

**TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES**

January 12, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, January 12, 2015, 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
Chris Hunt, Councilor

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Susan Dennis, Deputy Town Clerk; Chris Mallone, Skaneateles Journal; approximately 6 town residents and Sandy Taylor, Town Clerk.

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

Supervisor Paul introduced Chris Mallone from the Skaneateles Journal.

A motion was made by Councilor O'Hara and seconded by Councilor Scanlon to amend the agenda by adding the following: #15 – Appoint a Deputy Court Clerk, #16 – AramarkContract.

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

A motion was made by Councilor O'Hara and seconded by Councilor Hunt to accept the minutes from the Town Board Meeting of December 8 and December 18, 2014.

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

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract 1 as of January 8, 2015 (These are out of the 2014 Budget). Claims # 141499-141504, 141516-141519, 141521-141525, 141530, 141531, 141540-141542, 141546-141549, 141554-141555.

	<u>Expenses</u>
General Fund	\$2,246.50
General Fund – Part Town	24.99
Highway – Town Wide	3,248.29
Highway – Part Town	674.14
Sewer District	<u>1,523.68</u>
Total	\$7,717.60

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Claim # 141505-141515, 141526-141529, 141543-141545, 141550-141553

	<u>Expenses</u>
General Fund	\$36,004.75
Part Town General	3,330.04
Town Wide Highway	20,106.12
Part Town Highway	14,835.00
Fire District	86,168.50
Ambulance Fund	12,807.00
Trust & Agency	<u>2,377.00</u>
Total	\$175,628.41

Board Members were given copies of the Activity Report as of January 8, 2015.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$1,199,713.00	1,163,556.08
General Fund – Part Town	181,820.00	178,489.96
Highway – Town Wide	486,748.00	465,650.05
Highway – Part Town	377,526.00	361,028.94
Fire District	509,210.00	423,041.50
Hydrant Fund	283,041.00	283,041.00
Ambulance Fund	00.00	270,234.00
Sewer District	122,407.00	122,407.00
Water District	109,840.00	109,840.00

Councilor Scanlon made a motion seconded by Councilor O’Hara to approve and pay the bills and approve the monthly activity report as of January 8, 2015.

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

OCM BOCES: Councilor O’Hara made a motion seconded by Councilor Hunt to approve the OCM BOCES contract. The contract is in the amount of \$2,000 for Professional Services.

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

ASCAP: Councilor Scanlon made a motion seconded by Councilor Pollard to approve the ASCAP contract for \$335.00. This contract is for the Town to hold concerts in Marcellus Park.

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

TDK Engineering Associates: Supervisor Paul made a motion seconded by Councilor Pollard to accept the TDK Agreement for 2015. Jim Gascon, Town Attorney, has reviewed it and has no objections to it being signed by the Supervisor.

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

Marcellus Veterinary Hospital: Councilor Scanlon made a motion seconded by Councilor O’Hara to approve the Marcellus Veterinary Hospital contract.

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

OCRRA Agreement: Supervisor Paul received an OCRRA Agreement for 2015. The Agreement is for 20 years. After some discussion the Board decided to table this until January 22, 2015.

Approval of Court Clerk Books, Town Clerk Books, Tax Collector Books and Recreation Department Financial Report: Supervisor Paul stated that each department should be audited. Councilor Pollard is going to audit the Court Clerk's Books, Councilor Scanlon is going to audit the Tax Collector books, Councilor O'Hara and Councilor Hunt are going to audit the Town Clerk's books and also the Recreation Department's Financial Report. The Councilor's will report on the audits at the January 22, 2015 meeting.

Review Status of Financial Report:

#1-2015
Town of Marcellus
Town Board Resolution

WHEREAS, the Supervisor is required to file with the Town Clerk no later than January 30, the official financial report, and

WHEREAS, in lieu of the financial report, the Town may determine by resolution that the supervisor shall submit to the Town Clerk within sixty (60) days after the close of the fiscal year a copy of the report to the State Comptroller (AUD) and require the Town Clerk to cause a summary of such report or notice, (noting that a copy is on file, available for inspection and copying, and posted on the Town's web site) to be published within 10 days in the official newspaper.

THEREFORE, be it resolved, the Town Board does grant the Supervisor permission to submit the 2014 AUD as approved by the Office of the State Comptroller as the final financial accounting for the Town for 2014.

Councilor O'Hara made a motion seconded by Councilor Scanlon to approve the resolution #1-2015.

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

Carried

Meeting Schedule for 2015: Councilor Scanlon made a motion seconded by Supervisor Paul to approve the following meeting schedule for 2015. All meetings will be held at 7:00 PM unless otherwise noted. January 2 @ 5:00 PM, 12 and 22, February 9 and 26, March 9 and 26, April 13 and 23, May 11 and 28, June 8, June 25 @5:00 PM, July 13, July 23 @ 5:00 PM, August 10 and 27, September 14 and 24, October 7 – Budget Meeting @ 5:00 PM, October 8, October 14 – Budget Meeting @ 5:00, October 21 – Budget Meeting @5:00, October 22, October 28 – Budget Meeting @ 5:00, November 5 and 19, December 3 and 17.

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

Carried

Undertaking: Councilor Hunt made a motion seconded by Councilor Pollard to approve the following Official Undertaking of Municipal Officials.

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

Carried

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that Certain officials execute an Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Marcellus hereby require the Supervisor, Town Clerk, Tax Collector, Town Justices, and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Marcellus approve the document entitled "Town of Marcellus Official Undertaking of Municipal Officers" as to its form and Manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF MARCELLUS

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Mary Jo Paul, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Supervisor of the Town of Marcellus, and

WHEREAS, Helen Stevens, of the Town of Marcellus, County of Onondaga, New York has been appointed to Office of the Deputy Supervisor of the Town of Marcellus, and

WHEREAS, Sandy Taylor, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of the Town Clerk of the Town of Marcellus, and

WHEREAS, Elaine Potter, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Tax Collector of the Town of Marcellus, and

WHEREAS, M.R. Dailey, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of the Town Justice of the Town of Marcellus, and

WHEREAS, M. Moses, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of the Town Justice of the Town of Marcellus, and

WHEREAS, D. MacLachlan, of the Town of Marcellus, County of Onondaga, New York has been Elected to the Office of Superintendent of Highways of the Town of Marcellus, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Marcellus that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Deputy Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Deputy Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Town Tax Collector further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Town Justices; and

This undertaking of the Town Superintendent of Highways is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Town Superintendent of Highways; and

This undertaking of the Deputy Town Supervisor is further conditioned that he/she will well and truly keep, pay over and account for all moneys and property coming into his/her hands as such Deputy Town Supervisor; and

The Town does and shall maintain insurance coverage, presently with ENB Insurance, in the sum of \$450,000.00 for the Tax Collector, \$50,000.00 for the Supervisor, \$25,000.00 each for the Town Justices, \$25,000.00 for the Highway Superintendent, \$25,000.00 for the Town Clerk and \$25,000.00 for the Deputy Town Supervisor to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the offices, clerks and employees covered thereunder.

Town of Marcellus

Town Supervisor

Town Clerk

Tax Collector

Town Justice

Town Justice

Highway Superintendent

Appointment of Deputy Court Clerk: Councilor Scanlon made a motion seconded by Councilor O’Hara to appoint Clarissa Siy as Deputy Court Clerk for a term of 1/1/2015 - 12/31/2015.

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

Carried

ARAMARK: Jim Gason, Town Attorney, has been working with Aramark concerning a \$4,000 bill. Once the Town receives a credit from uniforms that were returned, the Town would like to terminate the contract with Aramark. Councilor Pollard made a motion seconded by Supervisor Paul that Jim Gascon draft a letter terminating the contract with ARAMARK once the credit is received.

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

Carried

Supervisor Paul reminded the Board Members to come prepared for a picture at the January 22, 2015 meeting. Also, at that meeting the board will go through the revised handbook.

Phil Coccia, Recreation Director, stated that the ice skating rink was now opened at the Park.

Motion to Adjourn: Councilor Pollard made a motion seconded by Councilor Scanlon to adjourn the Town Board Meeting at 8:00 PM.

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

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk