

Marcellus Town Board
Workshop Minutes
Thursday, March 27, 2014

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, March 27, 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
Peter Hakes, Councilor
Karen Pollard, Councilor

Also present: Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Approximately 11 Town Residents and Sandy Taylor, Town Clerk.

Supervisor Paul opened the meeting at 7:00 with the Pledge of Allegiance to the Flag.

Supervisor Paul explained to the residents that a Workshop Meeting is a discussion meeting. No action is taken at a Workshop Meeting.

Changes to the agenda:

Friends of the Park – won't be here

Boy Scout – Bocce Ball Court – won't be here

Add to the agenda:

Procurement Policy Procedures

Harassment Training

Proclamation for Library

Shred Truck - Kevin O'Hara

Derek Conant – Cornell University – Cooperative Extension/Otisco Lake Watershed: Derek Conant, Natural Resource Program Education from Cornell University – Cooperative Extension – Onondaga County, spoke to the residents and Town Board about recommendations for a watershed. Supervisor Paul invited Derek to come to the April Workshop Meeting.

John Houser- CEO : Informed the board and residents that at the April Meeting he plans on briefly discussing the completion of the 2012 MS4 report. He also informed the board and residents that he has completed the interview process for a new Deputy Codes Enforcement Officer.

Town Attorney, Jim Gascon, spoke to John Houser, Codes Officer, regarding 4474 Dublin Road. There was discussion as to how long a time frame is needed to demolish a house.

Employee Handbook: Supervisor Paul read Employee Handbook Section 503 regarding meal breaks. Stating that what the employees are currently do (1 hr pd. lunch) does not correspond to what is stated in the handbook – ½ hr. pd lunch.

There was also discussion on taking the current handbook and bringing it up to date with any laws that have changed. Supervisor Paul mentioned Public Sector HR sent an email quoting \$450 to update with additional charges to make revisions. A complete quote to follow for Boards review. Jim Gascon, Town Attorney, recommends that the Town spend the money and have the Handbook updated.

Letter from Citizen: Supervisor Paul read the following letter from a Town Resident praising the Highway Department for all they have done.

MAR 17 2014

**RONALD OLMSTEAD
4573 FRANK GAY ROAD
MARCELLUS, NEW YORK 13108**

RECEIVED
MAR 17 2014
MARCELLUS TOWN HALL NY

March 14, 2014

Mary Jo Paul, Town Supervisor
Town of Marcellus
Marcellus, New York 13108

Dear Ms. Paul;

I am writing to acknowledge the hard work that the town highway department did this past winter. I have lived on Frank Gay for over 30 years, and although there may have been winters past with more snow or others with more cold, I cannot remember one that has been both very cold, for a long time, with so much snow.

I work at Upstate Medical at Community and many mornings before the sun is up, I have been on my way to work. Not one morning this past winter have I experienced trouble driving on our road, while I cannot say the same for Seneca Turnpike or other highways. I would ask you to personally, on my behalf, thank the town highway employees **for a job well done.**

Thank you for your time.

Cordially;


Ronald Olmstead

Harassment Training: Supervisor Paul stated that the tentative planning date for Harassment Training will be the week of April 14, 2014.

Shred Truck: Councilor O'Hara recommended providing a shred truck for the Town residents. It was suggested that the shred truck be available during the Trash Days. A resident stated that whatever company you hire, be sure that the shredding is done on-site and that the number of boxes residents bring is limited.

Proclamation: Supervisor Paul stated that the Marcellus Free Library opened its doors 100 years ago, on March 21, 1914 and would like the Board to approve the proclamation recognizing this monumental event.

Procurement Policy/Procedures: Councilor Scanlon mentioned that if you receive verbal bids on any type of work that is to be done, you have no way of looking back to compare one bid to another. The discussion then moved to prevailing wage.

Supervisor Paul reminded the residents that Michael Plochocki, County Legislator, will be at the Town Hall on Saturday, March 29, 2014 at 9:00 am for a "Town Hall Meeting".

Supervisor Paul then explained to the residents that the article in the paper regarding the Town of Marcellus having \$2.9 million is very misleading and explained that most of that money is allocated for different funds. Supervisor Paul will send a letter to the paper explaining where the money is allocated.

Supervisors Update:

MARCH 27, 2014

SUPERVISOR UPDATES

OSC AUDIT: Clarification & explanation of items in the report was made to the public. It was too lengthy to detail here, but a response to the article in the newspaper details the same items and follows this update.

HIGHWAY DEPT: The installation & operation of the bio-time clock remains on track with half of the data downloaded as of today and completion expected within 2 weeks.

Harassment in the workplace training is scheduled for April 16th for all town employees & elected officials. Since many of the elected officials have full time jobs, in order to accommodate their schedules, we will have an evening session as well as a daytime session for the town employees.

SAFETY COMMITTEE: The Town is currently establishing a Safety Committee made up of 3 town employees, the Highway Superintendent & 2 Town Board members to guarantee the high safety standards currently in place and to oversee training requirements. The committee will meet quarterly and in the event there is an accident, investigate the circumstances and make recommendations of changes to implement to keep similar accidents from happening again.

SAM GRANT FOR THE PARK: The grant from State Senator DeFrancisco's office for the replacement of the stone stairs between the Park Street entrance & the Grove shelter as well as replacing part of the fencing and making other improvements at the Park Street entrance has been approved. We are now in the process of completing the Project Information Sheet & obtaining addition quotes for the work. This part of the process is expected to be completed in a couple weeks.

Items from the Board: Jim Gascon, Town Attorney, stated that he received a call from the School District's Attorney stating that the Business Director would like to enter into an agreement with the Town. The attorneys will follow up to determine what the agreement is for. An Intermunicipal Agreement is usually for a specific item.

Items from the Floor: There was discussion among residents and the Town Board regarding the Citizens Advisory Committee. Councilor Hakes wants the committee to know that the Town Board is here to help in any way they can.

A discussion ensued regarding the (harassment) complaints. Supervisor Paul stated that complaints should no longer go through the Town Board.

A resident asked about the status of the criminal investigation. Jim Gascon, Town Attorney, believes the District Attorney will not be bringing charges against anyone.

Another resident asked about protection for Town employees due to the fact that one employee has been out of work for almost a year.

Supervisor Paul stated we are awaiting results from a MD.

Councilor Hakes would like to make a motion to enter into Executive Session when the Workshop Meeting is adjourned to discuss potential settlement and a resolution on the proposed Highway issues.

Jim Gascon, Town Attorney, suggests that the Board amend the motion about entering into Executive Session to meet privately with Council to receive legal advice regarding pending Highway matters. It does not have to be an Executive Session, but it does need to be private.

Motion to Adjourn: A motion was made by Councilor Hakes and seconded by Councilor Scanlon to adjourn the Workshop Meeting at 9:45 pm.

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

Carried.

Respectfully Submitted,

Sandy Taylor
Town Clerk

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