

**TOWN OF MARCELLUS  
TOWN BOARD MEETING MINUTES**

January 9, 2017

A Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, January 9, 2017, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Karen R. Pollard, Supervisor  
Kevin F. O’Hara, Councilor  
John Cusick, Councilor  
Chris Hunt, Councilor  
Laurie Stevens, Councilor

Also present: Jim Gascon, Town Attorney; Bernie Montgomery, Phil Coccia, Recreation Director; John Houser, Codes Officer; Bill Southern, Keith Ramsden, Stephen Knapp, MAVES; Braxton Knapp, Jim Rossiter and John Rossiter, Marcellus Fire Department; Mark Delasin, Don MacLachlan, Highway Superintendent; Karen Cotter, Robin Bolewski, Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk.

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

**Minutes:** Councilor Hunt made a motion seconded by Councilor Stevens to accept the Town Clerks minutes from the Dec. 12, 2016 Town Board Meeting and the December 29, 2016 Year – End/Workshop Meeting.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick Carried

**Monthly Activity:**

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #1 as of January 5, 2017, Claim #'s 145036-145049, 145057 and 145080. (These were paid out of the 2016 Budget).

	<u>Expenses</u>
General Fund	\$13,585.02
Part Town General	140.54
Townwide Highway	776.60
Trust and Agency	<u>24.00</u>
 Total	 \$14,526.16

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #1 as of January 5, 2017, Claim #'s 145058-145079, 145081-145083. (These were paid out of the 2017 Budget).

	<u>Expenses</u>
General Fund	\$29,242.41
Part Town General	2,642.53
Townwide Highway	7,278.68
Part Town Highway	5,833.50
Fire District	44,826.70

Ambulance Fund	73,474.50
Sewer District	900.00
Trust and Agency	<u>1,758.89</u>
<b>Total</b>	<b>\$165,957.21</b>

Board Members were given copies of the Activity Report as of January 9, 2017 for the fiscal year 2016.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,267,622.47)	1,116,057.13
Part Town General	( 217,202.80)	170,571.87
Townwide Highway	( 518,228.41)	644,578.64
Part Town Highway	( 513,624.59)	525,667.52
Fire District	( 518,048.91)	570,020.50
Hydrant Fund	( 2,274.44)	3,017.84
Ambulance Fund	( 283,986.45)	283,951.00
Sewer District	( 122,418.05)	121,807.00
Water District	( 147,916.33)	172,873.95

Councilor O'Hara made a motion seconded by Councilor Cusick to approve the Audited Voucher Reports from January 5, 2017 and the Activity Report from January 9, 2017.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick Carried

**RECREATION BUDGET TRANSFERS:**

Councilor Stevens made a motion seconded by Councilor Cusick to approve the following Budget Transfers as requested by Phil Coccia, Recreation Director.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick Carried

Stone Mill bathroom project for 2017

From: A7110.2 Park Equipment to A7120.4 – Stone Mill Contractual	\$1,000
From: A7110.4 Park Contractual to A7120.4 – Stone Mill Contractual	\$7,000
From: A7110.4 Park Contractual to A7120.1 – Stone Mill Salary	\$3,000
From: A8810.1 Cemetery Salary to A7120.1 – Stone Mill Salary	\$1,000

Park/Cemetery Capital Reserve

From: A2001 Recreation Revenue surplus to Park Capital Reserve	\$10,000
From: A2025 Park Pavilion Revenue Surplus to Cemetery Contractual Reserve	\$ 3,000

**OLD BUSINESS:** - none

**NEW BUSINESS:**

**ASSOCIATION OF TOWNS:** Supervisor Pollard read about the Association of Towns Training School to be held in New York City from February 19-22, 2017. There is no money in the budget this year, but if any of the Councilors would want to go next year, keep it in mind at budget time.

**MAVES CONTRACT:** Councilor O'Hara made a motion seconded by Councilor Stevens to authorize Supervisor Pollard to sign the contract between MAVES and the Town of Marcellus for the amount of \$282,898.00.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick

Carried

**FIRE DEPARTMENT CONTRACT:** After discussion with members of the Marcellus Fire Department regarding the quarterly financials, Councilor Stevens made a motion seconded by Councilor Hunt to authorize the first payment of the contract. The total amount for the year is \$328,267.00. It was decided that if the Town does not receive the financials that are due to them, the Town will hold the second payment due in February until they are received. The Fire Department asked if the Liaison would be able to be at the meeting where they discuss the quarterly financials. They will send a list of meeting dates for the Town.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick

Carried

**FIRE DEPARTMENT CONTRACT – SIGNATURE:** Councilor O'Hara made a motion seconded by Councilor Hunt to authorize the Supervisor to sign the contract between the Fire Department and the Town of Marcellus.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick

Carried

**TDK CONTRACT:** Councilor Stevens made a motion seconded by Councilor Hunt to authorize the Supervisor to sign the contract between TDK Engineering and the Town of Marcellus.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick

Carried

**ASCAP CONTRACT:** Councilor O'Hara made a motion seconded by Councilor Stevens to authorize the Supervisor to sign the ASCAP Contract. This is a fee for the music in the Park, Community Bank and the Children's Theatre. The amount for is \$341.00.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick

Carried

**UPDATE ON HIGHWAY GARAGE:** Jim Gascon, Town Attorney, will draft a contract. The Town has the specs and Plans from MAS Engineering. This will be put on the agenda for the Jan. 26, 2017 meeting.

**COMMITTEE FOR PLANNING BOARD VACANCY:** The Town Board received a memo from the Marcellus Planning Board stating that the interview committee will consist of Chairperson Jerry Wickett, Chris Christensen and Karen Cotter. This person will replace the vacancy that was left when Bob Ciota resigned. They will then present their candidate to the Town Board for the final appointment.

**PAPER MILL:** Councilor Stevens made a motion seconded by Councilor Cusick to extend an additional 6 months from today, January 9, 2017, to the September 12, 2016 resolution section 2, regarding the time frame in which the Paper Mill needs to be demolished. John Houser, Codes Officer, is working on getting prices from companies regarding air quality.

Ayes – Pollard, Stevens, Hunt, O'Hara and Cusick

Carried

**OFFICIAL UNDERTAKING:** Councilor O'Hara made a motion seconded by Councilor Stevens to approve the Official Undertaking for 2017.  
Ayes- Pollard, Stevens, Hunt, O'Hara and Cusick 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, the Town Board of the Town of Marcellus hereby requires the Supervisor, Town Clerk, Tax Collector, Town Justices, Highway Superintendent and Deputy Town Supervisor, Court Clerk and Deputy Court Clerk to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Marcellus approves 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, Karen R. Pollard , 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, Sandra H. Taylor, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Clerk of the Town of Marcellus, and

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

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

WHEREAS, Donald 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

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

WHEREAS, Judith Schneider, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Court Clerk, and

WHEREAS, Heidi Randall, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Deputy Court Clerk, 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 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 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 Tax Collector 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 Tax Collector; and

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

This undertaking of the Superintendent of Highways is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Superintendent of Highways; and

This undertaking of the Deputy Town Supervisor 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 Deputy Town Supervisor; and

This undertaking of the Court 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 Court clerk; and

This undertaking of the Deputy Court 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 Deputy Court Clerk; 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 Supervisor , \$25,000.00 each for the Town Justices, \$25,000.00 for Highway Superintendent, \$25,000.00 for Town Clerk and \$25,000 for the Deputy Town Supervisor and \$25,000.00 each for the Court Clerk and the Deputy Court Clerk to indemnify the Town 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 officer, clerks and employees covered thereunder.

A copy of the certificate of said insurance evidencing the said insurance coverage is annexed hereto as exhibit "A".

Dated: January 09, 2017  
Town of Marcellus

**DEPARTMENT LIAISONS:**

Councilor O'Hara – Fire Department  
Councilor Hunt – MAVES  
Councilor Cusick – Parks/Rec  
Councilor Stevens – Codes

**PERMIT FEE WAIVER – SKANEATELES SKI CLUB:** A request was made by the Skaneateles Ski Club to waive a permit fee for a heating permit for a wood insert at the lodge. At this point, the Board has decided to deny the request.

**APPROVAL OF FINANCIALS FROM COURT, TOWN CLERK, TAX COLLECTOR AND PARKS/REC.:** As of now, no one has met with their department to audit the books. This will be on the agenda for the Jan. 26, 2017 meeting.

Supervisor Pollard stated that there would be an Attorney/Client meeting at the adjournment of this meeting.

**Discussion Agenda:**

**Items from the Board** - none

**Items from the Floor** - none

Councilor Hunt made a motion seconded by Councilor Cusick to adjourn the Marcellus Town Board meeting at 7:40 P.M.

Ayes – Pollard, Stevens, Hunt, O’Hara and Cusick

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk