

MARCELLUS TOWN BOARD AGENDA
February 8, 2016

CALL TO ORDER

SALUTE TO FLAG

- I. Accept Town Clerk's minutes of previous meetings.
- II. Approve monthly activity, audit of bills and budget adjustments:
- III. New Business
 - A. Highway – Truck Purchase – Don MacLachlan
 - B. Trash Days
 - C. Review MAVES Call Report/Financial for 2015
 - D. Old Home Days Request
 - E. Storm Water – John Houser
 - F. Resolution – Paper Mill
 - G. Department Liaisons

DISCUSSION AGENDA

- Items from the Board
- Items from the Floor

ADJOURNMENT

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

Future Meeting Dates:

Workshop Meeting – Thursday, Feb. 25, 2015 – 7:00 pm Town Hall

Planning/Zoning Board Meeting – Monday, March 7, 2015 – 7:00 pm Town Hall

Town Board Meeting – Monday, March 14, 2016 – 7:00 pm Town Hall

**** The Town Offices will be closed on Monday, February 15, 2016 – Presidents Day****

TOWN OF MARCELLUS
TOWN BOARD ORGANIZATIONAL MEETING MINUTES

January 4, 2016

An Organizational Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, January 4, 2016, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Karen R. Pollard, Supervisor
Laurie Stevens, Councilor
Christopher Hunt, Councilor
Kevin O'Hara, Councilor, arrived at 5:19pm

Also present: Jim Gascon, Town Attorney; Phil Coccia, Recreation Director; Ellen Leahy, Skaneateles Journal; Bill Southern, Mike Ossit, John Cusick, John Scanlon, Bernie Montgomery, Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk

Supervisor Pollard opened the meeting at 5 P.M. with the Pledge of Allegiance to the Flag.

Supervisor Pollard read information that she received from the Association of Towns regarding the Conference from Feb. 14 – 17, 2016 in New York City. There is also information on the 2016 Resolution Committee – Report on Bylaws and Proposed Resolutions. Supervisor Pollard will leave the information with the Town Clerk if anyone is interested. Jim Gascon, Town Attorney, will be attending this conference.

Councilor Stevens made a motion seconded by Councilor Hunt to approve the Guide to Meetings, Town Board Meeting Schedule and the Holiday Schedule of when the Town Hall is closed.

Ayes – Stevens, Hunt and Pollard

Carried

Guide to Meetings: Supervisor Pollard went through the booklet that will be available at future meetings outlining the meetings.

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

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

Councilor Hunt made a motion seconded by Councilor Stevens to approve the Official Bank, Town Investment Policy and Petty Cash Accounts.

Ayes – Stevens, Hunt and Pollard

Carried

Official Bank: Name 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.

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.

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

Councilor Stevens made a motion seconded by Councilor Hunt to approve the Supervisor to pay Utility Bills and Postage between meetings, Mileage Reimbursement, Official Newspaper, the Supervisor Extension and the Highway Superintendent Buying from vendors.
Ayes – Stevens, Hunt, Pollard

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

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

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

Supervisor Extension: The Supervisor will be given a thirty-day extension to file the annual report

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

Appointments:

Board Member Appointment: Councilor Hunt made a motion seconded by Councilor Stevens to appoint John Cusick to the Town Board for a term of one (1) year.

Ayes – Stevens, Hunt, Pollard

Carried

At this time, John Cusick came up at and took a seat at the Board table.

Councilor Hunt made a motion seconded by Councilor Stevens to approve the following Annual Appointments, Advisory Appointments, Safety Committee and Salary and Payment Schedule for 2016:

Ayes – Stevens, Hunt, Pollard

Carried

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
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

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 as Deputy Dog Control Officer 1/1/16-12/31/16

Safety Committee: Comprises of Sandy Elsey, John Houser, Don MacLachlan, Keith Ramsden. Councilor Hunt stated that he would continue to be on the Safety Committee.

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 (1)
\$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.

The rate for Seasonal Rec. PT Employees may be going up from \$9.00 - \$11.00 per hour due to the increase in minimum wage.

Councilor O'Hara arrived at 5:19.

Councilor Cusick made a motion seconded by Councilor Hunt to approve the cell phone stipend for the Highway Department and clothing allowance for the Highway Department and Park Employees.

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

Cell Phone Stipend

Highway Superintendent - \$45/month
Codes Officer - \$45/month
Highway Employees - \$25/month

Highway Clothing Allowance

\$500 per Highway Employee per year
The Park Employees are allowed \$100.00 per year for boots.

Councilor Stevens made a motion seconded by Councilor Cusick to approve the following contracts and authorize Supervisor Pollard to sign them.

Ayes - Stevens, Hunt, Pollard, O'Hara and Cusick Carried

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

Highway Superintendent – Deputy Resolution:

**TOWN BOARD RESOLUTION
TOWN OF MARCELLUS**

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

Motion made by: Councilor Stevens
Seconded by: Councilor Hunt

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	Yes
Laurie Stevens	Councilor	Yes
Kevin O'Hara	Councilor	Yes
Chris Hunt	Councilor	Yes
John R. Cusick	Councilor	Yes

Date: January 4, 2016

Discussion Agenda:

Items from the Board:

Contracts for review/action at 1/11/16 Meeting: Supervisor Pollard stated that action will be taken at the January 11, 2016 Board Meeting for the following contracts –

MAVES, Marcellus Fire Department and the Marcellus Library. She stated that someone from MAVES and the Fire Department be here for any questions that may need to be answered.

Supervisor Pollard asked each board member to audit a department's financials. The Board members each picked a different department and will audit them by next Mondays meeting.

Councilor O'Hara will audit the Court Clerk's books.

Councilor Stevens will audit the Tax Collector's books.

Councilor Cusick will audit the Park and Rec.

Councilor Hunt will audit the Town Clerk's books.

Supervisor Pollard stated that the next meeting will be held on January 11, 2016.

Councilor O'Hara stated that the first meeting for the Old Home Days will be on Thursday, Jan. 7, 2016.

Items from the Floor

Councilor Hunt made a motion seconded by Councilor Cusick to adjourn the Marcellus Town Board meeting at 5:35 P.M.

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

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk

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 kids 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

TOWN OF MARCELLUS
TOWN BOARD WORKSHOP MEETING MINUTES

Thursday, Jan. 28, 2016

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on January 28, 2016, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

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

Also present: Terance Walsh, Attorney; Phil Coccia, Recreation Director; Don MacLachlan, Highway Superintendent; Bill Southern, Madison McElroy, Tara Chalupricki, Fran Eibert and Sandy Taylor, Town Clerk.

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

Supervisor Pollard remembered Jean Schneider. She was the Court Clerk in Marcellus for many years.

BUSINESS SESSION:

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #1 as of January 22, 2016, Claim #'s 143471-143497, 143508-143535 and 143545

	<u>Expenses</u>
General Fund	\$47,118.99
General Fund – Part Town	3,375.51
Highway – Town Wide	9,058.68
Fire District	141,306.80
Ambulance Fund	70,987.75
Water District	35,275.00
Trust & Agency	<u>3,403.47</u>
 Total	 \$310,526.20

Bills paid between meetings: The following bills were paid on Jan. 21, 2016.

<u>Voucher Number</u>	<u>Vendor Name</u>	<u>Amount</u>
143468	NYSEG	\$209.27
143469	NYSEG	504.17
143470	CONSTELLATION	481.76
143506	CONSTELLATION	218.42
143507	CONSTELLATION	<u>121.91</u>
 Total		 \$1,535.53

Councilor Stevens made a motion seconded by Councilor Hunt to approve and pay the bills.

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

Carried

ADJOURN; Councilor Hunt made a motion seconded by Councilor Cusick to adjourn the Business Meeting and go into the Workshop Session at 7:05.

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

Carried

WORKSHOP AGENDA:

Don MacLachlan, Highway Superintendent, gave board members a summary on the two trucks that he would like to purchase. They are a 2014 Terrastar 4 x 4 and a 2015 Terrastar 4 x 4 Extended Cab. These two would replace 2 pickup trucks and 2 dump trucks. The money has already been allocated for the purchase of the trucks. Once he buys these two, he would like to put the other ones on Auctions International. This will be put on the Feb. 8, 2016 agenda.

Discussion Agenda

Peddler’s Law: The board members were given a copy of the proposed Peddlers law from last year. Supervisor Pollard asked that the board members review them so that they could discuss any changes that they would like to see changed. Supervisor Pollard will contact the other Town Supervisors and ask what their laws state regarding peddlers.

Onondaga Heating: The boiler hasn’t been cleaned since March of 2015. Supervisor Pollard checked with Onondaga Heating and since we are so late in the heating year, they will come and clean and service the boiler with a follow-up in March at a cost of \$225. Any repairs to the system will be done on a time – and- material basis at the normal rate of \$110 per hour plus parts.

Sheriff’s Letter: Supervisor Pollard received a letter from Sheriff Eugene J. Conway stating that he would like to help strengthen the relationship between the Sheriff’s and the communities. One of his deputies contacted Supervisor Pollard, she will return the call tomorrow and will let the board members know when the meeting will take place.

Teen Institute: After some discussion regarding Teen Institute, Phil Coccia, Recreation Director, stated that he will contact Tom Shea, MHS TI (Marcellus High School, Teen Institute) Advisor, to schedule a meeting to find out more about Teen Institute.

Grant from Senator DeFrancisco: Supervisor Pollard reminded the Board about the grant from Senator DeFranciso, and to keep in mind any ideas that we could use the money for. Councilor Stevens suggested new windows for the Town Hall and Supervisor Pollard thought about new lights in the Town Hall. Supervisor Pollard asks that the Board continue to think about ideas.

OCWA Meeting: Supervisor Pollard, Don MacLachlan, Highway Superintendent, and Mike Ossit, Deputy Highway Superintendent, went to a meeting regarding the Dam on Otisco Lake. The informational meeting was discussing the Otisco Lake Dam, and what emergency plan is in place if the dam were to give way. There is a three – ring binder at

the Town Hall for the Board to look at regarding this. Supervisor Pollard said that there will be many more meetings and more information will be coming, but it is something that the Town needs to be thinking about. The information gives different scenarios and the Town should have a plan for each one.

Paper Mill: The board received a memo from Terance Walsh, Attorney filling in for Jim Gascon. This is in regards to the condemnation proceedings against the Paper Mill. After some discussion, the board decided to ask the Town Attorney to draw up a resolution for the Feb. 8, 2016 meeting to start the condemnation process.

Department Liaisons: Supervisor Pollard feels that Department Liaisons for the Park/Rec Dept., MAVES, Fire Department and Codes is a good idea. She will assign each Board Member to be a liaison for each department at the Feb. 8, 2016 meeting.

Consensus (added item): Supervisor Pollard stated that there were two articles in the paper regarding the Consensus. What the long term plan is, is to condense services and streamline more Towns/Villages and Counties. Supervisor Pollard attended a meeting regarding this and the County hopes to have a plan to the public by May. There will be more public meeting on this issue.

Items from the Board - none

Items from the Floor:

John Houser, Codes Officer, stated that he might have information regarding the Emergency Plan in his office for the Otisco Lake Dam.

John Scanlon, Slate Hill Road, asked some questions regarding a couple of vouchers.

Councilor Cusick made a motion seconded by Councilor Stevens to adjourn the Marcellus Town Board Workshop meeting at 8:00 P.M.

Ayes- Pollard, Stevens, Hunt, O'Hara and Cusick.

Carried

Phil Coccia, Recreation Director, stated that at a Workshop Meeting the Board can discuss anything they want.

Respectfully submitted,

Sandy Taylor, Town Clerk



STADIUM

INTERNATIONAL
TRUCKS

Town of Marcellus
24 East Main St.
Marcellus, N.Y. 13108

November 18, 2015

Don,

2014 Terrastar 4X4 (stock unit)	\$ 63,307.00
Tenco Equipment Package	<u>\$ 64,699.64</u>
	\$ 128,006.64

2015 Terrastar 4X4 Extended cab (stock unit)	\$ 63,307.00
Tenco Equipment Package	<u>\$ 64,699.64</u>
	\$ 128,006.64

Onondaga Co. Contract # 7974

Regards,

Matt Brayman
Stadium International



M.A.V.E.S., Inc.

Marcellus Ambulance Volunteer Emergency Services, Inc.

PO Box 203

3707 Lee Mulroy Road
Marcellus, New York 13108

315.494.1069 fax 315.494.1071



RECEIVED

JAN 21 2016

MARCELLUS TOWN CLERK

January 18, 2016

Town of Marcellus
Supervisor Karen Pollard
24 East Main Street
Marcellus, New York 13108

Re: MAVES Call Report

Supervisor Pollard:

The following data represents the information as agreed upon in the contract. The numbers are correct to best of my knowledge and reflect the period of October 1st – December 31th 2015.

		<u>Quarter</u>	<u>Year to date</u>
i.	Dispatched calls:	202	804
ii.	Calls Responded:	191	770
iii.	Calls unable to Respond:	11	34
iv.	Patient Location on Dispatch:		
	Town and Village of Marcellus	119	472
	All Other Districts –	73	332
v./vi.	Total ALS and BLS Calls in all Districts:		
	Total Patient Refusals and Cancelled in all Districts:		

Oct	ALS	30	Nov	ALS	25	Dec	ALS	28
	BLS	23		BLS	13		BLS	14
	Refusals	4		Refusals	7		Refusals	1
	Other	1		Other	1		Other	2
	Cancelled	6		Cancelled	3		Cancelled	0

Sincerely,

Stephen Knapp, Executive Director
MAVES, Inc.

MAVES Inc.
Profit & Loss
 January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
4010 · Ambulance Service Fees	146,282.52
4010.2 · Amb District Contract Funds	269,381.00
4010.3 · Mrcellus Ambulance fees	164,775.91
Total Income	580,439.43
Gross Profit	580,439.43
Expense	
2015 New Ambulance	25,774.31
Ambulance Lease	15,043.00
Communication	
6011 · Cell Phones	3,467.46
Total Communication	3,467.46
Equipment Leasing	844.00
Insurance	
6106 · Liability	22,138.14
6114 · Workers Compensation	19,845.54
Total Insurance	41,983.68
Interest Expense	26,188.96
Life-Pak Maintain Contract	4,917.00
Paid Staff	
Payroll Admin Fee	12,205.09
6004 · Payroll	
Delivery Fee	319.50
Gross Payroll	335,851.76
Total 6004 · Payroll	336,171.26
6006 · Benefits	27,876.49
Total Paid Staff	376,252.84
Repairs	
6101 · Equipment/Apparatus	7,609.83
Total Repairs	7,609.83
6005 · Billing Commission	35,958.96
6009 · Professional Fees	
6009.1 · Accounting	3,085.00
6009.2 · Legal Fees	1,180.00
6009.3 · IT Tech	231.00
Total 6009 · Professional Fees	4,496.00
6013 · Postage & Delivery	272.72
6017 · Travel	0.00
6090 · New Equipment	4,146.84
6100 · Fuel	8,220.39
6102 · Medical Supplies	16,260.37
6107 · Uniforms	1,512.89
6116 · Training	601.38
6116.1 · CPR Classes	100.00
6310 · Recruitment/Retention	319.15
6311 · Supplies	
6311.1 · Computer	3,185.90
6311.2 · Office	835.01
6311.3 · General Supplies/Materials	1,415.97
6311.4 · Legal Publications	23.40
Total 6311 · Supplies	5,460.28
6313 · Postage - M&G	157.75
6321 · Bank Service Charges	1,818.43
6400 · Miscellaneous	5,285.20
6418 · Dues	367.50

01/21/16

MAVES Inc.
Profit & Loss
January through December 2015

	<u>Jan - Dec 15</u>
6419 · Licenses & Permits	
Misc	25.00
Total 6419 · Licenses & Permits	25.00
6500 · Building Expenses	
6501 · Inside Maintainance	2,930.78
6502 · Outside Maintainance	1,618.47
6503 · Supplies	
6503a · Kitchen	126.21
6503b · Facility	1,234.25
Total 6503 · Supplies	1,360.46
6504 · Utilities	4,660.29
6510 · Furnishings	
6510a · Garage	373.37
Total 6510 · Furnishings	373.37
6515 · Trash Removal	327.32
6520 · County & Town Tax	1,058.14
Total 6500 · Building Expenses	12,328.83
8011 · late fee	10.94
Total Expense	599,423.71
Net Ordinary Income	-18,984.28
Net Income	-18,984.28

MARCELLUS OLDE

HOME DAYS

2016

RECEIVED

JAN 13 2016

MARCELLUS TOWN CLERK

4580 Dublin Road
Marcellus, NY 13108
January 9, 2016

Sandy Taylor
Marcellus Town Clerk
24 East Main Street
Marcellus, NY 13108

Dear Sandy,

The Olde Home Days Committee would like to request use of the Town parking lot at 24 East Main Street, as well as the vacant lot formerly occupied by the Yuhas building at 22 East Main Street, during the Olde Home Days celebration on the weekend of June 3, 4, and 5, 2016.

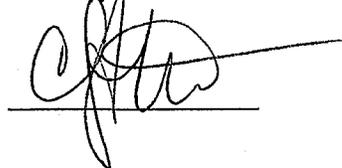
It is the intention of the Committee to designate these parcels for use by non-profit organizations only, as been the policy in the past, on Saturday, June 4, 2016.

We are also reserving the upper Marcellus Park including the baseball diamond from Monday May 30th thru Monday June 6th for the rides to be set up. In addition, the OHD Committee would request use of the lower park for the Antique Car Show on Sunday June 5, 2016.

Please consider this as a formal request for use of these properties during the 2016 Olde Home Days celebration. Thank you in advance for your attention in this matter.

If you find it necessary, I can be reached at 673-0024 or at 4580 Dublin Road, Marcellus, NY 13108.

Sincerely,



Charnley Abbott, Chair
Marcellus Olde Home Days Committee

TOWN OF MARCELLUS
CODE ENFORCEMENT OFFICE

24 East Main Street
Marcellus NY 13108
315-673-3269

1/28/2016

As your Codes officer I work for New York State and report to them annually concerning many activities that I must complete and are mandated by

General Permit 0-10-002
Phase 11 final rule

There are 6 programs that must be undertaken and monitored with various activities accomplished with reports filed annually under the General Permit.

I would like to quickly discuss program no. 3 which is referred to as (MCM 3)

There are 21 locations in our Town which I inspect visually and by smell for any evidence of any man made substances contained in the storm water flowing through these key areas known as outfalls which gather storm water from larger areas uphill in the Town. If I discover evidence of anything other than storm water at one or more of these 21 locations I must proceed with tracking the source with help from DEC manuals and or engineer.

I also have to keep a watch full eye on private property as Illicit discharges can come from property owners in the form of dumping, illegal connections to sump pumps and failing septic systems which can be evidenced by any kind of flow during dry conditions. If discovered I must investigate and remedy the source if it is an illicit discharge.

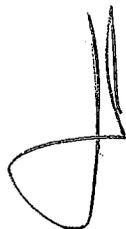
Not only does the Codes officer have to accomplish MCM 3 every year and complete year end reports but must also perform activities of public awareness and education as I am doing at tonight's open work shop.

It is important that the Codes office is notified immediately if you know of or have seen an illicit discharge into our storm water. If you are unsure or if you have any questions regarding the Codes office and MCM 3 please contact me.

Thank you.

Town of Marcellus Codes
John Houser

Sincerely



**TOWN OF MARCELLUS
TOWN BOARD RESOLUTION**

February 8, 2016

Upon motion of _____, seconded by _____,

the following motion was made:

WHEREAS, the structure (the "Structure") located on the premises at 4747 North Street Road, Marcellus, New York (the "Property") has deteriorated to a state of disrepair due to the want of care and maintenance of the property owner; and

WHEREAS, the Property is owned by Joseph P. King (hereinafter referred to as the "Owner"); and

WHEREAS, by letter dated March 28th, 2012, the Town of Marcellus Code Enforcement Officer ("CEO") informed the Owner the Structure was unsafe in its current state, requiring either reconstruction or demolition; and

WHEREAS, the Owners took no action to remediate the Structure in response to the March 28th, 2012 letter; and

WHEREAS, on January 24th, 2014 the CEO sent the Owner a "Notice of Violation" (the "Notice") regarding the Property, informing him that the Structure located thereon was in a state of severe disrepair; and

WHEREAS, the Notice specifically advised the Owner the Structure was in violation of the Property Maintenance Code of New York State, Section 302, and

WHEREAS, the Notice further advised the Owner that he must eliminate the violations by July 1st, 2014 or submit a plan for bringing the property into compliance in a reasonable time frame; and

WHEREAS, the Owner did not respond or take remedial action in accordance with the time frames provided for in the Notice; and

WHEREAS, pursuant to the Notice and Local Law #3 of 2007, the CEO initiated the Town of Marcellus condemnation process with respect to the Property and Structure located thereon; and

WHEREAS, in accordance with Local Law #3 of 2007, on July 8th, 2015, the CEO caused to be made a formal inspection of the property by the Town's engineers, TDK Engineering Associates, P.C. ("TDK"); and

WHEREAS, following the inspection, TDK prepared a Building & Property Assessment Summary Report dated October 2nd, 2015 wherein TDK concluded the Structure was unsafe due to the age of the building, lack of proper building maintenance, rot and corrosion, and uncontrolled removal of steel framing members; and

WHEREAS, based on its findings as set forth in the Assessment, TDK recommended that the "Town of Marcellus implement a condemnation of the building and subsequently demolish the structure"; and

WHEREAS, despite all of the foregoing, the Owners have taken no action to repair the Property or the Structure located thereon, or demolish the same, and

WHEREAS, the Property and Structure located thereon represent a danger to the public health, safety and general welfare of the community; and

WHEREAS, Local Law #3 of 2007, authorizes the Town Board to appoint a hearing officer to review the determination of the CEO and TDK Construction that the Structure be

condemned and demolished as an "unsafe or dangerous structure," as that term is defined in Local Law #3 of 2007; and

WHEREAS, it is in the best interest of the Town and its residents that the Structure located on the Property be condemned and demolished pursuant to Local Law #3 of 2007; and

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, the Town Board hereby declares the Property and Structure located thereon to be a public nuisance which poses a danger to the health, safety and general welfare of the community; and it is further

RESOLVED AND DETERMINED, the Town Board hereby adopts the CEO's conclusion that the Structure is an "unsafe or dangerous" as that term is defined by Local Law #3 of 2007; and it is further

RESOLVED AND DETERMINED, the Town Board hereby adopts the recommendation of TDK that the Structure be demolished; and it is further

RESOLVED AND DETERMINED, that a hearing shall be held at the Marcellus Town Hall located at 24 East Main Street, Marcellus, New York 13108 before Hearing Officer, Gerard E. Wickett, on _____ at _____ p.m. to review the determination of the CEO that the Structure is an "unsafe or dangerous structure" as that term is defined in Local Law #3 of 2007 and the demolition thereof; and it is further

RESOLVED AND DETERMINED, the Town Board authorizes and directs the Town Attorney to prepare and serve a condemnation notice on the record owners of the Property and Structure as well as all parties with an interest in said Property and Structure in accordance with Local Law #3 of 2007.

The question of the adoption of the foregoing Resolution was duly put to a vote and upon

roll call, the vote was as follows:

Karen Pollard	Supervisor	Voted	Aye/Nay
Chris Hunt	Councilman	Voted	Aye/Nay
Kevin O'Hara	Councilman	Voted	Aye/Nay
Laurie Stevens	Councilman	Voted	Aye/Nay
John Cusick	Councilman	Voted	Aye/Nay

Resolution duly adopted.

Dated: February 8, 2016