

**TOWN OF MARCELLUS  
TOWN BOARD MEETING MINUTES**

March 18, 2020

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, March 18, 2020, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Tammy Sayre, Councilor  
John Cusick, Councilor  
Terry Hoey, Councilor

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; John Houser, Codes Officer and Sandy Taylor, Town Clerk.

Supervisor Pollard was available on speaker phone  
Laurie Stevens, Councilor – was absent

Jim Gascon, Town Attorney, called Supervisor Pollard and told her that John Houser, Don MacLachlan and Sandy Taylor were at the meeting.

The Pledge of the Flag was said.

Jim Gascon, before we begin the meeting, we have a few ground rules because we have excluded the public from in person attendance and we have Karen who is remote. This proceeding will need to be transcribed. As a result, before you speak you need to just say your name so that the person transcribing will know whose speaking and do an accurate transcript. The other thing that you need to remember is because a transcript is being created you cannot talk over each other because the transcriber will only be able to take one person at a time.

**Motion to appoint Chairperson:** Councilor Cusick made a motion seconded by Councilor Hoey to appoint Councilor Tammy Sayre as interim Supervisor.  
Ayes – Pollard (via phone), Sayre, Hoey and Cusick Carried

**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 16, 2020  
Claim #'s 150247-150295.

**Expenses**

General Fund	\$11,315.64
Part Town General	1,535.63
Town Wide Highway	4,282.81
Part Town Highway	4,891.25
Fire District	11,565.50
Hydrant Fund	1,700.13
Ambulance Fund	1,975.00
<u>Water District</u>	<u>10,521.10</u>
Total	\$47,787.06

Councilor Cusick made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers as of March 16, 2020.

Ayes - Pollard (via phone), Sayre, Hoey and Cusick.

Carried

**Bond Information:** Tammy Sayre stated that this will be tabled until a later date.

**OLD BUSINESS:**

**Reserve for “B” Fund** – Tammy Sayre stated that the Reserve for “B” Fund is the first item under Old Business. This will be discussed at later meeting.

Tammy Sayre- the second item under Old Business is a Permissive Referendum for the Highway Department for a Schuyler Road project. Councilor Sayre asked if she should read it. Jim Gascon, Town Attorney, stated that she should. She then read the following Referendum.

**Permissive Referendum – Schuyler Road**

**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 March 18, 2020, at 5:30 P.M., there were:

<b>PRESENT:</b> Terry Hoey	Councilor
John Cusick	Councilor
Tammy Sayre	Councilor

Karen Pollard, Supervisor, was available through Speaker Phone

**ABSENT:** Laurie Stevens Councilor

**WHEREAS,** the Town Highway Superintendent advises that Schuyler Road is in need of significant repairs and that said repairs are necessary for the health and safety of the Town residents and others traveling upon said road; 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, a capital reserve fund known as the “Town Highway Capital Improvement Reserve Fund” for said purposes; 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, upon receipt of a bona fide estimate, has determined that the repairs to the Schuyler Road Improvement Program can be accomplished for a maximum cost not to exceed \$190,000.00; and

**WHEREAS**, the Town Board of the Town of Marcellus believes that the expenditure of an amount not to exceed \$190,000.00 from the Town Highway Capital Improvement Reserve Fund to repair Schuyler Road is necessary to allow the public's continued use of Schuyler Road in a safe manner.

**NOW THEREFORE, BE IT RESOLVED**, the Town of Marcellus Highway Superintendent is hereby authorized to expend an amount not to exceed \$190,000.00 from the Town Highway Capital Improvement Reserve Fund for purposes of repairing Schuyler Road in the Town of Marcellus; 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 a public hearing wo consider this Permissive Referendum will be held on April 15, 2020 at 5:30 pm.

**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 Town's official newspaper, 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 Cusick and seconded by Councilor Hoey.

<b>VOTE:</b> Terry Hoey, Councilor	Aye
John Cusick, Councilor	Aye
Tammy Sayre, Councilor	Aye
Karen Pollard, Supervisor (via Phone)	Aye
Laurie Stevens, Councilor	Absent

Resolution duly adopted  
Dated: March 18, 2020

Jim Gascon then stated that Tammy Sayre asked if we need to have a notice of adoption. He stated that we do not.

Councilor Sayre than stated that closed the Old Business Session of the Meeting.

Supervisor Pollard (via phone) – Stated that we need to set a date for the Public Hearing. It was not in the Resolution.

Councilor Sayre – Do we set that for the April 1 meeting?

Jim Gascon – Yes, if that gives us enough time. The next Workshop Meeting is April 15.

Supervisor Pollard (via phone) – the Public Hearing notice has to go into the paper; once you have the Public Hearing then its good for thirty (30) days. Sandy has to have enough time to get it into the paper.

Sandy Taylor – if I can get it in the paper tomorrow (March 19), I believe it will be in the paper on March 25 and that is only one week before the next meeting.

Jim Gascon – I think we should set it down for the next Workshop Meeting.

Sandy Taylor – April 15, 2020 Workshop Meeting?

Jim Gascon – Yes. Is that okay with you Don?

Don MacLachlan - Yes.

Karen Pollard – Sandy should have a Notice of Public Hearing prepared by you.

Jim Gascon – I have prepared a Notice of Public Hearing so Sandy can fill it out. April 15 at 5:30 pm. I am handing to Sandy a revision to the Permissive Referendum that adds a clause setting forth the date of the Permissive Referendum Hearing.

Karen Pollard – you should have a vote on that.

Jim Gascon – Madam Chair – do you want to call a vote for the Permissive Referendum as revised?

John Cusick – I'll made that motion.

Terry Hoey – second.

Ayes – Pollard, Sayre, Hoey and Cusick

Carried

Councilor Sayre – that concludes Old Business. We will move onto New Business.

**Permit Fees:** Councilor Sayre stated that we are going to table Permit Fees until a later meeting.

**Fair Redistricting:** Councilor Sayre stated that we are going to table that for a future meeting.

**Bookkeeper Attending Conference:** Councilor Sayre stated that everyone has the paperwork in from of them for the Bookkeeper to attend a conference on May 21 and 22, 2020. The cost is \$200 if you register before May 1. Councilor Sayre then asked if Lori was a member?

Supervisor Pollard (via phone) – I believe she is. There is a session regarding Accounting for Capital Projects which I think is important.

Councilor Cusick will make the motion seconded by Councilor Hoey to approve Lori Petrocci to register for the conference on May 21 and 22, 2020 at a price of \$200.

Ayes – Pollard, Sayre, Hoey and Cusick Carried

Councilor Sayre made a motion for a resolution regarding the reduction in staff due to the Corona Virus. Councilor Hoey seconded this.

Ayes – Pollard, Sayre, Hoey and Cusick Carried

Review from the Emergency Meeting on March 17, 2020: Jim Gascon, Town Attorney, Recaps the Essential/Non-Essential employees per Gov. Cuomo's orders.

As of right now the Essential Employees include, The Clerk, The Bookkeeper, The Codes Officer and the Tax Collector. Don MacLachlan, Highway Superintendent, has sent his employees home, but they are on call if we should get a snowstorm or a tree falls etc.

The secretary to the Codes and the Secretary to the Parks/Rec are working from home.

The Court is shut down that comes from the Court System.

The Park is down to two people. They will take turns at the Park. The Park is still open, but the buildings will be remained locked.

Councilor Cusick made a motion seconded by Councilor Hoey that the Town Offices can close at 3:00 pm daily. The door is to remain locked and people will be encouraged to use the mail, email or phone messages.

Supervisor Pollard suggests that we think about what we will do regarding Trash Days.

**Adjourn:** Councilor Cusick made a motion seconded by Councilor Hoey to adjourn the meeting at 5:50 pm.

Ayes – Pollard, Sayre, Hoey and Cusick Carried

Respectfully Submitted,

Sandy Taylor  
Town Clerk