

TOWN OF MARCELLUS  
ORGANIZATIONAL MEETING

Monday, January 4, 2021

An Organization Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, January 4, 2021 at the Town Hall, 24 East Main Street, Marcellus, NY.

Those present were:

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

Also present was Jim Gascon, Town Attorney; Phil Coccia, Recreation Director; Mike Ossit, Deputy Highway Superintendent, Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk.

**Guide to Meetings:** The Guide to Town Board Meetings was reviewed by the Town Board. This guide outlines the procedures for the Town Board Meetings as well as contact information for the Departments and Board Members.

**Town Board Meeting Schedule:** The Town Board will meet on the first (1<sup>st</sup>) Wednesday of the month for the Town Board Meeting at 7:00 and the Workshop Meetings will be held on the third (3<sup>rd</sup>) Wednesday of the month at 5:30 p.m. The Meetings will be held at the Town Hall unless otherwise noticed. The following is a schedule of dates and times:

|              |   |
|--------------|---|
| January 4    | Town Board/Organizational Meeting – 5:30 PM |
| January 6    | Town Board Meeting 7:00 PM                  |
| January 20   | Workshop Meeting 5:30 PM                    |
| February. 3  | Town Board Meeting 7:00 PM                  |
| February. 17 | Workshop Meeting 5:30 PM                    |
| March 3      | Town Board Meeting 7:00 PM                  |
| March 17     | Workshop Meeting 5:30 PM                    |
| April 7      | Town Board Meeting 7:00 PM                  |
| April 21     | Workshop Meeting 5:30 PM                    |
| May 5        | Town Board Meeting 7:00 PM                  |
| May 19       | Workshop Meeting 5:30 PM                    |
| June 2       | Town Board Meeting 7:00 PM                  |
| June 16      | Workshop Meeting 5:30 PM                    |
| July 7       | Town Board Meeting 7:00 PM                  |

|              |                    |         |
|--------------|--------------------|---------|
| July 21      | Workshop Meeting   | 5:30 pm |
| August 4     | Town Board Meeting | 7:00 pm |
| August 18    | Workshop Meeting   | 5:30 pm |
| September 1  | Town Board Meeting | 7:00 pm |
| September 15 | Workshop Meeting   | 5:30 pm |
| October 6    | Town Board Meeting | 7:00 pm |
| October 20   | Workshop Meeting   | 5:30 pm |
| November 3   | Town Board Meeting | 7:00 pm |
| November 17  | Workshop Meeting   | 5:30 pm |
| December 1   | Town Board Meeting | 7:00 pm |
| December 15  | Workshop Meeting   | 5:30 pm |

**Holiday Schedule – Town Hall Closed:**

New Years Day  
 Martin Luther King’s Birthday  
 President’s Day  
 Good Friday  
 Memorial Day  
 Fourth of July  
 Labor Day  
 Columbus Day  
 Veterans Day  
 Thanksgiving Day  
 Friday after Thanksgiving  
 Christmas Day

Councilor Stevens made a motion seconded by Councilor Hoey to approve the Guide to Meetings Pamphlet, the Town Board Meeting Schedule and the Holiday Schedule for the Town Employees.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Official Bank:** Name Solvay Bank as the official bank for the depository for all monies from the Town Supervisor, Town Clerk, Tax Collector and Court.

**Town Investment Policy:** Idle monies shall be invested at the designated bank of the Town either in Certificate of Deposit or any kind of Savings Account. The Town requests that the depository (Solvay Bank) will protect these investments in the event they exceed FDIC coverage by pledging securities as collateral. The Collateral is to be held by a third party.

**Petty Cash Accounts:** Allow the Town Clerk to continue to have petty cash fund of \$200.; Recreation Department to continue to have petty cash fund of \$200.; this is to be administered by the Town Clerk, the Tax Collector continue to have petty cash of \$100.00 and the Court Clerk to have petty cash of \$200.

Councilor Sayre made a motion seconded by Councilor Cusick to approve the Official Bank as Solvay Bank, the Town Investment Policy and the Petty Cash Accounts for the Recreation Department, the Town Clerk, the Tax Collector and the Court Clerk.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Supervisor to Pay Bills:** Authorize the Supervisor to pay utility bills, postage and insurance prior to audit.

**Mileage Reimbursement:** As of January 1, 2021, standard mileage rate is .56 cents a mile.

**Official Newspaper:** Name the Press Observer as the Official Town Newspaper and name the Syracuse Post standard as a secondary newspaper.

**Supervisor Extension:** The Supervisor will be given a thirty-day extension to file the annual report.

**Highway Superintendent Buying:** The Highway Superintendent will use State or County vendors in aggregate buying.

Councilor Stevens made a motion seconded by Councilor Cusick authorizing the Supervisor to pay utility bills, postage and insurance prior to an audit, the mileage reimbursement at .56/cents per mile, naming the Press Observer as the Official Town Newspaper with the Syracuse Post Standard as a secondary newspaper, giving the Supervisor a 30 (thirty) day extension to file the annual report and authorizing the Highway Superintendent to use State or County vendors in aggregate buying.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Annual Appointments:**

Bookkeeper – Lori Petrocci – 1/1/21– 12/31/21  
Clerk to Codes Dept – Karen Cotter – 1/1/21 – 12/31/21  
Clerk to Planning/Zoning – Karen Cotter – 1/1/21 – 12/31/21  
Clerk to Town Justices – Judith Schneider – 1/1/21 – 12/31/21  
Recreation Leader – Phil Coccia- 1/1/21 – 12/31/21  
Recreation Attendant – Sandy Elsey- 1/1/21– 12/31/21  
Historian- Peg Nolan 1/1/21-12/31/21  
Dog Control Officer – James LaRose – 1/1/21 – 12/31/21  
Park Crew Leader – Keith Ramsden – 1/1/21 – 12/31/21  
Planning Board Member – Ronald Schneider – 1/1/2021-12/31/2027  
Deputy to Codes – Deb Williams – 1/1/21 – 12/31/21

**Advisory Appointments:**

Supervisor appointing Helen Stevens as Deputy Supervisor – 1/1/21 -12/31/21  
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/21 – 12/31/21  
Town Clerk appointing Susan Dennis as Deputy Town Clerk – 1/1/21– 12/31/21

Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent – 1/1/21– 12/31/21

Tax Collector appointing Susan Dennis as Deputy Tax Collector -1/1/21– 12/31/21

Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer – 1/1/21 – 12/31/21

Councilor Hoey made a motion seconded by Councilor Sayre to approve the Annual appointment and the Advisory Appointments starting January 1, 2021.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Safety Committee:** After some discussion, the board approved to keep the Safety Committee the same members as last year. They are Sandy Elsey, John Houser, Don MacLachlan, Keith Ramsden and Councilor Laurie Stevens.

**Department Liaisons:** The following are appointed as liaisons for the Departments that are not run by an Elected Official.

MAVES – Councilor Cusick

Fire Department- Councilor Stevens

Codes – Councilor Sayre

Recreation - Councilor Hoey

Councilor Cusick made a motion seconded by Councilor Hoey to approve the Safety Committee Members and the Department Liaisons for 2021.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

### **Annual Salaries and Payment Schedule:**

Salaries:

Supervisor - \$12,000

Town Justices (2) - \$15,411.50 each

Court Clerk - \$43,635

Councilors (4) - \$6,120 each

Town Clerk - \$43,404

Deputy Town Clerk - \$32,276

Fire Depart. Office Help - \$3,600

Tax Collector - \$10,661

Bookkeeper - \$50,068

Budget Officer - \$2,000

Assessor - \$27,400

Parks & Rec Director - \$20,701

Recreation Attendant - \$33,358

Dog Control Officer - \$9,358

Highway Superintendent - \$62,323

Deputy Highway Superintendent - \$25.22 per hour

Highway MEO - \$24.72 per hour  
 Codes Officer - \$52,201  
 Deputy Codes Officer - \$20.80 per hour  
 Secretary to Planning & Zoning - \$21,178  
 Secretary to Codes - \$15,977  
 Park Crew Leader - \$17.00 per hour  
 Seasonal Rec. PT Employees - \$11.80-\$13.70 per hour  
 Seasonal Rec. Program Director - \$16.00-\$24.00 per hour  
 Seasonal Park Laborer - \$11.80-\$17.00 per hour  
 Permanent PT Park Laborer – Up to \$16.95 per hour

Youth & Adult Recreation specialist - \$15 - \$45/Student/depending on program

Historian - \$350

Planning & Zoning Boards    Chairs (2)    \$3,510 each  
    Members (5) \$2,378 each

Assessment Board    Chair (1)    \$800  
    Members (4) - \$312.00 each

Hourly Employees are paid bi-weekly  
 Salaried Employees and part time recreation employees are paid monthly

Hourly Employees who work more than 40 hours shall be paid at one and one-half (1 ½ Hrs) times their hourly rate.

Hourly Employees will receive 8 hours straight pay for 12 designated holidays plus 1 ½ times their hourly rate for actual hours worked on that holiday.

**Cell Phone Stipend:**

Highway Superintendent - \$45/Month  
 Codes Officer - \$45/Month  
 Highway Employees – \$25/Month

**Clothing Allowance:**

Highway Employees – \$500/year per employee  
 \$100 per year for Park Employees for work boots  
 \$100 per year for Codes Officer for work boots

The Board agreed this year to allow \$100 boot allowance for Jim Rossiter, he has been working Part-Time at the Highway Garage.

Councilor Stevens made a motion seconded by Councilor Sayre to accept the Annual Salaries and Payment Schedule (with the exception of the Planning/Zoning Board Chair), the Cell Phone Stipend and the Clothing allowance for the year 2021. The Chairperson is the same person for both the Zoning Board and Planning Board, this salary will be double checked and put on the agenda for the January 6, 2021 Meeting.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

### **Contracts:**

**Costello, Cooney and Fearon.** There will be a flat fee of \$36,000 payable in equal monthly installments of \$3,000. This fee includes attending all Town Board Meetings, Public Hearings and Executive Sessions, responding to day-to-day questions of Town Officials and preparation of any necessary documents. This also includes attendance at Planning Board and Zoning Board of Appeals Meetings as requested and the provision of all necessary general legal services associated with these Boards. This also includes attendance at Grievance Day(s) if required, and to provide all general legal services associated with the Board of Assessors. The following shall not be included in general legal services: Litigation, including tax matters; enforcement matters; Special Districts and bonding work; legal work related to special districts; Complex Environmental matters and enforcement; application specific matters before the ZBA (Zoning Board of Appeals) or the Planning Board, or other similar items if covered by any Local Law and which pertains to developers' fees or require reimbursement of legal fees by the applicant; major non-routine projects; or representation of Town Officials or Town Employees. The fees for additional services are \$175/hour for attorneys and \$95/hour for paralegals. Councilor Sayre made a motion seconded by Councilor Hoey to authorize Supervisor Pollard to sign the 2021 Contract with Costello, Cooney and Fearon for 2021.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Historical Society:** Councilor Stevens made a motion seconded by Councilor Sayre to authorize Supervisor Pollard to sign the contract with the Historical Society for \$5,000. This is to help the Historical Society own and maintain the official collection of artifacts and memorabilia related to the history of the Town for the education and public viewing by the Town of Marcellus residents for the year 2021.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**American Legion:** Councilor Stevens made a motion seconded by Councilor Hoey to authorize Supervisor Pollard to sign the contract between the American Legion and the Town of Marcellus.

The agreement is for the Town to pay six hundred (600) dollars to the American Legion to provide the flagging of veteran grave sites in the three cemeteries in the Town of Marcellus. The Flags are to be placed prior to Memorial Day and removed within five (5) days after July 4, 2021.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Health/Loan Closet:** Councilor Hoey made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign the contract between the Health/Loan Closet and the Town

of Marcellus. The Town agrees to pay the Health/Loan Closet five hundred (500) dollars. The Health/Loan Closet provides storage facilities and operate a loan closet relating to health care for the Town of Marcellus residents.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Methodist Church:** Phil Coccia, Recreation Director, has had contact with the Methodist Church and due to COVID the Peace Luncheons have been canceled this past year. The Town will hold off on sending money for 2021 until we hear from the Church.

**OCM BOCES:** Councilor Stevens made a motion seconded by Councilor Sayre to authorize Supervisor Pollard to sign the OCM (Onondaga-Cortland-Madison) BOCES contract in the amount of \$2,000. BOCES will provide Health, Safety, and Risk Management Services and training for the Town Highway, Park & Recreation Employees.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Contract with CNYSPCA:** Councilor Cusick made a motion seconded by Councilor Sayre to authorize Supervisor Pollard to sign the contract with the CNYSPCA in the amount of \$1,117.80.

The CNYSPCA will respond to, investigate violations of and enforce provisions for the Cruelty to Animals within the Boundaries of Marcellus.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

**Library Contract:** The Agreement with the Marcellus Library will continue from year to year unless either party elects to terminate it. This year the Town will pay the Library \$22,000.

Supervisor Pollard reminded everyone that our Regular Board Meeting will be Wednesday, Jan 6, 2021 at 7:00 pm.

**Adjourn:** councilor Stevens made a motion seconded by Councilor Hoey to adjourn the Organizational Meeting at 6:00 pm.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Respectfully Submitted,

Sandy Taylor  
Town Clerk