

**TOWN OF MARCELLUS
TOWN BOARD WORKSHOP MEETING MINUTES**

February 20, 2019

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, February 20, 2019, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

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

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; John Houser, Codes Officer; Phil Coccia, Recreation Director; Bill Southern, Ron Schneider, Mike Ossit, Deputy Highway Superintendent; Chuck Paul, Jim Rossiter, Fire Chief; Keith Ramsden, Park Crew Leader; 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 #2 as of February 15, 2019. Claim #'s 148353-148371, 148380-148388, 148390-148399.

	<u>Expenses:</u>
General Fund	\$11,612.72
Part Town General	1,701.76
Town Wide Highway	2,842.28
Part Town Highway	700.00
Trust and Agency	<u>866.08</u>
Total	\$17,722.84

The following bills will be paid on February 21, 2019.

<u>Voucher Number</u>	<u>Vendor</u>	<u>Amount</u>
148400	Excellus BC/BS	18,951.35
148401	Excellus BC/BS	728.82

	<u>Expenses:</u>
General Fund	\$13,112.95
Part Town General	3,376.32
Town Wide Highway	<u>3,190.90</u>
Total	\$19,680.17

Bills paid between meetings: The following bill was paid on February 13, 2019

<u>Voucher Number</u>	<u>Vendor</u>	<u>Amount</u>
148389	Windstream	\$539.16

Councilor Stevens made a motion seconded by Councilor Cusick to approve the Abstract of Audited Vouchers as of February 15, 2019 and the bills that were paid on February 13th and 21st, 2019.

Ayes - Pollard, Stevens, Hunt, Sayre and Cusick

Carried

BUSINESS SESSION:

Jim Rossiter – Fire Department: Councilor Hunt made a motion seconded by Councilor Sayre that the Fire Department can precede with the revamping of the Wash Room at the Fire Department. With the understanding that they follow the Town's Procurement Policy and use prevailing wage when necessary and do not exceed \$22,000.

Jim Rossiter, Fire Chief, gave the board a breakdown of the estimated costs for the revamping of the Wash Room at the Fire Department. The cost's are: Permitting \$100, Demolition (dumpster fee) \$500, Plumbing \$2,900, Plumbing (Fixtures and material) \$2,560.33, Carpentry (Price is material only) \$5,000, Flooring \$2,200, Electrical \$2,600, Appliances \$3,000, Casework (case supply-product and delivery) \$1,511.59, Countertop \$1,600.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Trash Days Cost/Electronic Waste Fee and Shred Day: Councilor Hunt made a motion seconded by Councilor Stevens to approve the fees for the 2019 Spring Trash Days. The rates are \$20 for a passenger vehicle, \$35 for a pickup truck, \$45 for a trailer, \$10 for a one-time passenger car, \$3 for tires and \$15 for anything with Freon. The Board agreed to also have a shred day during the Spring Trash Days. The cost to the Town is \$500 for four (4) hours. There will be no cost to the residents for the shredding. The cost for Electronics Waste Days will be \$40 for televisions and monitors over 27", \$20 for televisions and monitors less than 27" and a \$5 miscellaneous user fee. This year there will be a charge for flat screen televisions.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Storm Water Update John Houser, Codes Officer, spoke about the Storm Water. They had their first meeting Feb. 5, 2019. There is concern about contaminated soil being transported from one spot to another. There will be more follow up on this in the future. John also received an email about grant money being available. He will forward that over to Joe Durand, Town Engineer, to see if the Town would be eligible to receive any of the grant money for various projects. John will keep us updated on Storm Water Management periodically.

Highway Budget Adjustments: Requests made by Don MacLachlan, Highway Superintendent for the following Budget Adjustments: Councilor Stevens made a motion seconded by Councilor Cusick to approve the Budget Adjustment of \$2,550 from the 2018 Refuse and Garbage Line to the 2019 Refuse and Garbage Line. This is for a grinding job, performed by GRI Manchester at the Highway Department set up in 2018 and completed in 2019. The total bill is \$5,100 and the Village of Marcellus has agreed to pay half the cost.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Councilor Hunt made a motion seconded by Councilor Cusick to approve the Budget Adjustment of \$26,245 from the 2018 Building Contractual Line to the 2019 Building Contractual Line. This money is to be used for insulation and painting of the Highway Garage.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Highway – 284 Form: Councilor Stevens made a motion seconded by Councilor Sayre to sign the Agreement for the Expenditure of Highway Money and also transfer \$40,000 from Fund Balance DB account to DB.5110.4. Don MacLachlan, Highway Superintendent, asked to have

the Agreement for the Expenditure of Highway Money signed by all the Board Members and the Supervisor. This form needs to go to the County Highway. He is going to be doing work commencing at Rose Hill and leading to Shamrock Road. Also work commencing at Candlewick and leading to Howlett Hill. The money would help cover the costs of the projects.
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Undertaking for Deputy Court Clerk: Councilor Stevens made a motion seconded by Councilor Hunt to add the Deputy Court Clerk, Carol Pierik, to the Official Undertaking.
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Safety Inspections from NYSEG: Supervisor Pollard received a notice from NYSEG (New York State Electric and Gas) and RG& E (Rochester Gas and Electric) stating that they will be coming into neighborhoods over the next several months conducting a safety inspection of the natural gas meter and service to ensure the safe delivery of natural gas to homes and businesses. This notice will also be posted on our website to make the residents aware of the inspections.

Drainage: A discussion ensued regarding the drainage issue by Candlewick Lane. Supervisor Pollard will talk with Don MacLachlan, Highway Superintendent, to see how many people are affected by it. The Board members have a “draft” letter for review and to note any changes. The drainage issue will be on the March 6, 2019 agenda for further discussion.

Permissive Referendum (added item): Permissive Referendum for a 2020 Western Star.

**TOWN BOARD RESOLUTION
TOWN OF MARCELLUS**

SUBJECT TO PERMISSIVE REFERENDUM

At a Regular Meeting of the Town Board of the Town of Marcellus, held at the Town Hall, 24 East Main Street, in said Town, County of Onondaga and State of New York on February 20, 2019, at 7:00 P.M., there were:

PRESENT:	Karen Pollard	Town Supervisor
	Chris Hunt	Councilor
	John Cusick	Councilor
	Tammy Sayre	Councilor
	Laurie Stevens	Councilor

WHEREAS, the Town of Marcellus Highway Department Supervisor has advised the Town Board of the Town of Marcellus of the Department’s continuing need to repair, replace and update its fleet of equipment; and

WHEREAS, the Town of Marcellus Highway Department desires to acquire a new truck and plow; and

WHEREAS, available through Tracy Road Equipment, Inc., is a 2020 Western Star 4700 SF Cab and Chassis with Tenco Budget Plow and Body Package at a contract price not to exceed Two Hundred Twenty Thousand Dollars and 00/100 Cents (\$220,000.00); and

WHEREAS, this is a State and/or County approved price by way of the Bidding Process; and

WHEREAS, pursuant to Section 6-C of the General Municipal Law, the Town Board of the Town of Marcellus has created, by means of a resolution, an equipment reserve fund known as the

“Highway Equipment Reserve Fund” for purposes of funding the purchase of equipment in the Town of Marcellus; and

WHEREAS, such fund has been maintained in accordance with Section 10 of the General Municipal Law; and

WHEREAS, the Town Board of the Town of Marcellus is desirous of expending monies from the Highway Equipment Reserve Fund of the Town of Marcellus and for the purchase of the aforementioned 2020 Western Star 4700 SF Cab and Chassis with Tenco Budget Plow and Body Package for use by the Town of Marcellus Highway Department in the physical betterment and improvement of the Town; and

WHEREAS, said truck shall be purchased from Tracey Road Equipment, Inc., at a purchase price not to exceed Two Hundred Twenty Thousand Dollars and 00/100 Cents (\$220,000.00) using monies from the Highway Equipment Reserve Fund.

NOW THEREFORE, BE IT RESOLVED, the Town of Marcellus Town Supervisor is hereby authorized to enter into an agreement to acquire a 2020 Western Star 4700 SF Cab and Chassis with Tenco Budget Plow and Body Package, at a price not to exceed Two Hundred Twenty Thousand Dollars and 00/100 Cents (\$220,000.00), from Tracey Road Equipment, Inc.; and

BE IT FURTHER RESOLVED, that the sum of Two Hundred Twenty Thousand Dollars and 00/100 Cents (\$220,000.00), from the Highway Equipment Reserve Fund, be designated for expenditure in furtherance of the acquisition of a 2020 Western Star 4700 SF Cab and Chassis with Tenco Budget Plow and Body Package; and

BE IT FURTHER RESOLVED, that this resolution is subject to permissive referendum as provided in Article 7 of the Town Law; and

BE IT FURTHER RESOLVED, that pursuant to section 90 of the Town Law, that within ten (10) days from the date of this resolution the Town Clerk shall post and publish a notice which shall set forth the date of the adoption of the resolution, shall contain an abstract of said resolution concisely setting forth the purpose and effect thereof, shall specify that this resolution was adopted subject to a permissive referendum, and shall publish such notice in the “Marcellus Observer,” a newspaper published in Onondaga County having general circulation in the Town of Marcellus, and in addition thereto that the Town Clerk shall post or cause to be posted on the sign board of the Town of Marcellus, a copy of such notice within ten (10) days after the date of adoption of this resolution.

Said resolution was offered by Councilor Hunt and seconded by Councilor Cusick.

<u>VOTE:</u>	Karen Pollard	Aye
	Chris Hunt	Aye
	John Cusick	Aye
	Tammy Sayre	Aye
	Laurie Stevens	Aye

Resolution duly adopted.

Dated: February 20, 2019

Planning Board Replacement (added item): Councilor Stevens made a motion seconded by Councilor Sayre to appoint Holly Tufenkjian to fill the Planning Board position; appoint Gerard E. Wickett as Chairperson of the Zoning Board and appoint Mr. Chris Christensen as Vice Chairperson for the Planning Board and the Zoning Board. Ms. Tufenkjian will be filling the vacancy left by Michelle Bingham, who recently resigned. Her term will run from February 20, 2019 to December 31, 2023.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Fire Department Request (added item): Councilor Hunt made a motion seconded by Councilor Cusick to approve the following request from the Fire Department. The Fire Department would like to host a Community Kickball Tournament, on Sunday, June 9, 2019 from 8:00 am until 5:00 pm. They are requesting the two (2) baseball fields out back and two (2) fields across from the Fire Station in the Upper Park. They will also be renting one (1) pavilion for the event. There is no rain date. Phil Coccia, Recreation Director is aware of this and has no problem with any of their requests.
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

Adjourn Business Session: Councilor Cusick made a motion seconded by Councilor Stevens to adjourn the Business Session of the meeting and open up the Workshop Session at 6:25 p.m.
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

WORKSHOP SESSION:

Historical – Time Capsules: There are two (2) Time Capsule Boxes in the Town’s vault that are to be opened on March 5, 2019. Supervisor Pollard’s thoughts are to give them to the Historical Society to open at their April 14th Meeting. All Board Members agreed to this. We will get them to the Historical Society.

General Codes Update: Supervisor Pollard stated that we are moving along with General Codes Project. She would like to have committee’s set up to review each Department’s Law. For example, have John Houser, Codes Officer; Karen Cotter, Clerk to Codes, Planning Board and Zoning Board; Gerard Wickett and Chris Christenson, both from the Planning/Zoning Boards review the laws that pertain to their Departments. Committee’s will be set up soon so that we can continue to move forward with this.

Sexual Harassment Training: Supervisor Pollard talked to Comp. Alliance regarding the Sexual Harassment Training. They said someone needs to tailor it to our handbook. Jim Gascon, Town Attorney, stated that two people in his office are able to do the training for \$350 plus expenses. He is also the Attorney for the Town of Spafford and they will also need the training. Supervisor Pollard will work on a time and reaching out to the Town of Spafford and Village of Marcellus to see if they would like to be in on the training. This way the cost could be split among the three municipalities.

Bridge Work on South Street: Supervisor Pollard called the State regarding the bridge work that is going to be done on Route 174, by Nightingale Mills. The work will start after Labor Day and the repairs will take about six (6) weeks. They are going to top off the bridge and replace the expansion plates.

DISCUSSION AGENDA:

Items from the Board

Supervisor Pollard found out the price of the property on North Street, where the Paper Mill stood is \$169,900.

Items from the Floor

Phil Coccia, Recreation Director, stated that the Moonlight Walk on Feb. 16, 2019 went very well.

Bill Southern, Sheehan Road, praised the Park Department for how well they keep the trails cleared in the winter.

Councilor Sayre reminded everyone that the All School Show is next weekend. There will be one performance Friday, March 1st at 7:30 and two performances on Saturday, March 2nd at 1:30 and 7:30. The show will be held at the High School Auditorium.

Sandy Taylor, Town Clerk, mentioned that the Town Clerk's conference is in Syracuse this year. It will be held at the Downtown Marriott. The dates are May 5 – 8, 2019. The Clerk will go down for the classes during the day.

Adjourn: Councilor Hunt made a motion seconded by Councilor Cusick to adjourn the Marcellus Town Board meeting at 6:55 P.M.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried.

Respectfully submitted,

Sandy Taylor, Town Clerk