

TOWN OF MARCELLUS
TOWN BOARD WORKSHOP MEETING MINUTES

August 22, 2018

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, August 22, 2018, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

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

Absent – John Cusick, Councilor

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; John Houser, Codes Officer; Phil Coccia, Recreation Director; Chuck Paul, Brian Haney and Jim Rossiter, Marcellus Fire Department; Bill Southern, Keith Ramsden, Park Crew Leader, Karen Cotter, John DeBottis, Diane DeBottis, Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk.

Supervisor Pollard opened the meeting at 5:30 pm with the Pledge of Allegiance to the Flag.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #8 as of August 21, 2018, Claim #'s 147562-147606.

	<u>Expenses</u>
General Fund	\$32,365.94
Part Town General	3,393.99
Town Wide Highway	895.10
Part Town Highway	11,864.44
Trust & Agency	<u>1,381.74</u>
Total	\$49,901.21

Councilor Stevens made a motion seconded by councilor Sayre to approve the Abstract of Audited Vouchers as of August 21, 2018.

Ayes – Pollard, Stevens, Hunt and Sayre

Carried

BUSINESS SESSION

Copier: The copier downstairs was damaged during the storm on Tuesday, August 14, to the point of no repair. We have contacted the insurance to put a claim in. Also, Toshiba has sent the following information on purchasing or leasing a copier:

Lease for 63 months at \$99.60per month \$6,274.80

Purchase price (\$3,050.00) plus \$39.60 per month
For 63 months for maintenance \$5,544.80

Lease with Option to buy \$105.48 month for
63 months \$6,645.24

Councilor Stevens made a motion seconded by Councilor Hunt to purchase the Toshiba copier for \$3,050.00 with a \$39.50 monthly investment fee.

Ayes – Pollard, Stevens, Hunt and Sayre

Carried

Budget Adjustment – Highway: Don MacLachlan, Highway Superintendent, asked if there could be a Budget Adjustment of \$40,000 from the Fund Balance into one of his accounts because a truck arrived sooner than expected. There will be a check coming from Auctions International for items that were sold, that will be put back into the Fund Balance Account. Councilor Hunt made a motion seconded by Councilor Stevens to allow the Budget Transfer of \$40,000 from the Fund Balance Account into one of the Highway Accounts.

Ayes – Pollard, Stevens, Hunt and Sayre

Carried

ADJOURN BUSINESS SESSION: Councilor Hunt made a motion seconded by Councilor Sayre to adjourn the Business Session of the Meeting and open up the Workshop Session at 5:45 pm.

Ayes – Pollard, Stevens, Hunt and Sayre

Carried

WORKSHOP SESSION:

Permit Fees: John Houser, Codes Officer, and Karen Cotter, Planning & Zoning Secretary, are working on the Permit Fees. This is a busy time of year for both offices, so they will let the Board know when they are ready to present new fee amounts.

Fund Balances: Lori Petrocci, Bookkeeper, typed up sheets with the Account Balances as of December 31, 2017 with amounts the Comptroller recommends keeping in the Fund Balance. There was also a Reserves sheet with an ending date of December 31, 2017. The Board will discuss these balances more at Budget Time and when all the members of the Board are here. Supervisor Pollard did mention that if you put money into a Reserve Account, that money has to be used for what the Account is allocated for.

Storm Water Update – John Houser: The Codes Officer, John Houser, gave a brief presentation on the Sage Meadows Stormwater Management Area. The Town needs permission to discharge Storm Water under a General Permit. He also stated that there are fourteen (14) Storm Water Management areas in the Town of Marcellus.

Highway Town/Village IMA (Added Item): John Curtin, Village Mayor, thought about having an Intermunicipal Agreement (IMA) between the Town and Village for the Highway Departments. The two Departments have worked together on some projects and this is a general IMA so that every time a project comes up, a new IMA doesn't have to be drawn up. The IMA states that the Highway Superintendent receive authorization from the Town Supervisor to make a positive or negative determination, on a case by case basis, to offer assistance in the form of Town personnel, materials and/or equipment. Jim Gascon, Town Attorney, suggested to the Board that they give Don MacLachlan, Highway Superintendent, leeway on projects that the Town Highway would help on. This would be a Board policy. This will be on the September 5, 2018 agenda for further discussion.

Fire Department: Jim Rossiter, Brian Haney and Chuck Paul, all from the Fire Department, were here to answer questions the Board had regarding their proposed 2019 Budget. A question was brought up as to how much the Fire Department receives from Glider Oil, they said \$500.00 month. Supervisor Pollard mentioned that maybe some of the paperwork that is done at the Fire Department could be done here at the Town Hall. This is something that the Fire Department and the Town Board need to think about. Supervisor Pollard asked if they would like to come back to further discuss their proposed 2019 Budget and the possibility of the Town Office helping out. The Fire Department will be added to the September 5, 2018 agenda.

Discussion Agenda

Items from the Board: None

Items from the Floor: Don MacLachlan, Highway Superintendent, stated that he applied for a Grant to help out with the drainage issues in the Knolls, by Candlewick. We are waiting to hear from that.

The new floor in the old part of the Highway Garage should be in within two (2) weeks.

Supervisor Pollard stated that they would like to have an Attorney/Client meeting when the Workshop Session is adjourned.

Councilor Stevens made a motion seconded by Councilor Sayre to adjourn the Marcellus Town Board Workshop Meeting at 6:55 P.M.

Ayes – Pollard, Stevens, Hunt and Sayre

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk