

TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES

January 11, 2016

A Town Board Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, January 11, 2016, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Karen R. Pollard, Supervisor
Kevin F. O’Hara, Councilor
John R. Cusick, Councilor
Chris Hunt, Councilor
Laurie Stevens, Councilor

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Stephen Knapp, MAVES Executive Director; Brian Haney and David Card from Marcellus Fire Department; Bill Southern, R. Severnan, Chris Christensen, John Scanlon, Deana Fellows, Fran Eibert, Dakota Fidor, Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk.

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

Councilor Hunt made a motion seconded by Councilor O’Hara to accept the Town Clerks Minutes from the December 3, 2015 Board Meeting and the December 17, 2015 Workshop Meeting.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick Carried

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #1 as of January 7, 2016. Claim #'s 143392-143417, 143438-143443, 143462 & 143463. (These were paid out of the 2015 Budget).

	<u>Expenses</u>
General Fund	\$7,584.55
General Fund – Part Town	285.81
Highway – Town Wide	<u>5,190.48</u>
 Total	 \$13,060.84

The Abstract of Audit Vouchers was given to the Board Members as submitted by the Town Clerk Abstract #2 as of January 7, 2016. Claim #'s 143426, 143427, 143444-143461, 143464 – 143467. (These were paid out of the 2016 Budget).

	<u>Expenses</u>
General Fund	\$20,849.29
Part Town General	4,897.17
Townwide Highway	7,684.39
Part Town Highway	6,850.00
Fire District	10,447.75
Ambulance Fund	2,576.25

Sewer District	1,200.00
Trust and Agency	<u>732.11</u>
Total	\$55,236.96

Bills paid between meetings:

<u>Voucher Number</u>	<u>Company</u>	<u>Amount</u>
143369	NYSEG	21.67
143370	NYSEG	19.78
143371	NYSEG	18.37
143372	NYSEG	18.33
143373	NYSEG	192.82
143374	NYSEG	44.67
143375	NYSEG	821.27
143376	NYSEG	77.90
143377	NYSEG	139.99
143378	CONSTELLATION	4.84
143379	CONSTELLATION	38.34
143380	CONSTELLATION	44.81
143381	CONSTELLATION	2.12
143382	CONSTELLATION	<u>72.99</u>
Total		\$1,517.90

Board Members were given copies of the Activity Report as of January 8, 2016 and monthly statement of bank balances as of December 2015.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$1,302,063.28	\$1,156,667.19
General Fund – Part Town	167,600.53	167,600.53
Highway – Town Wide	521,284.67	521,284.67
Highway – Part Town	379,060.32	379,060.32
Fire District	584,635.00	584,635.00
Hydrant Fund	64,046.26	64,046.26
Ambulance Fund	282,188.00	282,188.00
Sewer District	287,923.50	287,923.50
Water District	185,715.12	185,715.12

Councilor Stevens made a motion seconded by Councilor Cusick to approve and pay the bills, approve the monthly activity report as of January 8, 2016 and the monthly statement of bank balances as of December 2015.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick Carried

NEW BUSINESS:

MAVES: Councilor O’Hara made a motion seconded by Councilor Stevens to authorize the Supervisor to sign the contract between MAVES and the Town of Marcellus and accept the contract. The amount of this contract is \$283,951.00. Stephen Knapp,

MAVES Executive Director, was available to answer any questions that anyone might have.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

FIRE DEPARTMENT: Councilor Hunt made a motion seconded by Councilor Cusick to authorize the Supervisor to sign the contract between the Marcellus Fire Department and the Town of Marcellus and to accept the contract in the amount of \$353,267.00. Brain Haney and Dave Card from The Fire Department were available to answer any questions that anyone might have.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

COURT FINANCIAL AUDIT: Councilor Hunt made a motion seconded by Councilor Stevens to approve the internal audit done by Councilor O’Hara on the Court’s books. Councilor O’Hara stated that all accounts were in order.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

TOWN CLERK FINANCIAL AUDIT: Councilor O’Hara made a motion seconded by Councilor Stevens to approve the internal audit done by Councilor Hunt on the Town Clerk’s books. Councilor Hunt stated that everything was up to date for the Town Clerk.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

TAX COLLECTOR AUDIT: Councilor Hunt made a motion seconded by Councilor Cusick to approve the internal audit done by Councilor Stevens on the Tax Collector. Councilor Stevens stated that the Tax Collector would be giving a check to the bookkeeper tomorrow from the taxes collected so far.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

PARK/REC AUDIT: Councilor Stevens made a motion seconded by Councilor O’Hara to approve the internal audit done by Councilor Cusick on the Park and Recreation books. Councilor Cusick stated that all looked good.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

LIBRARY CONTRACT: Councilor O’Hara made a motion seconded by Councilor Cusick to authorize the Supervisor to sign and accept the contract between the Marcellus Free Library and the Town of Marcellus. The Town agrees to give the Library \$27,500 for the 2016 year.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

OFFICIAL UNDERTAKING:

OFFICAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

WHEREAS, the Town Board of the Town of Marcellus hereby requires the Supervisor, Town Clerk, Tax Collector, Town Justices, Highway Superintendent and Deputy Town Supervisor, Court Clerk and Deputy Court Clerk to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Marcellus approves the document entitled “Town of Marcellus Official Undertaking of Municipal Officers” as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF MARCELLUS OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Karen R. Pollard , of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Supervisor of the Town of Marcellus, and

WHEREAS, Sandra H. Taylor, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Clerk of the Town of Marcellus, and

WHEREAS, Elaine M. Potter, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Tax Collector of the Town of Marcellus, and

WHEREAS, Mary Reagan Dailey, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Matthew S. Moses, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Donald MacLachlan, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Superintendent of Highways of the Town of Marcellus, and

WHEREAS, Helen Stevens, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Deputy Town Supervisor, and

WHEREAS, Judith Schneider, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Court Clerk, and

WHEREAS, Heidi Randall, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Deputy Court Clerk, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Marcellus that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer , in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

This undertaking of the Superintendent of Highways is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Superintendent of Highways; and

This undertaking of the Deputy Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into his hands as such Deputy Town Supervisor; and

This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court clerk; and

This undertaking of the Deputy Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Court Clerk; and

The town does and shall maintain insurance coverage, presently with ENB Insurance, in the sum of \$450,000.00 for the Tax Collector, \$50,000.00 for Supervisor, \$25,000.00 each for the Town Justices, \$25,000.00 for Highway Superintendent, \$25,000.00 for Town Clerk and \$25,000 for the Deputy Town Supervisor and \$25,000.00 each for the Court Clerk and Deputy Court Clerk to indemnify the Town against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officer, clerks and employees covered thereunder.

A copy of the certificate of said insurance evidencing the said insurance coverage is annexed hereto as exhibit "A".

Dated: January 11, 2016
Town of Marcellus

COURT CLERK COMPENSATION TIME: A request was made by the Town Judges, Mary Reagan Dailey and Matthew S. Moses, to allow the court clerk to extend the use of compensation time for the Court Clerk. The handbook states that any unused Comp time must be used by Jan. 31 of the following year. The judges are requesting an Extension until Feb. 5, 2016. Supervisor Pollard stated that the Bookkeeper also has requested an extension to use up her time. After some discussion regarding the extension, Councilor O'Hara made a motion seconded by Councilor Cusick to allow the court clerk

and bookkeeper to use their compensation time by Feb. 5, 2016. There will be no more exceptions and this is a one –time deal.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

ASCAP: Councilor Stevens made a motion seconded by Councilor Cusick to authorize the Supervisor to sign the ASCAP agreement for a fee of \$336.00. This is a fee that the Town pays in order to have the concerts in the park, the children’s theater or anything at the school that the Town sponsors with music. This covers copyright fees.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

JCAP GRANT – 2015: Supervisor Pollard stated that there is some money left from the 2015 JCAP Grant. An idea to use it would be to build a closet in the foyer for coats. This project is being looked into.

TDK CONTRACT: Councilor Cusick made a motion seconded by Councilor O’Hara to authorize the Supervisor to sign the contract between TDK Engineers and the Town of Marcellus.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

Discussion Agenda

Items from the Board

Supervisor Pollard received an invitation for Onondaga County Mayors and Village Officials along with Onondaga County Supervisors and Town Officials to a breakfast to be held on Saturday, January 23, 2016 at the Camillus Elks Lodge. The cost is \$10.00. If any of the Board Members are interested in going, reservations must be made by Jan. 20, 2016.

Supervisor Pollard received a call from Senator DeFrancisco’s office to possibly receive a \$50,000 grant. The grant has to be for capital improvements, such as windows for the building, or could be used for road projects. She asked the Board members and Don MacLachlan, Highway Superintendent, to think about what improvements could be made. This is a grant that the Town would pay up front and get reimbursed for.

Councilor O’Hara asked if there would be liaisons again for the different departments. Supervisor Pollard stated that they would talk about that at the Workshop Meeting.

Items from the Floor

John Scanlon, Slate Hill Road, had some concerns regarding the internal audits, the Comp time being carried over and about the opening on the Town Board. The Supervisor and Jim Gascon, Town Attorney, stated that the appointment was done legally. Mr. Scanlon then stated that these were not his concerns, but concerns of other residents. Councilor Stevens stated that if residents have concerns, they should come to the Board.

John Scanlon, Slate Hill Road, then asked Don MacLachlan, Highway Superintendent, about the incident at the Masters dump. Don MacLachlan, stated that someone had cut the chain and it has been replaced.

Councilor Stevens made a motion seconded by Councilor Cusick to adjourn the Marcellus Town Board meeting at 8:35 P.M.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried.

Respectfully submitted,

Sandy Taylor, Town Clerk