

MARCELLUS TOWN BOARD AGENDA
Organizational Meeting
January 4, 2016

CALL TO ORDER

SALUTE TO FLAG

1. Call To Order
2. Pledge
3. A) Meeting Rules & Procedures
- B) Town Board Meeting Schedule
- C) Holiday Schedule – Town Hall closed
- D) Official Bank
- E) Town Investment Policy
- F) Petty Cash Accounts
- G) Authorize Supervisor to pay Utility Bills and Postage
- H) Mileage Reimbursement
- I) Official Newspaper
- J) Supervisor extension
- K) The Highway Superintendent buying
- L) Appointments
 1. Appoint Town Board Member
 2. Annual Appointments
 3. Advisory Appointments
 4. Safety Committee
- M) Annual Salaries and Payment Schedule
- N) Cell Phone Stipend
- O) Clothing Allowance
- P) Contracts
- Q) Highway Superintendent – Deputy Resolution
- R) Contracts for review/action at 1/11/16 Meeting
 1. MAVES
 2. Fire Department
 3. Library

ITEMS FROM THE BOARD

ITEMS FROM THE FLOOR

ADJOURN

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

The following are exceptions and additions:

- Town Board Meeting for October 2016 will be held on Thursday, October 13 at 7:00 pm
- Town Board Meeting for November 2016 will be held on Thursday, Nov. 10 at 7:00 pm
- Workshop Meeting for November 2016 will be held on Thursday, Nov. 17 at 7:00 pm

2016 Town Meeting Schedule:

January	4	Organizational Meeting
	11	Monthly Meeting
	28	Workshop
February	8	Monthly Meeting
	25	Workshop
March	14	Monthly Meeting
	24	Workshop
April	11	Monthly Meeting
	28	Workshop
May	9	Monthly
	26	Workshop
June	13	Monthly Meeting
	23	Workshop
July	11	Monthly Meeting
	28	Workshop
August	8	Monthly Meeting
	25	Workshop
Sept.	12	Monthly Meeting
	22	Workshop
Oct.	13	Monthly Meeting
	27	Workshop
Nov.	10	Monthly Meeting
	17	Workshop
Dec.	12	Monthly Meeting
	22	Workshop

C. Holiday Schedule – Town Hall Closed

New Years Day
Martin Luther King's Birthday
Presidents Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans Day
Thanksgiving & Friday After
Christmas Day

D. Official Bank: Name The Solvay Bank as the official bank for the depository for all monies from the Town Supervisor. Key Bank the depository for all monies from the Tax Collector, Court and Town Clerk.

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

F. Petty Cash Accounts: Allow the Town Clerk to continue to have petty cash fund of \$200.; Recreation Department to continue to have petty cash fund of \$200., this is to be administered by the Town Clerk, and the Tax Collector continue to have petty cash of \$100.00

G. Supervisor to Pay Bills: Authorize the supervisor to pay utility bills and postage prior to audit.

H. Mileage Reimbursement: As of Dec. 17, 2015 – the 2016 standard mileage rate is .54 /mile.

I. Official Newspaper: Name the Eagle Observer as the Official Town Newspaper.

J. The Supervisor will be given a thirty-day extension to file the annual report

K. The Highway Superintendent will use State or County vendors in aggregate buying.

L. Appointments:

1. Appoint Town Board Member

2. Annual Appointments:

Bookkeeper – Lori Petrocci - 1/1/16– 12/31/16
Clerk to Codes Dept – Karen Cotter - 1/1/16 – 12/31/16
Clerk to Planning/Zoning – Karen Cotter – 1/1/16-12/31/16
Clerk to Town Justices –Judith Schneider – 1/1/16-12/31/16
Clerk 1 – Heidi Randall – 1/1/16 -12/31/16
Recreation Leader – Philip Coccia 1/1/16-12/31/16
Secretary to Highway Superintendent – Sandy Elsey 1/1/16-12/31/16

Secretary to Parks & Rec.. – Sandy Elsey – 1/1/16-12/31/16
Historian – Peg Nolan 1/1/16-12/31/16
Town Engineers-TDK Engineering Associates, PC -1/1/16-12/31/16
Dog Control Officer – James LaRose – 1/1/16-12/31/16
Park Crew Leader – Keith Ramsden -1/1/16-12/31/16
Planning Board Member - Robert Oliver – 1/1/16-12/31/22
Zoning Board of Appeals – Robert Oliver -1/1/16-12/31/22
Deputy to Codes – Deb Williams-1/1/2016-12/31/2016
Farmland Advisory Board – James Mather -1/1/16-12/31/20

3. Advisory Appointments:

Supervisor appointing Helen Stevens as Deputy Supervisor 1/1/16-12/31/16
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/16-12/31/16
Town Clerk appointing Susan Dennis as Deputy Town Clerk – 1/1/16-12/31/16
Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent 1/1/16-12/31/16
Tax Collector appointing Lori Petrocci as Deputy Tax Collector 1/1/16-12/31/16
Dog Control Officer appointing James LaRose IV at Deputy Dog Control Officer 1/1/16-12/31/16

4. Safety Committee- Comprises of Sandy Elsey, John Houser, Don MacLachlan, Keith Ramsden.
Need a Town Board Member to serve on Safety Committee.

M. Annual Salaries & Payment Schedule:

Salaries:

Supervisor - \$10,000
Town Justices (2) - \$15,411.50 each
Court Clerk - \$39,219
Deputy Court Clerk - \$12.16 per hour
Councilors (4) - \$6,120 each
Town Clerk - \$39,019
Deputy Town Clerk - \$28,180
Tax Collector - \$9,870
Bookkeeper - \$43,713
Budget Officer - \$2,000 – to be paid over 4 months – Sept. – Dec.
Assessor - \$26,442
Parks & Rec. Director - \$18,580.59
Sec. to Parks/Rec & Highway - \$28,903.14
Dog Control Officer - \$8,671
Highway Superintendent - \$56,064
Highway MEO - \$20.60/hour
Codes Officer - \$46,963
Deputy Codes Officer - \$17.56/hour
Secretary to Planning & Zoning - \$13,440
Secretary to Codes - \$17,528
Park Crew Leader- \$15.16 per hour
Season Rec. PT Employees - \$8.75 – 10.43 per hour

Seasonal Rec. Program Leader - \$21.79 per hour
Seasonal Park Laborer - \$10.00 - \$13.62 per hour
Permanent PT Park Laborer - \$16.45 per hour

Youth & Adult Rec Specialist - \$15 - \$45/student/ depending on program

Historian - \$350

Planning & Zoning Boards -- Chairs (2) \$3,510 each

Members (5) \$2,378 each

Assessment Board -- (5) \$220 --chairperson

\$166 -- members (4) each per session

Hourly Employees are paid bi-weekly

Salaried Employees and part time rec employees are paid monthly

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

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

N. Cell Phone Stipend

Highway Superintendent - \$45/month

Codes Officer - \$45/month

Highway Employees - \$25/month

O. Highway Clothing Allowance

\$500 per Highway Employee per year

P. Contracts

Costello, Cooney & Fearon	\$36,000
Lakeshore Employee Testing	\$330
Marcellus Veterinary Hospit.	
Boarding -- under 50 lbs	\$22/day
51- 80 lbs	\$26/day
81 lbs and over	\$30/day
Lake County Veterinary Clinic	
Boarding -- (max 5 days)	\$14/day
Storm Water Assistance Program	\$3,600
Historical Society	\$5,250
American Legion	\$600
Health Loan Closet	\$500
Methodist Church	\$2,000
OCM BOCES	\$2,000

**TOWN BOARD RESOLUTION
TOWN OF MACELLUS**

**A RESOLUTION ESTABLISHING THE OFFICE OF DEPUTY TOWN
SUPERINTENDENT OF HIGHWAYS IN THE TOWN OF MARCELLUS**

Motion made by: _____
Seconded by: _____

WHEREAS, pursuant to Town Law § 32(2) the Town Board of the Town of Marcellus is authorized to establish the office of deputy town superintendent of highways; and

WHEREAS, it is in the best interest of the Town of Marcellus that the Town Board of the Town of Marcellus establish the office of deputy town superintendent of highways in the Town; and

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Marcellus hereby establishes the office of deputy town superintendent of highways in the Town of Marcellus; and

BE IT FURTHER RESOLVED, that in accordance with Town Law § 32(2), during the absence or inability of the town superintendent of highways to act, such deputy shall act and be vested with all the powers and duties of the town superintendent as provided by law.

Karen Pollard	Town Supervisor	Voted	Yes/No
Laurie Steven	Councilor	Voted	Yes/No
Kevin O'Hara	Councilor	Voted	Yes/No
Chris Hunt	Councilor	Voted	Yes/No

Date: January __, 2016