

TOWN OF MARCELLUS
TOWN BOARD WORKSHOP MEETING MINUTES

January 22, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, January 22, 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: Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; John Houser, Codes Officer; Chris Mallone, Skaneateles Journal; approximately 10 town residents and Sandy Taylor, Town Clerk.

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

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #1A as of 1/22/2015, Claims #141556-141592,141595 and 141602.

	<u>Expenses</u>
General Fund	\$ 21,827.89
General Fund – Part Town	293.24
Highway – Town Wide	6,871.59
Highway – Part Town	116.54
Ambulance Fund	70,760.25
Sewer District	915.91
Water District	35,275.00
Trust & Agency	<u>2,366.16</u>
Total:	\$138,426.58

Councilor Scanlon made a motion seconded by Supervisor Paul to approve and pay the bills.

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

OCRRA Contract: A motion was made by Councilor Hunt seconded by Councilor Pollard to sign the OCRRA contract that the Town Attorney, Jim Gascon, has reviewed.

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

Time Warner Cable Contract: Jim Gascon, Town Attorney, is waiting to hear from Time Warner.

Annual Audit Reports: The Board members audited four departments that handle money for the Town.

Councilor Hunt audited the financials of the Recreation Department. He stated that all the records are in order and that duplicate receipts are kept.

Councilor O'Hara and Councilor Hunt audited the reports of the Town Clerk. It was recommended that the Deputy Town Clerk reconciled the bank statements. The Board Members verified that there are duplicate receipts kept and everything is in order.

Councilor Pollard and Councilor Hunt audited the reports of the Town Court. Councilor Pollard audited the books of Town Justice Mary Reagan Dailey and Councilor Hunt audited the books of Town Justice Matthew Moses. All books are balanced and there are no concerns.

Councilor Scanlon audited the books of the Tax Collector. It was recommended that next year the Town set up a petty cash/change drawer for the Tax Collector. This will be used a change drawer for tax payers.

2011 AUD : Supervisor Paul stated that the 2011 AUD is at the State Comptroller's Office. We will be moving ahead with 2012 and 2013.

JCAP: Supervisor Paul stated that the Court Clerk has applied for a JCAP grant. She asked for \$25,000 and we will be receiving \$24,995. The grant money will be used for a new side door and security buzzers throughout the Town Hall.

At 7:50 PM the Business Portion of the meeting was closed.

Stormwater Update MS4: (MS4 – Municipal Separate Storm Sewer Systems) John Houser, Codes Officer, stated that the Town is in violation of not having a plan. There was discussion on the Storm Water and John is in contact with New York State on a regular basis. It was suggested by the Town Attorney, Jim Gascon, to ask TDK Engineers for some help with this. John will contact TDK and give an update at the February 9, 2015 meeting.

2014 Budget Review: Supervisor Paul discussed the 2014 budget.

Solarize CNY Campaign: Supervisor Paul discussed the Solarize CNY Campaign. This will be tabled until February so that the Board can look over the information.

Light Poles: Supervisor Paul was approached by a resident and asked to buy the light poles. Don MacLachlan, Highway Superintendent, stated that he could use some of the Poles for projects within the Town and then take the rest for scrap metal. There was discussion about taking them for scrap or putting them on Auctions International.

Internet Security: Peter Knowles, the Town's IT man, recommends that the employees change their passwords every 30 days. After some discussion, Supervisor Paul will contact him and see if every 90 days would be sufficient.

Handbook: It was decided amongst the Board that the Handbook would be put on the agenda for the February 9, 2015 meeting.

Councilor Scanlon stated that he met with MAVES and received their financial reports. He will discuss this more at a February Meeting.

Tim Ahern, Town Highway Employee, asked if there was any possibility of receiving 25 days of vacation after 21 years of service. Supervisor Paul stated that after a lengthy discussion at a Workshop Meeting regarding the Handbook revision, the board decided not to change the vacation schedule.

Councilor O'Hara made a motion seconded by Councilor Pollard to adjourn the Marcellus Town Board meeting at 9:00 PM/

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

Carried

Respectfully submitted,

Sandy Taylor
Town Clerk