

MARCELLUS TOWN BOARD  
REGULAR MEETING  
Wednesday, April 12, 2023

A Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, April 12, 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  
 Laurie Stevens, Councilor

Also Present: Don Machlachlan, Highway Superintendent; John Houser, Codes Officer; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Jeff Berwald, Bill Southern, Ron & Marie Zamojski, Evelyn Stut, Steven Bolewski, Justin Heath, Jonas Kaczor, Sam Boos, Lea Nelson, Megan Nelson, Aidan Knapp, Sam Barney, Ryan Orr, Josh Dubar, Dominick Cataldi and Rosemary Tozzi, Deputy Town Clerk.

**Waive the Reading and Accept the Minutes:** Councilor Curtin made a motion seconded by Councilor Stevens to waive the reading and accept the Town Clerk’s minutes from the March 1, 2023 Town Board Meeting and the March 15, 2023 Workshop Meeting.

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

**Monthly Activity:** The Abstract of Audited Voucher for April was given to the Board members as submitted by the Town Clerk. Abstract #4 as of April 10, 2023, Claim #'s 154928-154981.

	<u>Expenses</u>
General Fund	\$44,312.52
Part Town General Fund	1,240.35
Town Wide Highway	<u>13, 844.79</u>
Total	\$59,397.66

Board Members were given the Activities Report as of April 10, 2023. Fiscal Year 2023 Period 2.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,772,342.28)	164,573.75
Part Town General Fund	( 203,399.99)	33,910.80
Town Wide Highway	( 291.25)	76,093.69
Part Town Highway	( 259,610.94)	4,548.00
Capital Projects	22,373.97	00.00
Fire District	( 404,505.39)	81,108.25
Hydrant Funds	( 3,002.33)	00.00
Ambulance Fund	( 306,470.37)	76,616.25
Sewer	( 194,549.02)	194,544.00
Water District	( 190,317.31)	71,557.28

**Bank Balances:**

The total of all bank accounts is \$5,850,202.86

**Bills Paid between Meetings:** The following bills were paid on March 28, 2023.

<u>Voucher #</u>	<u>Vendor</u>	<u>Amount</u>
154896	Excellus BC/BS	\$ 624.10
154897	Excellus BC/BS	209.11
154898	Excellus BC/BS	209.11
154899	Simply Prescriptions	675.12
154900	Simply Prescriptions	675.12
154901	Excellus BC/BS	418.22
154902	Excellus BC/BS	418.22
154903	Excellus BC/BS	12,475.97
154904	NYS Municipal Workers Comp	19,638.50
154905	NYSEG	108.21
154906	NYSEG	327.59
154907	NYSEG	22.35
154908	NYSEG	470.72
154909	NYSEG	113.39
154910	NYSEG	6.49
154911	NYSEG	<u>26.19</u>
	TOTAL	\$36,418.41

Councilor Stevens made a motion seconded by Councilor Hoey to approve the Abstract of Audited Voucher from April 10, 2023, the Activities Report from April 10, 2023, the Bank Balances for February 2023 and the Bill paid between meetings on March 28, 2023. Councilor Stevens did have some questions regarding the payments to Advanced Network Designs, Inc. After some discussion, it was agreed that Advanced Network Designs would be paid (regarding the Cyber Security Issue). The Board and Jim Gascon, Town Attorney, will work with the insurance company regarding reimbursement.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**OLD BUSINESS**

**After the Ball Request:** Councilor Stevens made a motion seconded by Councilor Curtin to donate \$500 to the “After the Ball Party” for the 2023 Marcellus Seniors. Phil Coccia, Recreation Director, reached out to the Chairperson wondering if there was a specific item the Town could donate. He didn’t receive a response. At this point, it was agreed to donate \$500.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Internal Audit: Parks and Recreation:** Councilor Hood audited the Parks and Recreation books. He stated that they are all set. Everything is up to date. No action was taken, this is just informative.

**New Business:**

**Funds Transfer:** Councilor Hood made a motion seconded by Councilor Hoey to approve the transfer of funds not to exceed \$80,000 from the Park Capital Reserve Fund (A.878) to Special Facilities (A.7110.2100) for the construction of the new playground.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Jeff Lowe- Assessor:** Mr. Lowe, Town Assessor, handed out information to the Board from the NYS Department of Tax and Finance. He spoke of the trends and the equalization rates for the Town of Marcellus. Jim Gascon, Town Attorney, asked Mr. Lowe if the Town should do a reassessment. Mr. Lowe stated that the State recommends it every five (5) years, and the Town did one two (2) years ago.

**Karen Cotter – Retirement:** Karen Cotter, Clerk to Planning/Zoning and Codes will be retiring May 10, 2023. Date was changed from April 27, 2023, to May 10, 2023. Supervisor Pollard asked if a motion had to be made, Jim Gascon, Town Attorney, said that no action had to be made as she would retire regardless.

**Appointment of New Clerk:** Supervisor Pollard made a motion seconded by Councilor Curtin to appoint Joanna Clarke as the new Clerk for Planning/Zoning and Codes. She will be starting as soon as possible at \$20 per hour while training with Mrs. Cotter. After May a schedule will be discussed along with benefits at a salary of \$31,200 working 30 hours per week.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Liquor License Extension for Golf Course:** Councilor Hood made a motion seconded by Councilor Hoey to accept the letter presented by Jim Gascon, Town Attorney, to withdraw the opposition for the request of the extension of the liquor license. Sunset Ridge was illegally subdivided under the previous owner. The current owners are working with Planning/Zoning and Codes on that issue. The golf course is in an R1-zone with a special use permit as a recreation facility. The facility must offer year-round recreation activities such as indoor virtual golf during the winter months and outdoor golf when the weather permits. The bar, restaurant, and banquet hall are legally permitted to operate year -around.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Amend PUD Resolution:** At the March 15, 2023 Meeting a resolution was passed regarding the Planned Unit Development (PUD) Application for Tim’s Pumpkin Patch on Rose Hill Road. After a lengthy discussion, it was noted that there was no time frame in the original resolution. Supervisor Pollard made a motion seconded by Councilor Curtin to add a time frame. The motion is as follows, the Planning Board can render its advisory decision of 90 days from the date of March 15, 2023, or such other time as the Town Board and the Planning Board may extend said requirements.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Escrow Money for PUD Project:** A discussion ensued regarding the amount of money to be put into an Escrow Account for the PUD project. Some of the items discussed would be what would and would not fall under the contract for the Escrow Account. Councilor Curtin made a motion seconded by Councilor Hood to table the issue for two weeks. This will be on the agenda for the April 26, 2023, board meeting.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Department Reports:**

**Codes:** John reports business as usual, nothing new to report.

**Highway:** Don reports that his department has been helping with the park department working on the new playground, taking apart snowplow equipment, helping the village with the bridge over 9-mile creek and the handicap doors have been completed.

**Parks/Rec:** Phil reports the park has received a grant for Emerald Ash Borer Trees in the amount of \$2,745. His department has released a newsletter and the Parks and Recreation Camp brochure is being finalized and will be released to the public soon. The park department is working on the new playground and there are a few new activities taking place at the park.

**Town Clerk:** Business as usual in the Clerk's office. Trash permits are currently being sold.

**Discussion Agenda**

**Safety Training:** The Court will be holding an in-service on Wednesday April 26, 2023, at 10:30 AM. The topic "Situational Awareness / Active Shooter" presented by The Chief of Marcellus Police Department, Bernard Podsiedlik, and Officers of the Marcellus Police Department. The presentation is open to all Town and Village Employee's.

Bill Southern thanked the Board Members for installing the Handicap Doors.

**Adjournment:** Supervisor Pollard made a motion seconded by Councilor Stevens to adjourn the Town Board meeting at 7:38 pm.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Rosemary Tozzi  
Deputy Town Clerk