

**TOWN OF MARCELLUS  
TOWN BOARD MEETING MINUTES**

January 15, 2020

A Regular Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, January 15, 2020, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Karen R. Pollard, Supervisor  
Tammy Sayre, Councilor  
John Cusick, Councilor  
Terry Hoey, Councilor  
Laurie Stevens, Councilor

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; John Houser, Codes Officer; Phil Coccia, Recreation Director; Bill Southern, Karen Cotter, Chuck Paul, Tom Hoey, Bernie Montgomery, Brody Shanahan, Kayla Beruke, Tyler Guerrin, Ian Welsh, Luke Ingianni, Keith Ramsden, Laura Canny, 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.

**Minutes:** Councilor Cusick made a motion seconded by Councilor Stevens to accept the Town Clerk's minutes from the December 11, 2019 Town Board Meeting and the December 30, 2019 Year – End/Workshop Meeting.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Monthly Activity:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #12 as of January 10, 2020. Claim #'s 149989-150006, 150008-150023, 150042-150045. These are the remainder of the 2019 bills.

	<u>Expenses</u>
General Fund	\$12,173.84
Part Town General	922.42
Town Wide Highway	<u>5,806.71</u>
Total	\$18,902.97

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #1 as of January 13, 2020. Claim #'s 150024-150041, 150054-150059. These are 2020 bills.

	<u>Expenses</u>
General Fund	\$27,190.49
Part Town General	3,843.80
Town Wide Highway	3,577.76
Trust & Agency	<u>879.54</u>
<b>Total</b>	<b>\$35,491.59</b>

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #1 as of January 15, 2020 (insurance and taxes). Claim #'s 150060-150065.

	<u>Expenses</u>
General Fund	\$4,855.24
Trust & Agency	<u>879.54</u>
<b>Total</b>	<b>\$5,734.78</b>

Board Members were given copies of the Activities Report as of January 10, 2020 for the Fiscal Year 2019, Periods 1-12.

	<u>Revenue</u>	<u>Expenses</u>
General Fund	(\$1,428,888.53)	\$1,298,334.82
Part Town General	( 214,376.35)	188,161.67
Town Wide Highway	( 663,191.83)	504,556.72
Part Town Highway	( 422,566.09)	381,438.67
Fire District	( 408,941.36)	402,613.55
Hydrant Fund	( 3,526.86)	3,409.60
Ambulance Fund	( 312,135.78)	312,050.00
Sewer District	( 157,501.46)	157,491.00
Water District	( 172,545.26)	172,217.99

Bank Balances for December 2019:

Total Balance for December 2019 – \$2,788,779.05

Councilor Sayre made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers as of January 10, 2020 (last of the 2019 bills), January 13, (these are 2020 bills) and January 15 (these are taxes and insurance checks), the Activities Report as of January 10, 2020 and the Bank Balances for December 2019.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Agreement for the Expenditure of Highway Moneys:** Don MacLachlan, Highway Superintendent, submits an Agreement for the Expenditure of Highway Moneys to Onondaga County, Department of Transportation. This is an agreement that states that monies received from the State will go to the repair and improvement of the roads, culverts and bridges. Councilor Stevens made a motion seconded by Councilor Sayre to approve the Agreement for the Expenditure of Highway Monies and have the Supervisor and all the Board Members sign it. Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

**Inventory List – Highway Department:** Don MacLachlan, Highway Superintendent, presented to the Board an Inventory List of the Equipment in the Highway Department. Councilor Cusick made a motion seconded by Councilor Stevens to accept the Inventory List presented to the Board from Don MacLachlan. Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

**Matthew Vincent – 2020 Census:** Mr. Vincent spoke to the Board and residents about the importance of completing the 2020 Census. You will be able to complete it online, by mail, phone or a representative will contact you. The Census will let the Town Clerk know when they will be in the area. All Census representatives will have a badge; they will have a tote and a tablet, both the tote and tablet will have the Census Emblem on them. The US Census determines federal funding and also determines the number of house seats for the government. Mr. Vincent also stated to be sure and include any children in your household. The representatives will not ask for your Social Security Number or any financial information. Mr. Vincent expressed the importance of everyone to fill out the forms when you receive them and to please pass the word on to other residents.

**Building Demolition Program – John Houser:** John Houser, Codes Officer, received a Request for Proposal for Building Demolition from TDK Engineering Associates, PC. This is a generic draft and can be tailored to different needs/issues as they arise in the Town. Jim Gascon, Town Attorney, wants to review it in more detail. This does not include prices for an Air Quality Monitoring Contractor. All expenses incurred in the demolition of a structure in the Town of Marcellus would go back on the property owner's taxes. The main structure that the Board is looking at right now is 3601 SE Townline Road, Marcellus.

**Recreation- Contracts:** Councilor Stevens made a motion seconded by Councilor Sayre to authorize Supervisor Pollard to sign the following Contracts for the Recreation Department.  
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

**Concert in the Park:**

Thunder Canyon July 23, 2020 \$600

**Winter Break Camp Agreement:**

Challenge Island CNY February 17 – 21, 2020 Prices Vary

- Two – ½ day camps this full week - \$150/per camper
- All day camp with supervised lunch - \$275/per camper
- \$10 per camper to Marcellus Parks & Recreation
- Optional before/after care for an additional \$25 per camper for the week. (10% Discount for sibling signups for the 2<sup>nd</sup> and additional siblings).

Registration for this camp will be taken at the Marcellus Parks and Recreation Department.

**Audit of Books:** Supervisor Pollard asked if each Board Member would be willing to audit the following departments before the February 5, 2020 meeting. Court, Town Clerk, Tax Collector and Parks/Recreation.

- Court – Councilor Hoey
- Town Clerk – Councilor Cusick
- Tax Collector – Councilor Stevens
- Parks & Recreation – Councilor Sayre

**Olde Home Days Request: 2019 Olde Home Days Request:** Councilor Sayre made a motion seconded by Councilor Cusick to grant the request to the Olde Home Days Committee the weekend of June 5 – 7, 2020. They are requesting the use of the Town parking lot and the vacant lot formerly occupied by the Yuhas building for June 5 – 7, 2020. They are also reserving the upper Marcellus Park from June 2 to June 8<sup>th</sup> for the rides and the lower park for the Car Show on Sunday, June 7, 2020.

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

**Official Undertaking:** Councilor Stevens made a motion seconded by Councilor Hoey to accept the Official Undertaking of Municipal Officials for the Town of Marcellus.

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

**OFFICAL UNDERTAKING OF MUNICIPAL OFFICIALS**

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

WHEREAS, the Town Board of the Town of Marcellus hereby requires the Supervisor, Town Clerk, Tax Collector, Town Justices, Highway Superintendent and Deputy Town Supervisor, Court Clerk, Bookkeeper and Deputy Town Clerk to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Marcellus approves the document entitled “Town of Marcellus Official Undertaking of Municipal Officers” as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF MARCELLUS  
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Karen R. Pollard, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Supervisor of the Town of Marcellus, and

WHEREAS, Sandra H. Taylor, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Clerk of the Town of Marcellus, and

WHEREAS, Elaine M. Potter, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Tax Collector of the Town of Marcellus, and

WHEREAS, Mary Reagan Dailey, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Matthew S. Moses, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Donald MacLachlan, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Superintendent of Highways of the Town of Marcellus, and

WHEREAS, Helen Stevens, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Deputy Town Supervisor, and

WHEREAS, Judith Schneider, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Court Clerk, and

WHEREAS, Suzanne Tobin, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Deputy Court Clerk, and

WHEREAS, Lori Petrocci, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Bookkeeper, and

WHEREAS, Susan Dennis, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Deputy Town Clerk, and

WHEREAS, Karen Cotter, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Secretary to the Codes Office and Secretary to the Planning/Zoning Board, and

WHEREAS, Sandra Elsy, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Secretary to Parks and Recreation and Secretary to the Highway Department.

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Marcellus that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer , in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

This undertaking of the Superintendent of Highways is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Superintendent of Highways; and

This undertaking of the Deputy Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town Supervisor; and

This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court clerk; and

This undertaking of the Bookkeeper is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and

This undertaking of the Deputy Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town Clerk; and

This undertaking of the Planning/Zoning Secretary and Codes Secretary is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Planning/Zoning Secretary and Codes Secretary; and

This undertaking of the Parks/Recreation and Highway Secretary is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Parks/Recreation and Highway Secretary; and

The town does and shall maintain insurance coverage, presently with Selective Insurance, in the sum of \$450,000.00 for the Tax Collector, \$50,000.00 for Supervisor , \$25,000.00 each for the Town Justices, \$25,000.00 for Highway Superintendent, \$25,000.00 for Town Clerk and \$25,000 for the Deputy Town Supervisor, \$25,000.00 each for the Court Clerk and the Bookkeeper and \$25,000 for the Deputy Town Clerk, \$25,000 for the Planning/Zoning and Codes Secretary and \$25,000 for the Parks/Recreation and Highway Secretary to indemnify the Town against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officer, clerks and employees covered thereunder.

A copy of the certificate of said insurance evidencing the said insurance coverage is annexed hereto as exhibit "A".

Dated: January 15, 2020  
Town of Marcellus

**Petty Cash for Court Office:** Councilor Cusick made a motion seconded by Councilor Stevens to approve the Court Clerk having \$200 in Petty Cash for Court nights. This is only to be used only for change, it is not to be used for postage or anything else.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

## **DISCUSSION AGENDA:**

### **Items from the Board**

Supervisor Pollard let everyone know that the Town did not receive the Grant money for drainage. Now that the application is done, we may be able to resubmit it at a later time.

Supervisor Pollard mentioned that there will a breakfast hosted by the Fire Emergency Service in February. If any of the Board members would like to go, she will get them the information.

**General Code:** Councilor Stevens made a motion seconded by Councilor Sayre to have to SEQR at the February 5, 2020 meeting so that we can send that into County Planning along with the Referral Notice for the County's February 26, 2020 meeting.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Items from the Floor**

Mike O'Shea and Salem LaHood from QPK Designs, talked about the plans for a new Town Hall. They showed slides of what the building would look like on the inside and outside, and how it would fit into the landscaping already in the Town. A discussion ensued between the Board, residents and Mr. O'Shea and Mr. LaHood.

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

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk