

**TOWN OF MARCELLUS**  
**WORKSHOP MEETING MINUTES**  
JOINT MEETING WITH PLANNING/ZONING BOARD  
February 27, 2014

A joint meeting of the Town Board and the Planning and Zoning Boards of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, February 27, 2014, at the Marcellus Fire Station, 4242 Slate Hill Road, Marcellus, NY.

Those present were:

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

Also present: John Houser, Codes Officer; Jim Gascon, Town Attorney; Kathleen Carroll, Gerard Wickett, Michele Bingham, Ron Schneider, Chris Christensen – all from the Planning/Zoning Boards; John Curtin, Village Mayor; John Donohue from Barton & Loguidice; approximately 26 Town Residents and Sandy Taylor, Town Clerk. Supervisor Paul stated that Sally Tallman, Village Trustee was also in attendance.

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

A motion was made by Councilor O'Hara and seconded by Councilor Pollard to amend the agenda by adding on the following items:

Boiler/Maintenance Proposal; Highway Department – Highway Door and Earth Day;  
IT Services and the Supervisor's Updates.

Ayes – Scanlon, Paul, O'Hara and Pollard

Carried

Mayor Curtin's update on the Creek walk. Mayor Curtin introduced John Donahue from Barton & Loguidice, P.C who has been involved from the beginning on the Creek walk project. Construction should begin in the spring of 2015. The creek walk will not be plowed and will have no lighting.

Jason Bunuski, President of HR ONE, gave a brief description of his company. He explained a Summary Plan Description (SPD) and that all employers must provide all employees with a SPD. The fee for a SPD for the first year would be \$900 for Health Care Plan and \$450 for the Dental Plan. After the first year, if the Health Care Plan doesn't change, you do not need to do another SPD.

Also, the Time Clock is here and HR ONE is working with Tracie Barnes to get everything set up with her computer. The Training for all employees will be held off until things slow down in the Highway Department and the Park Employees are back from Florida.

Planning Board and Town Board Discussions. Members of the Planning Board introduced themselves and talked about the Comprehensive Plan. This Plan is a blueprint of what the residents would like Marcellus to continue to look like.

The Comprehensive Plans calls for more “Pedestrian Ways” so that people can be more mobile without going into the road. A few residents from Sage Meadows spoke against putting sidewalks in. They feel that would take away from the Country Feeling on their road. Jim Gascon, Town Attorney, stated that right now there is a legal requirement to have a sidewalk on Sage Meadows.

Each of the Town Board Members and the Planning Board Members has a copy of the Comprehensive Plan. Supervisor Paul asked that everyone read through it and we meet in 6 months again to go over what should be amended in it.

**Highway Garage/DEC Spill Update:** Joe Durant from TDK stated that Don MacLachlan called him when he realized there was a spill at the Highway Garage. Mr. Durant went over and worked with Don on calling it into the DEC. The Highway Department, Mr. Durant and the Town will be working with the DEC to address the problem. Jim Gascon, told everyone that from now on, no employees should be talking to the DEC Police without him be present.

**Credit Card Policy:** Supervisor Paul looked at the schools credit card policy and modified it for the Town of Marcellus. Jim Gascon, Town Attorney, will review the policy and it will be put on the March agenda.

**Banking:** A proposal for banking from Solvay Bank was compared to the Key Bank rates. Councilor O’Hara suggested that since the interest rate is not that much better at Solvay Bank, we stay with Key Bank and keep it local.

**Procurement Policy:** We are staying with the current Procurement Policy. As renewals for contracts come up, the Board is free to investigate other, perhaps less costly options.

**Town Hall Meetings:** Supervisor Paul asked if the Town Board had any objections to “Town Hall Meetings” on a regular basis. These would take place on Saturday mornings with Government Officials coming to meet the local residents. Hearing no objections from the Board, Supervisor Paul is going to ask Mike Plochocki to come on Saturday, March 29, 2014 at 9:00 am.

**Comp Time Change:** Jim Gascon, Town Attorney, will amend Section 702 (compensation time) of the Handbook. This will be put to vote on the March agenda.

**Vouchers/ Town Clerk & Deputy Town Clerk:** Supervisor Paul has learned that many Town Clerk’s input the vouchers. Supervisor Paul has talked with the Town Clerk and she is willing to help out with this. The Town Clerk and the Bookkeeper will work on this together.

**Abstracts/Vouchers Paid 2x month:** Supervisor Paul has asked if the abstract/vouchers could be paid twice a month. Jim Gascon stated that in order to conduct business at Workshop Meetings, the Board would need to publish that a Business Meeting would proceed the Workshop Meeting.

**Boiler/Maintenance Proposal:** Modern Air submitted a proposal regarding maintenance on the boiler that was just installed. The Town is waiting on a few more proposals.

**Highway Department:** The motor burned out on one of the Highway Overhead doors. There has been one quote received so far, Don MacLachlan is waiting on a couple of more quotes.

Earth Day: April 11 and 12, 2014. A request was received by the Highway Department to help out with Earth Day Cleanup. Don MacLachlan has stated that they have helped out in the past and the Board agreed that they should continue to do so.

**IT Services**: Peter Knowles needs reimbursement for the work that he has already done for the Town. Tracie Barnes will ask him to send us a bill so that he can be paid at the March meeting.

### **Items from the Board**

Supervisor Paul's Updates:

#### **FEBRUARY 27, 2014 SUPERVISOR'S UPDATE**

**HIGHWAY DEPARTMENT**: The new time clock has arrived & will soon be installed at the highway garage. And as soon as the weather permits, the HR training will be scheduled for all Town employees & elected officials.

**OSC AUDIT**: The Town Board is proceeding with our reply to OSC and is starting to make corrections & improvements as recommended in the audit report. Work continues regarding filing the AUDs starting with 2010. Since this will take an undetermined amount of time, I requested & received an extension from the Office of the State Comptroller for filing our 2013 AUD.

**SALARY STUDY**: The salary study is proceeding according to schedule. Most questionnaires have been turned into Tracie who will in turn send to Public Sector HR.

**CITIZEN ADVISORY COMMITTEE**: The Committee held their first meeting Mon. Feb. 24<sup>th</sup> at the Town Hall at which time the group took a tour of the building. The committee will send a representative to our through the process of determining the best option regarding the Town Hall & the Highway Garage. Their service to their community is greatly appreciated by the Town Board.

**“TOWN HALL” MEETINGS**: In an effort to make all levels of government more accessible to Town residents, there will be opportunities for Marcellus taxpayer & voter to meet and chat with their government representatives at the Marcellus Town Hall. The first guest official is County Legislator Michael Plochocki. He will be available for conversation & questions at 9 AM Saturday March 29<sup>th</sup>.

**DEC “SPILL”**: Recently, while digging a hole for a separator tank to be installed at the highway garage, a black substance (most likely petroleum based residue) was encountered; DEC was notified & under the guidance of TDK Engineering, tests were taken and all required procedures were & are being followed. TDK will keep the Board up to date as this process moves forward and the Board, in turn, will keep the public informed.

### **Item from the Board:**

Councilor O'Hara mentioned that the Highway Department has a contract with Aramark for uniforms and looking at the price, it may be cheaper to give each Highway Employee's a stipend.

Jim Gascon, who objected to the contract from the beginning, will have to review the contract to see if the Town can get out of it.

**Items from the Floor:** A number of residents spoke of the Highway Issues. Supervisor Paul stated that anyone with an issue regarding the Highway Department needs to address Superintendent of Highways, Don MacLachlan.

Another resident asked about the employees that made complaints back in September. Jim Gascon, Town Attorney, stated that they will be voted on by the Board at the next meeting to be investigated.

**Motion to Adjourn:** Councilor Scanlon made a motion seconded by Councilor O'Hara to adjourn the meeting at 10:32 pm.

Ayes – Scanlon, Paul, O'Hara and Pollard

Carried

Respectfully Submitted,

Sandy Taylor  
Town Clerk