

TOWN OF MARCELLUS
TOWN BOARD WORKSHOP MEETING MINUTES
November 19, 2015

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, November 19, 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: Christopher Mallone, Skaneateles Journal; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney in at 7:10; Mike Ossit, Bill Southern, Fran Eibert, Stephen Knapp, MAVES; Bernie Montgomery, Chuck Paul, Tom Lathrop, Tom Reiley, Reagan Insurance and Sandy Taylor, Town Clerk.

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

WORKERS COMP. PRESENTATION: Tom Reiley, from Reagan Insurance, presented to the Board three (3) different quotes for Workers Compensation Coverage. They are as follows:

	<u>Perma</u>	<u>Comp Alliance</u>	<u>State Fund</u>
Municipal (highway etc)	\$ 47, 245	\$ 40, 216	\$ 56, 957
Volunteer Firefighters	\$ 61,325	\$ 41,791	\$ 70,155
Volunteer Ambulance	<u>N/A</u>	<u>\$ 10,305</u>	<u>\$ 14,801</u>
	\$110,694	\$ 92,312	\$141,913
Ambul. <u>15,000</u>			
	\$125,694		

If we switch from PERMA to Comp Alliance the Town could save \$33,382 per year. After some discussion about the different plans and what they offer, Councilor O'Hara stated that he may make some phone calls to other Towns and Villages to ask their opinion on the Comp Alliance Plan. This will be on the agenda for the December 3, 2015 meeting.

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk, Abstract #11 as of November 13, 2015, Claims #143157-143182. 143185-143186, 143196-143223

	<u>Expenses</u>
General Fund	\$ 31,606.40
General Fund – Part Town	68.49
Highway – Town Wide	118,144.24
Highway – Part Town	667.84
Fire District	500.00
Trust & Agency	<u>1,817.87</u>
Total	\$152,804.84

Councilor O'Hara made a motion seconded by Councilor Scanlon to approve and pay the bills.

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

Carried

Supervisor Paul explained the final figures for the fund balances and reserves. Below are the amounts.

FUND BALANCES
Based on OSC AUD for 2014

AUD TOTAL FIND BALANCE:

- Appropriated FB for next year
- Unappropriated, Unreserved, Unassigned FB (EXCESS \$)
- Reserves under that fund

A	GENERAL	TOWN-WIDE
	<u>\$463,328</u>	Includes Special account \$163,000
+	\$72,493	Park Capital, Bldg. Capital, Cemetery & Voting Machines
	<u>\$535,821</u>	
+	<u>\$158,500</u>	For Truck from DA
	<u>\$694,321</u>	ADJUSTED TOTAL FOR FB
	<u>\$694,321</u>	
—	<u>\$72,493</u>	Reserves set aside
	<u>\$621,828</u>	TOTAL Unreserved FB
—	<u>\$100,000</u>	APPROPRIATED FOR 2015 budget
	<u>\$521,828</u>	TOTAL Unreserved/Unappropriated FB
—	<u>\$500,000</u>	NEEDED FB *
	<u>\$21,828</u>	
+	<u>\$87,000</u>	From DRAINAGE
	<u>\$108,828</u>	
+	<u>\$8,457</u>	From ENTERPRISE
	<u>\$117,285</u>	
+	<u>\$22,759</u>	From SPECIAL DISTRICTS
	<u>\$140,044</u>	
—	<u>\$2,500</u>	Unemployment Insurance Reserve
	<u>\$137,544</u>	EXCESS FB
—	<u>\$100,000</u>	APPRO. FB: Contingency line in 2016 Budget
	<u>\$37,544</u>	
—	<u>\$18,000</u>	To cover B FUND Contingency
—	<u>\$5,000</u>	To Cover B FUND Comprehensive Plan
—	<u>\$3,000</u>	To cover A FUND Dog Enumeration
—	<u>\$3,000</u>	Move to Cemetery Reserve
	<u>\$8,544</u>	EXCESS FB

Incorrectly
under DA

* 20% recommended FB	\$240,000
Paper Mill Demolition	\$200,000
Appro. 2016 Budget	<u>\$100,000</u>
	<u>\$100,000</u>
	<u>\$60,000</u>
	<u>\$400,000</u>
EXCESS FB	<u>\$8,544</u>
REMAINING FB	<u>\$408,544</u>

B GENERAL PART TOWN

\$0

DA HIGHWAY TOWN-WIDE

	\$727,081	TOTAL FB 2014 AUD
	<u>-\$8,238</u>	MACHINE RESERVE
	\$718,843	
—	<u>\$72,493</u>	A **
	\$646,350	
—	<u>\$158,500</u>	PREV. Truck
	\$487,850	
—	<u>\$184,000</u>	2014 TRUCK PAID IN 2015
	\$303,850	
—	<u>\$97,000</u>	FB (20%)
	\$206,850	EXTRA FB
+	<u>\$8,238</u>	Machine reserve from above
	\$215,088	
—	<u>\$2,250</u>	Unemployment Insurance Reserve
	\$212,838	HIGHWAY EQUIPMENT RESERVE

	<u>Wrongfully in DA</u>	<u>Should be in A</u>
** Cemetery Reserve		\$7,051
Park Capital Reserve		\$57,657
Bldg. Reserve		\$5,751
Voting Machine		<u>\$2,034</u>
	**	<u>\$72,493</u>

DB HIGHWAY PART TOWN (outside village)

	\$270,618	TOTAL FB 2014 AUD
—	<u>\$1,056</u>	EQUIPMENT RESERVE (Closed & added to unemplmt Ins Reserve)
	\$269,562	TOTAL Unreserved/Unappropriated
—	<u>\$75,000</u>	LEAVE FOR FB (20%)
	\$194,562	
	<u>\$1,200</u>	Unemployment Insurance Reserve
	\$193,362	EXCESS FB
—	<u>\$84,500</u>	Approp. FB: For Bridge Replacements 2016
	\$108,862	To be pLaced in CAPITAL IMPROVEMENT RESERVE

SF FIRE DISTRICT

	\$148,279	TOTAL FB 2014 AUD
—	<u>-\$74,925</u>	TRUCK RESERVE 2015
	\$73,354	TRUCK RESERVE 2016
		then add back into 2017 Budget

RESERVES

2014
AUD

Additional
Monies

FROM

MINUS 2015
EXPENSES

END 2015
START 2016

TO BE
USED
2016

A		Building Capital	\$5,700	\$121,000	✓ Ambulance FB	\$0	\$126,700	\$0
A		Park Capital	\$57,757	\$0		\$7,000 FOR NEW * ROOF ON WELCOME CENTER	\$50,757	\$0
A		Cemetery	\$7,051	*\$3,000	FB	\$0	\$10,051	\$10,000
A	NEW	Unemployment Insurance	\$0	\$2,034 \$2,500	✓ Voting Machine ✓ FB	\$0	\$4,534	\$0

B	NEW	Unemployment Insurance	\$0	* \$1,000	2016 Budget	\$0	\$1,000	\$0
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(Truck &
Mach.)

DA		Highway Equipment	\$8,238	* \$212,838	FB	\$0	\$221,076	\$210,000
DA	NEW	Unemployment Insurance	\$0	\$2,250	✓ FB	\$0	\$2,250	\$0

DB	NEW	Unemployment Insurance	\$0	\$1,056 \$1,200	✓ Equipment ✓ FB	\$0	\$2,256	\$0
DB	NEW	Capital Improvement	\$0	\$108,862	FB	\$0	\$108,862	\$0

* COMPLETED
11/19/2015

✓ COMPLETED
8/10/2015

11/5/2015

Budget Adjustments: Councilor Scanlon made a motion seconded by Councilor O'Hara to approve the following budget adjustments:

From:	Excess A FB (Fund Balance)	\$3,000.00
To:	Cemetery Reserve	\$3,000.00
From:	Excess DA FB (Fund Balance)	\$212,838.00
To:	Highway Equipment Reserve	\$212,838.00
From:	Excess DB FB (Fund Balance)	\$108,862.00
To:	Capital Improvement Reserve	\$108,862.00

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

Appointment to Assessment Board of Review: Councilor Scanlon made a motion seconded by Councilor Pollard to reappoint Martin Taffaro to the Board of Assessment Review for a five – year term, 11/19/2015-9/30/2020.

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

Discussion of Proposed Solicitor's Local Law and Raptor Equipment: There was discussion on The Raptor Equipment that Marcellus School District uses when checking people in. The cost for the equipment and annual software is \$1,670.00 with a \$480 annual fee after the first year. This would mean that all Solicitors that come into the Town of Marcellus would have to check in and then would receive a badge so the residents know that they are legitimate in the Town. This issue will be discussed at future meetings.

Discussion of Phone System: Supervisor Paul has received some prices for phone systems for the Town Hall. She stated that the phones that are currently in the Town Hall are very outdated and it is becoming harder to get parts for them. The prices are as follows:

ITS	\$10,025
MERIDIAN	\$ 9,667
MATRIX	\$ 7,300
ARROW (current provider)	\$11,038
SKYE	\$10,995

Supervisor Paul gave all the information on the phone systems to Councilor Pollard to go through so that this can be discussed at another meeting.

Proposed Office Closing for Holidays, Dec. 24 and Dec. 31, 2015: Supervisor Paul suggested that the Town Hall be closed on Dec. 24 and Dec. 31, 2015. Councilor O'Hara made a motion seconded by Councilor Pollard to close the Town Hall on Dec. 24 and Dec. 31, 2015.

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

Discussion of Renovation of Town Hall and Highway Garage: Supervisor Paul stated the reasons that we need a new Highway Garage and a renovated Town Hall.

Reasons we need a new Highway Garage:

- No ventilation
- Age of Current building
- Door openings small for newer, larger trucks
- No insulation
- No DEC/OSHA required Wash Bay

Reasons we need a Renovated Town Hall:

- Only 1 egress on the 2nd floor in case of fire
- Four (4) offices on second floor not ADA compliant; the Codes Office, the Assessor's Office, The Planning/Zoning Office and the Parks and Recreation Office
- Court Room non compliant on several levels; lack of holding area, not enough seats, no raised bench and lack of conference room for client/attorney meetings and DA meetings
- No privacy at Town Clerk's Counter

Councilor O'Hara thanked Supervisor Paul for all the work that she has put into meeting with different people and working on the buildings project.

Bernie Montgomery, Frank Gay Road, stated that the Citizens Advisory Committee did what was asked of them last year in looking into different possibilities for the Town Hall and Highway Garage. He feels that this building is a fire trap.

Highway Resolution (added item): Don MacLachlan, Highway Superintendent, had to leave the meeting early and asked Jim Gascon, Town Attorney, to present to the Board a resolution from the NYSCHSA (New York State County Highway Superintendents Association) and the NYSAOTSOH (New York State Association of Towns Superintendent of Highways) asking the State to distribute monies collected from gas taxes and auto fees equally between the NYSDOT (New York State Department of Transportation) and the MTA (Metropolitan Transportation Authority). This will be on the agenda for the Dec. 3, 2015 meeting.

Items from the Board

Councilor Pollard attended a meeting on Solar Energy. She stated that now it will be battery and that the door is closing on Municipalities receiving money.

Supervisor Paul stated that the tree lighting is going to be held on Thursday, December 3, 2015 at 6:00 pm. Councilor Pollard stated that she would do the announcing.

Supervisor Paul mentioned that the cost of a legal sized 4-drawer fire proof file cabinet would be \$800 & would only protect the items inside for an hour in a fire. The safe with the door closed is a much better protection for the non-replaceable items inside. The cost to refurbish the safe door so it could be used again is between \$400 & \$700 @ a rate of \$100/hour.

Councilor O'Hara thanked Chris Mallone, Skaneateles Journal, for covering the Town and Village Meetings and other events.

Items from the Floor

Stephen Knapp, MAVES, thanked Councilor Scanlon for his help in being the liaison for the Town Board.

Councilor Hunt made a motion seconded by Councilor Pollard to adjourn the Marcellus Town Board meeting at 9:10 P.M.

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

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk