

**TOWN OF MARCELLUS**  
**TOWN BOARD MEETING MINUTES**  
February 10, 2014

A regular meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, February 10, 2014, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Mary Jo Paul, Supervisor  
Kevin F. O'Hara, Councilor  
John Scanlon, Councilor  
Karen Pollard, Councilor  
Peter Hakes, Councilor

Also present: Susan Dennis, Deputy Town Clerk; John Houser, Codes Officer; Tracie Barnes, Accountant; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; approximately 24 residents and Sandy Taylor, Town Clerk.

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

**Amend Agenda:** A motion was made by Supervisor Paul and seconded by Councilor Scanlon to add scheduling a Special Meeting before the Workshop Meeting and also to add on speaker Derek Conant from Cornell.

Ayes – Scanlon, Hakes, Paul, O'Hara and Pollard Carried

A copy of the minutes of the Town Board Meeting held on January 13, 2014 was given to the Board Members. Councilor O'Hara made a motion seconded by Councilor Hakes to approve the minutes as amended.

Ayes – Scanlon, Hakes, Paul, O'Hara and Pollard Carried

A copy of the minutes of the Workshop Meeting held on January 23, 2014 was given to the Board Members. Councilor O'Hara made a motion to approve the Workshop Meeting minutes with a second by Councilor Hakes.

Ayes – Scanlon, Hakes, Paul, O'Hara and Pollard Carried

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #2 as of February 7, 2014 Claims # 140045, 140051- 140114.

	<u>Expenses</u>
General Fund	\$37,640.03
General Fund – Part Town	460.00
Highway – Town Wide	30,893.36
Fire	111,408.00
Ambulance Fund	66,203.75
Sewer	121.37
Water District	68,971.28
Trust & Agency	<u>1,169.75</u>
Total	\$316,867.54

Board Members were given copies of the Activity Report as of February 10, 2014 and monthly statement of bank balances as of February 10, 2014.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	815,385.69	129,964.85
General Fund – Part Town	92.00	7,426.94
Highway – Town Wide	00.00	69,577.76
Highway – Part Town	00.00	6,821.00
Fire District	293,712.00	201,112.00
Hydrant Fund	1,945.00	00.00
Ambulance Fund	277,271.00	78,279.75
Sewer District	126,800.00	1,944.41
Water District	184,825.00	68,971.28

Councilor Pollard made a motion seconded by Councilor Hakes to approve and pay the bills, approve the monthly activity report as of February 10, 2014 and the monthly statement of bank balances as of February 10, 2014.

Ayes – Scanlon, Hakes, Paul, O’Hara and Pollard Carried

#### **OLD BUSINESS:**

Derek Conant from Cornell gave a brief discussion on the Otisco Lake Watershed Management Plan. Supervisor Paul asked if he would like to come to the Workshop Meeting on March 27, 2014. He said he would plan on coming.

**HR ONE Proposal – time clock and training:** Jason Banuski, President of HR ONE, spoke about the training for all town personnel and elected officials. He also talked about the Electronic Time Keeping System for the Highway Garage. Councilor O’Hara made a motion seconded by Councilor Hakes to table the Electronic Time Keeping System to investigate this further. Councilor O’Hara made a motion to sign the contract for the training of all town personnel and elected officials at the cost of \$1,250. This was seconded by Councilor Hakes.

Ayes – Scanlon, Hakes, Paul, O’Hara and Pollard Carried

**MAVES:** Steve Knapp and Karen Taddeo from MAVES Ambulance discussed the MAVES services.

**KNAPP ELECTRIC, INC:** Joe Durand, from TDK Electric, spoke with Knapp Electric while they were working at the Town Hall. There are some add-ons to the work they are already scheduled to perform that add up to \$950. Councilor Scanlon made a motion seconded by Councilor O’Hara to approve the extra work in the amount of \$950 to Knapp Electric.

Ayes – Scanlon, Hakes, Paul, O’Hara and Pollard Carried

**UNDERTAKING:** A motion was made by Councilor Scanlon to approve the Undertaking with adding the other Town Justice on for \$20. Supervisor Paul stated that right now the Town Employees are covered until July 2014. This motion was seconded by Councilor Hakes.

Ayes – Scanlon, Hakes, Paul, O’Hara and Pollard Carried

A motion was made by Councilor Hakes to schedule a Special Meeting for Thursday, February 13, 2014 at 7:00 pm at the Town Hall. The purpose of this Special Meeting is to discuss the Office of the State Comptrollers Audit and the possible purchase of the Time Clock. This motion was seconded by Councilor Scanlon.

Ayes – Scanlon, Hakes, Paul, O’Hara and Pollard

Carried

### **NEW BUSINESS:**

**Olde Home Days Request:** A request has been received from Cathy Marsden, Chair of the Olde Home Days Committee to use the Town Hall Parking lot and the empty space behind the Community Bulletin board for the 2014 Olde Home Days which will be held on June 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>. The space around the Town Hall would be used for non-profit organizations. Councilor Scanlon made a motion seconded by Councilor Hakes to approve the request from Cathy Marsden on behalf of the Olde Home Days Committee to use the Town Hall Parking lot and the empty lot behind the community bulletin board for non-profit organizations for the 2014 Olde Home Days event.

Ayes – Scanlon, Hakes, Paul, O’Hara and Pollard

Carried

**Spring Trash Days:** A motion was made by Councilor O’Hara and seconded by Councilor Scanlon to approve the Spring Trash Days. The dates for Fridays are scheduled for April 25, May 2 and May 9, 2014 from 8:00 am – 3:00 pm. The dates for Saturdays are scheduled for April 26, May 3 and May 10, 2014 from 8:00 am. – 12:00 noon.

Ayes – Scanlon Hakes, Paul, O’Hara and Pollard

Carried

**Recreation Agreements:** A motion was made by Councilor O’Hara to approve the following recreation agreements for the concerts in the park:

Marcellus Bluegrass Artists	June 12, 2014	\$400.00
Tangled Roots	July 17, 2014	\$500.00
Letizia & the Z Band	July 31, 2014	\$800.00

Councilor Hakes seconded the motion.

Ayes – Scanlon, Hakes, Paul, O’Hara and Pollard

Carried

**CNYSPCA Contract:** A motion was made by Councilor Hakes to approve the CNYSPCA Contract for 2014 in the amount of \$559.00. This was seconded by Councilor Pollard.

Ayes – Scanlon, Hakes, Paul O’Hara and Pollard

Carried

**MS4 Assistance Program:** A motion was made by Councilor O’Hara to accept the Contract from the County to partake in the Stormwater Management Program. This contract continues until December 31, 2018. Jim Gascon just stated we have to make sure that Reagan Insurance adds the County to the insurance. The motion was seconded by Councilor Scanlon.

Ayes- Scanlon, Hakes, Paul, O’Hara and Pollard

Carried

**Citizens Advisory Board:** Supervisor Paul gave a brief update on the Town Hall and the Highway Garage. Councilor Hakes made a motion to accept the following residents to be on the Citizens Advisory Committee: Jeff Berwald, Kay Kershaw, Rise Schumann, Sam Dance, Tom Lathrop, Mike Villa, Dan Ross, Mark Gallagher, Jerry Ferro, Peg Nolan, and Bernard Montgomery. John Bromka stated that he would also like to be on the committee. Councilor O'Hara seconded the motion. Councilor Hakes asked if someone from the committee could come to the Workshop Meetings to keep the board updated on the progress.

Ayes – Scanlon, Hakes, Paul, O'Hara and Pollard

Carried

**Appointment to Planning Board:** Ron Schneider to the Planning Board.

**Appointment to the Assessment Board:** Martin Taffaro and Bernard Montgomery to the Board of Assessment Review.

Councilor Scanlon made a motion to make the following appointments.

Ron Schneider – Panning Board Term: 2/10/2014 - 12/31/2020

Martin Taffaro – Board of Assessment Term: 2/10/2014 -9/30/2015

Bernard Montgomery – Board of Assessment Term: 2/10/2014-9/30/2018

Councilor O'Hara seconded the motion.

Ayes – Scanlon, Hakes, Paul, O'Hara and Pollard

Carried

**Approval for the Town Clerk and Deputy To attend Conference:** A request was made by the Town Clerk for her and the Deputy to attend the NYS Town Clerks Association Conference from April 27, 2014 – April 30, 2014 in Saratoga. The cost is \$759.03 single/\$1,098.06 double.

Ayes – Scanlon, Hakes, Paul, O'Hara and Pollard

Carried

This will be added to the meeting scheduled for Feb. 13, 2014 as no motions were made.

**4474 Dublin Road:** Jim Gascon, Town Attorney, received a request from the residents at 4474 Dublin Road, in connection with a Building Permit and a Demolition Permit. They want to post a bond and build a new house on their property and tear down the old house once the new one is built. John Houser, Codes Officer is on board with this. Jerry Wickett is concerned that there is no time frame. Jim Gascon, Town Attorney will revise the proposed Agreement stating a time frame and making sure the residents take care of any other costs. A motion was made by Councilor O'Hara and seconded by Councilor Scanlon to accept the proposed agreement with the changes talked about and authorizing the Supervisor to sign it.

Ayes - Scanlon, Hakes, Paul, O'Hara and Pollard

Carried

**FEB. 10, 2014**

**SUPERVISOR'S UPDATE**

**HIGHWAY DEPT:** Town Attorney Jim Gascon has been in communication with ADA Doltzer. At this time, the investigation is still open.

The Town Board, as you saw this evening, is proceeding with HR training for all town employees & elected officials and a bio-time clock. Again, until the time card situation is resolved, I will continue to reconcile each time card to the salary summary sheet to the bookkeeper's payroll payment sheet before checks will be signed & distributed in an effort to eliminate further confusion, misunderstanding or miscalculations.

The Town Board would like to clarify our position regarding issues involving the Highway Dept. The public should address all inquiries/problems/allegations that have to do with any aspect of the Highway Dept. DIRECTLY to the Superintendent of Highways. He is in charge of and responsible for EVERYTHING that happens within the highway dept. and anything having to do with highway employees. And likewise, if a highway dept. employee has a problem, he needs to go directly to the Superintendent. Only he can correct a problem.

As always, if someone thinks an allegation rises to a possible criminal level, they should contact the police so it can be investigated. That is exactly what the Town Board did regarding allegations made last year.

The Town Board cannot tell another elected official, the Superintendent, how to operate his department or what he should or shouldn't do unless we are asked by the Superintendent for our input or help.

Every employee knows they must respond to their BOSS. Highway Dept. employees must respond to the Superintendent. The Superintendent does not need to respond to the Town Board --he only needs to respond

to his BOSS—YOU-- the public/ town residents/ town taxpayers. All elected town officials (Superintendent, Supervisor, Councilor, Town Clerk, Town Justices & Tax Collector) have the same BOSS—YOU!!!!

In the future, please direct your phone calls to: **673-3127** and your emails to [highway@marcellusny.com](mailto:highway@marcellusny.com) regarding any matters having to do with the Highway Department.

**SALARY SURVEY KICK-OFF:** On January 30<sup>th</sup>, Town employees attended a meeting & received a packet including the old job profiles from 2007 plus a new 18 pg. questionnaire to be filled out, submitted to their supervisor or dept. head for further additional comments & submitted to Tracie by Feb. 14<sup>th</sup> to be forwarded to the HR firm. The firm will then interview employees by phone for further clarification of duties. At the same time, other municipalities will be contacted by the firm to get comparable data about their employees' salaries and duties.

**DEC AUDIT:** The DEC will be conducting an MS4 Storm Water Management audit of the CEO's records regarding storm water management within the Town of Marcellus and also the Highway Garage waste water program. This will take place Feb. 21st.

**OFFICE OF THE STATE COMPTROLLER AUDIT REVIEW** is set for Tuesday, February 11th @ 9AM. They have a new rule that no Board Members are allowed at the meeting, so we will need to schedule an Executive Session during a Special Meeting or at the end of the Workshop Feb 27<sup>th</sup>. The Board then must respond by March 7<sup>th</sup> to the report with our plan of action to correct or improve the areas they have designated. Then Albany will release the report to the public. The Town will then post the complete report & the Town Board's response on the official website in an effort to maintain our commitment to OPEN GOVERNMENT.

## **FOR TOWN RESIDENTS CONNECTED TO THE VILLAGE SEWER SYSTEM:**

Directly from Mayor Curtin's January 2014 Update:

### **FLUSHABLE WIPES**

Products called "flushable wipes" have been recently introduced to the market. Our Treatment Plant operatives have indicated that the wipes are not "flushable" and are causing sewer backups in the village on residential properties. A review by Consumer Reports confirmed that these wipes do not break down and will create sewer backups. We have had several recent examples of such backups in the village, particularly at day care businesses and at senior housing units. Other individuals are using these wipes for facial cleansing and throwing them in the toilet, where they do not break down. To view the Consumer Reports video online, go to [consumerreports.org](http://consumerreports.org) and search "Are flushable wipes flushable?" If you are using these wipes, please do not flush these wipes down the toilet. They should be discarded into the trash. If the wipes are flushed and cause a sewer backup, you will probably need to contact a plumber since the backup will occur on residential property.

### **F.O.G.**

Fats, Oils, and Grease in the waste water is a topic that we seem to address at every Board meeting. It is, however, a major concern and we continue to urge our residents to be more and more aware of the problems associated with grease in our sewer system. Grease will stick to household and sewer pipes, and over time, grease buildup can block pipes and cause sewage backups. Home garbage disposals do not keep grease out of the plumbing system – they only shred solid material into smaller pieces. The operators urge you to scrape grease and food scraps from cooking surfaces into a container and put in the trash or composts them.

Do not put grease, fats or oils of any type down your drain or garbage disposal. Do put baskets or strainers in sink drains to catch food scraps and other solids – and then empty them in the trash for disposal. In recent weeks, there has been an increase of calls from residents who have had sewer backups, and these have been attributable, for the most part, to grease buildup and blockage.

Recently I was asked to speak at the Rotary Breakfast Meeting where I recited with the members the following. It “spoke” to me in a way that makes me want to share it with others.

The 4-WAY TEST of the things we THINK, SAY or DO

First: Is it the TRUTH?

Second: Is it FAIR to all concerned?

Third: Will it build GOODWILL & BETTER FRIENDSHIPS?

Fourth: Will it be BENEFICIAL to ALL concerned?



## **Discussion Agenda**

**Items from the Board:** Councilor Pollard mentioned that she has approached someone regarding the Constable position. This person never responded back. The Town Clerk will send out an e-mail to other Town Clerks about advertising for this position.

**Items from the Floor:**A resident asked if there was a timeline on the investigation.

Councilor O'Hara made a motion seconded by Councilor Scanlon to adjourn the Marcellus Town Board meeting at 8:55 P.M.

Ayes – Scanlon, Hakes, Paul, O'Hara and Pollard

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk