

TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES
 December 9, 2013

A regular meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, December 9, 2013 at 7:00 PM in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

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

Also present: Susan Dennis, Deputy Town Clerk; John Houser, Codes Officer; Phil Coccia, Recreation Director; James Gascon, Town Attorney; approximately 30 town residents and Sandy Taylor, Town Clerk

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 Thursday, November 7, 2013 and the Workshop Meeting held on Thursday, November 21, 2013 was given to the Board Members. Councilor O’Hara made a motion seconded by Councilor Scanlon to approve the minutes as presented.

Ayes – Ross, Scanlon, Hakes, O’Hara and Lathrop Carried

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract # 12 as of December 9, 2013 Claims #130712,30721, 130722, 130728-130730, 130735 – 130786, 130788-130816, 900625.

	<u>Expenses</u>
General Fund	\$124,586.77
General Fund – Part Town	18,467.52
Highway – Town Wide	29,444.01
Highway – Part Town	26,986.69
Capital Projects	2,830.00
Sewer District	144.95
Trust & Agency	<u>5,264.61</u>
 Total	 \$207,724.55

Board Members were given copies of the Activity Report as of December 9, 2013 and monthly statement of bank balances as of December 9, 2013.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$1,165,886.73	\$1,283,243.17
General Fund – Part Town	119,052.04	94,707.72
Highway – Town Wide	481,376.90	349,273.67
Highway – Part Town	344,245.78	353,238.21

Capital Projects		2,841.68
Fire District	590,329.33	643,574.26
Hydrant Fund	1,900.84	1,881.49
Ambulance Fund	275,274.24	274,532.00
Sewer District	127,955.33	156,671.46
Water District	202,238.40	101,534.72

Councilor Scanlon made a motion seconded by Councilor Hakes to approve and pay the bills, approve the monthly activity report as of December 9, 2013 and the monthly statement of bank balances as of December 9, 2013.

Ayes – Ross, Scanlon, Hakes, O’Hara and Lathrop Carried

NEW BUSINESS:

Appointment of Lighting Project: We received one bid on the Exterior Lighting Project for the Town Hall. The bid came from Knapp Electric, 7012 Potter Road, Auburn, NY 13021. The amount of the bid is \$7,175.00. This will be primarily from a Justice Grant. A motion was made by Councilor O’Hara to accept the bid from Knapp Electric in the amount of \$7,175 for the Exterior Lighting Project on The Town Hall. This motion was seconded by Councilor Hakes.

Ayes – Ross Scanlon, Hakes, O’Hara and Lathrop Carried

Salary Study Proposal: We have received a quote from HR One Consultants Incorporated to conduct a 2014 Salary Study. The cost is \$500.00 /per position and a \$1,000 Administration fee. The following is a list of the department and the position that are recommended to be studied:

- Parks & Recreation – Clerk 1
- Codes Enforcement – Clerk 1
- Justice Court – Clerk 1
- Justice Court – Clerk to Town Justices
- Town Clerk - Deputy Town Clerk
- Park - Park Laborer
- Town Supervisor – Bookkeeper/Accountant
- Highway – Motor Equipment Operator
- Codes Enforcement – Codes Enforcement Officer
- Recreation – Recreation Leader
- Park – Park Leader
- Assessor – Assessor

The cost to do the twelve positions and the administration fee would be \$7,000. Councilor O’Hara stated that he spoke with Phil Coccia, Recreation Director, and that we could hold off on three of the positions to be studied. Tracie Barnes stated that there is money in the budget to have all twelve positions studied at this time. A motion was made by Councilor Hakes to approve to have the study done on all twelve positions. The motion was seconded by Councilor Scanlon.

Ayes – Ross, Scanlon, Hakes. Nays – O’Hara and Lathrop. Carried

Employee Health & Dental Benefits: Supervisor Ross stated that at the Workshop Meeting two dental plans were shown to Board Members. Supervisor Ross has learned that the dental plan that the village has isn't offered anymore. Supervisor Ross motioned that we offer the Excellus DBOC-11 Dental Plan to the employees on a 50/50 basis (50% paid by Employer and 50% paid by Employee). Rates:

Single - \$31.97 per month

Subscriber w/spouse - \$72.24 per month

Subscriber w/child - \$51.74 per month

Subscriber w/spouse and one or more children - \$90.57 per month

The motion was seconded by Councilor O'Hara.

Ayes – Ross, Scanlon, Hakes, O'Hara and Lathrop.

Carried

Increase Dollar Amount for Teen Institute: A letter was received from Tom Shea, Marcellus High School Teen Institute Advisor, asking if the town could increase the funds from \$980.00 to \$1,225.00. Students who have attended return with a resolve to plan and carry out activities that will have a positive effect on their peers. This year they plan to run a mentor program at the middle school and a healthy choices presentation for the elementary school students. A motion to increase the amount from \$980 to \$1,225 was made by Councilor O'Hara and seconded by Councilor Hakes.

Ayes – Ross, Scanlon, Hakes, O'Hara and Lathrop.

Carried

Discussion Agenda

Items from the Board: Councilor Hakes stated that he has spoken with Peter Knowles regarding the computers and a server. Mr. Knowles recommends that if we have the money in the budget this year, we should invest in the Small Business Server Program. It is a little less than \$1,000. In January 2014, a new server program will be out that is more expensive and has quite a bit of information that we don't need.

There was discussion as to positions that will be open starting January 1, 2014. We know of two open positions on the Board of Assessment Review. The Town Clerk will check into this and once we know of all the positions on all the Boards, one ad advertising all positions will go out in the paper and online. Supervisor Ross stated that the training for the Board of Assessment Review is in February or March.

Councilor Hakes presented Supervisor Ross and Councilor Lathrop with plaques and thanked them for all their years of service to the Town of Marcellus.

Councilor Lathrop asked Jim Gascon, Town Attorney, about the new EAF (Environmental Assessment Forms) forms. Jim Gascon will look into that so that we can utilize the short form instead of the long form more often which will save time and money on both the Town Board and the Planning/Zoning Board.

Councilor O'Hara wants to thank the Highway Department for installing a new mailbox at a resident's home on Masters Road. Councilor O'Hara stated that he contacted the Highway Department and that day they had the mailbox up.

Items from the Floor

A resident from Paul Street asked what the status is on the Highway Department. Supervisor Ross explained that not much has changed. One employee is still out on medical leave until after the first of the year.

Jim Gascon, Town Attorney, stated that he has to schedule a meeting with the auditors to review the Time Card audit. He just received notice at 4:00 today that the report is done.

A question was asked about where does all the money come from to pay for all the audits and investigations. Supervisor Ross stated that it will come out of the general fund. All the bills are in the audit.

Jim Gascon, Town Attorney, explained that there is an audit on 2011 and 2012 time cards. Last week, he met with the auditors and went over both years. He had asked for some more information. He received the final report today at 4:00.

A Scotch Hill Road resident asked if the report would be ready before the end of the year. Jim Gascon thinks the report will be done before the end of the year. It will be up to the Board if they want to discuss it at the year- end meeting or roll it over to next year.

Another Scotch Hill Road resident stated that the house has been demolished. John Houser, Codes Officer stated that they still need to seed the area. That might not happen until spring.

An Otisco Valley Road resident read something from a memo that was sent to the Highway Department Supervisor saying to go to a Town Board Member if you are harassed or retaliated against.

Jim Gascon stated that a memo went out to the Highway Department just asking everyone to work together. If an employee has a complaint about another employee, they are to report it to the department head. If an employee has a complaint regarding a Department Head, they can take it to the Town Board.

Councilor Hakes asked to go into Executive Session to get the current status of the Highway employee that is out of work.

A Paul Street resident asked if there are no new reports, what are you going into Executive Session for. Councilor Hakes just stated that he wants to talk to the Board and Mr. Gascon about everything going on.

A discussion ensued and Councilor Hakes explained that the Board Members are part time employees and the answers are slow in coming. All of the Board Members want to get to the bottom of this. He is urging the Town that if they know of anything criminal and/or harassment going on to contact the police.

A Pleasant Valley Road resident asked how many reports we are waiting on. Jim Gascon, stated one (1) HR report that was commissioned over the summer and a Forensic review of the time cards that he received at 4:00pm today.

Jim Gascon stated that as soon as he hears of a report being finished, he will relay it to the Board and then the Board relays it to the Public.

Councilor Hakes made a motion to go into Executive Session to discuss a Highway Personnel Issue at 7:50 p.m. This was seconded by Councilor Scanlon.

Ayes – Ross, Scanlon, Hakes, O’Hara and Lathrop.

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk