

Marcellus Town Board  
Workshop Meeting  
Wednesday, March 16, 2022  
6:30 pm

A Workshop Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, March 16, 2022, in the Town Hall, 22 E. Main Street, Marcellus, New York.

Those Present:           Karen R. Pollard, Supervisor  
                                  Jamie Curtin, Councilor  
                                  Terry Hoey, Councilor  
                                  Gabe Hood, Councilor  
                                  Laurie Stevens, Councilor

Also Present: Don MacLachlan, Highway Superintendent; Mike Ossit, Deputy Highway Superintendent; John Houser, Codes Officer; Karen Cotter, Phil Coccia, Recreation Director; Sandy Elsey, Jim Rossiter, Bill Southern, Kyle Lyskawa, Christopher Community; Craig Germain, Audrey Farwagi, Christopher Community; Scott Stearns, Jim Gascon, Town Attorney and Sandy Taylor, Town Clerk.

**Monthly Activity:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #3 as of March 15, 2022. Claim #'s 153282-153308, 153310-153336, 153342-153345.

|                   | <b><u>Expenses</u></b> |
|-------------------|------------------------|
| General Fund      | \$11,947.76            |
| Part Town General | 1,188.13               |
| Townwide Highway  | 11,481.86              |
| Part Town Highway | 4,331.25               |
| Fire District     | 9,716.25               |
| Hydrant Fund      | 1,548.07               |
| Ambulance Fund    | 1,539.25               |
| Water District    | <u>10,922.47</u>       |
| <br>Total         | <br>\$52,675.04        |

Councilor Stevens made a motion seconded by Councilor Hood to approve the Abstract of Audited Vouchers as of March 15, 2022.

Ayes – Pollard, Stevens, Hoey, Curtin and Hood

Carried

**New Town Hall:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk as of March 15, 2022, Claim #'s 153337-153341.

|                  |                        |
|------------------|------------------------|
|                  | <b><u>Expenses</u></b> |
| Capital Projects | \$36,640.41            |

Councilor Stevens made a motion seconded by Councilor Hood to approve the Abstract of Audited Vouchers for the New Town Hall as of March 15, 2022.

Ayes – Pollard, Stevens, Hoey, Curtin and Hood Carried

**Pilot Program (Payment in Lieu of Taxes):** The Village is having discussions with Christopher Community which is a § 501 (c ) nonprofit corporation dedicated to developing affordable housing across New York State. This development would be located at 8 Paul Street in the Village of Marcellus. There were a few questions and James Gascon, Town Attorney, will reach out to the Attorney for Christopher Community. Councilor Stevens made a motion seconded by Councilor Curtin to set a Special Meeting for Monday, March 28, 2022 to discuss the Pilot Program for the Tefft Project at 8 Paul Street in Marcellus.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

**Letter of Support – Baltimore Woods:** Mr. Gary Germain, representative for Baltimore Woods, explained to the Board that Baltimore Woods would like to expand by purchasing 90 acres. Baltimore Woods is asking for the Town’s Support for an application for an Environmental Protection Fund Grant through New York State Office of Parks, Recreation, and Historic Preservation to assist with the expansion of Baltimore Woods. Councilor Curtin made a motion seconded by Councilor Hoey to authorize Supervisor Pollard to sign the letter of support for Baltimore Woods. Supervisor Pollard signed the letter and Mr. Germain took it with him.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

**Guidelines for Meeting Room:** Supervisor Pollard drafted up a few rules for outside groups using the Meeting Room. She asked the Board to add any ideas that they may have.

Some of the ideas were:

1. Only local municipal entities and Not for Profit Groups
2. No Alcohol, No Food
3. Return the Room to the Original Meeting Configuration
4. Request has to be authorized by the Town Board
5. A key will be issued to the leader of the group and it will be the responsibility of that person to make sure the building is locked after the event.

The Board has not finalized any of the rules/regulations as of yet. These were just suggestions. No action was taken at this time.

**Appoint Assessor's Clerk:** Councilor Stevens made a motion seconded by Councilor Hood to appoint Helen Stevens as the Assessor's Clerk effective March 14, 2022. Mrs. Stevens will be working two (2) days a week from 9:00 am until 12:00 noon. She will be paid a total of \$450 per month.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Canandaigua Trip:** Councilor Hoey made a motion seconded by Councilor Curtin to authorize Supervisor Pollard to sign the contract with Lasting Impressions Tours for a one-day trip to Canandaigua, New York on June 22, 2022. The cost per person is \$98.00.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Authorize Bond Payments:** Councilor Stevens made a motion seconded by Councilor Hood to authorize Supervisor Pollard to sign Bond Payments between meetings. Right now, utilities, insurance and postage can be paid between meetings.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Highway Purchase:** Mike Ossit, Deputy Highway Superintendent, presented to the Board a quote to purchase a Doosan Excavator. The cost is quoted at \$96,406.27. The Town would get a discount of \$24,000 for a Doosan Kleis Equipment Municipality Combination, a discount of \$43,000 for a Trade-in of a Bobcat E55 with Bucket and a discount of \$10,500 on a trade-in of a Bandit 200 XP Chipper. This would bring the cost down to \$25,406.27. The money is in the Highway Department's Budget. Councilor Stevens made a motion seconded by Councilor Hoey to allow Mike Ossit to purchase the Doosan Excavator.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Earth Day Clean Up:** The Town received information that Earth Day Cleanup for 2022 is Friday, April 22 and Saturday, April 23, 2022.

The Board received and inventory list from the Highway Department. This is updated as of March 10, 2022. A copy will be taken down to Reagan's Insurance for their records.

**Otisco Lake Preservation:** Scott Stearns, from the Planning/Zoning Board, spoke about the preservation of Otisco Lake. The Otisco Lake Preservation Committee would like to protect the lake's drainage and runoff. This is a county-wide issue. There is just about 5% of Otisco Lake in the Town of Marcellus.

**Updates:** Supervisor Pollard stated that there was vandalism in the bathrooms at the Welcome Center. The insurance is aware of this.

Supervisor Pollard stated that the AUD (Supervisor's Report) for 2021 was sent in to the Comptroller's office and was accepted.

A list should be made of any surplus equipment that is no longer needed. This would have to be approved by the Board to dispose of it.

**Comprehensive Plan:** The first meeting for the Comprehensive Plan was on March 10, 2020. The next one will be scheduled in about six (6) weeks. Supervisor Pollard stated that it went very well.

**Old Town Hall:** Councilor Hoey made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the deed and any other necessary documents for the sale of the Town Hall at 24 E. Main Street.

Ayes – Pollard, Stevens, Hoey, Curtin and Hood

Carried

Jim Gascon has the subdivision maps and they are ready to go.

**New Town Hall:** Supervisor Pollard stated that we are just waiting for the windows, gates and blinds for the New Town Hall. The windows will be at the Town Clerk's counter, the Tax Collector's counter, the Recreation Counter and the Court Clerk's counter.

Councilor Stevens would like the new Board Members to review the handbook regarding Compensation Time. She has talked about getting time clocks for the employees. She will do some research on this and find out costs. Councilor Hoey would like to know the advantages/disadvantages to having time clocks.

Councilor Stevens asked about the Recreation Department hiring someone Part – Time. Mr. Coccia, (Recreation Director) explained that they need someone at the counter when his secretary gets busy, or if he would like to talk privately to her.

**Attorney/Client Meeting:** Mr. Coccia, requested an Attorney/Client Meeting with himself and the Board at the conclusion of this meeting.

**Adjournment:** Councilor Stevens made a motion seconded by Councilor Hood to adjourn the Town Board Workshop Meeting at 8:15 pm.

Ayes – Pollard, Stevens, Hoey, Curtin and Hood

Carried

Respectfully Submitted,

Sandy Taylor  
Town Clerk