

TOWN OF MARCELLUS
ORGANIZATIONAL MEETING MINUTES
January 2, 2020

An Organizational Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Thursday, January 2, 2020, at the Town Hall, 24 E. Main Street, Marcellus, NY.

Those present were:

Karen R. Pollard, Supervisor
Laurie Stevens, Councilor
Terry Hoey, 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, Chuck Paul, Elaine Potter, Tax Collector; Mike Ossit, Deputy Highway Superintendent; and Sandy Taylor, Town Clerk.

Supervisor Pollard opened the meeting at 4:00 pm with the Pledge to the Flag.

Elaine Potter, Tax Collector, spoke to the Board regarding the new tax software through the County that she is now using. With this software, residents will be able to pay their taxes from home using a credit card and the County will get the tax money into the Tax Collector's account. She asked the Board if they would have any problems with this. The residents would still have to pay a fee for using their credit cards. At this point, Elaine would rather not take credit cards here at the Office. The Board agreed that as long as it doesn't cost the Town anything, they are fine with residents paying on their own, using their own credit cards.

Supervisor Pollard read the information regarding the Association of Towns Meeting in February. If anyone would like to go, they would have to pay their own way. There is no money in the Budget for it.

Supervisor Pollard read from the Village Newsletter that the Village has received complaints from Town Residents living near the Sewer Treatment Plant regarding the noise that emanates from the blower pumps and the lights that shine constantly. The operators have installed light shields on several of the indicator lights and the lights have been adjusted so they reflect downward. The operators have also installed deadening wrap on the blower intakes and built some walls around the blowers which have reduced the noise significantly. According to the Village Newsletter, there will be an increase in sewer rates as well. The average cost for a Village resident will be about \$541.39 annually up from \$413.13. The annual cost for outside users is anticipated to be \$676.74 up from \$516.41.

Brush Grinding (added item): Councilor Stevens made a motion seconded by Councilor Sayre to authorize Supervisor Pollard to sign a Proposal from Green Renewable for Grinding of Brush Pile on Slate Hill Road. The cost of this is \$6,700 which will be shared with the Village (\$3,350.00 each).

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Guide to Meetings: The Guide to Town Board Meetings was reviewed by the Town Board. There were a few errors, but once corrected, the Board was happy with this. These will be available to the residents at meetings. They state the rules and procedures of Town Meetings.

Town Board Meeting Schedule: The Town Board will meet on the first (1st) Wednesday of the month for the Town Board Meeting at 7:00 and the Workshop Meetings will be held on the Third (3rd) Wednesday of the month at 5:30 p.m. The Meetings will be held at the Town Hall unless otherwise noticed. The following is a schedule of dates and times:

January 02 – Town Board/Organizational Meeting – 4:00 pm

January 15 – Workshop Meeting – 5:30 pm

February 5 – Town Board Meeting – 7:00 pm

February 19– Workshop Meeting – 5:30 pm

March 4 – Town Board Meeting – 7:00 pm

March 18– Workshop Meeting - 5:30 pm

April 1 – Town Board Meeting – 7:00 pm

April 15 – Workshop Meeting – 5:30 pm

May 6 – Town Board Meeting – 7:00 pm

May 20 – Workshop Meeting – 5:30 pm

June 3 – Town Board Meeting – 7:00 pm

June 17 – Workshop Meeting – 5:30 pm

July 1 – Town Board Meeting – 7:00 pm

July 15 – Workshop Meeting – 5:30 pm

August 5 – Town Board Meeting- 7:00 pm

August 19 – Workshop Meeting – 5:30 pm

September 2 – Town Board Meeting – 7:00 pm

September 16 – Workshop Meeting – 5:30 pm

October 7– Town Board Meeting – 7:00 pm

October 21 – Workshop Meeting – 5:30 pm

November 4 – Town Board Meeting – 7:00 pm

November 18 – Workshop Meeting – 5:30 pm

December 2 – Town Board Meeting – 7:00 pm

December 16 – Workshop Meeting – 5:30 pm

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 Cusick made a motion seconded by Councilor Stevens to accept the Guide to Town Board Meetings, the Town Board Meeting Schedule and the Holiday Schedule for the Town Offices.

Ayes – Pollard, Stevens, Hoey, 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.; Recreation Department to continue to have petty cash fund of \$200.; this is to be administered by the Town Clerk, and the Tax Collector continue to have petty cash of \$100.00

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

Mileage Reimbursement: As of January 01, 2020, standard mileage rate is .58 cents a mile.

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

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

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

Councilor Sayre made a motion seconded by Councilor Hoey to accept the Official Bank as Solvay Bank, the Town Investment Policy, the Petty Cash Amounts, Authorizing the Supervisor to pay Utility Bills, Postage and Insurance bills between meetings, the Mileage Reimbursement, naming the Press Observer as the Official Town Newspaper, giving the Supervisor a thirty-day extension to file the annual report and approve the Highway Superintendent using State or County vendors in aggregate buying.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Appointments:

Annual Appointments:

Bookkeeper – Lori Petrocci – 1/1/20– 12/31/20
Clerk to Codes Dept – Karen Cotter – 1/1/20 – 12/31/20
Clerk to Planning/Zoning – Karen Cotter – 1/1/20 – 12/31/20
Clerk to Town Justices – Judith Schneider – 1/1/20 – 12/31/20
Clerk 1 – Suzanne Tobin – 1/1/20-12/31/20
Recreation Leader – Phil Coccia- 1/1/20 – 12/31/20
Secretary to Highway Superintendent – Sandy Elsey – 1/1/20 – 12/31/20
Secretary to Parks & Recreation – Sandy Elsey - 1/1/20– 12/31/20
Historian- Peg Nolan 1/1/20-12/31/20
Dog Control Officer – James LaRose – 1/1/20 – 12/31/20
Park Crew Leader – Keith Ramsden – 1/1/20 – 12/31/20
Planning Board Member – Kathleen Carroll- 1/1/20-12/31/26
Deputy to Codes – Deb Williams – 1/1/20 – 12/31/20

Advisory Appointments:

Supervisor appointing Helen Stevens as Deputy Supervisor – 1/1/20 -12/31/20
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/20 – 12/31/20
Town Clerk appointing Susan Dennis as Deputy Town Clerk – 1/1/20– 12/31/20
Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent – 1/1/20– 12/31/20
Tax Collector appointing Susan Dennis as Deputy Tax Collector -1/1/20 – 12/31/20
Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer – 1/1/20 – 12/31/20

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

Department Liaisons:

MAVES – Councilor Hoey
Fire Department- Councilor Cusick

Councilor Stevens made a motion seconded by Councilor Sayre to accept the Annual Appointments, the Advisory Appointments, the members of the Safety Committee (which Councilor Stevens volunteered to be on) and the Department Liaisons (which Councilor Hoey volunteered to be the MAVES liaison and Councilor Cusick stated the he would continue to be The Fire Departments liaison).

Ayes – Pollard, Stevens, Hoey, Sayre Nay – Cusick * see note below

***Councilor Cusick is not in favor of the Court Clerk Appointment. He is in favor of all the other appointments.

Annual Salaries and Payment Schedule:

Salaries:

Supervisor - \$12,000
Town Justices (2) - \$15,411.50 each
Court Clerk - \$42,365
Deputy Court Clerk - \$15.29 per hour
Councilors (4) - \$6,120 each
Town Clerk - \$42,140
Deputy Town Clerk - \$31,336
Fire Depart. Office Help - \$3,600
Tax Collector - \$10,661
Bookkeeper - \$48,610
Budget Officer - \$2,000
Assessor - \$27,400
Parks & Rec Director - \$20,099
Sec. to Parks/Rec & Highway - \$32,177
Dog Control Officer - \$9,358
Highway Superintendent - \$60,508
Deputy Highway Superintendent - \$24.50 per hour
Highway MEO - \$24.00 per hour
Codes Officer - \$50,681
Deputy Codes Officer - \$19.97 per hour
Secretary to Planning & Zoning - \$20,562
Secretary to Codes - \$15,511
Park Crew Leader - \$16.37 per hour
Seasonal Rec. PT Employees - \$11.80-\$13.70 per hour
Seasonal Rec. Program Director - \$16.00-\$24.00 per hour
Seasonal Park Laborer - \$11.80-\$17.00 per hour
Permanent PT Park Laborer – Up to \$16.95 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) \$800
Members (4) - \$312.00 each

Hourly Employees are paid bi-weekly
Salaried Employees and part time rec 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 plus 1 ½ times their hourly rate for actual hours worked on that holiday.

Councilor Cusick made a motion seconded by Councilor Hoey to accept the Annual Salaries and the Payment Schedule for the Town of Marcellus employees.
Ayes – Pollard, Stevens, Hoey, 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
\$100 per year for Codes Officer for work boots

Councilor Sayre made a motion seconded by Councilor Cusick to approve the amounts for the Cell Phone Stipend for the Highway Superintendent, Codes Officer and Highway Employees and also the Clothing Allowance for the Highway Employees, and the boot allowance for the Park Employees and Codes Officer. Supervisor Pollard just reminded everyone that for any reimbursements (cell phone stipends, clothing or boot allowance for employees) the Town must have back up with their voucher.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Contracts:

Costello, Cooney and Fearon: Councilor Stevens made a motion seconded by Councilor Cusick to approve the Contract between the Town of Marcellus and Costello, Cooney and Fearon for legal services. There will be a flat fee of \$36,000 payable in equal monthly installments of \$3,000. This fee includes attending all Town Board Meetings, Public Hearings and Executive Sessions, responding to day-to-day questions of Town Officials and preparation of any necessary documents. This also includes attendance at Planning Board and Zoning Board of Appeals Meeting. This also includes attendance at Grievance Day(s) if required, and to provide all general legal services associated with the Board of Assessors. The following shall not be included in general legal services: Litigation, including tax matters; enforcement matters; Special Districts and bonding work; legal work related to special districts; Complex Environmental matters and enforcement; application specific matters before the ZBA (Zoning Board of Appeals) or the Planning Board, or other similar items if covered by any Local Law and which pertains to developers' fees or require reimbursement of legal fees by the applicant; major non-routine projects; or representation of Town Officials or Town Employees. The fees for additional services are \$165/hour for attorneys and \$95/hour for paralegals.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Marcellus Veterinary Clinic and Lake Country Vet. Clinic: Councilor Sayre made a motion seconded by Councilor Hoey authorize Supervisor Pollard to sign the following contracts for Marcellus Veterinary Clinic and Lake Country Veterinary Clinic.

Ayes – Pollard, Stevens, Hoey, 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
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Historical Society: Councilor Cusick made a motion seconded by Councilor Stevens to authorize Supervisor Pollard to sign the Contract between the Marcellus Historical Society and the Town of Marcellus for \$5,000 to be used to offset the cost of insurance and utilities related to the operating expenses of the Steadman House.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

American Legion: Councilor Stevens made a motion seconded by Councilor Sayre to authorize the Supervisor to sign the Contract between the American Legion and the Town of Marcellus for \$600 to provide the flagging of veteran grave sites in the three cemeteries in the Town of Marcellus. The Flags are to be placed prior to Memorial Day and removed within five (5) days after July 4, 2020.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Health/Loan Closet: Councilor Sayre made a motion seconded by Councilor Cusick to authorize the Supervisor to sign the Contract between the Marcellus Health/Loan Closet and the Town of Marcellus for \$500 for helping with the storage facilities and the operation of the Health/Loan Closet for the health care of Town of Marcellus residents.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Methodist Church: Councilor Stevens made a motion seconded by Councilor Hoey to authorize the Supervisor to sign the Contract between the Marcellus Methodist Church and the Town of Marcellus for \$2,000 to provide rental of the Marcellus Methodist Church Community Room for the Senior Luncheons.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

OCM BOCES: Councilor Stevens made a motion seconded by Councilor Hoey to authorize the Supervisor to sign the Contract between OCM BOCES and the Town of Marcellus for \$2,000 for Professional Services. The Park and Highway Departments both use OCM BOCES for Health, Safety and Risk Management Services.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Contract with TDK Engineering Associates, PC.: Councilor Stevens made a motion seconded by Councilor Cusick to authorize the Supervisor to sign the contract with TDK Engineering Associates. The amount will vary depending on how much time is spent and what the project is.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Contract with MAVES: Councilor Cusick made a motion seconded by Councilor Stevens to authorize the Supervisor to sign the contract between MAVES and the Town of Marcellus for \$308,790. This is to furnish emergency medical ambulance services for all persons in the Town of Marcellus including the entire corporate limits of the Village of Marcellus.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Contract with the Marcellus Fire Department: Councilor Stevens made a motion seconded by Councilor Sayre to authorize the Supervisor to sign the amended contract between the Marcellus Fire Department and the Town of Marcellus in the amount of \$329,390.00. This is for the Fire Department to provide fire protection and rescue services to persons in the Town of Marcellus including the entire corporate limits of the Village of Marcellus. The amended section is that the Fire Department will provide monthly reports to the Town instead of quarterly reports.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Contract with CNYSPCA: Councilor Stevens made a motion seconded by Councilor Sayre to authorize the Supervisor to sign the contract between the Town of Marcellus and the CNYSPCA (Central New York Society for the Prevention of Cruelty to Animals) in the amount of \$1,117.80. This is for the CNYSPCA to respond to and investigate any cruelty to animals that occur within the Town of Marcellus.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Contract with ASCAP: Councilor Sayre made a motion seconded by Councilor Cusick to authorize the Supervisor to sign the contract with ASCAP in the amount of \$363. This enables

the Town to have the Concerts in the Park, the shows with the kids in the Recreation Department and also the Community Bank that is held in the summer.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Supervisor Pollard reminded everyone that the next meeting is on Wednesday, January 15, 2020 at 5:30. She asked if the Board would like QPK Designs to come and show us what they have done with designs for the Town Hall. They all would like to see some plans. Supervisor Pollard will contact them.

Adjourn: Supervisor Pollard made a motion seconded by Councilor Cusick to adjourn the Organizational Meeting at 5:05 pm.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk