

MARCELLUS TOWN BOARD MEETING  
Wednesday, January 5, 2022  
6:30 PM

A Regular Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, January 5, 2022 in the Town Hall, 24 E. Main Street, Marcellus, New York.

Present: Karen R. Pollard, Supervisor  
Terry Hoey, Councilor  
Gabe Hood, Councilor

Absent: Laurie Stevens, Councilor  
Jamie Curtin, Councilor

Also Present: Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Karen Cotter, Bill Southern, Gary and Linda Wilcox, Steve Bolewski, Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk.

**Minutes:** Supervisor Pollard made a motion seconded by Councilor Hoey to waive the reading and accept the Town Clerk's minutes from the following meetings, Town Board Meeting on December 1, 2021, the Workshop Meeting on December 15, 2021 and the Year – End Meeting on December 29, 2021.

Ayes – Pollard, Hoey and Hood

Carried

**Monthly Activity:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #12 as of January 5, 2022. Claim #'s 152995-153010. These are 2021 bills.

	<u>Expenses</u>
General Fund	\$ 1,812.79
Part Town General	787.50
Town Wide Highway	<u>11,685.15</u>
Total :	\$14,285.44

Board Members were given the Activities Report as of January 5, 2022. Period 12 for the Fiscal Year 2021.

	<u>Revenue</u>	<u>Expenses</u>
General Fund	(1,805,123.12)	1,024,997.69
Part Town General	( 181,155.67)	188,279.90
Town Wide Highway	( 574,791.66)	455,046.57
Part Town Highway	( 361,604.71)	325,711.10
Fire District	( 408,786.87)	385,767.00
Hydrant Fund	( 3,036.52)	3,022.40
Ambulance Fund	( 319,493.37)	319,473.00
Sewer District	( 195,431.61)	195,430.00
Water Revenue	( 170,998.19)	176,996.00

**Bank Balances:** Total of Bank Balances for November 2021 - \$4,286,172.88

Councilor Hoey made a motion seconded by Councilor Hood to approve the 2021 Abstract of Audited Vouchers, the Revenue/Expense Report for the Fiscal year 2021- Period 12, and the Bank Balances as of November 2021.

Ayes – Pollard, Hoey and Hood Carried

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #1 as of January 5, 2022. Claim #'s 153014-153029. These are 2022 bills.

	<u>Expenses</u>
General Fund	\$17,719.07
Part Town General	3,802.92
Town Wide Highway	4,298.50
Trust & Agency	<u>1,336.47</u>
Total	\$27,156.96

Councilor Hoey made a motion seconded by Councilor Hood to approve the Abstract of Audited Vouchers for 2022.

Ayes – Pollard, Hoey and Hood Carried

**OLD BUSINESS:**

**Fire Alarm Contract:** The Fire Alarm Contract from Siemens will be tabled until the January 19, 2022. The councilors would like a chance to look over the contract.

**Fire Department Contract:** Councilor Hoey made a motion seconded by Councilor Hood authorizing Supervisor Pollard to sign the Fire Department Contract for 2022. The amount the Town will provide to the Marcellus Fire Department is \$329,390. The Fire Department will provide fire protection and rescue services capable of properly responding to emergencies in the Town of Marcellus.

Ayes – Pollard, Hoey and Hood

Carried

**MAVES Contract:** Councilor Hoey made a motion seconded by Councilor Hood authorizing Supervisor Pollard to sign the contract with MAVES for 2022. The cost the Town will provide MAVES is \$311,000. MAVES shall provide emergency medical ambulance services for all persons in the limits of the Town of Marcellus, including the Village.

Ayes – Pollard, Hoey and Hood

Carried

**SAM’S Grant:** Supervisor Pollard made a motion seconded by Councilor Hood to authorize Supervisor Pollard to sign the SAM Grant to resurface the tennis and basketball courts and put up an ADA playground in Marcellus Park in the area of the Grove Pavilion. The Town will contribute up to \$14,000 towards the resurfacing of the tennis and basketball courts and will contribute up to \$18,000 towards the Grove Playground that will meet the ADA requirements. The “Friends of the Park” will also contribute an in-kind donation of \$5,000 towards the playground.

Ayes – Pollard, Hoey and Hood

Carried

**Undertaking:** Councilor Hoey made a motion seconded by Councilor Hood to pass the Official Undertaking. The Undertaking is signed by all employees who handle cash for the Town of Marcellus.

Ayes – Pollard, Hoey and Hood

Carried

### **OFFICAL UNDERTAKING OF MUNICIPAL OFFICIALS**

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

WHEREAS, the Town Board of the Town of Marcellus hereby requires the Supervisor, Town Clerk, Tax Collector, Town Justices, Highway Superintendent, Deputy Town Supervisor, Bookkeeper, Recreation Attendant, Secretary to Codes, Planning/Zoning, Town/Tax Clerk, to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Marcellus approves the document entitled “Town of Marcellus Official Undertaking of Municipal Officers” as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

## TOWN OF MARCELLUS

### OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Karen R. Pollard, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Supervisor of the Town of Marcellus, and

WHEREAS, Sandra H. Taylor, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Clerk of the Town of Marcellus, and

WHEREAS, Elaine M. Potter, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Tax Collector of the Town of Marcellus, and

WHEREAS, Mary Reagan Dailey, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Matthew S. Moses, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Donald MacLachlan, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Superintendent of Highways of the Town of Marcellus, and

WHEREAS, Helen Stevens, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Deputy Town Supervisor, and

WHEREAS, Mary Beth Lollis Barnello, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Court Clerk, and

WHEREAS, Lori Petrocci, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Bookkeeper, and

WHEREAS, Sandra Elsey, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Recreation Attendant, and

WHEREAS, Susan Dennis, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Deputy Town / Tax Clerk, and

WHEREAS, Karen Cotter, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Secretary to the Codes Office and Secretary to the Planning/Zoning Board, and

WHEREAS, Lynda Kianka, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Deputy Court Clerk, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Marcellus that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer , in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

This undertaking of the Superintendent of Highways is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Superintendent of Highways; and

This undertaking of the Deputy Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town Supervisor; and

This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court clerk; and

This undertaking of the Bookkeeper is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and

This undertaking of the Deputy Town/Tax Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town/Tax Clerk; and

This undertaking of the Planning/Zoning Secretary and Codes Secretary is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Planning/Zoning Secretary and Codes Secretary; and

This undertaking of the Recreation Attendant is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Recreation Attendant; and

The town does and shall maintain insurance coverage, presently with Selective Insurance, in the sum of \$450,000.00 for the Tax Collector, \$50,000.00 for Supervisor , \$25,000.00 each for the Town Justices, \$25,000.00 for Highway Superintendent, \$25,000.00 for Town Clerk and \$25,000 for the Deputy Town Supervisor, \$25,000.00 each for the Court Clerk and the Bookkeeper and \$25,000 for the Deputy Town/Tax Clerk, \$25,000 for the Planning/Zoning and Codes Secretary and \$25,000 for the Recreation Attendant to indemnify the Town against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officer, clerks and employees covered thereunder.

A copy of the certificate of said insurance evidencing the said insurance coverage is annexed hereto as exhibit "A".

Dated: January 6, 2021  
Town of Marcellus

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Town Justice

\_\_\_\_\_  
Town Justice

\_\_\_\_\_  
Highway Superintendent

\_\_\_\_\_  
Deputy Town Supervisor

\_\_\_\_\_  
Court Clerk

\_\_\_\_\_  
Bookkeeper

\_\_\_\_\_  
Deputy Town/Tax Clerk

\_\_\_\_\_  
Secretary to Codes/Zoning/Planning

\_\_\_\_\_  
Recreation Attendant

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Deputy Court Clerk

**Audit of Books:** Each year the Board will take a department and do an internal Audit of the Books. The Court Office is the one that we have to send a resolution to the New York State Courts. Due to the fact that two board members are absent, Supervisor Pollard has offered to audit the Court's Books. The other departments will be assigned a Board Member at the January 19, 2022 meeting.

**Annual Mandatory Safety Training:** Supervisor Pollard received an email that the Town Employees will have to do a mandatory safety training. Supervisor Pollard will have everyone take the training virtually, as there as many time slots available.

**Comprehensive Plan:** Supervisor Pollard explained the Comprehensive Plan to Councilor Hood. She explained that we have one that is very outdated. Councilor Hoey made a motion seconded by Councilor Hood authorizing Supervisor Pollard to sign the Agreement with Bergmann Associates to help the Town update the Comprehensive Plan.

Ayes – Pollard, Hoey and Hood

Carried

**Selling of Town Hall:** Supervisor Pollard stated that we have not received a petition from the Permissive Referendum for the selling of the Town Hall. She asked what the next steps are to move forward. Jim Gascon, Town Attorney, stated that the realtor is starting Phase 1. An abstract has been ordered. Don MacLachlan, Highway Superintendent, stated that Jeff Schultz, a surveyor, would like to come and put the stakes in on where the Town Hall property lines are.

### **Discussion**

Supervisor Pollard heard from a resident on Limeledge Road. His wife had a close call with a truck from Hanson. He asked about reducing the speed on Limeledge. Supervisor Pollard explained that he would have to get a petition and with the Boards approval can send it to the proper channels.

A resident sent in a letter and pictures about the water issues by Deer Path and Browsing Lanes. Don MacLachlan, Highway Superintendent, stated that the Town can't do anything more for this issue.

Supervisor Pollard indicated that we are receiving another grant from Soil and Water. This won't be available until 2023.

Phil Coccia, Recreation Director, mentioned to the Board that "Teal there's a Cure" approached the Recreation Department regarding the use of the Park for their July 4<sup>th</sup>, run. Mr. Coccia, will Have Sandy Elsey, contact them to receive in writing about what parts of the Park they would like to use.

Bill Southern, Sheehan Road, stated that there is already a Community Development Grant for the Grove Playground. The Town will look into this.

**Adjournment:** Councilor Hoey made a motion seconded by Councilor Hood to adjourn the Town Board Meeting at 7:30pm.

Ayes – Pollard, Hoey and Hood

Carried

Respectfully Submitted,

Sandy Taylor  
Town Clerk