**TOWN OF MARCELLUS**

**TOWN BOARD WORKSHOP MEETING**

October 21, 2020

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, October 21, 2020, in the 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; John Houser, Codes Officer; Phil Coccia, Recreation Director; Keith Ramsden, Park Crew Leader; Sandy Elsey, Secretary for Parks and Recreation; Dan Kwasnowski, County Planning; Bill Southern, 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.

**Abstract of Audited Vouchers:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #10 as of October 20, 2020. Claim #’s 151161-151207, 151215-151220.

 Expenses

 General Fund $28,057.01

 Part Town General 3,691.96

 Town Wide Highway 22,504.81

 Part Town Highway 20.20

 Fire District 23,800.00

 Ambulance Fund 77,197.50

 Trust & Agency 879.54

 Total $156,151.02

Bills paid on October 15, 2020:

Voucher Number Vendor Amount

151157 NYSEG $706.52

151158 Windstream 75.80

151159 Windstream 119.73

151160 Windstream 549.81

 Total $1,451.86

Councilor Stevens made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers as of October 20, 2020 and to approve the bills that were paid on October 15, 2020.

Ayes Pollard, Stevens, Hoey, Sayre and Cusick Carried

**OLD BUSINESS:**

**Demo Project – SE Townline Road:** John Houser, Codes Officer, stated that this project is moving ahead. Scanlon Trucking is working with the air purifier company. Two cars were removed from the property yesterday (Tuesday, Oct. 20, 2020) and two more should be moved soon.

**Paper Mill Fence:** John Houser, Codes Officer, stated that he sent out a letter to the resident that the Town is moving ahead with contacting Leader Fence about removing the fence by the site of the old Paper Mill.

**NEW BUSINESS**:

**Comprehensive Plan- Dan Kwasnowski:** Dan Kwasnowski, from Onondaga County Planning, spoke to the Board regarding the Comprehensive Plan. The Town was planning on moving forward with updating our Comprehensive Plan and applying for a grant to help with the cost.

Back in March the Corona Virus hit and everything slowed down. Mr. Kwasnowski suggested that we try and work with the village and have a combined Comprehensive Plan as theirs is very out dated as well. Supervisor Pollard will reach out to Mayor Curtin and see if that is something they would want to do. At this time, we are waiting on a letter and a contract from the County to determine if we want to continue with this.

**Electrical Inspectors:** Councilor Stevens made a motion seconded by Councilor Cusick to

approve the following five Electrical Inspectors to do work in the Town of Marcellus.

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

1. Central New York Electrical Inspection Services, LLC
2. The Inspector, LLC
3. New York Atlantic-Inland, Inc.
4. Upstate Electrical
5. Commonwealth Electrical Inspection and Consulting Services, Inc.

**Set Date for Year-End Meeting:** Councilor Cusick made a motion seconded by Councilor Sayre to set the date for the Year – End Meeting on Wednesday, December 30, 2020 at 5:30 pm. This will be held at the Town Hall, 24 E. Main Street, Marcellus, NY.

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

**Set Date for Organizational Meeting:**  Councilor Cusick made a motion seconded by Councilor Sayre to set the date for the Organizational Meeting for Monday, January 4, 2021 at 5:30 pm. This will be held at the Town Hall, 24 E. Main Street, Marcellus, NY.

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

**Fire Department – New Member:** Councilor Stevens made a motion seconded by Councilor Hoey to approve James Angotti into the Marcellus Fire Department.

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

**Windstream Addendum:** Supervisor Pollard received a Renewal Addendum from Windstream as the Agreement we have is scheduled to become due or is currently out of term. In exchange for a new sixty (60) month renewal, Windstream agrees to leave the pricing for the Services as it was during the July 2020 billing cycle. Councilor Hoey made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign the renewal addendum with Windstream. Jim Gascon, Town Attorney, reviewed this contract.

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

**Credit Card Machine- Recreation/Recreation Registration Software:** Sandy Elsey, Secretary for Parks and Recreation, presented to the Board three (3) quotes for Recreation Software using a credit card. The companies are:

1. Community Pass – Annual Fee of $4,200. The first year would cost $5,950 ($1,750 is a one -time fee).
2. Rec Desk- Annual fee - $4,800, Option – 1-time fee – Financial S/W Extraction $1,200
3. ReCPro Software – Annual Fee - $3,750. The first year would cost $5,250 ($1,500 is a one-time fee).

Sandy Elsey explained that she has spoken with The Village of North Syracuse, which just recently purchased the Community Pass software and is very happy with it. She also stated that in time, the Town Clerk’s office could also be hooked up to it. Councilor Cusick made a motion seconded by Councilor Stevens to authorize Sandy Elsey to move forward with purchasing the Community Pass Software for Parks and Recreation at a first-year cost of $5,950.

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

**DISCUSSION AGENDA:**

**Town Hall:** Supervisor Pollard handed out a packet regarding the voting on the Town Hall for the Board’s review. This was all from years past information. She will contact the Board of Elections to let them know what materials we will be needing for the December 8, 2020 vote.

Councilor Sayre inquired about when she can post it on the Town of Marcellus Facebook page. It was decided that we can start announcing the Dec. 8, 2020 voting anytime. A notice will be posted on the signboard outside the Town Hall Offices, on the big sign board between the laundry mat and the Town Hall, in the Village, at the Library, in the newspapers (the Press Observer and the Post Standard) and in the pharmacy.

**Items from the Board:** Supervisor Pollard stated that Scott Stearns from the Zoning/Planning Board reached out to her regarding the Otisco Lake Protection Program. He was asking what concerns the Town has regarding the drinking water of Otisco Lake. She will reach out to the other Towns that surround the lake and get feedback from them as well. Supervisor Pollard will reach out to John Houser, Codes Officer and Don MacLachlan, Highway Superintendent for their input as well.

Councilor Sayre was asked by the Village Clerk about the annual tree lighting ceremony this year. Supervisor Pollard suggested that we pause it due to the Corona Virus.

**Items from the Floor:** Phil Coccia, Recreation Director, mentioned to the Board about people using the Park as a business (example: dog training, yoga and Karate). Does the Town want to endorse this and also could be a liability issue if the person does not have insurance? This will be on a future agenda.

Supervisor Pollard requested a meeting with the Attorney at the conclusion of this meeting.

**Adjournment:** Councilor Stevens made a motion seconded by Councilor Cusick to adjourn the

Town Board Workshop Meeting at 7:00 pm.

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

Respectfully Submitted,

Sandy Taylor

Town Clerk