

TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES

February 11, 2013

A regular meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, February 11, 2013 at 7:00 P.M. in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Daniel J. Ross, Supervisor
Thomas C. Lathrop, Councilor
John Scanlon, Jr., Councilor
Kevin F. O’Hara, Councilor
Peter Hakes, Councilor

Also present: Sandy Taylor, Town Clerk; Susan Dennis, Deputy Town Clerk; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Mary Jo Paul, Chris Poole, Chris Christensen, Dan Cox, Eric Dorio, Tori Bingham, Sarah Koll, Ellene Scheibel.

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

Copies of the minutes of the Town Board Meeting held on January 14, 2013, and the Workshop Meeting held on January 24, 2013, was given to the Board Members. Councilor O’Hara made a motion seconded by Councilor Hakes to approve the minutes as presented. All voted aye. Carried.

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #2 as of February 11, 2013, Claims # 20130044-201300117 and Highway Claims # 20130005-201300020.

	<u>Expenses</u>
General Fund	\$ 25,748.67
General Fund – Part Town	855.00
Highway – Town Wide	23,272.43
Highway – Part Town	244.85
Enterprise Fund	
Fire	
Hydrant	
Ambulance Fund	
Sewer	39,603.84
Water	33,696.28
Trust & Agency	

Councilor Lathrop made a motion seconded by Councilor O’Hara to approve and pay the bills. All voted aye. Carried.

NOTE: From Tracie Barnes, Accountant. Monthly activity for 1/15-2/11/13 was not available as the previous year’s activity has not been closed and reports could not yet be generated.

OLD BUSINESS:

Report from Department Liaisons:

Councilor Lathrop mentioned the concern about the Ash Bore Bug invasion and the trees at the Park. This will be discussed at the Workshop Meeting.

NEW BUSINESS:

TAX COLLECTOR: AGREEMENT FOR SOFTWARE SUPPORT: Councilor Lathrop made a motion to have the Supervisor sign the Agreement with Williamson Law Book, Co. for the Tax Collector's software. The cost of this software is \$363.00 for the year. This motion was seconded by Councilor Hakes. All voted aye. Carried.

SET SPRING TRASH DAYS: A motion was made by Councilor Lathrop to set the spring trash dates and to reduce the price for a Freon Tag. The dates and times are Fridays, April 26, May 3 and May 10, 2013, from 12:00 noon until 3:00 pm and Saturdays, April 27, May 4 and May 11, 2013, from 8:00 am until 12:00 noon. This motion was seconded by Councilor Hakes. All voted aye. Carried.

MARCELLUS HISTORICAL SOCIETY: A motion was made by Councilor O'Hara to enter into a contract with the Marcellus Historical Society for \$5,000 for the year 2013. This money can be used to offset the cost of insurance and utilities related to the operating expenses of the Steadman House. This was seconded by Councilor Hakes. All voted aye. Carried.

MAVES: Councilor Scanlon made a motion to enter into an agreement with Marcellus Volunteer Emergency Services, Inc. The agreement amount is \$262,193.00 to be paid in four (4) installments. Mr. Gascon, Town Attorney, will make up Schedule A regarding the payments and get them to the Town Clerk for the minutes. Councilor Hakes seconded this motion. All voted aye. Carried.

LIBRARY CONTRACT: A motion was made by Councilor Lathrop to have the Supervisor sign the Agreement with Marcellus Free Library. The Town of Marcellus agrees to pay the Marcellus Free Library \$27, 500.00 for the year of 2013. This motion was seconded by Councilor Scanlon. All voted aye. Carried.

PROCUREMENT POLICY RESOLUTION:

TOWN OF MARCELLUS

**TOWN OF MARCELLUS PROCUREMENT
POLICY RESOLUTION**

2013

TOWN OF MARCELLUS

Councilor Lathrop moved and Councilor Scanlon seconded the following

Resolution:

WHEREAS, Section 104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of General Municipal Law Section 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement; and

NOW THEREFORE BE IT RESOLVED that the Town of Marcellus does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law Section 103 (competitive bidding). Every town officer, board, department or other personnel with the requisite purchasing authority (hereinafter “Purchaser”) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchase of contracts involving an expenditure of more than twenty thousand dollars and 00/100 (\$20,000.00) or all contracts for public work involving an expenditure of more than thirty-five thousand dollars and 00/100 (\$35,000.00) shall be formally bid pursuant to the requirements of General Municipal Law Section 103.

Guideline 3. All estimated purchase contracts not subject to General Municipal Law Section 103 of:

- Less than \$20,000, but greater than or equal to \$5,000 require a written request for a proposal (RFP) and written quotes from a minimum of 3 vendors.
- Less than \$5,000, but greater than or equal to \$1,000 require an oral request for the goods and oral quotes from a minimum of 2 vendors.
- Less than \$1,000, but greater than or equal to \$250 are left to the discretion of the Purchaser.

All estimated public work contracts not subject to General Municipal Law Section 103 of:

- Less than \$35,000, but greater than or equal to \$15,000 require a written request for a proposal (RFP) and written quotes from a minimum of 3 vendors.

- Less than \$15,000, but greater than or equal to \$3,000 require an oral request for the goods and oral quotes from a minimum of 2 vendors.
- Less than \$3,000, but greater than or equal to \$500 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/oral quotes have been requested and the written/oral quotes offered.

All information gathered in complying with the procedures of the Guidelines shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies (must be documented);
- (c) Sole source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than two hundred fifty and 00/100 dollars (\$250.00);
- (i) Public works contracts for less than five hundred and 00/100 dollars (\$500.00).

Guideline 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Peter Hakes	Councilman	Voted	Yes/No
John Scanlon	Councilman	Voted	Yes/No
Thomas C. Lathrop	Councilman	Voted	Yes/No
Kevin O’Hara	Councilman	Voted	Yes/No
Daniel J. Ross	Supervisor	Voted	Yes/No

The foregoing resolution was thereupon declared duly adopted.

Dated: February 11, 2013

HIGHWAY – QUOTE FOR JOHN DEERE 4WD LOADER – A motion was made by Councilor Lathrop to approve the purchase of a John Deere 4WD Loader for \$58,000.00. The Highway Department is trading in a 2008 Volvo L90 Loader. This motion was seconded by Councilor Scanlon. All voted aye. Carried.

PROPOSED SETTLEMENTS – TAYLOR V MARCELLUS; MUCCI, VILLA AND USHER V MARCELLUS – A motion was made by Councilor Scanlon to accept the settlements for the residents of 4474 Dublin Road and 4472 Dublin. The settlement would be retroactive back three (3) years from inception of the first claim. It will cost the Town about \$400 for each year for a total of approximately \$1,200 plus interest per property. These settlements are from a challenged assessment. Jim Gascon, Town Attorney, feels that this is a fair and reasonable settlement. Councilor Hakes Seconded this motion. All voted aye. Carried.

FIRE DEPARTMENT AGREEMENT – A motion was made by Councilor Lathrop to approve the 2013 Fire Department Agreement. The amount the Town of Marcellus has budgeted for the Fire Department is \$358,860.00 to be paid in three (3) installments. The Department shall provide quarterly reports to the Town, detailing the number of calls to which the Department responded, in which town the call was located, and any other information the Town may require from time to time. This motion was seconded by Councilor O’Hara. All voted aye. Carried.

REQUEST FOR TOWN CLERK TO ATTEND CONFERENCE IN BUFFALO APRIL 28, 2013 – MAY 1, 2013 – A motion was made by Councilor Lathrop to allow the Town Clerk to attend the Town Clerks Conference in Buffalo. The Conference will be at the Hyatt Regency Buffalo and the cost for a single will be \$645.00. This motion was seconded by Councilor Hakes. All voted aye. Carried.

MARCELLUS OLDE HOME DAYS – A request was made by the Marcellus Olde Home Days Chairperson requesting the use of the Town parking lot at 24 E. Main Street and 22 East Main Street during Olde Home Days – May 31 – June 3, 2013. They are also reserving the upper Marcellus park – including the baseball diamond from Monday, May 27 thru Monday June 3 for the rides to be set up. Also, they are requesting the use of the lower park for the Antique Car Show on Sunday, June 2, 2013. A motion was made by Councilor Lathrop and seconded by Councilor Hakes. All voted aye. Carried.

NYSEG LIGHTING REPLACEMENT PROPOSAL – The Town received a proposal from EnerPath to replace light fixtures in the Town Hall, Highway Department and Highway Garage. This project includes retrofitting the existing inefficient T12 fixtures noted on the Proposed Activity Report to Energy Efficient T8 Fluorescent Lamps with Energy Efficient Electronic Ballasts as well as replacing current inefficient incandescent light bulbs with energy Efficient LED lights and LED exit signs as noted on PAR. The total cost of all this is \$9,613.71, NYSEG would pay \$5,082.84. Our cost is as follows: Town Hall \$2,179.85; Parks Office \$1,145.25; and Highway Department \$1,205.77, for a total cost to the Town of \$4,530.87. A motion was made by Councilor O’Hara and seconded by Councilor Lathrop. All voted aye. Carried.

Discussion Agenda

Items from the Board

Councilor Scanlon mentioned that Councilor Lathrop and himself went to the Fireman's coalition on Feb. 2. There are scholarships for people who volunteer at the Fire Department. There is a good program set up for people interested in firefighting.

Items from the Floor

Don MacLachlan, Highway Superintendent, questioned as to how to dispose of the new replacement bulbs for the light fixtures.

Mary Jo Paul had some questions on the Procurement Policy.

Councilor Hakes made a motion seconded by Councilor Scanlon to adjourn the Marcellus Town Board meeting at 7:45 P.M. All voted aye.
Carried.

Respectfully submitted,

Sandy Taylor, Town Clerk