

MARCELLUS TOWN BOARD/WORKSHOP AGENDA

September 24, 2015

CALL TO ORDER

SALUTE TO FLAG

Board Meeting

1. Approve monthly activity
2. Liquor Permit
3. Coalition Resolution
4. MOU – Memo Of Understanding
5. Formal Bid – Codes Officer

Workshop Meeting

1. Metal Detector – Park
2. Peddler's Permit
3. New Software Demo – Highway Dept.

Adjournment

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

Future Meeting Dates:

Planning/Zoning Board – Monday, October 5, 2015 – 7:00 pm Town Hall

Town Board Meeting – Thursday, October 8, 2015 – 7:00 pm Town Hall

Budget Meetings- Wednesdays 5:00 pm Town Hall Oct. 7, 14, 21 and the 28th if necessary.

*****The Office will be closed on Monday, October 12, 2015 – Columbus Day*****

Special Event Permit Application

New York State Liquor Authority

Landlord Authorization Form

Date(s) of event: November 22, 2015

Name of Applicant: Martisco Lions Club

Venue Name: Marcellus Fire Department

Venue Street Address: 4242 Slate Hill Road

Venue City and zip code: Marcellus, N.Y. 13108

I, the landlord/owner of the applied for premises, hereby grant permission for the sale or services of alcoholic beverages by the applicant for consumption on said property.

MARY JO PAUL
Print Authorized Landlord Name

Print Landlord Title

Landlord Signature & Date

CENTRAL NEW YORK REGIONAL PLANNING & DEVELOPMENT BOARD

CNY Stormwater Coalition Staff Services and Education Compliance Assistance Proposal for 2016

May 2015

This proposal for staff services and education assistance responds to the need for staff and administrative services necessary to sustain the CNY Stormwater Coalition, and to the Minimum Control Measure 1 requirements of SPDES Stormwater MS4 General Permit.



Central New York Regional Planning & Development Board

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SECTION 1 INTRODUCTION

This proposal for staff and education assistance services in support of sustaining the CNY Stormwater Coalition is submitted to the Chief Elected Officials from the Automatically Designated MS4 Communities in the Syracuse Urban Area (SUA). The proposed tasks address staffing and financial administrative services, as well as education and outreach requirements of Minimum Control Measure 1 of the NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) (GP-0-10-002). The timeline for the proposed program is January 1, 2016 – December 31, 2016.

In support of the CNY Stormwater Coalition, the following services are proposed:

- Staffing support services for meetings of the full CNY Stormwater Coalition, its Executive Committee and Working Committees
- Internal and external communications
- Financial administration and reporting
- Annual and quarterly reporting

In support of MS4 education and outreach requirements, the following services are proposed:

- Public education and outreach
- Direct municipal training

The Central New York Regional Planning & Development Board's (CNY RPDB) proposed education assistance program is the seventh in a series of stormwater education and outreach programs. The proposed services have been reviewed, supported and deemed to be in compliance with NYS SPDES Stormwater General Permit requirements for MS4s by the New York State Department of Environmental Conservation (NYS DEC).

Project Objective and Benefits

The CNY RPDB's primary objective is to provide regulated communities with an efficient and cost-effective means for meeting the requirements of the SPDES Phase II MS4 Stormwater General Permit by ensuring that the CNY Stormwater Coalition continues to function as a unified body, has access to information and responds appropriately to changes in the NYS Stormwater regulatory program including revisions to both the Stormwater MS4 and Construction General Permits to be released in 2015. Given the regional nature of the SUA, a unified approach to stormwater compliance is extremely valuable. Regionally implemented programs reduce municipal staff burdens, ensure consistency, and provide the most efficient use of limited municipal funds by distributing total program cost over a number of entities.

The U.S. Environmental Protection Agency (EPA) and NYS DEC recognize the economic and environmental benefits of regional compliance efforts and have long promoted such programs as the most efficient and effective way address Stormwater Phase II requirements. Both NYS DEC and EPA view intermunicipal support and participation in regionally coordinated coalitions as a criteria for funding and a prerequisite for engaging in joint compliance opportunities.

SECTION 2 SCOPE OF SERVICES AND PROJECT APPROACH

Program tasks are proposed under three project components: CNY Stormwater Coalition Staff Support; Public Education and Outreach; and Direct Municipal Training.

I: CNY STORMWATER COALITION STAFF SUPPORT

Tasks proposed under this project component are designed to advance and sustain the CNY Stormwater Coalition (the Coalition), currently consisting of 29 of 31 regulated Municipal Separate Storm Sewer System (MS4) owner/operators identified in Attachment A of this proposal. The Coalition was formally established on January 1, 2011.

Task I.1. Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees Deemed Necessary to Advance the Coalition's Objectives – CNY RPDB will provide direct staff support needed to plan and conduct four (4) scheduled meetings of the full Coalition membership, four scheduled meetings of the Executive Committee and working committees of the Coalition as necessary to advance and sustain a fully functioning Coalition. Staff support for all scheduled meetings includes meeting preparation and agenda development, speaker recruitment, venue selection, preparation and distribution of meeting minutes and completion of all identified meeting follow up tasks. CNY RPDB will monitor grant opportunities, respond to appropriate Requests for Proposals, and oversee implementation of any grant funded projects and/or programs.

Task I.2. Communications – CNY RPDB will coordinate all internal and external communications and serve as the primary liaison between the Coalition and various regulatory agencies including the NYS DEC and the U.S. EPA. To help ensure Coalition members understand the implications of any modifications or additional requirements that may impact their ability to comply with the NYS Stormwater General Permits (MS4 and Construction), CNY RPDB will monitor and report proposed and enacted changes to the stormwater general permits and associated compliance, reporting and review and inspection requirements. CNY RPDB will compile feedback and inquiries from Coalition members, and coordinate and prepare unified responses to new and evolving regulatory requirements on behalf of the Coalition to appropriate regulatory agencies as warranted. CNY RPDB will prepare training and informational updates for Coalition members throughout the permit revision and implementation processes. CNY RPDB will engage other statewide stormwater coalitions, as well as non-regulatory partners involved in all aspects of stormwater management, to identify and initiate compliance opportunities that support the objectives of the Coalition.

Task I.3. Annual Reporting - CNY RPDB will document all education, training and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1. Public Education and Outreach section of the MS4 annual report in compliance with annual reporting requirements of NY SPDES GP-0-10-002. The CNY RPDB will deliver the MCM 1 section to participating MS4s for inclusion in their individual Annual Reports. CNY RPDB will respond to any public comments received relative to the documented education and outreach services.

Task I.4. Financial Administration and Reporting – CNY RPDB will coordinate and administer all contracted activities funded as part of this Scope of Services through December 31, 2016, including quarterly financial reporting, bookkeeping and accounting, documentation of local match (if necessary to support Coalition approved grant funded programs), subcontracting (if deemed necessary and approved by the Coalition), and solicitations (if deemed necessary and approved by the Coalition). Progress reports and financial reporting will be made available to the Executive Committee of the Coalition on a quarterly basis.

II: PUBLIC EDUCATION AND OUTREACH

Tasks proposed under this program component comply with the public education and outreach requirements defined in the New York SPDES General Permit for Stormwater Discharges from MS4s (GP-0-10-002) and are targeted primarily toward the general public with a secondary focus on construction contractors and municipal officials.

Task II.1 Stormwater Public Survey Response Actions – CNY RPDB will develop and compile new and existing materials as needed to address public education needs identified through the 2015 Stormwater Public Survey. CNY RPDB will identify appropriate outlets for distributing the materials to the targeted audiences; establish agreements for displaying and/or distributing educational materials, provide adequate copies of materials, track distribution and ensure displays are restocked as needed. Potential outlets may include public libraries, the 2016 Parade of Homes, veterinary offices, lawn and garden centers and community centers. CNY RPDB will investigate opportunities for securing interactive displays and other “hands-on” learning equipment that can be incorporated into the stormwater education program and rotated for use at various municipal meetings and events.

Task II.2 Maintain Regional Stormwater Website – CNY RPDB will maintain and promote the CNY Stormwater website. CNY RPDB will compile new and existing information, guidance materials and permit updates for reference and use by regulated MS4s in the Syracuse Urbanized Area (SUA). When available, online training opportunities will be made accessible and promoted to appropriate municipal staff. CNY RPDB will identify and promote public participation activities that support municipal stormwater management objectives. CNY RPDB will provide informational items developed as part of the year-8 education program directly to participating MS4s for inclusion on municipal websites, at their discretion.

Task II.3 Syracuse Post Standard Stormwater Pullout – CNY RPDB will develop a 4-page, broadsheet, pullout to be distributed in the main section of the Post Standard daily edition (1-edition). The pullout will focus on stormwater processes, impacts, issues of concerns, SUA primary pollutants of concern, and citizen generated solutions. The pullout will be published in the spring of 2016 and will reach approximately 186,250 homes and 273,000 readers across the CNY region.

Task I.4 Electronic Stormwater Newsletter for the General Public - CNY RPDB will distribute a quarterly stormwater newsletter for the general public. The seasonally themed electronic newsletter will maintain a focus on primary pollutants of concern in the SUA, stormwater processes, and offer advice on reducing negative water quality impacts through simple actions. The newsletters will encourage participation in locally sponsored events that support stormwater management and protection efforts. CNY RPDB will conduct direct outreach in support of building the distribution list with existing organizations and groups with a complimentary focus.

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events – CNY RPDB will staff the CNY Stormwater Coalition booth at a public event during the summer of 2016. In advance of that event, CNY RPDB will assess the current stock of informational resources and replenish or replace printed materials and handouts as needed. CNY RPDB will purchase 100 tickets to a Syracuse Chiefs home game in late summer/early fall 2016. The tickets will be distributed as a “give away” for visiting the Stormwater booth and subscribing to *Gardens and Gutters*, or supporting a Coalition sponsored event or activity prior to the game date. CNY RPDB will staff an informational table on the concourse level of the NBT Bank Stadium. The CNY Stormwater Coalition will be named on the tickets and will receive video board and PA recognition during the game and a plug on the Chief’s social media outlet(s).

CNY RPDB will also maintain, and upon request, make the stormwater display and appropriate materials available to participating MS4 communities for local use at their own events.

Task II.6 Electronic Outreach to CNY Contractors and Developers – CNY RPDB will provide direct information on topics of interest to construction developers with a focus on current construction permit requirements and additional considerations for doing business in MS4 communities. Information will be presented in newsletter format and posted as a PDF on the stormwater website. The “newsletter” will be announced by postcard mailing and through a cooperative agreement with the CNY Home Builders & Remodelers of Central New York. CNY RPDB will provide Coalition members with a PDF of the newsletter for posting on municipal websites or hard copy distribution. CNY RPDB will respond to all questions and provide additional information and training as requested.

III. DIRECT MUNICIPAL TRAINING

This program component addresses the education and training requirements for municipal officials and staff.

Task III.1. Municipal Workshops - CNY RPDB will conduct two training workshops for Municipal representatives of the CNY Stormwater Coalition. Workshop topics will be selected to address current training and informational needs as determined through discussions with DEC Region 7 and individual members of the CNY Stormwater Coalition. Workshops will be designed to improve compliance with the MS4 Stormwater General Permit.

**SECTION 3
PROGRAM FEE**

The services described in this proposal will be conducted for a total fee not to exceed \$104,400 (\$3,600 per Coalition member). This fee will remain constant for each participating Coalition member regardless of the number of municipal members participating in the Coalition.

To participate in the proposed program, cities, towns and villages are required to adopt and return a municipal resolution (sample provided), and counties must return a letter of intent signed by the Chief Elected Officer no later than October 1, 2015 to CNY RPDB. CNY RPDB will issue a single invoice for the full program year on December 1, 2015. Full payment will be due to CNY RPDB no later than January 31, 2016.

**SECTION 4
TIMELINE**

All proposed tasks will be completed between January 1, 2016 and December 31, 2016 as outlined below.

Proposed One-Year Timeline for CNY RPDB Stormwater Implementation Assistance Program												
Task	Month(s)											
	2016											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I. CNY Stormwater Staffing and Support Services												
I.1 Staff Support Services	X	X	X	X	X	X	X	X	X	X	X	X
I.2 Communications	X	X	X	X	X	X	X	X	X	X	X	X
I.3 Annual reporting		X	X	X	X							
I.4 Financial Administration and Reporting	X	X	X	X	X	X	X	X	X	X	X	X
II. Public Education and Outreach												
II.1 Stormwater Public Survey Follow up	X	X	X	X	X	X	X	X	X	X	X	X
II.2 Maintain Regional Stormwater Website & Library	X	X	X	X	X	X	X	X	X	X	X	X
II.3 Syracuse Post Standard Pullout			X	X								
II.4 Electronic Stormwater Newsletter - Public				X	X	X	X	X	X	X	X	
II.5 Stormwater Public Events (2)		TBD										
II.6 Electronic Outreach to Contractors/Developers			X	X	X							
III. Direct Municipal Training												
III.1. Municipal Training Workshops (2)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

SECTION 5 STATEMENT OF QUALIFICATIONS AND PROGRAM STAFF

The CNY RPDB has been active in water resources management since the 1970s and has worked in coordination with the NYS DEC for over 20 years to address state, regional, county, and local water quality management planning priorities. Activities have included: groundwater and wellhead protection; nonpoint source pollution control; outreach/education/ training; public participation assistance; partnership building; watershed planning; support of county water quality coordinating committees; and, SPDES Phase II Stormwater Permit assistance.

The CNY RPDB has taken a leading role in providing MS4s with municipal and contractor education and training, outfall mapping assistance, and technical support related to developing required local laws. CNY RPDB has been responsible for securing and administrating grants on behalf of regulated MS4s and has led the development of the CNY Stormwater Coalition following several, successful cooperative compliance initiatives including four education and outreach assistance programs on behalf of regulated MS4s in the SUA. CNY RPDB has established strong working relationships with the regulated MS4s and is recognized as a valuable and trusted partner in the stormwater management arena.

CNY RPDB works in partnership with NYS DEC to accomplish and blend state, regional, county, and local priorities. CNY RPDB serves as the Water Quality Management Planning Statewide Coordinator on behalf the NYS Association of Regional Councils (NYSARC). In this capacity, the CNY RPDBB serves as an administrative liaison to NYS DEC for various priority water quality initiatives.

Through its long standing involvement in local, state, and federal water quality programs, CNY RPDB is able to leverage additional support and funding that directly supports the work and success of the CNY Stormwater Coalition.

CNY RPDB's professional staff will work with its established network of local and regional water quality partners to efficiently and effectively achieve the goals of this project. CNY RPDB's client organization, the Syracuse Metropolitan Transportation Council, will provide professional GIS analysis and mapping assistance as needed to fully support the CNY Stormwater Coalition.

Key members of the CNY RPDB staff that will be directly involved in this project include:

KATHLEEN BERTUCH, PROGRAM MANAGER, (5/97 to present). Manages all aspects of the CNY RPDB's regional and statewide water resources program and serves as primary staff for all aspects of the CNY RPDB's Environmental Management Program. Will provide day-to-day oversight and guidance on all aspects of the proposed project, work directly with municipal representatives and subcontractors, be responsible for ensuring all project reporting and administrative requirements are met, serve as primary staff for all public education functions, annual report preparation tasks and will serve as the CNY RPDB's representative on the CNY Stormwater Coalition Executive Committee.

Natural Resource Planner (TBD). Will provide support to all aspects of CNY RPDB's Environmental Management program, including municipal training and outreach and staff support for the CNY Stormwater Coalition and working committee meetings.

BRUCE KEPLINGER, COMMUNICATIONS MANAGER, (7/01 to present). Provides graphics, web design and communications support to all CNY RPDB program areas and is responsible for website development and maintenance, graphic design and print layout for all publication materials.

KAREN NOVAK, BUSINESS MANAGER, (4/00 to present). Is responsible for all aspects of CNY RPDB's financial administration and human resource management and will serve as primary staff for all CNY Stormwater Coalition financial administration and reporting tasks.

DAVID BOTTAR, EXECUTIVE DIRECTOR. Provides general administrative and financial oversight.

ATTACHMENT A

Syracuse Urban Area MS4s		2015 CNY Stormwater Coalition Member Status
1	Baldwinsville Village	Member
2	Camillus Town	Member
3	Camillus Village	Member
4	Central Square	Member
5	Cicero Town	Member
6	Clay Town	Member
7	DeWitt Town	Member
8	East Syracuse Village	Member
9	Fayetteville Village	Member
10	Geddes Town	Member
11	Hastings Town	Member
12	LaFayette Town	Member
13	Liverpool Village	Member
14	Lysander Town	Member
15	Madison County	Non-Member
16	Manlius Town	Member
17	Manlius Village	Member
18	Marcellus Town	Member
19	Marcellus Village	Member
20	Minoa Village	Member
21	North Syracuse Village	Member
22	Onondaga County	Member
23	Onondaga Town	Member
24	Phoenix Vil	Member
25	Pompey Town	Member (pending)
26	Salina Town	Member
27	Schroepfel Town	2003 Waiver Community
28	Solvay Village	Member
29	Sullivan Town	Non-Member
30	Syracuse City	Member
31	Van Buren Town	Member
32	West Monroe Town	Non-Member
33	NYS Fairgrounds	Requested Membership (pending)

**Resolution Supporting Participation in the
CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program**

Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

WHEREAS, _____
(Legal Name of Municipality)

herein called the "Municipality", after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, the Central New York Regional Planning & Development Board, herein called the "Board", has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve month timeframe as outlined in Attachment B;

NOW, THEREFORE, BE IT RESOLVED BY _____
(Governing Body of Municipality)

1. That _____
(Name and Title of Chief Elected Official)

or such person's successor in office is the representative authorized to act in behalf of the Municipality's governing body in all matters related the Project;

2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.

4. That this Resolution take effect immediately.

CERTIFICATE OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the _____
(Name of Governing Body of Applicant)

duly held on the _____ day of _____, 2015; and further that such Resolution has been fully recorded in the _____ in my office.
(Title of Record Book)

In witness thereof, I have hereunto set my hand this _____ day of _____, 2015.

Signature of Recording Officer

Title of Recording Officer

Impress Official Seal here.

ATTACHMENT A

SCOPE OF SERVICES AND PROJECT APPROACH

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Stadium. The CNY Stormwater Coalition will be named on the tickets and will receive video board and PA recognition during the game and a plug on the Chief's social media outlet(s).

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III. DIRECT MUNICIPAL TRAINING

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Task III.1. Municipal Workshops - CNY RPDB will conduct two training workshops for Municipal representatives of the CNY Stormwater Coalition. Workshop topics will be selected to address current training and informational needs as determined through discussions with DEC Region 7 and individual members of the CNY Stormwater Coalition. Workshops will be designed to improve compliance with the MS4 Stormwater General Permit.

MEMORANDUM OF UNDERSTANDING

This Memorandum serves to memorialize the understanding reached between William and Sandra Masters, Masters Pleasant View Farm, LLC (collectively "Masters") and the Town of Marcellus (hereinafter "Town") and the Village of Marcellus (hereinafter "Village").

WHEREAS, the Town and Village through their Highway Departments regularly accumulate wood, trees, brush, stone, gravel, road surface material and related materials and require a nearby location to deposit the same; and

WHEREAS, the Masters have afforded said location to the Town and Village for the Town's and Village's benefit on its farm property and said location has been utilized for approximately twenty (20) years; and

WHEREAS, the Masters wish to continue to offer this benefit to the Town and Village provided the Masters are afforded protection from liability as a result of Town and Village operations.

NOW, THEREFORE, in accordance with the parties' wishes, it is hereby agreed as follows:

1. The Masters will permit the Town and Village continued access to the current dump site located on the Masters property for a period of one (1) year and that this agreement will automatically renew each year upon the anniversary date of this Agreement unless the Agreement is terminated in writing.
2. The Masters may terminate this Agreement at any time by notifying the Town and Village of same in writing.
3. It is the Town's and Village's responsibility to run and maintain the dump site facility as well as the access drive/road from Maple Road to the dump site.
4. The Town and Village each agree to name the Masters as Additional Insured's on the Town and Village liability insurance policies to afford the Masters additional protection for the Town's and Village's operations.

*Normal bid
Entry door project*

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR
CONSTRUCTION CONTRACT (STIPULATED PRICE)
FUNDING AGENCY EDITION**

THIS AGREEMENT is by and between Town of Marcellus (Owner)

and _____ (Contractor)

Owner and Contractor, in consideration of the mutual covenants set forth herein, agree as follows:

ARTICLE 1 - WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The removal of and installation of a new entry door system and man door.

ARTICLE 2 - THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

The removal of and installation of a new entry door system and man door.

ARTICLE 3 - CODE ENFORCEMENT OFFICER

3.01 The Project has been designed by Town of Marcellus Code Enforcement

(Code Enforcement Officer), who is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Codes Officer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 - CONTRACT TIMES

4.01 Time of the Essence

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Days to Achieve Substantial Completion and Final Payment

A. The Work will be substantially completed within five (5) days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 15 days after the date when the Contract Times commence to run.