

MARCELLUS TOWN BOARD AGENDA
August 8, 2016

CALL TO ORDER

SALUTE TO FLAG

- I. Accept Town Clerk's minutes of previous meetings.
- II. Approve monthly activity. Reserve Adjustments
- III. Old Business
- IV. New Business
 - A) MAVES – Stephen Knapp
 - B) Highway Superintendent Conference
 - C) Marcellus Historical Society Request
 - D) Park – Mower Request
 - E) New Code Resolution – John Houser
 - F) Fall Trash Days
- V. Discussion Agenda
 - A. Items from the Board
 - B. Items from the Floor

Adjournment

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

Future Meeting Dates:

Thursday, August 25, 2016 – Town Board Workshop Meeting – 5:30 pm – Town Hall
Thursday, September 8, 2016 – Planning/Zoning Board Meeting- 7:00 pm – Town Hall
Monday, September 12, 2016 – Town Board Meeting – 7:00 pm – Town Hall

*** The Town Offices will be closed on Monday, September 5, 2016 – Labor Day***



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



July 29, 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 April 1st – June 30th 2016.

| | <u>Quarter</u> | <u>Year to date</u> |
|--|----------------|---------------------|
| i. Dispatched calls: | 189 | 400 |
| ii. Calls Responded: | 175 | 201 |
| iii. Calls unable to Respond: | 14 | 24 |
| iv. Patient Location on Dispatch: | | |
| Town and Village of Marcellus | | 126 |
| All Other Districts – | | 63 |
| v./vi. Total ALS and BLS Calls in all Districts: | | |
| Total Patient Refusals and Cancelled in all Districts: | | |

| Apr | ALS | 32 | May | ALS | 25 | Jun | ALS | 27 |
|------------|-----------|----|------------|-----------|----|------------|-----------|----|
| | BLS | 20 | | BLS | 14 | | BLS | 15 |
| | Refusals | 2 | | Refusals | 6 | | Refusals | 9 |
| | Other | 1 | | Other | 1 | | Other | 1 |
| | Cancelled | 5 | | Cancelled | 6 | | Cancelled | 3 |

Sincerely,


Stephen Knapp, Executive Director
MAVES, Inc.

MAVES Inc.
Profit & Loss
 January through June 2016

| | Jan - Jun 16 |
|--|--------------|
| Ordinary Income/Expense | |
| Income | |
| 4010 · Ambulance Service Fees | 97,961.73 |
| 4010.2 · Amb District Contract Funds | 141,748.00 |
| 4010.3 · Mrcellus Ambulance fees | 78,420.25 |
| Total Income | 318,129.98 |
| Gross Profit | 318,129.98 |
| Expense | |
| Ambulance Lease | 12,894.00 |
| Communication | |
| 6011 · Cell Phones | 1,683.23 |
| Total Communication | 1,683.23 |
| Equipment Leasing | 325.00 |
| Insurance | |
| Life Insurance | 297.12 |
| 6106 · Liability | 22,840.16 |
| 6114 · Workers Compensation | 9,255.25 |
| Total Insurance | 32,392.53 |
| Interest Expense | 12,478.89 |
| Paid Staff | |
| Payroll Admin Fee | 6,035.49 |
| 6004 · Payroll | |
| Delivery Fee | 155.00 |
| Gross Payroll | 175,637.22 |
| Total 6004 · Payroll | 175,792.22 |
| 6006 · Benefits | 12,348.19 |
| Total Paid Staff | 194,175.90 |
| Repairs | |
| 6101 · Equipment/Apparatus | 3,034.21 |
| Total Repairs | 3,034.21 |
| 6005 · Billing Commission | 18,418.91 |
| 6009 · Professional Fees | |
| 6009.1 · Accounting | 2,450.00 |
| 6009.2 · Legal Fees | 100.00 |
| Total 6009 · Professional Fees | 2,550.00 |
| 6013 · Postage & Delivery | 7.06 |
| 6017 · Travel | 0.00 |
| 6090 · New Equipment | 660.60 |
| 6100 · Fuel | 2,043.53 |
| 6102 · Medical Supplies | 8,273.52 |
| 6107 · Uniforms | 789.60 |
| 6116 · Training | 1,007.38 |
| 6310 · Recruitment/Retention | 711.04 |
| 6311 · Supplies | |
| 6311.1 · Computer | 1,098.23 |
| 6311.2 · Office | 641.69 |
| 6311.3 · General Supplies/Materials | 199.83 |
| Total 6311 · Supplies | 1,939.75 |
| 6321 · Bank Service Charges | 718.36 |
| 6400 · Miscellaneous | 150.00 |
| 6419 · Licenses & Permits | |
| Misc | 672.75 |
| Total 6419 · Licenses & Permits | 672.75 |
| 6500 · Building Expenses | |
| 6501 · Inside Maintainance | 1,113.98 |
| 6502 · Outside Maintainance | 1,600.00 |

08/03/16

MAVES Inc.
Profit & Loss
January through June 2016

| | <u>Jan - Jun 16</u> |
|---------------------------------------|---------------------|
| 6503 · Supplies | |
| 6503a · Kitchen | 222.81 |
| 6503b · Facility | 735.32 |
| Total 6503 · Supplies | 958.13 |
| 6504 · Utilities | 2,528.47 |
| 6510 · Furnishings | |
| 6510a · Garage | 88.96 |
| Total 6510 · Furnishings | 88.96 |
| 6515 · Trash Removal | 247.19 |
| Total 6500 · Building Expenses | 6,536.73 |
| 8011 · late fee | 39.00 |
| Total Expense | 301,501.99 |
| Net Ordinary Income | 16,627.99 |
| Net Income | <u>16,627.99</u> |



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



July 12, 2016

RECEIVED

JUL 18 2016

MARCELLUS TOWN CLERK

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

RE: Marcellus Ambulance Volunteer Emergency Services, Inc. Expansion Application

Dear Supervisor Pollard,

As you are aware, on or about February 22, 1996 Marcellus Ambulance Volunteer Emergency Services, Inc. ("MAVES") began operation within the Town and Village of Marcellus, after receiving an ambulance operating certificate from New York State Department of Health ("DOH"). Since that time, MAVES has been in continuous operation, serving not only the Town and Village of Marcellus, but Howlett Hill, Navarino and South Onondaga Fire Districts as its Primary Territory. Additionally, we also provide services to other areas as the result of requests for mutual aid.

Over time, the number and type of EMS agencies operating adjacent to MAVES' Primary Territory have changed. Similarly, the ability of some of those agencies to staff as they would like to has changed. As a result, MAVES is undertaking a New York State Department of Health Article 30 administrative process. The administrative process is the subject of this Letter of Solicitation: MAVES is going to apply to the CNYREMSCO to expand its ambulance operating authority to include the entire Amber Fire District and that portion of the Spafford Fire District east of Masters Road which lies in the Otisco Valley.

As part of that process, MAVES is seeking letters of support from the existing EMS services, hospitals, municipalities and the like within the proposed expanded territory, as required by DOH Policy Statement 06-06. In order to be allowed to expand, MAVES has to demonstrate that there is a public need for its ambulance service.

The State EMS Council and the Department of Health defined *public need* as:

The Demonstrated Absence, reduced availability or an inadequate level of care in ambulance or emergency medical service available to a geographical area which is not readily correctable through the reallocation or improvement of existing resources.

Variables in considering "Public Need" (according to Policy Statement 06-06) include

- Geography
- Population (size, density, projections)
- Level of care (existing, available)
- Quality, reliability, and response patterns of existing services
- Type of service (emergency, non-emergency)
- Special need (i.e. Air, Industrial or Facility)
- Service effectiveness, cost, and operation
- Other local factors

The former primary CON holder, Amber Ambulance, surrendered their certificate to the NYSDOH and ceased operation. This results in no local service provider to the residents of the Town of Otisco within the Amber Fire District and Spafford Fire District east of Masters Road. MAVES believes that there is a demonstrated public need for its services because of the juxtaposition of the territories, the ease of access from MAVES' current territory, the reduction in the number and availability of services over the past six months, the response time differentials, and the existing call volume requiring mutual aid. MAVES acknowledges that there are other certificate holders for these territories, but the geographic, access and volume considerations coupled with other business decisions creates a need for an additional ambulance service allowed to respond as a primary provider to these areas. We have attached a map of the territories in question to this letter.

At this time we would ask that you send a letter of support for MAVES' Expansion Application CON to Stephen Knapp, Executive Director no later than August 15, 2016. These letters should be signed by the President, Chief Executive Officer, or other principal in your agency and should reference your receipt of the definition of public need. For your convenience we have enclosed a sample letter of support.

Thank you for your anticipated support. If you should have any questions regarding this request, please do not hesitate to contact me.

Very truly yours,



Stephen Knapp, Executive Director
MAVES, Inc.



John Calley, President
MAVES, Inc.



CROWNE PLAZA
RESORT & GOLF CLUB
LAKE PLACID

NYS Assoc of Town Superintendents of Highways

LODGING RESERVATION FORM

Arrival: Tuesday, Sept 13, 2016 Departure: Friday, Sept 16, 2016

| Package | Single | Double | Spouse |
|--------------------------|----------|----------|----------|
| 3 Night Pkg Tue - Fri | \$791.78 | \$544.28 | \$318.67 |
| 2 Night Pkg Wed - Fri | \$566.60 | \$401.60 | \$254.07 |
| Room-Only | \$165.00 | \$165.00 | n/a |

Package rates are quoted on a per person, per stay basis

Room-only rate quoted per room, per day with meals purchased from Assoc.

There are a limited number of Room-Only (non-package) rooms, available on a first come, first serve basis

9% Administrative Fee & 9% Gratuity included in package rates
Tax is Additional for Sgl & Dbl Pkg & Room-Only Rates (unless exempt)
Tax is included in the Spouse Rate

The 3-Night Package Rates include: 3 Night's Lodging - Tuesday – Friday, 3 Breakfasts, 2 Lunches on Wed. & Thurs., 3 Receptions on Tues, Wed & Thurs, 2 Dinners on Wed. & Thurs.

The 2-Night Package Rates include: 2 Night's Lodging - Wednesday – Friday, 2 Breakfasts, 2 Lunches on Wed. & Thurs., 2 Receptions & 2 Dinners, on Wed. & Thurs.

To confirm your room reservation a \$200.00 deposit in the form of a check or a major Credit Card is required.

Check \$ _____

CC#: _____ Exp: _____

Name: _____

Affiliation: _____

Billing Address: _____

City/State/Zip: _____

E-mail Address: _____

Tele#: _____ Fax#: _____

Please select: 3-Nt Pkg _____ 2-Nt Pkg _____ Room-Only for _____ days

Arrival Date: _____ Departure Date: _____

Room Type

Single (1 person) Double (2 people) with Spouse (2 people)

Roommate _____

Crowne Plaza is not responsible for assigning roommates.

ROOM DESCRIPTIONS

- Traditional rooms have 2 double beds or 1 king bed – hotel's choice
- Rollaway beds are available upon request at a nightly charge of \$15.00+ tax

RESERVATION POLICIES

- Reservations received after the conference room block is full or after Tuesday, 8/22/16 will be accepted on an availability basis.
- Cancellations must be received by Saturday, 9/2/16.
- Deposits will not be refunded after Saturday, 9/2/16.
- Check in time is 4PM - Check out time is 11AM.
- Telephone reservations will not be accepted.
- Faxed reservations must be guaranteed by a major Credit Card.
- Reservations will be guaranteed from date of arrival to date of departure, as confirmed and Credit will not be given for Early Check-outs or missed meals.
- Payment arrangements for your stay will be required upon arrival in the form of Cash or major Credit Card.
- Early Arrival / Late Departure rooms are subject to availability:
- Rates for Early Arrival/Late Departures are as follows:
 - > Sun, 9/11 @ \$139.00/night
 - > Mon, 9/12 @ \$165.00/night
 - > Fri, 9/16, Sat, 9/17 @ \$189.00/night
- Confirmation of your Reservation will be e-mailed, faxed, or mailed using the information provided on this form.

I have read and agree with the above Reservation Policies

Please sign and date

Submit form and deposit to:
Crowne Plaza Resort and Golf Club Lake Placid
101 Olympic Drive, Lake Placid, New York 12946
Telephone: 518-523-2556 Fax: 518-523-9410

Confirmation #: _____

Res. Agent: _____ Date: _____

EXEMPTION CERTIFICATE - TAX ON OCCUPANCY OF HOTEL ROOMS

STATE OF NEW YORK-Operators of hotels, etc. should not accept this certificate unless the officer or employee presenting it shows satisfactory credentials.
TO BE RETAINED BY VENDOR AS EVIDENCE OF EXEMPT OCCUPANCY

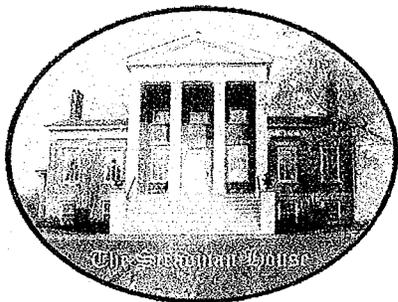
Vendor: Crowne Plaza Resort and Golf Club Lake Placid, 101 Olympic Dr., Lake Placid, New York 12946

Date: _____ 2016

This is to certify that I, the undersigned, am a representative of the United States Government department, agency or instrumentality indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been or will be paid for by such governmental unit; and that such charges are incurred in the performance of my official duties as a representative or employee of such governmental unit.

Dates of Occupancy: _____ Signature: _____

Governmental Unit: _____ Title: _____



Marcellus Historical Society

P.O. Box 165, Marcellus, New York 13108

July 18, 2016

To whom it may concern,

The Marcellus Historical Society would like to host an antique show in the park on May 19th and 20th 2017 in the upper pavilion. We will partner with The Old Moses House (Janet Bednarczyk), who will promote the show. We would like to possibly put up two large tents if there is enough room.

Please do not hesitate to call Janet or myself Doug Nightingale.

Sincerely,

Doug Nightingale

Ph-673-2539

Cell-402-9725

Town of Marcellus Parks and Recreation Department

24 East Main Street

Marcellus, NY 13108

phone: 673-3269 ext. 2

fax: 673-9102

email: park_rec@marcellusny.com

July 22, 2016

Attached are the three cost estimations regarding the purchase of a new mower for Marcellus Park. We requested three cost estimations from three different companies for comparison. Creekside Shop Inc.'s Hustler Super Z HD costs \$3,799.00. Skaneateles Small Engine Mulch Kit with a 36" Deck would cost \$4,479.00. John Deere Select Series X304 Tractor with 4 wheel steer and 42X edge extra deck for \$3,604.20. The Marcellus Park staff would like the mower from Skaneateles Small Engine because of its width (36") for use in the cemetery and because it is a commercial mower with a much heavier deck.



Quote Summary

Prepared For:

Town Of Marcellus Parks Rick
24 E Main St
Marcellus, NY 13108
Business: 315-673-3227

Prepared By:

Robert Kyle
Cazenovia Equipment Co., Inc
2393 Us Route 11
Lafayette, NY 13084
Phone: 315-677-9328
Mobile: 315-569-0553
bkyle@cazequip.com

Quote Id: 12624818
Created On: 08 January 2016
Last Modified On: 08 January 2016
Expiration Date: 12 February 2016

| Equipment Summary | Selling Price | Qty | Extended |
|--|----------------------|------------|---------------------|
| JOHN DEERE Z930M Commercial ZTrak | \$ 9,000.00 X | 1 = | \$ 9,000.00 |
| JOHN DEERE Z335E ZTrak Residential Zero-Turn-Radius Mower with 42 In. Accel Deep Deck | \$ 2,641.58 X | 1 = | \$ 2,641.58 |
| JOHN DEERE Select Series X304 Tractor with 4 Wheel Steer and <u>42X</u> Edge Xtra Deck | \$ 3,604.20 X | 1 = | \$ 3,604.20 |
| JOHN DEERE PR15 - Gator TS (Turf Tires) MY16 | \$ 6,600.00 X | 1 = | \$ 6,600.00 |
| JOHN DEERE Gator TE Electric Utility Vehicle (MY16) | \$ 9,099.00 X | 1 = | \$ 9,099.00 |
| CALMARC CAB WIND&ROOF | \$ 1,695.00 X | 1 = | \$ 1,695.00 |
| Equipment Total | | | \$ 32,639.78 |

| Quote Summary | |
|----------------------|---------------------|
| Equipment Total | \$ 32,639.78 |
| SubTotal | \$ 32,639.78 |
| Total | \$ 32,639.78 |
| Down Payment | (0.00) |
| Rental Applied | (0.00) |
| Balance Due | \$ 32,639.78 |

Salesperson : X _____

Accepted By : X _____

Skaneateles Small Engine

1382 E. Genesee St.
 Skaneateles, NY. 13152
 Phone: 315-685-8600 Fax: 315-685-8602

If they are small we fix them all

ESTIMATE #

003768

Estimate Date : 7/11/2016

Estimate for Services

Town of Marcellus Parks and Rec.
 24 E. Main Street Street
 Marcellus, NY 13108
 Home: 315-673-3227 Fax: 315-673-9102

0 Echo -
 Lic# : - NY

Odom. In: 0

VIN #: 00001213456789

| Part Description / Number | Qty | Sale | Ext | Labor Description | Extended |
|---------------------------|-----|------|-----|-------------------|----------|
|---------------------------|-----|------|-----|-------------------|----------|

| | | | | | |
|---|------|----------|----------|--|--|
| Mulch Kit 5900588 | 1.00 | 145.00 | 145.00 | | |
| S50xt 36" Deck (25Hp Briggs and Stratton Engine) 5901272 | 1.00 | 4,584.00 | 4,584.00 | | |

Bid Assist Discount
 \$250.00

We like this
 mower because of
 its width (36") for
 use in the Cemetery
 and because it is
 a Commercial Mower.
 Much heavier deck.

Match
 Ground Effects



Parts/Supplies: 4,729.00 Labor: 0.00 Discount: 250.00 Total: \$ 4,479.00

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. SMOG: I understand that I can have emission service and/or adjustments done elsewhere. I hereby waive this right. TEARDOWN ESTIMATE: I understand that my vehicle will be reassembled within ___ days of the date shown above if I choose not to authorize the service recommended. All Parts removed will be discarded unless instructed otherwise: Save all Parts. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature _____ Date _____ Time _____

CREEKSIDE SHOP INC.

6050 BUTTERNUT DR. EXT.
EAST SYRACUSE, NY 13057
315-463-9679

Invoice Number **60756**

Status: **Quote**

Make
Type

Date **01/11/2016**

P.O. #

Ref. Number

Phone: 315-673-3227

TOWN OF MARCELLUS PARKS & REC.,
RICK REDFIELD
24 EAST MAIN ST.
MARCELLUS NY 13108

Service Required:

RICK: MULCH KIT PRICING:- FOR ALL 61" FERRIS \$266.00 EACH, FOR ALL 60" HUSTLER \$299.00 EACH, FOR 48" FERRIS \$210.00 EACH, FOR 48" HUSTLER \$225.00 EACH, FOR 42" HUSTLER \$160.00 EACH.

FERRIS DOES NOT OFFER A 42" DECK IN ZERO TURN. THE 42" HUSTLER IS A HIGH END ZERO TURN, NOT A COMMERCIAL RATED MOWER. THE 48" FERRIS IS600 AND THE 48" HUSTLER FASTRAK SD ARE BOTH RATED COMMERCIAL.

WE NEED TO REALLY DISCUSS THESE UNITS TO HELP YOU SORT THEM OUT

| Item Number | Description | Qty | Unit Price | Ext. Price | W/50 |
|-------------|--|-----|------------------------------|-------------|------|
| QFE5901356 | FERRIS IS3200ZKAV3561 | 1 | \$9,669.41 | \$9,669.41 | * |
| | | | Discounted from: \$11,399.00 | | |
| QFE5901351 | FERRIS IS3200ZBV3661 - | 1 | \$9,264.71 | \$9,264.71 | |
| | | | Discounted from: \$10,999.00 | | |
| QFE5901344 | FERRIS IS2100ZBVE2861 - | 1 | \$7,798.82 | \$7,798.82 | |
| | | | Discounted from: \$9,599.00 | | |
| QHU932798 | HUSTLER X-ONE 60", SUPER DLX SEAT - | 1 | \$8,576.77 | \$8,576.77 | |
| | | | Discounted from: \$11,449.00 | | |
| QHU934240 | HUSTLER SUPER Z, 60", 35-HP KAW,SUS SEAT | 1 | \$9,804.63 | \$9,804.63 | * |
| | | | Discounted from: \$13,431.00 | | |
| QHU932145 | HUSTLER SUPER Z HD, 27HP KAW, 60" DECK | 1 | \$10,192.99 | \$10,192.99 | |
| | | | Discounted from: \$13,963.00 | | |
| QFE5901257 | FERRIS IS600ZB2548 - | 1 | \$4,912.94 | \$4,912.94 | |
| | | | Discounted from: \$5,299.00 | | |
| QHU933481 | HUSTLER FASTRAK SD 23-HP, 48" | 1 | \$5,582.31 | \$5,582.31 | * |
| | | | Discounted from: \$7,647.00 | | |
| QHU934588 | HUSTLER SUPER Z HD W/22-HP KOH/42" | 1 | \$3,799.00 | \$3,799.00 | |

CUSTOMER SIGNATURE

| | | | | | |
|------------------|----------|--------|-------------------|----------------|---------------------------|
| Shipping Charges | Ship Via | Labor | Pickup & Delivery | Shop Materials | EPA Charge Restocking Fee |
| \$0.00 | | \$0.00 | | \$0.00 | \$0.00 |

| | | | | | | |
|-----------------|--|-------------|-------------------|-----------|-------------------|-------------|
| S/O Items | | \$28,855.35 | Taxable Items | 10,746.23 | Transaction Total | \$69,601.58 |
| S/O Shipping | | | Non Taxable Items | \$0.00 | Payment Method | |
| S/O Tax | | \$0.00 | Tax | \$0.00 | | |
| S/O Total | | \$28,855.35 | Total | 10,746.23 | | |
| S/O Deposit Amt | | \$28,855.35 | | | | |

S/O Balance Due: 69601.58

Balance Due \$69,601.58

2016 Fall Trash Days

Fridays – September 30 and October 7, 2016 – 8:00 am – 3:00 pm

Saturdays – October 1 and October 8, 2016 – 8:00 am – 12:00 noon