

**TOWN OF MARCELLUS**  
**TOWN BOARD WORKSHOP MEETING MINUTES**  
 March 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, March 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: Richard Andino, Attorney in for Jim Gascon, Don MacLachlan, Highway Superintendent; John Houser, Codes Officer; Phil Coccia, Recreation Director; Bill Southern, Keith Ramsden, Park Crew Leader; Joe Durand, Town Engineer from TDK Engineering; Ron Schneider, Bernie Montgomery, Mike Ossit, Deputy Highway Superintendent, Jim Rossiter, Chuck Paul, Karen Cotter, Vicki Servello, Bob Farrell, 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 #3 as of March 18, 2019.

	<b><u>Expenses</u></b>
General Fund	\$18, 610.96
Part Town General	1,549.65
Townwide Highway	54,520.28
Part Town Highway	4,502.50
Fire District	94,366.75
Hydrant Fund	1,690.77
Ambulance Fund	2,075.00
Water District	10,463.28
Trust & Agency	<u>2,110.83</u>
Total	\$189,890.02

**Bills paid between meetings:** The following bills were paid on March 14, 2019.

<b><u>Voucher Number</u></b>	<b><u>Vendor</u></b>	<b><u>Amount</u></b>
148525	Windstream	\$ 75.31
148526	Windstream	\$115.97
148527	Windstream	<u>\$539.91</u>
	Total	\$731.19

The following bills were paid on March 19, 2019.

<u>Voucher Number</u>	<u>Vendor</u>	<u>Amount</u>
148544	Excellus BC/BS	\$ 728.82
148545	Excellus BC/BS	<u>18,951.35</u>
	Total	\$19,680.17

Councilor Stevens made a motion seconded by Councilor Hunt to approve the Abstract of Audited Vouchers as of March 18, 2019 and the bills that were paid on March 14, 2019 and March 19, 2019.

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

**Special Guest:** Julie Abbott-Kenan, County Legislator, spoke to the Town about how she would like to help us out and be a go-between for the Town and County. She would like to be informed if we do any renovations to the building or if the Highway Department would need with any projects. Ms. Kenan stated that she would love to hear from anyone with any questions and is willing to help out the Town in any way she can.

**BUSINESS SESSION:**

**Fire Department Roster:** Councilor Sayre made a motion seconded by Councilor Cusick to accept the Fire Department’s Roster of the current members. The Board has to approve the Roster for insurance reasons. Jim Rossiter, Fire Chief, said that if any new people become members, he will bring their names to the Board for approval.

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

**Recreation Agreement:** Councilor Hunt made a motion seconded by Councilor Stevens to authorize Supervisor Pollard to sign the following Recreation Agreements for Bingo and the following Concerts:

Bingo Bus: April 8, May 6, June 3, July 8, September 9, October 21, 2019.

Concerts in the Park:

The Strangers	June 20, 2019	\$450
Faded Vinyl	June 27, 2019	\$500
The Z Dogs	July 05, 2019	\$500
Holy Smoke CNY	July 18, 2019	\$500
Joe Whiting	July 25, 2019	\$750

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

**Sewer Charge Corrections:** Supervisor Pollard noted that sewer charges for residents in the Marcellus South Sewer District and the Marcellus Knolls Sewer District were calculated incorrectly for 2017 and 2018. After the tax collection period is over, April 1, 2019, letters will go out to the residents in these two districts letting them know if they are to receive a refund or if they have a balance due to the town. If they have a balance due, they will have until May 20, 2019 to pay or the amount will be added to the 2020 tax bill.

**Kaspersky Security (added item):** Councilor Hunt made a motion seconded by Councilor Cusick to authorize Pete Knowles, Advanced Network Solutions, to install the Kaspersky Security software to our computers. The price of the software is \$1,075.00.  
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

**Court Resignation (added item):** Councilor Hunt made a motion seconded by Councilor Sayre to accept, with regret, the resignation of Carol Pieria, Deputy Court Clerk, who resigned March 7, 2019.  
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

**Court Appointment (added item):** Councilor Hunt made a motion seconded by Councilor Cusick to approve the appointment of Suzanne Tobin as Deputy Court Clerk. Ms Tobin’s rate of pay will be \$15 per hour for an average of 13 hours per week, subject to the needs of the Court and the 2019 Budget maximum of \$10,140.00.  
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

**WORKSHOP AGENDA:**

**New Town Hall – Surveyor for Town Property:** Councilor Cusick made a motion seconded by Councilor Stevens to authorize Supervisor Pollard to have a surveyor come and determine how much land the Town owns behind and on either side of the existing Town Hall Building.  
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

**Vault Remediation:** Councilor Cusick made a motion seconded by Councilor Stevens to have the Vault and the Night Drop cleaned up and functional for daily use. The company, T E A M (Together Everyone Achieves More) Services sent a scope of the work to be done. After some discussion, it was decided to keep the vault ramp in place. Supervisor Pollard asked if the Town Clerk would contact T E A M Services to get going on this project.

- Remediate the rust and mechanics of the vault to return it to be lockable and fully functional for daily operation
- Lubricate the vault door
- Ensure day gate remains usable for daily operation
- Remove the vault ramp and replace with a block of wood 8.5” x 28” x 1.5” and non –slip skid
- Lubricate and remove rust from the night drop head and safe.

The total cost of this will be \$2,291.00.  
Ayes – Pollard, Stevens, Hunt, Sayre and Cusick Carried

At this time, 6:00 pm, a break was given until the Drainage Meeting to be held at 6:30 pm.

**Drainage Meeting – 6:30 pm:** Joe Durand, Town Engineer from TDK Engineering, explained to the Town residents what work needs to be done to help with the drainage for the residents on Candlewick Lane. The Highway Department will clean out and stabilize the back yards of the residents involved. This is only one piece of the drainage issue in the Town. There will be more discussion as to fixing the problems. Mr. Durand did say that there are grants available to help with the cost of these projects. Don MacLachlan, Highway Superintendent, just wants to make sure that the cost does not come out of the Highway Funds for the work they will be doing.

## **DISCUSSION AGENDA:**

### **Items from the Board**

Supervisor Pollard stated that Lori Petrocci, Bookkeeper, sent in the 2018 AUD (Annual Updated Document) to the Comptroller's Office.

Supervisor Pollard stated that at the April Workshop Meeting someone from the Department of Labor is scheduled to come to discuss prevailing wage.

### **Items from the Floor**

Phil Coccia, Recreation Director, stated that Keith Ramsden, Park Crew Leader; Scott McClurg, McClurg Remodeling; and he sat down to further discuss the Bunk Bed project that is to take place on June 15, 2019 at the Park. Sleep in Heavenly Peace is a national organization that builds bunk beds so that no child sleeps on the ground. Mr. McClurg was very appreciative of the Fire Department's offer of the building if it is raining, but didn't want to have all the sawdust and mess in there.

Councilor Hunt made a motion seconded by Councilor Cusick to adjourn the Marcellus Town Board meeting at 7:30 P.M.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk