

TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES

August 10, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, August 10, 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, in at 7:05
Karen Pollard, Councilor
Chris Hunt, Councilor

Also present: Jim Gascon, Town Attorney; Phil Coccia, Recreation Director; Don MacLachlan, Highway Superintendent; Chris Mallone, Skaneateles Journal; Bernie Montgomery, Bill Southern; John Houser, Codes Officer; Tom Lathrop, 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 O’Hara and seconded by Councilor Pollard to omit Park Grant SEQR, number 8, and put on for next month’s meeting.

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

MINUTES: Councilor Pollard made a motion seconded by Councilor Hunt to accept the Town Clerks minutes from the July 13, 2015, Town Board Meeting and the July 23, 2015, Town Board Workshop Meeting.

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

FINANCIALS:

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #8 as of August 10, 2015, Claims #142544-142713, 142716-142729, 142740-142763.

	<u>Expenses</u>
General Fund	\$69,879.19
General Fund – Part Town	273.00
Highway – Town Wide	3,109.79
Highway – Part Town	1,227.65
Hydrant Fund	63.70
Water District	723.96
Trust & Agency	<u>2,136.50</u>
 Total	 \$77,413.79

After some discussion on a voucher to be paid to HR ONE, Councilor Scanlon mentioned

that he would like justification on the errors of the time cards from the Highway Department. He stated that he obtained a report, and found approximately 900 corrections and would like some explanation.

Bills paid between meetings:

The following vouchers were paid July 23, 2015

Voucher Number	Company	Amount
142537	NYSEG	23.60
142538	NYSEG	623.14
142539	Constellation	45.96
142540	Constellation	90.89
142541	Constellation	11.25
142542	Constellation	5.26
142543	Constellation	1.15
142689	NYSEG	<u>289.96</u>

Total \$1,091.21

The following vouchers were paid on July 30, 2015 for the Tax Levy Refund for Falls Road. Voucher Numbers 142549 – 142556, 142558 – 142562, 142572-142688.

The total amount came to \$52,012.80.

The following voucher number 142715 went to Key Bank to clear up charges so the accounts can be closed. The amount was \$200.44

Board Members were given copies of the Activity Report as of July 31, 2015 and monthly statement of bank balances as of June 2015.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$1,078,212.46	601,466.38
General Fund – Part Town	179,945.04	77,365.78
Highway – Town Wide	438,446.93	212,859.44
Highway – Part Town	315,769.92	190,206.90
Fire District	509,334.83	561,072.50
Hydrant Fund	105,471.69	131,318.45
Ambulance Fund	283,210.42	225,087.75
Sewer District	122,455.52	287,923.50
Water District	106,001.63	10,687.82

Supervisor Paul made a motion seconded by Councilor O’Hara to approve and pay the bills, approve the monthly activity report as of July 31, 2015, and the monthly statement of bank balances as of June 2015.

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

BUDGET ADJUSTMENTS:

Councilor O’Hara made a motion seconded by Councilor Scanlon to approve the following budget adjustments:

From:	To:	
A.1620.2000 Bldg. Equip.	A.1620.4000	Build. Cont.

A.1620.2200	Bldg. Repair	A. 1620.4000	Build. Cont.
A.1420.4000	Attorney Contractual	A.1620.4000	Build. Cont.
A.8810.1000	Cemetery Personal Serv.	A.1620.4000	Build. Cont.
A.1410.2000	Town Clerk Equipment	A.9040.8000	Workers Comp.
A.1220.1000	Supervisor Personal Serv.	A.9040.8000	Workers Comp.
Ayes – Scanlon, Hunt, Paul, O’Hara and Pollard			Carried.

**TOWN BOARD RESOLUTION
TOWN OF MACELLUS**

SUBJECT TO PERMISSIVE REFERENDUM

At a regular meeting of the Town Board of the Town of Marcellus, held at the Town Hall, 24 East Main Street, in said Town, County of Onondaga and State of New York on Monday, August 10, 2015 at 7:00 P.M., there were:

PRESENT:	Mary Jo Paul	Supervisor
	Karen Pollard	Councilor
	Kevin O’Hara	Councilor
	John Scanlon	Councilor
	Chris Hunt	Councilor

WHEREAS, the Town Board of the Town of Marcellus desires to create a new reserve fund to be known as the “Townwide Contingency and Tax Stabilization Reserve Fund” pursuant to Section 6-e of the N.Y. General Municipal Law; and

WHEREAS, the purpose of the Town of Marcellus Townwide Contingency and Tax Stabilization Reserve Fund shall be to finance certain unanticipated revenue losses or unanticipated expenditures chargeable to the eligible portion of the annual budget, and to lessen or prevent projected increases in excess of two and one-half (2 ½) percent of the amount of the real property tax levy needed to finance the eligible portion of the annual budget; and

WHEREAS, the creation of the Town of Marcellus Townwide Contingency and Tax Stabilization Reserve Fund is in the best interest of the Town, its residents and taxpayers; and

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Marcellus hereby authorizes the creation of the Town of Marcellus Townwide Contingency and Tax Stabilization Reserve Fund; and

BE IT FURTHER RESOLVED, that this resolution is subject to permissive referendum as provided in Article 7 of the Town Law; and

BE IT FURTHER RESOLVED, that pursuant to Section 90 of the Town Law, that within ten (10) days from the date of this resolution the Town Clerk shall post and publish a notice which shall set forth the date of the adoption of the resolution, shall contain an abstract of said resolution concisely setting forth the purpose and effect thereof, shall specify that this resolution was adopted subject to permissive referendum, and shall publish such notice in the “Eagle Observer” newspaper published in Onondaga County having general circulation in the Town of Marcellus, and in addition thereto that the Town Clerk shall post or cause to be posted on both the sign board and Town website, a copy of such notice within ten (10) days after the date of adoption of this resolution.

Said resolution was offered by Councilor Scanlon and seconded by Supervisor Paul.

Mary Jo Paul	Town Supervisor	Voted	Yes
John Scanlon	Councilor	Voted	Yes
Karen Pollard	Councilor	Voted	Yes
Kevin O’Hara	Councilor	Voted	Yes
Chris Hunt	Councilor	Voted	Yes

Date: August 10, 2015

**NOTICE OF ADOPTION OF TOWN OF MARCELLUS TOWN BOARD
RESOLUTION SUBJECT TO PERMISSIVE REFERENDUM**

NOTICE IS HEREBY GIVEN that at a regular meeting held on August 10, 2015 at 7:00 PM, the Town Board of the Town of Marcellus duly adopted a resolution, an abstract of which follows, which resolution is subject to a permissive referendum pursuant to Section 90 of the Town Law. The full resolution is available at the Town of Marcellus Town Hall located at 24 East Main Street, Marcellus, New York, 13108 for review by all interested parties during regular business hours.

ABSTRACT

“Town Board Resolution, Town of Marcellus”

The purpose of this resolution create a new reserve fund to be known as the “Town of Marcellus Town wide Contingency and Tax Stabilization Reserve Fund” pursuant to Section 6-e of the N.Y. General Municipal Law. Said fund will have the effect of providing budgetary flexibility to the Town including financing certain unanticipated revenue losses or unanticipated expenditures chargeable to the eligible portion of the annual budget, and lessening or preventing projected increases in excess of two and one-half (2 ½) percent of the amount of the real property tax levy needed to finance the eligible portion of the annual budget.

LANGUAGE OF PROPOSITION

“Town Board Resolution, Town of Marcellus”

“Shall a resolution adopted by the Town Board of the Town of Marcellus, entitled “Town Board Resolution, Town of Marcellus”, a resolution to create a new reserve fund known as the “Town of Marcellus Town wide Contingency and Tax Stabilization Reserve Fund”, be approved?”

DATED: August 10, 2015

**SANDY TAYLOR
TOWN CLERK**

RESOLUTION – TO ADJUST FINANCIAL ACCOUNTS AND RESERVE FUND

**TOWN OF MARCELLUS
TOWN BOARD RESOLUTION
ADJUST FINANCIAL ACCOUNTS AND RESERVE FUNDS
8/10/15**

The following resolution was offered by Councilor Scanlon, who moved its adoption, seconded by Councilor O’Hara, to wit:

WHEREAS, the Town Board wishes to adjust its financial accounts and reserve funds so as to properly and more efficiently manage its accounts and budgets.

NOW, THEREFORE, be it resolved as follows:

1. “Special” bank account is hereby closed and the sum of \$163,750.00 is transferred to the General “A” Fund Balance; and
2. The Enterprise Bank account is hereby closed and the sum of \$8,457.00 is transferred to the General “A” Fund Balance; and
3. The following Special Accounts are closed and balances transferred as specified below:
 - a. The Town hereby establishes a Hydrant District Bank Account and the Special District Accounts indicated below are hereby closed and the balances as indicated are transferred to the Hydrant District Bank Account:
 - i. Falls Rd. and Falls Rd. Ext 1 – \$52,012.00 refunded to residents and all other account proceeds, now and in the future, are transferred to Hydrant District Bank Account.
 - ii. Hyd 1 Dublin – \$12,239.00 balance transfer as follows:
\$2,500.00 transfer to Hydrant Districts Bank Account for Dunbar;
\$3,500.00 transfer to Hydrant Districts Bank Account for Marcellus Knolls; and
\$6,000.00 transfer to General “A” Fund Balance.
 - iii. Dunbar – \$2,500.00 balance transfer to Hydrant District Bank Account.
 - iv. Marcellus Knolls – \$3,500.00 balance transfer to Hydrant District Bank Account.

- b. The Town hereby establishes a Water District Bank Account and the Special District Accounts indicated below are hereby closed and the balances as indicated are transferred to the Water District Bank Account:
 - i. Howlett Hill – \$12,312.00 transferred to the Water District Bank Account.
 - ii. Southern Onondaga – \$5,503.00 is transferred to the Water District Bank Account
 - iii. Route 174 – \$16,020.00 transferred to the “A” Fund Balance Account.
 - iv. Limeledge – \$36,094.00 transferred to the Water District Bank Account.
 - v. Limeledge Extension #1 – \$1,511.00 transferred to the Water District Bank Account.
4. The following Fund Balance transfers are made for the purpose of establishing Unemployment Insurance Reserves for Accounts totaling \$10,000.00 stated below:
 - a. \$4,534.00 is hereby transferred into the “A” Fund Unemployment Insurance Reserve account. The funds are to be transferred from the Voting Machine Reserve of \$2,034.00 and the Voting Machine Reserve Fund is hereby closed. An additional \$2,500.00 is to be transferred from the Fund Balance of the “A” Fund into the Unemployment Insurance Reserve Fund of the “A” Fund.
 - b. \$2,250.00 is hereby transferred from the “DA” Fund, Fund Balance into the “DA” Fund Unemployment Insurance Reserve Fund.
 - c. \$2,256.00 is hereby transferred into an Unemployment Insurance Reserve Fund for the “DB” Fund. This total transfer of \$2,256.00 is to be made by transferring \$1,200.00 from the “DB” Fund Balance into the “DB” Unemployment Insurance Reserve Fund and \$1,056.00 is to be transferred from the “DB” Equipment and Repair Reserve Fund into the “DB” Unemployment Insurance Reserve Fund and the Equipment and Repair Reserve Fund is hereby closed.
5. The following Reserve Accounts are hereby closed and the balances in said Reserve Accounts are transferred as specified below:
 - a. The Ambulance Reserve Fund is closed and the \$121,071.00 balance is hereby transferred to the Building Capital Reserve Fund in the “A” Fund.

- b. The Voting Machine Reserve Fund contained in the “A” Fund is closed and the balance of \$2,034.00 is transferred to the Unemployment Reserve Fund as specified in 4.a. above.
 - c. The Truck and Machinery Fund contained in the “DA” Fund is closed and the Fund balance of \$8,238.00 is transferred to a Highway Equipment Reserve Fund, which Fund is hereby created.
 - d. The Equipment and Repair Reserve Fund contained in the “DB” Fund is hereby closed and the account balance of \$1,056.00 is transferred to the newly created Unemployment Insurance Reserve Fund contained within the “DB” Fund as specified above in Section 4.c. of this Resolution.
6. The amount of \$87,000.00 is hereby transferred from the Special Drainage District Account to the “A” Fund Balance Account leaving \$1,459.00.

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	Voted	Yes
Christopher Hunt	Councilor	Voted	Yes
Kevin O’Hara	Councilor	Voted	Yes
Karen Pollard	Councilor	Voted	Yes
Mary Jo Paul	Supervisor	Voted	Yes

The foregoing resolution was thereupon declared duly adopted.

DATED: August 10, 2015

Town of Marcellus Clerk

HR ONE PROPOSAL: Councilor O’Hara made a motion seconded by Supervisor Paul to approve the proposal from HR One to conduct a meeting with all supervisors to develop a departmental performance appraisal. This meeting is scheduled to take place on Wednesday, August 12, 2015 at \$150/hour plus mileage. Approximate time is 2 hours.

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

TOSHIBA CONTRACT: Councilor Pollard made a motion seconded by Councilor O’Hara to have the Supervisor sign the Toshiba contract once Jim Gascon, Town Attorney, receives it back from Toshiba and with his approval.

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

TDK WELL TESTING REPORT: Councilor Pollard made a motion seconded by Councilor Hunt to approve the draft letter from TDK Engineers to be sent to the homeowners on Pleasant Valley Road. John Houser, Codes Officer, will work with Jim Gascon, Town Attorney, to draft a letter from the Town also.

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

PARK GRANT SEQR: This will be put on the agenda for September.

SET DATES FOR FALL TRASH DAYS: Councilor Hunt made a motion seconded by Councilor O’Hara to set the Fall Trash Days as follows:

Friday’s	Sept. 25 and Oct. 2, 2015	8:00 am – 3:00 pm
Saturdays	Sept. 26 and Oct. 3, 2015	8:00 am – 12:00 noon

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

COURT CLERK TO ATTEND CONFERENCE: Councilor Pollard made a motion seconded by Councilor Hunt to approve Judi Schneider, Court Clerk, to attend a Court Clerk’s Convention. It will be held in Niagara Falls, Sept. 27 through Sept. 30, 2015.

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

RECREATION AGREEMENTS: Councilor O’Hara made a motion seconded by Councilor Hunt to approve the following recreation agreements.

Theater Camp

Red House Theatre Camp July 6 – 31, 2015
28 students at \$130 per student for a total of \$3,640.00

Concert in the Park

Joanne Perry and the Combination Thurs. Aug. 6, 2015 \$600.00

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

UPDATES:

John Houser, Codes Officer, will be requesting a proposal for bids for the demolition of the Paper Mill.

There is a vacant house on Scotch Hill Road. Right now the ownership is on the bank.

The house at 2490 Scotch Hill Road that burned down a few years ago is starting to be boarded up. John Houser, Codes Officer, stated that he will keep checking on the progress of this.

John Houser is going to request proposals for bids to get a new front door.

There is a Safety Committee Meeting coming up on Aug. 19, 2015.

Discussion Agenda

Items from the Board

Mary Jo Paul, Town Supervisor, stated that she will be having a meeting with a representative from PERMA regarding the Workman's Comp.

Mary Jo Paul, Town Supervisor, stated that Budget Time is coming up and that she has Heard the Health Insurance may be going up between 13 – 15%, and that she would like to stay under the tax cap.

Councilor Scanlon wants to applaud Supervisor Paul for all of her work and dedication.

He also wants to applaud John Houser for all his work with the Fire Works Display and the noise level that it can create.

Items from the Floor

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

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

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk