

Marcellus Town Board
Organizational Meeting
Tuesday, January 3, 2023
4:30 PM

The Organizational Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Tuesday, January 3, 2023, 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

Absent – Laurie Stevens, Councilor

Also Present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent and Sandy Taylor, Town Clerk

Meeting Rules & Procedures: The Board reviewed the Meeting Rules & Procedures pamphlet and realized Councilor Hoey's number was wrong. This will be corrected.

Town Board Meeting Schedule: The meeting schedule for 2023 will be the first and third Wednesday's of the month at 6:30 pm. The exemption will be in April when the dates will be April 12 and April 26, 2023. The December Workshop scheduled for December 20, will be postponed until December 27, that will be a Workshop/Year-End Meeting combined.

2023 Schedule:

January	03	Organizational Meeting
	04	Monthly Meeting
	18	Workshop Meeting
February	01	Monthly Meeting
	15	Workshop Meeting
March	01	Monthly Meeting
	15	Workshop Meeting
April	12	Monthly Meeting ****Note it's the second Wednesday
	23	Workshop Meeting ****Note it's the fourth Wednesday
May	03	Monthly Meeting
	17	Workshop Meeting
June	07	Monthly Meeting
	21	Workshop Meeting
July	05	Monthly Meeting
	19	Workshop Meeting
August	02	Monthly Meeting
	16	Workshop Meeting

September	06 Monthly Meeting	
	20 Workshop Meeting	
October	04 Monthly Meeting	
	18 Workshop Meeting	
November	01 Monthly Meeting	
	15 Workshop Meeting	
December	06 Monthly Meeting	
	27 Workshop Meeting	**** Note it's the fourth Wednesday

Councilor Curtin made a motion seconded by Councilor Hoey to approve the Meeting Rules and Procedures pamphlet and the Town Board Meeting Schedule.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Holiday Schedule – Town Hall Closed:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

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 a petty cash fund of \$200; Recreation Department to continue to have a petty cash fund of \$200; this is to be administered by the Town Clerk, the Tax Collector to have a petty cash of \$100.00 and the Court Clerk to have petty cash of \$200.00

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

Mileage Reimbursement: As of January 1, 2023, standard mileage rate is 65.5 cents per mile.

Councilor Hoey made a motion seconded by Councilor Hood to approve the Holiday Schedule, the Official Bank as Solvay Bank, the Town Investment Policy, the Petty Cash Accounts, the Supervisor the

pay utility bills, postage and insurance prior to the audit and the mileage reimbursement at 65.5 cents per mile.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

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 may use State and County vendors in aggregate buying. Don MacLachlan, Highway Superintendent, also stated there is a new vendor called Sourcewell that they can buy from.

Supervisor Pollard made a motion seconded by Councilor Curtin naming the Press Observer as the Official Town Newspaper, give the Supervisor a thirty -day extension to file the annual report and allow the Highway Superintendent to use State & County Vendors and Sourcewell for aggregate buying.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Annual Appointments:

Bookkeeper – Lori Petrocci – 1/1/23-12/31/23

Clerk to Codes Depart. – Karen Cotter – 1/1/23 – 12/31/23

Clerk to Planning/Zoning – Karen Cotter – 1/1/23-12/31/23

Clerk to Town Justices – Mary Beth Lollis Barnell – 1/1/23-12/31/23

Deputy Clerk to Town Justices – Lynda Kianka -1/1/23-12/31/23

Recreation Leader – Phil Coccia – 1/1/23- 12/31/23

Recreation Attendant – Jane Attley – 1/1/23-12/31/23

Historian – Peg Nolan – 1/1/23-12/31/23

Dog Control Officer- James LaRose – 1/1/23-12/31/23

Park Crew Leader – James Rossiter 1/1/22-12/31/23

Planning Board Member – Scott Stearns – 1/1/23-12/31/29

Deputy to Codes – Deb Williams – 1/1/22-12/31/23

Councilor Hood made a motion seconded by Councilor Hoey to approve the Annual Appointments for 2023.

Ayes - Pollard, Curtin, Hoey and Hood

Carried

Advisory Appointments:

Supervisor appointing Karen Cotter as Deputy Supervisor – 1/1/23-12/31/23

Supervisor appointing Lori Petrocci as Budget Officer – 1/1/23- 12/31/23

Town Clerk appointing Rosemary Tozzi as Deputy Town Clerk – 1/1/23-12/31/23

Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent – 1/1/23-12/31/23

Tax Collector appointing Susan Dennis as Deputy Tax Collector – 1/1/23-12/31/23

Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer 1/1/23-12/31/23

Supervisor Pollard found out that she cannot appoint Karen Cotter as Deputy Supervisor. So at this point, there will not be a Deputy Supervisor.

Councilor Hood made a motion seconded by Councilor Hoey to approve the Advisory Appointments, with the Deputy Supervisor position remaining vacant.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Safety Committee: The Safety Committee will be John Houser, Don MacLachlan, Mike Ossit, Jim Rossiter 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 Stevens
Fire Department – Councilor Curtin
Codes- Councilor Hood
Recreation- Councilor Hoey

Councilor Curtin made a motion seconded by Councilor Hoey to approve the Safety Committee as John Houser, Don MacLachlan, Mike Ossit, Jim Rossiter and Councilor Laurie Stevens and the Department Liaisons as follows: MAVES – Councilor Stevens, Fire Department – Councilor Curtin, Codes – Councilor Hood and Recreation – Councilor Hoey.

Ayes -Pollard, Curtin, Hoey and Hood

Carried

Annual Salaries and Payment Schedule:

Salaries:

Supervisor-\$12,000

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

Court Clerk - \$44,990

Deputy Court Clerk - \$18.00 hour

Councilors (4) - \$6,120 each

Town Clerk - \$46,495

Deputy Town Clerk - \$18.00 hour

Tax Collector - \$11,087

Bookkeeper - \$53,633

Budget Officer - \$2,000

Assessor - \$36,000

Clerk to Assessor - \$18.00 hour

Parks & Recreation Director - \$22,176

Recreation Attendant - \$18.00 hour

Dog Control Officer - \$9,732

Highway Superintendent - \$66,761

Deputy Highway Superintendent - \$26.95per hour

Highway MEO - \$26.45

Codes Officer - \$55,918

Deputy Codes Officer - \$22.07 per hour

Secretary to Planning & Zoning - \$27,861

Secretary to Codes - \$11,940

Park Crew Leader - \$18.00 per hour

Seasonal Rec. PT Employees - \$14.20- 14.70 per hour

Seasonal Rec. Program Director - \$16.00 - \$24.00 per hour

Seasonal Park Laborer - \$14.20 - \$18.00 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) - \$210
Members (4) - \$175 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 hours) times their hourly rate.

Hourly Employees will receive 8 hours straight pay for 13 designated holidays plus 1 ½ times their hourly rate for actual hours worked on that holiday.

Councilor Curtin made a motion seconded by Councilor Hood to approve the Annual Salaries and payment schedule for 2023.

Ayes – Pollard, Curtin, Hoey and Hood Carried

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

Councilor Hoey made a motion seconded by Councilor Curtin to approve the Cell Phone Stipend and the Clothing Allowance for 2023.

Ayes – Pollard, Curtin, Hoey and Hood Carried

Contracts:

Marcellus Historical Society: Councilor Hoey made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the contract between the Marcellus Historical Society and the Town of Marcellus for \$5,000. This will help offset the cost of insurance and utilities related to operating expenses of the Steadman House.

Ayes – Pollard, Curtin, Hoey and Hood Carried

American Legion: Councilor Hood made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the contract between the American Legion and the Town of Marcellus for \$600. This is to provide Flags for the veteran grave sites in the three cemeteries in the Town. The Flags are to be placed prior to Memorial Day and removed within five (5) days after July 4, 2023.

Ayes – Pollard, Curtin, Hoey and Hood Carried

Health/Loan Closet: - Councilor Hoey made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the contract between the Health/Loan Closet and the Town of Marcellus for \$500. This will help offset the costs of new equipment.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

ASCAP: Councilor Hood made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the agreement between the Town of Marcellus and ASCAP for \$420. ASCAP allows the concerts in the Park and the summer theatre programs.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Costello, Cooney & Fearon: Jim Gascon, Town Attorney, stated that he will be billing the Town per hour. He will not be working under a retainer in 2023. The Agreement will be at the next meeting.

MAVES: Jim Gascon, Town Attorney, stated that we need to have a Public Hearing regarding MAVES and the Fire Department Contracts. The Public Hearing for MAVES is set for January 18, 2023 at 6:30 pm.

Fire Department: Jim Gascon, Town Attorney, stated that we need to have a Public Hearing regarding the Fire Department and MAVES contracts. The Public Hearing for the Fire Department is set for January 18, 2023 at 6:30 pm.

Adjournment: Councilor Hood made a motion seconded by Councilor Hoey to adjourn the Organizational Meeting at 5:10 pm.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk