

Marcellus Town Board Meeting  
Wednesday, April 6, 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, April 6, 2022 in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director; Sandy Elsey, Secretary to Parks and Rec.; Karen Cotter, clerk for Planning/Zoning; John Houser, Codes Officer; Pat Koloski, Cole Crazier, Bill Southern, Miranda Steward, Sara Mielnicki, Hailey Setter, Jim Rossiter, Gary & Linda Wilcox, Tyler Szaslach, Nathan Hoover, Faith Bolewski, Steven Bolewski, Susan Dennis, Deputy Town Clerk and Sandy Taylor, Town Clerk.

**Minutes:** Councilor Stevens made a motion seconded by Councilor Hood to waive the reading and accept the Town Clerk's minutes from the following meetings, the Town Board Meeting on March 2, 2022, the Special Meeting on March 9, 2022, the Workshop Meeting on March 16 and the Special Meeting on March 28, 2022.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Monthly Activity:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #4 as of April 4, 2022. Claim #'s 153375-153419, 153421-153428.

	<u>Expenses</u>
General Fund	\$18,264.02
Part Town General	876.90
Town Wide Highway	19,425.45
Part Town Highway	270.23
Capital Projects	2,990.00
Fire District	82,347.50
Ambulance Fund	77,750.00
Trust & Agency	<u>0.00</u>
Total	\$201,924.10

Board Members were given the Activities Report as of March 30, 2022. Fiscal year 2022. Period 3.

	<u>Revenue</u>	<u>Expenses</u>
General Fund	(1,473,292.93)	\$444,044.27
Part Town General	( 202,292.19)	45,376.19
Town Wide Highway	( 515,259.91)	182,867.75
Part Town Highway	( 367,455.55)	10,567.06
Capital Projects	( 231,806.67)	566,053.35
Fire District	( 399,750.31)	106,585.00
Hydrant Fund	( 2,926.32)	1,548.07
Ambulance Fund	( 317,163.41)	80,828.50
Sewer District	( 200,323.70)	200,321.00
Water District	( 159,293.30)	81,949.75

**Bills Paid Between Meetings:** The following bills were paid on March 24, 2022.

<u>Voucher Number</u>	<u>Vendor</u>	<u>Amount</u>
153353	NYSEG	\$ 18.05
153354	NYSEG	51.16
153355	NYSEG	21.17
153356	NYSEG	84.00
153357	NYSEG	854.49
153358	Excellus BC/BS	418.22
153359	Excellus BC/BS	418.22
153360	Simply Prescriptions	709.14
153361	Simply Prescriptions	709.14
153362	Excellus BC/BS	635.22
153363	Excellus BC/BS	209.11
153364	Excellus BC/BS	209.11
153365	Excellus BC/BS	<u>16,984.90</u>
Total		\$21,321.93

The following bills were paid on April 5, 2022.

<u>Voucher Number</u>	<u>Vendor</u>	<u>Amount</u>
153440	NYSEG	\$356.19
153441	NYSEG	122.60
153442	Windstream	<u>603.04</u>
Total		\$1,081.83

**Bank Balances:** The Bank Balances for February 2022 are \$5,794,533.53

Supervisor Pollard made a motion seconded by Councilor Curtin to approve the Abstract of Audited Vouchers as of April 4, (with the holding of the Fire Department's check – Voucher 153388) the bills paid between meetings (March 24 and April 5, 2022), the Bank balances for February and the Revenue/Expense Report as of March 30, 2022.

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

**New Town Hall:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract # 4 as of April 4, 2022. Claim #'s 153429-153432.

#### **Expenses**

Capital Projects	\$15,965.00
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Councilor Stevens made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers for the New Town Hall as of April 4, 2022.

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

#### **OLD BUSINESS**

**Guidelines on use of Meeting Room:** Sandy Elsey drafted up a mock form of what was used to reserve Pavilions before they went on-line. The Board was given this to look over. Councilor Stevens made a motion seconded by Councilor Curtin to table this for now and put on the agenda for the April 20, 2022 meeting so that the Board members have a chance to review it.

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

**Double Utility Poles:** Jim Gascon, Town Attorney, stated that he reviewed the documents today. Councilor Stevens made a motion seconded by Councilor Hood to put this on the agenda for the April 20, 2022 Meeting. This will enable the Town Attorney to review it in more detail.

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

#### **NEW BUSINESS**

**Dedication of New Building – Old Home Days:** Supervisor Pollard asked the Board their opinions on having an open house during Old Home Days. Everyone thought that was a great idea. A time will be determined as to who can be here while the building is open.

**Assessor – Jeff Lowe:** Jeff Lowe, Town Assessor, expressed an interest in coming to a Board meeting to discuss his duties. He was not here tonight. Supervisor Pollard will talk to him to see when he would be available to be put on the agenda.

**Change to Submittals to the Onondaga County Planning Board:** The Syracuse-Onondaga County Planning Agency sent a Draft Exemption Agreement to the Town. This would reduce the number of referrals going to the county. It would also make it easier for the local governments. There was some discussion about the positive impact it would have. Both the Planning Board and Zoning Board Chairmen are in favor of this. Councilor Hoey made a motion seconded by Councilor Hood that the Town pass a resolution agreeing to the following draft Agreement between the County of Onondaga and the Town of Marcellus regarding the changes to submittals to the Onondaga County Planning Board.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

### Agreement

This Agreement, made this 6<sup>th</sup> day of April, 2022, by and between the COUNTY OF ONONDAGA, a municipal corporation of the State of New York, by J. Ryan McMahon, 11, its County Executive, hereinafter called the “County” and the Town of Marcellus, by its Supervisor Karen R. Pollard, 22 East Main Street, Marcellus, NY 13108, hereinafter called the “Town”,

### Witnesseth

WHEREAS, General Municipal Law Sections 239-m and -n require that notice of certain proposed municipal planning, zoning, subdivision and other land use actions be submitted to the Onondaga County Planning Board for review and recommendation unless exempted by an agreement approved by the governing bodies of the municipal agency and the County Planning Agency that such matter is of a local rather than an inter-community or county -wide concern; and

WHEREAS, the Onondaga County Legislature and the Town have approved such an agreement exempting the following actions as actions of local concern:

Area Variances **solely** seeking relief for:

1. Residential front, side, or rear yard setbacks or lot depth;
2. Height of any buildings;
3. Residential accessory structures;
4. Reductions in the number of parking spaces.

Subdivisions, that **solely** consider:

1. Creation of up to 3 parcels;
2. Combination of lots;
3. Lot line adjustments.

Special Permits, that **solely** consider:

1. Co-location of telecommunication equipment and accessories on existing towers and structures;
2. Façade or interior/exterior commercial building modifications;
3. A change of tenant in a commercial or mixed-use building;
4. Residential accessory structures;
5. On-premises signs.

Site Plan Reviews or Project Site Reviews, that **solely** consider:

1. Co-location of telecommunication equipment and accessories on existing towers and structures;
2. Façade or interior/exterior commercial building modifications;
3. A change of tenant in an existing commercial or mixed-use building;
4. Residential accessory structures;
5. On-premise signs;

Zoning Actions or Amendments, involving:

1. Administration and fees;
2. Interpretations of language;

NOW THEREFORE, the parties hereto mutually agree that the above-described planning, zoning, site plan and subdivision actions are henceforth exempt from the Onondaga County Planning Board referral requirement of General Municipal Law Section 239 -m and -n; and be it further

AGREED, that the term of the Agreement shall be for a five (5) year period commencing on the date last executed by either party hereto (“initial term”), which initial term shall be automatically renewed for additional five (5) year periods (“renewal term(s)”) unless and until a party provides written notice to the other party of its intent not to renew this Agreement at least thirty (30) days prior to the expiration of the initial term or any applicable renewal term; and

AGREED, that the Town of Marcellus shall not be precluded, at its discretion, from submitting any such action for referral to the Onondaga County Planning Board pursuant to the provisions of the General Municipal Law Sections 239-m and -n, in which case such referral shall comply with and be bounded by all requirements and time frames associated with said action; and be it further

AGREED, that the Town of Marcellus may at any time request assistance of the Syracuse-Onondaga County Planning Agency in making a determination of the applicability of these provisions, and/or request an informal review for exempt items.

AGREED, that this document shall take effect upon execution by both parties.

**Participation in the Old Home Days Parade:** Supervisor Pollard asked who would like to participate in the Old Home Days Parade. Once its decided, we will have to let Jim Gascon, Town Attorney, know as he is in charge of the Parade lineup.

**Cemetery – Permissive Referendum:** Councilor Curtin made a motion seconded by Councilor Hood to put this on the April 20, 2022 Meeting.  
Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

**Time Clock:** Councilor Stevens presented to the Board information on a Time Clock from TimePilot Corporation out of Illinois. This would enable the Town to have three (3) times clocks, one at the Town Hall, one at the Highway Department and one at the Park. The cost would be \$1,562.00. There was a lot of discussion regarding this. Supervisor Pollard is against it, as we have a system that has worked for years. Mr. Coccia, Recreation Director, stated that he does not want to have a time clock at the Park. He is totally against it. Councilor Curtin made a motion seconded by Councilor Hoey to put this on the agenda for April 20, 2022. This way the Board can think about the pros and cons of time clocks in the various departments.  
Ayes – Curtin, Hoey, Hood and Stevens Nay - Pollard

## **DISCUSSION AGENDA**

**Sign Law:** Jim Gascon, Town Attorney, made some modifications to the Sign Law and just sent it to the Board this afternoon. He suggested having a sub – committee with a few Board Members and him to review it. Supervisor Pollard would like the whole Board to be involved. After some discussion, it was decided that this would be on the April 20, 2022 agenda.

**Town Clerks Training (added item):** Sandy Taylor, Town Clerk, asked the Board for permission to attend the Town Clerk’s conference April 25 – 26, 2022 in Albany New York. Supervisor Pollard made a motion seconded by Councilor Curtin to allow the Town Clerk to attend the New York State Town Clerk’s Association training in Albany, New York.  
Ayes - Pollard, Curtin, Hoey, Hood and Stevens Carried

**Brush Pile (added item):** Don MacLachlan, Highway Superintendent, stated that Skaneateles closed down their Brush Pile site and we are getting a lot of vendors from all over dumping at the Marcellus site. There was discussion as to what can be done so that Marcellus residents could still use it, but residents from other towns don’t continue to drop off their brush. One suggestion would be to have cameras installed to monitor who comes and goes to keep it to Marcellus residents only. Jim Gascon, Town Attorney, stated that he could draft up a law, but there would have to be consequences for intruders. Pat Koloski, owner of Hillside Gardens, stated that he uses the brush site and would be willing to pay a yearly fee to keep it open. The Board and Don MacLachlan, Highway Superintendent, will continue to rectify this situation.

Pat Koloski of Hillside Gardens asked about the landscaping around the New Town Hall. The Board will look at the contract with CBD, as Don MacLachlan believes landscaping was included in the price of the New Town Hall.

Jim Gascon, Town Attorney, stated that he believes the closing on the Town Hall at 24 E. Main Street will be this coming Friday, April 8, 2022.

Phil Coccia, Recreation Director, stated that some of the Park Employees would be willing to help out with the landscaping around the New Town Hall.

Phil Coccia also asked about the mowing and who would be mowing around the new Town Hall, the Highway or the Park Employees? This has yet to be determined.

A grant is coming from the county for up to \$5,000 to replace Ash Bore trees that have died or been destroyed in the park. More information on this will be on the agenda for the April 20, 2022 meeting.

Phil Coccia reminded everyone that the Superheroes are going to be at the park this coming Saturday, April 9, 2022. There will be food trucks as well as coffee, hot cocoa and smores. This is rescheduled from an earlier date that was rained out.

Supervisor Pollard told the Board about Visual Technologies being here and will be getting a quote to have a small projector on the table so that whatever is on the screen behind the Board will also be on the wall.

**Adjournment:** Councilor Stevens made a motion seconded by Councilor Hood to adjourn the Town Board Meeting at 8:00 pm.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Sandy Taylor  
Town Clerk