

TOWN OF MARCELLUS
TOWN BOARD WORKSHOP MEETING MINUTES
August 19, 2020

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, August 19, 2020, at the Marcellus Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

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

Also present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent; Elaine Potter, Tax Collector; Sandy Elsey, Parks & Rec Secretary; Bill Southern, Keith Ramsden, Park Crew Leader; John Houser, Codes Officer; Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #8 as of August 17, 2020. Claim #'s 150868-150935.

	<u>Expenses</u>
General Fund	\$72,556.69
Part Town General	3,733.94
Town Wide Highway	1,466.72
Part Town Highway	19,126.21
Fire District	458.00
Trust & Agency	<u>879.54</u>
Total	\$98,221.10

Councilor Sayre made a motion seconded by Councilor Stevens to approve the Abstract of Audited Vouchers as of August 17, 2020.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

OLD BUSINESS:

Demo Project – SE Townline Road: John Houser, Codes Officer, will be sending out new Requests for Proposal (RFP's) for the Residential Demolition Program and Site Clean-up for 3601 SE. Townline Road. He had previously sent RFP's out, and the ones that were returned were missing some of the information that he needs or insurance certificates. This will be on the Sept. Agenda to see if he has any responses at that time.

No Shred Event: Sandy Taylor, Town Clerk, contacted ProShred to try and reschedule a shred day for the residents. At this time, they are not scheduling anything due to COVID.

Agreement for Deputy School Tax Collector: Councilor Stevens made a motion seconded by Councilor Hoey to authorize the Supervisor to sign the following Intermunicipal Agreement (IMA) between the Town of Marcellus and Marcellus Central Schools. This IMA is for the Deputy Town Clerk to help out the Tax Collector, if needed for the 2020 School Taxes. The School will then pay the Town of Marcellus \$20.00 per hour for the Deputy's time spent.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

**INTERMUNICIPAL AGREEMENT
FOR DEPUTY TAX COLLECTOR SERVICES**

BY AND BETWEEN
The Town of Marcellus
And
The Marcellus Central School District

Agreement made as of this 19th day of August, 2020, by and between the Town of Marcellus, a municipal corporation, with its offices at 24 East Main Street, Marcellus, New York (hereinafter referred to as the "Town"), and the Marcellus Central School District, with its primary address as 2 Reed Parkway, Marcellus, New York (hereinafter referred to as "the School District").

WITNESSETH:

WHEREAS, the School District requires the services of a tax collector to receive school taxes; and

WHEREAS, Elaine Potter is the duly elected Tax Collector for the Town of Marcellus and the Marcellus Central School District (hereinafter "Tax Collector"); and

WHEREAS, the School District desires to obtain the services of a Deputy Tax Collector in the event the Tax Collector is unavailable to receive said school taxes; and

WHEREAS, the Tax Collector's office is currently located in the Marcellus Town Hall; and

WHEREAS, the Town's Deputy Clerk Susan Dennis is available and capable of collecting school taxes in the event the Tax Collector is not available; and

WHEREAS, having Susan Dennis serving in the role of Deputy Tax Collector is to the mutual benefit of the School District as well as to the District and Town residents.

NOW, THEREFORE, it is hereby

AGREED, Deputy Clerk Susan Dennis will serve in the capacity as Deputy Tax Collector for the School District; and it is further

AGREED, Deputy Clerk Susan Dennis will only collect school taxes in the event the Tax Collector is unavailable and/or unable to collect the school taxes; and it is further

AGREED, Deputy Clerk Susan Dennis will diligently and accurately record separately the time spent by her to collect said school taxes; and it is further

AGREED, the School District will reimburse the Town for Deputy Clerk Susan Dennis' time spent collecting school taxes at a flat rate of twenty dollars (\$20.00) per hour; and it is further

AGREED, the term of this Agreement shall extend to the remainder of the calendar year 2020; and it is further

AGREED, either party may terminate this Agreement without cause for any reason upon thirty (30) days written notice to the other party.

Intending to be bound hereby and upon the authorization of the Town Board and the School Board, the Town Supervisor and the School Superintendent execute this Agreement.

DATED: August 19, 2020

TOWN OF MARCELLUS

By: _____
Karen Pollard, Town Supervisor

DATED:
DISTRICT

MARCELLUS CENTRAL SCHOOL

BY: _____
Michelle Branter, School Superintendent

NEW BUSINESS:

Resolution- Adopt new Retention Schedule – MU 1: Councilor Stevens made a motion seconded by Councilor Cusick to approve the new Retention Schedule – MU-1. This is a Retention and Disposition Schedule for New York Local Government Records. This schedule is put out by the State and explains how long Governments have to keep records and when they can be destroyed. It is very helpful to the Town Clerk when disposing of records.

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

RESOLVED, By the Town Board of the Town of Marcellus that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local governments records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Fire Department – New Member: Councilor Cusick made a motion seconded by Councilor Sayre to approve Daniel O’Connor to become a new member of the Marcellus Fire Department.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Support for OCRRA – Glass Bottle Bill: Councilor Tammy made a motion seconded by Councilor Hoey to approve the following Resolution Urging New York State Legislature to Increase Recycling and Reduce Municipal Waste Management Costs by Expanding the NYS Returnable Container Act.
Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

**RESOLUTION URGING NEW YORK STATE LEGISLATURE TO
INCREASE RECYCLING AND
REDUCE MUNICIPAL WASTE MANAGEMENT COSTS
BY EXPANDING THE NYS RETURNABLE CONTAINER ACT**

WHEREAS, empty wine, spirit and beverage glass containers comprise an estimated 90,000 tons of curbside recyclables statewide, and

WHEREAS, such empty glass bottles are not economically viable to recycle as part of curbside recycling programs throughout New York State because the bottles break and become contaminated with paper, plastic, and other non-glass materials at local recycling recovery and sorting facilities, and

WHEREAS, there are no economically viable markets to recycle this contaminated, broken glass material into new glass bottles, and, therefore, the unwanted glass becomes a significant financial burden to New York State’s local communities to sort, transport, and properly dispose of, which totals millions of dollars statewide, and

WHEREAS, such broken glass ends up contaminating other recyclable materials such as paper and corrugated cardboard at local material recovery facilities, thereby diminishing the value and marketability of recovered paper products, and

WHEREAS, significant environmental benefits would be realized, including the avoidance of one ton of carbon dioxide for every six tons of container glass recycled if breaking and contaminating this glass could be prevented; and

WHEREAS, if this glass could be recovered for recycling it could be endlessly reprocessed into new glass containers with no loss in quality or purity, and

WHEREAS, the New York State Returnable Container Act, also known as the Bottle Bill, has proven to be the most effective method to reduce litter and increase the recovery and recycling of various glass beverage containers, including glass beer and soda bottles, and

WHEREAS, glass beverage containers with a deposit, such as beer and soda, have an economically viable market because they are source separated, and

WHEREAS, several other states recognize the environmental and economic benefits of including wine, spirit, and other glass beverage containers in their respective Bottle Bill systems, including California, Hawaii, Iowa, Maine, and Vermont, and

WHEREAS, the Town Board of the Town of Marcellus believes that expansion of the New York State Returnable Container Act to include wine, liquor and other glass beverage bottles will dramatically increase recycling of these other glass containers, create new recycling jobs for clean, uncontaminated glass, and reduce municipal costs to manage these materials as part of municipal curbside recycling collection programs, and

WHEREAS, the Town Board of the Town of Marcellus is committed to the New York State solid waste management hierarchy which emphasizes waste reduction, reuse and recycling first, all of which would be served by expanding the bottle deposit system to include these additional glass containers thereby creating more recycling of these containers and fewer trashed, now therefore be it

RESOLVED, that the Town Board of the Town of Marcellus does hereby strongly urge the New York State Legislature to expand the Bottle Bill as outlined above to include wine, liquor and other glass drink containers as a means to reduce litter, increase recycling, create new recycling jobs, as well as reduce the significant financial burden such containers place on local municipalities as part of curbside recycling collection program. This Resolution shall be distributed to the appropriate state elected officials and shall take effect immediately.

Dated: August 19, 2020

CNY Regional Planning for Otisco Lake: The CNY Regional Planning Board is launching an Otisco Lake Drinking Water Source Protection Program Planning Project and is looking for someone to identify as a stakeholder and work to assist in the guiding development of the plan. After some discussion, Councilor Hoey suggested that this go to the Planning Board, to see if someone from there would be interested. Supervisor Pollard will present it to the Planning Board.

Budget Adjustment – Don MacLachlan: Councilor Stevens made the motion seconded by Councilor Sayre to approve the following budget request from Don MacLachlan, Highway Superintendent. He is requesting to move \$10,244 from PAVE NY and \$8,482 from WIRP for a total of \$18,726 to be moved to the DB.5110.4000 expense line for the guard rail on Lawless Road and the culvert on Roman Ave.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Windstream Agreement (added item): Councilor Hoey made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign the Renewal Addendum for Windstream. This Agreement goes for sixty (60) months.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Challenge Island Agreement (added item): Sandy Elsey, Parks and Rec Secretary, explained that Terri Lowe, from Challenge Island, would like to rent out the Welcome Center to conduct an Imagination Lab for boys and girls between the ages of 6 – 12. She would like to have the building from 7:00 am – 6:30 pm, Monday through Fridays throughout the school year. Challenge Island would offer supervised e-learning time from 8:00 am – 12:00 pm for a morning session and 1:00 – 5:00 pm for an afternoon session. This would include a STEAM Educational Enrichment Program from 3:30 – 5:00. There will be a supervised lunch for kids who register for both sessions. There is also before and after care for working parents from 7:30 - 8:00 am and 5:00 – 6:00 pm. The price would be \$125 per session per camper or \$225 for both sessions with an optional supervised bring your own lunch. Challenge Island would offer before and after care as well as after school programs on an ala cart basis. Challenge Island would pay the town of Marcellus 10% of the monthly income as rent.

Jim Gascon, Town Attorney, was very concerned about the insurance if one of the children was hurt, to not hold the Town liable. After a lengthy discussion regarding this, it was decided that the Town would pass on this issue.

DISCUSSION AGENDA

Items from the Board: Supervisor Pollard gave to the Board some Budget information that Lori Petrocci, Bookkeeper, compiled. She has taken the last three years of budgets to see what can be trimmed off each line, as it hasn't been used. This is just informational for the Board as they will be meeting to discuss the 2021 Budget soon.

Supervisor Pollard also received a Thank You from the Farrell family for all the work that was done at the cemetery on their family's stones.

Supervisor Pollard reached out to Dan from the County regarding the Comprehensive Plan. They are set to start working with the Town in 2021.

Supervisor Pollard stated that on Aug. 9, 2020, she received a call from a lady at the Park. Apparently, a group had rented a pavilion and decided to have more than 50 people and not wear masks. The group was told when they rented it, that those were the rules. The State Troopers and Sheriffs were also called. Most of the people disbursed after the Troopers arrived. A letter will be sent to the group that they need to follow the Park rules if they are to rent a pavilion again.

Supervisor Pollard stated that they would be having an Attorney/Client meeting with the Board at the adjournment of this meeting.

Adjournment: Councilor Hoey made a motion seconded by Councilor Cusick to adjourn the Meeting at 6:45 pm.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk