

**TOWN OF MARCELLUS**  
**Emergency Meeting Minutes**  
March 17, 2020

An Emergency Meeting was held on Tuesday, March 17, 2020 at the Town Hall, 24 E. Main Street, Marcellus, NY 13108. The reason for this meeting was in response to the COVID-19 Emergency that is taking place.

Those present were:

Jim Gascon, Town Attorney  
Laurie Stevens, Councilor  
Tammy Sayre, Councilor  
John Cusick, Councilor  
Terry Hoey, Councilor

Also present, Don MacLachlan, Highway Superintendent; John Houser, Codes Officer; Sandy Taylor, Town Clerk; Phil Coccia, Recreation Director; and Keith Ramsden, Park Crew Leader.

Supervisor Pollard was on speaker as she was unable to attend.

Governor Cuomo sent out a guide for Non-Essential Employees and the work situation at this time of the COVID-19 Emergency. After some discussion, it was determined that some of the work staff work from home. The following Departments will be open to the public at the Town Hall. The Codes Office and the Town Clerk's Office. These will be by appointment only starting on March 18, 2020. The door to the Office will be locked and we will limit the number of people coming in at one time, as you are not supposed to have more than 10 people in a spot at a time.

It was decided at this time that the essential people are the Clerk, Tax Collector, Bookkeeper and Codes Office. Don MacLachlan, Highway Superintendent, has sent all his crew home, but if the weather should change (snowstorm, trees blocking roads, etc.), he can call them back in.

As of March 19, 2020, the doors to the bathrooms at the Park will be locked. The Park will still be open.

The meeting ended at 6:05 pm.

Respectfully Submitted,

Sandy Taylor  
Town Clerk