

TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES
February 3, 2021
7:00 pm

A Regular Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, February 3, 2021, 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: Don MacLachlan, Highway Superintendent; Jim Gascon, Town Attorney; Phil Coccia, Recreation Director and Sandy Taylor, Town Clerk

Minutes: Councilor Stevens made a motion seconded by Councilor Cusick to accept (with the waiving of the reading) the Town Clerk’s minutes from the Organizational Meeting held on January 4, 2021, the Town Board Meeting held on January 6, 2021, the Workshop Meeting held on January 20, 2021 and the Special Meeting that was held on January 27, 2021.

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

Monthly Activity: The abstract of Audited Vouchers was given to Board Members as submitted by the Town Clerk. Abstract 2 as of February 1, 2021. Claim #'s 151606 – 151640.

	<u>Expenses</u>
General Fund	\$20,788.82
Part Town General	206.97
Town Wide Highway	872.90
Part Town Highway	7,200.00
Water District	<u>30,617.28</u>
Total	\$59,685.97

Board Members were given the Activities Report as of January 27, 2021 for the Fiscal Year 2020, Period 12.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,415,528.99)	1,091,621.12
Part Town General	(208,766.93)	220,602.09
Town Wide Highway	(552,663.42)	459,713.50
Part Town Highway	(399,095.36)	389,025.66

Fire District	(404,929.06)	404,929.00
Hydrant Fund	(2,562.31)	3,276.57
Ambulance Fund	(316,716.21)	316,690.00
Sewer District	(160,828.99)	160,821.00
Water District	(172,159.72)	175,589.00

Board Members were given the Activities Report as of January 27, 2021 for the Fiscal Year 2021. Period 1.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(677,626.20)	82,272.74
Part Town General	(1,181.00)	18,557.72
Town Wide Highway	0.00	38,717.54
Part Town Highway	0.00	2,747.25
Fire District	(250,000.00)	96,890.75
Hydrant Fund	0.00	0.00
Ambulance Fund	(100,000.00)	79,905.75
Sewer District	0.00	195,430.00
Water District	(150,000.00)	39,880.00

Bank Balances: The total Bank Balance for December 2020 is \$2,428,905.87

Councilor Sayre made a motion seconded by Councilor Stevens to approve the Audited Voucher Report as of February 1, 2021, the Activities Report for the Fiscal Year 2020, Period 12, the Activities Report for Period 1, Fiscal Year 2021 and the Bank Balance for December 2020.

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

Park Fund Transfer: Phil Coccia, Recreation Director, has Estimated Additional funds in the following lines and is requesting the extra be moved to Fund Balance, Comprehensive Plan, Capital Reserve.

A7110.42	Park Recreation Contractual	\$ 7,000
A7310.1	Youth Salary	\$52,000
A7310.4	Youth Recreation Contractual	\$16,000
A7620.1	Adult Recreation Salary	\$12,000
A7620.4	Adult Recreation Contractual	\$12,000
A8810.4	Cemetery Contractual	\$ 3,000

Budget Funding not spent:	\$102,000
-Loss Revenue (pavilion/Youth)	<u>42,615</u>

Total	\$59,385
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Councilor Hoey made a motion seconded by Councilor Stevens to accept the transfer from the Parks and Recreation Department of \$59,385 to be moved into a Fund Balance, Comprehensive Plan or Capital Reserve.

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

Park Fund Transfer: Phil Coccia, Recreation Director, is requesting the approval of the following funds to be used for Tennis/ Basketball Court Renovations.

A7110.1 Park Salary \$20,000 to Park Capital Reserve

A7110.4 Park Contractual \$1,000 to Park Capital Reserve

Councilor Hoey made a motion seconded by Councilor Sayre to approve the transfer of \$21,000 to go into the Park Capital Reserve Line for Tennis/Basketball Court Renovations.

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

Trash Days: Councilor Stevens made a motion seconded by Councilor Sayre to set the Spring Trash Days for Fridays, April 23, 30 and May 7, 2021 and Saturdays, April 24, May 1 and May 8, 2021. The time will be 8:00 am to 12:00 noon each day.

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

Don MacLachlan, Highway Superintendent, will contact the Electronics Waste People and Sandy Taylor, Town Clerk will contact Pro Shred to see if they would be available any of those weekends.

Budget Transfer: Lori Petrocci, Bookkeeper, requested the following two Budget Transfers.

A815 Unemployment Reserve to A.9050.8000 General Fund.

The amount is \$700 to cover unemployment claims due to COVID 19.

A911 Fund Balance to A.9050.8000 Unemployment line.

The amount is \$1,000 to cover Unemployment.

Councilor Cusick made a motion seconded by Councilor Hoey to approve the two budget transfers requested by Lori Petrocci, Bookkeeper. The total amount is \$1,700.

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

Fund Balances: The Board was given Fund Balances as of December 31, 2020 from Lori Petrocci, Bookkeeper. This is just informational and will be more specific as the Supervisors Report is being worked on.

Tree Estimates (added item): Don MacLachlan, Highway Superintendent, received one quote in writing so far from having the trees cut down out back. Councilor Cusick made a motion seconded by Councilor Stevens to authorize Don MacLachlan to sell the trees to the highest bidder. Whatever money is received from these will go into the General Fund.

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

Jim Gascon, Town Attorney, asked if the trees that are being sold were on Town Property. Don MacLachlan stated that they were. There were two trees on the property line between the Town and Marcellus Laundry Express, those trees had metal in them so they could not be sold. They were given to Mr. Damico, owner of the Marcellus Laundry Express.

An email was received regarding new Office Furniture from a girl named Jenn Randall. Councilor Stevens stated that it wouldn't be a bad idea to start looking and getting prices.

Highway Time Clock (added item): Don MacLachlan, Highway Superintendent, stated that the time clock stopped working back in January. They would have to get new software to be compatible with the computer. Right now, the Highway Department is just filling out time sheets like the rest of the employees. The Board agreed that this is fine and if in the future Don MacLachlan would like to look into getting another Time Clock, they will discuss it then.

Department Liaisons: Councilor Stevens stated that she has finally connected with the President of the Fire Department. They are scheduled to have a meeting next week.

Councilor Hoey would like to talk with Sandy Elsey, Parks and Recreation Secretary, to find out how the on-line reservations are going. Phil Coccia, Recreation Director, stated that they took their first on-line registration.

Phil Coccia, Recreation Director, stated that there were about 30 – 50 people on Friday, January 29, 2021 for the Moonlight Walk at the Park. He also stated that they are trying to figure out something for February, maybe other walks and some activities for the kids.

Jim Gascon, Town Attorney, is on the Olde Home Days Committee and he said that they are looking at doing something in the Fall, depending on what restrictions are in place at that time due to COVID 19.

Town Hall Discussion: There was talk regarding the new Town Hall and some of the alternates and what could be done with a change order. Councilor Stevens made a motion seconded by Councilor Sayre to award the bid to CBD as the General Contractor. The following is the Resolution accepting this.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Due to the delay caused by the Public Referendum and the COVID 19 Pandemic, the Board reached out to the two (2) lowest bidders for a last and best offer. Both bids were received today, February 3, 2021. The Board reviewed bids of both CBD Construction and GM Crisalli, and the Board hereby awards the position of General Contractor to the lowest bidder, CBD Corporation at the price of \$2,530,799.

Councilor Cusick asked about change orders. Any change orders will come in front of the Board and either Mike O'Shea from QPK Designs or Jim Gascon, Town Attorney, would write them up.

Authorize Town Supervisor to Sign Contracts for New Town Hall: Councilor Sayre made a motion seconded by Councilor Cusick to authorize Supervisor Pollard to sign contracts

pertaining to the construction of the New Town Hall after the Town Attorney has reviewed them.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Adjournment: Councilor Sayre made a motion seconded by Councilor Hoey to adjourn the Town Board Meeting at 8:15 pm.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk