to Amend the Minimum Size of Dwelling Areas in R-1 and R-2 Residential Zones Within the Town of Marcellus," which local law amends the minimum dwelling areas in R-1 and R-2 Residential Zones, and made the following motion, which was seconded by Councilor \_\_\_\_\_:

**WHEREAS**, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of a local law in the Town of Marcellus, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQR) with respect to the proposed enactment of said Local Law, with the result that the Town Board shall act as lead agency in this matter; and

**WHEREAS**, the adoption to said Local Law is an unlisted action for purposes of environmental review under SEQR; and

**WHEREAS**, the Town Board has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

**WHEREAS**, the said EAF has been prepared and has been reviewed by the Town Board;  
and

**WHEREAS**, the Town Board has considered the adoption of said Local Law, has considered the criteria contained in 6 N.Y.C.R.R. Part 617.7 and has compared the impacts

which may be reasonably expected to result from the adoption of said Local Law against said criteria;

**NOW, THEREFORE,** it is

**RESOLVED AND DETERMINED,** that the enactment of proposed Local Law No. B-2015 is an unlisted action, there are no other involved agencies and this Board shall act as lead agency in this matter for purposes of SEQR review; and it is further

**RESOLVED AND DETERMINED,** the Town Board has determined this action shall have no significant adverse impact on the environment; that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a negative declaration under SEQR; and it is further

**RESOLVED,** that the Town Board shall conduct a public hearing as to the enactment of proposed Local Law No. B-2015 at the Town Hall located at 24 East Main Street, Marcellus, New York on May 11, 2015 at 7:00 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

<b>John Scanlon</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Chris Hunt</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Kevin O'Hara</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Karen Pollard</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes</b>
<b>Mary Jo Paul</b>	<b>Supervisor</b>	<b>Voted</b>	<b>Yes</b>

The foregoing resolution was thereupon declared duly adopted.

**DATED: April 13, 2015**