

TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES

March 9, 2015

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, March 9, 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; John Houser, Codes Officer; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Susan Dennis, Deputy Town Clerk; Ron Schneider, Bill Southern, Bernard Montgomery, Gary & Linda Wilcox, Christopher Mallone, Skaneateles Journal; Nicole Scalice, Nancy Bunn, Fran Eibert, Karen Cotter, Tom Lathrop and Sandy Taylor, Town Clerk.

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

A motion was made by Councilor Scanlon and seconded by Councilor O’Hara to amend the agenda by adding to it a letter that was received today from the County Department of Transportation regarding grant money.

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

Accept Minutes from Previous Meetings: Councilor O’Hara made a motion seconded by Councilor Hunt to accept the Town Clerk’s minutes from February 9, and February 26, 2015. Councilor Pollard asked if the resident’s names could be put in the minutes from now on. The Town Clerk will comply with this request.

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 # 3 as of March 5, 2015 Claims # 141812-141822, 141839-141872.

	<u>Expenses</u>
General Fund	\$ 18,162.24
General Fund – Part Town	5,376.67
Highway – Town Wide	242,083.45
Highway – Part Town	2,548.21
Trust & Agency	<u>49.25</u>
Total	\$268,170.57

Board Members were given copies of the Activity Report as of March 5, 2015.

	<u>Total Revenue</u>	<u>Total Expense</u>
General Fund	\$275,045.72	1,016,641.45
Part Town General	9,264.00	162,147.70
Town Wide Highway	110,964.04	423,638.22
Part Town Highway	61,992.32	345,152.47
Fire	14.26	337,711.00
Hydrant Fund	6.25	21,050.72
Ambulance Fund	23.31	199,473.75
Sewer District	8.92	8,938.44
Water District	21,186.73	104,840.00

RECREATION AGREEMENTS: Councilor O’Hara made a motion seconded by Councilor Pollard to approve the following recreation agreements:

Summer Concert:

The Other Guise – Thursday, July 2, 2015 - \$350.00

Bingo Trips:

Birnie Bus Service – April 6, May 4, June 8, July 6, August 3, October 19, 2015 at \$625 per trip.

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

DEPUTY CODE OFFICER CONFERENCE: Councilor Scanlon made a motion seconded by Councilor O’Hara approving the Deputy Codes Officer to attend the NYS Building Officials Conference (March 31 – April 3, 2015). The conference will be held in Liverpool. The cost is \$360 plus mileage.

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

TOWN CLERKS CONFERENCE: Councilor O’Hara made a motion seconded by Councilor Pollard approving the Town Clerk to attend the NYS Town Clerks Association Conference from April 25 – 29, 2015 in Rochester. The cost is \$665 for the hotel and meals, \$125 for registration plus mileage.

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

RESOLUTION: \$50,000 GRANT FOR PARK: Community Grant Application

**TOWN OF MARCELLUS
TOWN BOARD RESOLUTION
IN FAVOR OF COMMUNITY GRANT APPLICATION**

March 9, 2015

The following resolution was made by Councilor O'Hara, and seconded by Councilor Hunt, at the regular meeting of the Town Board of the Town of Marcellus on March 9, 2015,

WHEREAS, the County of Onondaga Community Development Division has solicited project proposals for the 2015 Community Development Block Grant funding cycle by letter dated January 30, 2015, a copy of which is incorporated herein in its entirety by reference herein; and

WHEREAS, the primary objective of the program is to benefit low income people in the County; and

WHEREAS, Category D "Low Income Benefit" specifically indicates any project that benefits either the elderly or handicapped persons qualifies for potential funding; and

WHEREAS, the renovation of existing restrooms for handicapped accessibility in parks or other facilities further qualifies for potential funding; and

WHEREAS, the Town Parks and Recreation Department has identified a park restroom that requires renovation to meet elderly and handicapped persons needs; and

WHEREAS, the Town desires input from the general public as to potential additional projects that may meet the criteria set forth for the said Community Development Grant; and

WHEREAS, the terms of the Grant require that a public hearing be held; and

NOW, THEREFORE, it is

RESOLVED, that the Town of Marcellus through action of this Board does authorize and approve the pursuit of a grant from the Onondaga County Community Development Division and that said Grant will be used to benefit senior citizens and/or handicapped persons within the Town of Marcellus; and it is further

RESOLVED, the Town will have a public hearing for the purpose of reviewing a proposal for the renovation of a park bathroom to accommodate elderly and

handicapped person, to develop a five (5) year plan, to approve a local Town contribution for the project and for any and all additional proposals the public desires to present for the Community Development Grant; and it is further

RESOLVED, the public hearing to consider the above proposal and all other proposals will be held at the Town Hall on March 26, 2015 at 7:00 p.m. or as soon thereafter as the matter can be heard, at which time all persons interested will be heard.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

John Scanlon	Councilor	Yes
Christopher Hunt	Councilor	Yes
Kevin O’Hara	Councilor	Yes
Karen Pollard	Councilor	Yes
Mary Jo Paul	Supervisor	Yes

The foregoing resolution was thereupon declared duly adopted.

DATED: March 9, 2015

Trash Days/Shred Truck/Trash Days Fees: Councilor Hunt made a motion seconded by Councilor O’Hara to increase the trash day permit fees by the following amounts:

	<u>Old Fee</u>	<u>New Fee</u>
Passenger Vehicle – 6 trips	\$18.00	\$20.00
Trailer – 4 trips	\$35.00	\$45.00
Stake Rack – 2 trips	\$50.00	\$50.00
Tire Permits – under 19” only	\$ 2.00	\$ 3.00
Freon Tag	\$20.00	\$20.00
Pick up Trucks	\$35.00	\$35.00

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

Councilor O’Hara mad a motion seconded by Councilor Hunt to approve the following dates and times for the Spring Trash Days:

Fridays – April 24, May 1 and May 8, 2015 8:00 am – 3:00 pm
Saturdays – April 25, May 2 and May 9, 2015 8:00 am – 12:00 noon

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

Shred Truck: Councilor O’Hara made a motion seconded by Councilor Pollard to schedule Pro-Shred come on May 2 (May 9 if May 2 is not available) to the Town Hall Parking Lot with a cost not exceeding \$400.00. The hours would be 8:00 am – 12:00 noon (if Pro-Shred is available those times).

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

HANDBOOK RESOLUTION: Councilor Pollard made a motion seconded by Councilor Hunt to adopt the updated Employee handbook with the following resolution:

ADOPTING THE UPDATED EMPLOYEE HANDBOOK

Whereas the Town Board of the Town of Marcellus is desirous of maintaining an up-to-date Employee Handbook which details current and accurate personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters; and

Whereas the Town Board has retained Public Sector HR Consultants LLC to prepare a Revised and updated version of the Town's Employee Handbook that accomplishes the foregoing objectives; and

Whereas the Town Board has reviewed draft versions of said updated Employee Handbook and has made determinations as to appropriate content; therefore

Be it resolved this 9th day of March, 2015 that the attached document be adopted as the Official Employee Handbook of the Town of Marcellus; and

Further be it resolved that the newly updated and revised Town of Marcellus Employee Handbook shall be distributed, with signed acknowledgement, to all Town officials and Employees.

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

Carried

IMA – PLAYGROUND: (Intermunicipal Agreement) Councilor Hunt made a motion seconded by Councilor Scanlon for the Supervisor to sign the letter and IMA between the Town of Marcellus and Marcellus Central Schools for the Elementary School Playground project. The Town Board has agreed to dismantle, remove and discard the old playground equipment and to provide a Bobcat and auger for the installation of the new equipment. The School District has been kind enough to permit the Town Recreation Department to utilize the playground in the past and we simply ask the school to continue to permit the same after the new playground is completed. This is all with the approval of Don MacLachlan, Highway Superintendent.

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

Carried

LIBRARY REQUEST: Councilor Pollard made a motion seconded by Councilor O'Hara to approve the request from the Marcellus Library to install a *Little Free Library* next to the playground at Marcellus Park. The *Little Free Library* will hold approximately 18 – 24 children's books. Library staff members and Friends of the Library will keep it well stocked and remove any items that don't belong.

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

Carried

LIMELEDGE WATER DISTRICT: Barton & Loguidice Engineers was very helpful in providing information for the 2010- 2014 audits to report to the State Comptroller's Office. In September the Board approved to spend no more than \$5,000 for their help. A letter was received on March 9, requesting a fee increase in the amount of \$1,130 for services provided to date and an additional \$200 to review Exhibit C for a total amount not to exceed \$1,330.00. Councilor Pollard made a motion seconded by Supervisor

Paul to pay the additional \$1,330.00 to Barton & Loguidice for the extra time and effort they have put in for the AUD reports.

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

Carried

COUNTY DOT: (additional item) A letter was received today from the County Dept. of Transportation explaining a grant opportunity for improvement projects that provide a community and quality of life benefit and that are considered to be of vital importance to the County. The project proposal must be delivered no later than 3:00 pm on March 27, 2015. Councilor Pollard made a motion seconded by Councilor Hunt to allow Supervisor Paul to work with Highway Superintendent Don MacLachlan on applying for grant money.

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

Carried

UPDATES: John Houser, Codes Officer, stated that the Storm Water Plan is about 75% completed. Don MachLachlan, Highway Superintendent, stated that he will give his section of it to John Houser when completed. Don will be contacting TDK Engineers for some additional help.

Supervisor Paul wants to remind everyone to vote on the School Project tomorrow, Tuesday, March 10, 2015. The polls are open 12:00 noon to 9:00 pm at the High School.

Supervisor Paul also mentioned that at the last meeting the Board approved nine letters to be sent out to residents on Pleasant Valley Road regarding the DEC spill. In looking over the maps, three houses were left off the original list; therefore a total of twelve letters went out.

Supervisor Paul stated that the 2014 AUD is being completed, and Dermody, Burke and Brown should be submitting it to the State by the end of this week.

Meeting deadlines, if you want anything on the agenda for a Monday meeting, please have it to the Town Clerk by 4:00 the previous Thursday.

If you want anything on a Thursday's agenda, please have it to the Town Clerk by 12:00 noon the previous Tuesday.

Items from the Floor: Bill Southern, thanked the Park Department for the Tuesday mornings coffee and donuts at the Welcome Center. Approximately 15 -20 people have been showing up each week.

Phil Coccia, Recreation Director, handed out the Jan/Feb/March actives report:

1. February field trips for children-
 - a. Laser tag (30 kids)
 - b. Movie at Palace Theater (30 kids)
 - c. Wonder Works at Destiny USA (80 kids)
2. February break Basketball camp (40 kids)
3. Dance Classes at DMS (10 kids per month)
4. Adult yoga classes (3 times a week)
5. Ice skating rink – very successful
6. 2 evening moonlight ski- Welcome Center
7. Tuesday morning coffee club (12 to 15 attendees)
8. 2015 adult travel packets are ready to be sent
9. Hoop-Mania forms are ready to be sent
10. Over 70 reservations for park pavilions
11. 15 Welcome Center reservations for not-for-profit organizations and paid patrons

Bernie Montgomery mentioned the water damage at the Welcome Center. Possibility of a new roof and repaint in the spring.

Don MachLachlan, Highway Superintendent, stated that the street lights are fixed.

MOTION TO ADJOURN: Councilor O'Hara made a motion seconded by Councilor Pollard to adjourn the Town Board Meeting at 8:15 pm.

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

Carried

Sandy Taylor, Town