

**TOWN OF MARCELLUS**  
**WORKSHOP MEETING MINUTES**

**July 25, 2013**

**5 PM**

The meeting was called to order at 5:20 PM by Supervisor Ross. In attendance were Supervisor Ross and board members Hakes, Lathrop, O'Hara and Scanlon. Also, Town Justice Dailey, Codes Enforcement Houser, Park Leader Snyder, Recreation Director Coccia, Town Engineer Durand of TDK Engineers and Town Attorney Gascon. Also, J. Berwald of the Marcellus Volunteer Fire Department and residents M.J. Paul and R. Schumann. Matters discussed were:

- I. Town Hall Expansion  
Town Justice Mary Reagan Dailey discussed the issues that the Court has with the current meeting room in the town hall that serves as the Court Room for the Town Justices. She explained that the room needed to be larger and utilize a raised bench with no windows behind the bench. These are issues raised by the Dunn Commission and a security survey performed by the Office of Court Administration. The board assured Justice Dailey that those issues would be addressed if and when the board moved ahead with any future building plans.
  
- II. Exterior Town Hall Lighting Project  
Joe Durand of TDK Engineers presented a proposal to upgrade the exterior lighting at the Town Hall. All lighting would be from the building with no light poles in the lot. The proposal is for side and exterior LED fixtures with projected cost of \$2500-\$3000 for the fixtures and an additional cost for installation. LED's will produce an estimated 70% energy savings plus a lower maintenance cost. The project will be funded by a state JCAP grant. Board will consider authorizing bids for this project at the August board meeting.
  
- III. Parks  
Park Leader Garth Snyder explained some issues the park staff is encountering in maintaining the North St. Cemetery. Issues include broken headstones, settling of the platform where the flagpole is located and difficulty in maintaining the grass bank between the stone wall and fence on Maple St. The park staff was commended for the work to date in the cemetery, But PL Snyder felt the town needed to

consider some upgrades in order to make continued upkeep cost effective and safe.

Supervisor Ross also announced that the State has made \$50,000 available to the Town for park upgrades including the Park St. fence and stairway near the Grove Pavilion. Park staff is working on specifications for the project.

IV. Civil Service Matters

Board Member O'Hara explained that he had received a clarification from County Civil Service stating that an employee on medical leave may not be terminated from Town service for one year. After that time the employee may receive preferred status to return to work if there is an opening in his/her job title. .

V. Highway

Board Member Scanlon has been reviewing the cell phone reimbursement policy for highway employees. He is discussing a policy with the Superintendent to give each employee a \$30 flat monthly subsidy and give the Highway Superintendent.

VI. Fire Department

Mr. Berwald of MVFD updated the board on the Scott Air Pac replacement project. The new pacs have arrived early and training will commence shortly. The VFD board has agreed to use \$30,000 from their Robinson fund and borrow the remaining \$110,000. They will also pay off a truck loan early to generate a savings to offset the cost of the loan. Board will need to consider compensating the VFD for some of these costs in the 2014 budget.

VII. Attorney

Town Attorney Gascon informed the Board that he was going to meet with the Mayor Curtin to clarify the Village request that all easements in the town sewer extensions be certified as permanent prior to the village assuming operational control over the extensions. Supervisor Ross explained the maps of the district show some permanent and some temporary rights of way as well as some drainage easements. It may need to be researched to determine if some temporary easements converted to permanent after a period of time.

VIII. Executive Session- Personnel Matter (Highway Department)

On a motion by Mr. Lathrop, second by Mr. Scanlon all voting aye, the board entered executive session at 6:50PM to discuss a personnel matter regarding the highway department.

On a motion by Mr. Hakes, second by Mr. Scanlon, all voting aye, the board ended executive session at 7:55 PM.  
The meeting was adjourned at 7:55PM.