

TOWN OF MARCELLUS
ORGANIZATIONAL MEETING MINUTES
January 2, 2018

An Organizational Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Tuesday, January 2, 2018, at the Welcome Center in Marcellus Park, Platt Road, Marcellus, New York. Those present were:

Karen R. Pollard, Supervisor
Laurie Stevens, Councilor
Chris Hunt, Councilor
Tammy Sayre, Councilor
John Cusick, Councilor

Also present was Jim Gascon, Town Attorney; Phil Coccia, Recreation Director; Keith Ramsden, Park Crew Leader; Don MacLachlan, Highway Superintendent and Sandy Taylor, Town Clerk.

Supervisor Pollard opened the meeting at 4:30 pm with the Pledge to the Flag.

Guide to Meetings: Councilor Hunt made a motion seconded by Councilor Stevens to accept the Guide to Meetings that will be available at Town Board Meetings.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Town Board Meeting Schedule: Town Board Meeting Schedule for January is as follows:

January 2, 2018 – Organizational Meeting
January 8, 2018 – Town Board Monthly Meeting
January 25, 2018 – Workshop Meeting

The 2018 Town Board Meeting Schedule for February through December is as follows:

February	7 & 21
March	7 & 21
April	4 & 18
May	2 & 16
June	6 & 20,
July	11 & 25
August	8 & 22
September	5 & 19
October	3 & 17
November	7 & 21
December	5 & 19

Supervisor Pollard made a motion seconded by Councilor Hunt to have the Town Board Meetings the First Wednesday of the month at 7:00 pm and the Workshop Meetings the Third Wednesday of the month at 5:30 pm starting in February. The July and August Meetings will be on the Second and Fourth Wednesdays due to the July 4th holiday.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Holiday Schedule – Town Hall Closed:

New Years Day
Martin Luther King’s Birthday
President’s Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

Councilor Hunt made a motion seconded by Councilor Stevens to approve the Holiday Schedule as listed and also include Monday, December 24, 2018 as a day off for employees.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Councilor Stevens made a motion seconded by Councilor Cusick to approve the Official Bank, the Town Investment Policy and the Petty Cash Accounts as outlined below.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Official Bank: Name Solvay Bank as the official bank for the depository for all monies from the Town Supervisor, Town Clerk, Tax Collector and Court.

Town Investment Policy: Idle monies shall be invested at the designated bank of the Town either in Certificate of Deposit or any kind of Savings Account. The Town requests that the depository (Solvay Bank) will protect these investments in the event they exceed FDIC coverage by pledging securities as collateral. The Collateral is to be held by a third party.

Petty Cash Accounts: Allow the Town Clerk to continue to have petty cash fund of \$200.00; Recreation Department to continue to have petty cash fund of \$200.00; this is to be administered by the Town Clerk, and the Tax Collector continue to have petty cash of \$100.00

Councilor Hunt made a motion seconded by Councilor Sayre to approve the Supervisor to pay the utility bills, postage and insurance prior to an audit, mileage reimbursement at .545 cents a mile, name the Eagle Observer as the Official Town Newspaper and give the Supervisor a thirty-day extension to file the annual report.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Supervisor to Pay Bills: Authorize the Supervisor to pay utility bills, postage and insurance prior to audit.

Mileage Reimbursement: As of January 1, 2018 standard mileage rate is .545 cents a mile.

Official Newspaper: Name the Eagle Observer as the Official Town Newspaper.

Supervisor Extension: The Supervisor will be given a thirty-day extension to file the annual report.

Councilor Hunt made a motion seconded by Councilor Stevens to authorize the Highway Superintendent to use State or County vendors in aggregate buying.
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Highway Superintendent Buying: The Highway Superintendent will use State or County vendors in aggregate buying.

Appointments:

Councilor Cusick made a motion seconded by Councilor Stevens to approve the following Annual Appointments.
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Annual Appointments:

Bookkeeper – Lori Petrocci – 1/1/18– 12/31/18
Clerk to Codes Dept – Karen Cotter – 1/1/18 – 12/31/18
Clerk to Planning/Zoning – Karen Cotter – 1/1/18 – 12/31/18
Clerk to Town Justices – Judith Schneider – 1/1/18 – 12/31/18
Clerk 1 – Karen Foote -1/1/18 – 12/31/18
Recreation Leader – Phil Coccia 1/1/18 – 12/31/18
Secretary to Highway Superintendent – Sandy Elsey – 1/1/18 – 12/31/18
Secretary to Parks & Recreation – Sandy Elsey - 1/1/18 – 12/31/18
Historian- Peg Nolan 1/1/18-12/31/18
Dog Control Officer – James LaRose – 1/1/18 – 12/31/18
Park Crew Leader – Keith Ramsden – 1/1/18 – 12/31/18
Planning Board Member – Chris Christensen- 1/1/18-12/31/24
Zoning Board of Appeals – Chris Christensen – 1/1/18-12/31/24
Deputy to Codes – Deb Williams – 1/1/18 – 12/31/18
Farmland Advisor Board – Wayne Norris – 1/1/18-12/31/22

Councilor Stevens made a motion seconded by Councilor Hunt to approve the following Advisory Appointments.
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Advisory Appointments:

Supervisor appointing Helen Stevens as Deputy Supervisor – 1/1/18 -12/31/18
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/18 – 12/31/18
Town Clerk appointing Susan Dennis as Deputy Town Clerk – 1/1/18– 12/31/18
Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent – 1/1/18 – 12/31/18
Tax Collector appointing Lori Petrocci as Deputy Tax Collector -1/1/18 – 12/31/18
Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer – 1/1/18 – 12/31/18

Councilor Hunt made a motion seconded by Councilor Cusick to approve the following for the Safety Committee.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Safety Committee: Comprises of Sandy Elsey, John Houser, Don MacLachlan, Keith Ramsden and Councilor Chris Hunt.

Councilor Hunt made a motion seconded by Councilor Stevens to approve the following salaries and payment schedule.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Annual Salaries and Payment Schedule:

Salaries:

Supervisor - \$12,000

Town Justices (2) - \$15,411.50 each

Court Clerk - \$40,403.41

Deputy Court Clerk - \$15.00 per hour

Councilors (4) - \$6,120 each

Town Clerk - \$39,799.38

Deputy Town Clerk - \$29,031.04

Tax Collector - \$10,067.40

Bookkeeper - \$45,033.13

Budget Officer - \$2,000 – to be paid over 4 months – Sept. – Dec.

Assessor - \$26,442

Parks & Rec Director - \$19,141.73

Sec. to Parks/Rec & Highway - \$29,776.01

Dog Control Officer - \$8,932.86

Highway Superintendent - \$57,185.28

Highway MEO - \$21.23 per hour

Deputy Highway Superintendent - \$1,040.00 yearly stipend

Codes Officer - \$48,381.28

Deputy Codes Officer - \$18.09 per hour

Secretary to Planning & Zoning - \$13,845.88

Secretary to Codes - \$18,057.35

Park Crew Leader - \$15.62 per hour

Seasonal Rec. PT Employees - \$10.40-\$11.38 per hour

Seasonal Rec. Program Director - \$15.30 –\$ 22.01 per hour

Seasonal Park Laborer - \$10.40 - \$13.76 per hour

Permanent PT Park Laborer – Up to \$16.61 per hour

Youth & Adult Rec specialist - \$15 - \$45/Student/depending on program

Historian - \$350

Planning & Zoning Boards – Chairs (2) \$3,510 each

Members (5) \$2,378 each

Assessment Board – Chair (1) \$208.08
Members (4) - \$156.06 each

Hourly Employees are paid bi-weekly
Salaried Employees and part time recreation employees are paid monthly

Hourly Employees who work more than 40 hours shall be paid at one and one-half (1 ½ Hrs) times their hourly rate.

Hourly Employees will receive 8 hours straight pay for 12 designated holidays (13 holidays for 2018 only) plus 1 ½ times their hourly rate for actual hours worked on that holiday.

Councilor Cusick made a motion seconded by Councilor Sayre to approve the Cell phone stipend and the Clothing allowance as outlined below.

Ayes - Pollard, Stevens, Hunt, Sayre and Cusick Carried

Cell Phone Stipend:

Highway Superintendent - \$45/Month
Codes Officer - \$45/Month
Highway Employees – \$25/Month

Clothing Allowance:

Highway Employees – \$500/year per employee
\$100 per year for Park Employees for work boots

Contracts:

Costello, Cooney and Fearon

Councilor Cusick made a motion seconded by Councilor Hunt to authorize Supervisor Pollard to sign the contract between the Town of Marcellus and Costello, Cooney and Fearon as per the contract.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Marcellus Veterinary Clinic and Lake Country Vet. Clinic

Councilor Cusick made a motion seconded by Councilor Sayre to approve Supervisor Pollard to sign the contracts with the Marcellus Veterinary Hospital and Lake County Veterinary Clinic. Councilor Stevens abstained from voting on this because of a conflict of interest with her business.

Ayes – Pollard, Hunt, Sayre and Cusick Carried

Marcellus Veterinary Hospital:

Boarding:	under 50 lbs.	\$22/day
	51-80 lbs.	\$26/day
	81 lbs. and over	\$30/day

Lake Country Veterinary Clinic:
Boarding: Max 5 days \$14/day

Historical Society: Councilor Hunt made a motion to authorize Supervisor Pollard to sign the contract between the Historical Society and the Town of Marcellus for \$5,000. Supervisor Pollard is abstaining from this vote, due to a conflict of interest.

Ayes – Stevens, Hunt, Sayre and Cusick Carried

American Legion: Councilor Stevens made a motion seconded by Councilor Sayre to authorize Supervisor Pollard to sign the amended contract between the American Legion and the Town of Marcellus for \$600.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Health/Loan Closet: Councilor Stevens made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign the contract between the Health/Loan Closet and the Town of Marcellus for \$500.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Methodist Church: Councilor Hunt made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign the contract between the Methodist Church and the Town of Marcellus for \$2,000 for the Peace Luncheons.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

OCM BOCES: Councilor Hunt made a motion seconded by Councilor Stevens to authorize Supervisor Pollard to sign the contract between OCM BOCES and the Town of Marcellus for Health, Safety and Risk Management Services for \$2,000.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

ASCAP Contract: Councilor Stevens made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign the contract between ASCAP and the Town of Marcellus for \$348.00. This is the copyright fees for any music that is used between the concerts in the park and any Theatre shows.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Library Contract: Councilor Cusick made a motion seconded by Councilor Sayre to authorize Supervisor Pollard to sign the contract between the Marcellus Free Library Association and the Town of Marcellus in the amount of \$27,500.00 for 2018.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Contract with TDK Engineering Associates, PC.: Councilor Stevens made a motion seconded by Councilor Hunt to authorize Supervisor Pollard to sign the contract between TDK Engineering and the Town of Marcellus per their contract rates for 2018.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Contract with MAVES: Councilor Hunt made a motion seconded by Councilor Stevens to authorize Supervisor Pollard to sign the contract between MAVES and the Town of Marcellus.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Contract with the Marcellus Fire Department Councilor Hunt made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign the contract between the Town of Marcellus and the Marcellus Fire Department.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Audit Books: Supervisor Pollard would like each Board Member to audit Department Financial Records:

Court Clerk – Councilor Stevens

Parks & Rec – Councilor Hunt

Tax Receiver – Councilor Cusick

Town Clerks – Councilor Sayre

The Councilors will be given the forms to fill out at the January 8, 2018 meeting.

Discussion Agenda

Items from the Floor

Adjournment: Councilor Hunt made a motion seconded by Councilor Cusick to adjourn the Organizational Meeting at 6:30 pm.

Respectfully submitted,

Sandy Taylor, Town Clerk