

Marcellus Town Board  
Workshop Meeting  
Wednesday, May 17, 2023  
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, May 17, 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 MacLachlan, Highway Superintendent; Steve Schneider, Phil Coccia, Recreation Director; John Houser, Codes Officer; Jim Rossiter, Gary & Linda Wilcox, Bill Southern, Mark Delasin, President of the Marcellus Fire Department; Dave Card, Erica Leubner and daughter, Dakotah Newell, Zach Norris, Adriana Sullivan, Josh Smith, Colten Miller, Jim Gascon, Town Attorney; Rosemary Tozzi, Deputy Town Clerk and Sandy Taylor, Town Clerk.

**Abstract of Audited Vouchers:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #5 as of May 16, 2023. Claim #'s 155053-155097, 155106-155110.

	<u>Expenses</u>
General Fund	\$17,999.63
Part Town General	211.09
Town Wide Highway	3,716.84
Part Town Highway	2,079.87
Fire District	<u>521.00</u>
Total	\$24,528.43

Councilor Stevens made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers as of May 16, 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**OLD BUSINESS** - There is no old business at this time.

**NEW BUSINESS**

**Cleaning of Gravestones:** The person that was going to give a presentation of the cleaning of the Gravestones didn't show up. Supervisor Pollard asked Jim Rossiter or Steve Schneider, both Park Employees, to reach out to him and get some information on the cleaning of the gravestones. This will be tabled until we hear from the person who does the cleaning.

**Fire Department Kitchen – Upgrade:** Dave Card from the Marcellus Fire Department spoke about the failed grease trap at the Fire Department. There was discussion about how old the building is, how big a grease trap would be needed and what would have to be done. The building was built in 1993 and at that time a smaller grease trap was in place. It was suggested that a new grease trap (a minimum of 1,000 gallons) be installed. In order to start this project, everything in the kitchen would have to be removed, a new design for the kitchen would have to be drawn up and the placement of the grease trap would have to be decided. Mr. Card stated that the grease traps would likely be placed underground. Councilor Hood reached out to Joe Durand, TDK Engineering, regarding this project. Councilor Hood hasn't heard back from Mr. Durand but will take the lead on this project and reach out to him again. Jim Gascon, Town Attorney, stated that the Town would have to follow the Procurement Policy and have contractors submit bids. Mr. Gascon also stated that the Engineer would be the one writing up the Proposal to be sent out. This is a municipal building therefore, prevailing wage would have to be paid. Until this issue is fixed, the kitchen at the Fire Department is shut down. Mark Delasin, President of the Fire Department, feels that some of the members will do what they can to help cut down on the costs.

**Increase in Deputy Town Clerk's hours:** Sandy Taylor, Town Clerk, expressed to the Board about increasing the Deputy Town Clerk's hours from 19 hours a week to a full-time position (37.5 hours a week). The Town Clerk is requesting that the hours be brought back to 37.5 hours as she is not running for another term. The current Deputy Town Clerk is running (as far as we know, unopposed) for the Town Clerk's position. She feels that it would be beneficial to the Town residents if the Deputy has as much day-to-day training as possible. There is money in the budget, as we didn't realize the previous Deputy Town Clerk was going to retire. The other benefit to the Deputy Town Clerk working more hours would be if the Town Clerk leaves for an afternoon (which elected officials are allowed to) the office would be open during the normal workday hours. Councilor Hood made the motion seconded by Councilor Hoey to table this until the June 7, 2023, meeting.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

## **DISCUSSION AGENDA**

Supervisor Pollard has the annual report from OCWA, it will be filed with the Town Clerk if anyone wishes to look at it.

Supervisor Pollard then handed the Board members a tip sheet (items that have been talked about in past meetings) that they would like to address again.

1. Smoking in the Park
2. Sewer Agreement
3. Water on Brewer Road and surrounding area – Jim Gascon, Town Attorney, has this on his desk
4. Sign Law – Councilors Hood and Hoey stated that they would like to get together again, as some of the language wasn't crystal clear
5. Comprehensive Plan – next meeting is June 6, 2023, Supervisor Pollard stated that they are right on track
6. Fund Balances – Lori Petrocci, Bookkeeper, is waiting for the AUD
7. Tax Credit for Fire Fighters. Jim Gascon, Town Attorney, will draft an introduction resolution for the next meeting. He will also contact the school, as it is very beneficial if the school is in favor of the tax credit for Fire Fighters.

8. \_AUD: Waiting on the state for the results of the AUD. After the Town receives the results, the Board can then talk about the Fund balances and what money is left from the ARPA money.
9. \_Park Parking Lot: \_The Parking Lot at the Park was paved. Jim Rossiter, Park Crew Leader, will get three quotes on stripping it. After it is striped, the speed bumps can go back on. They are taken off in the winter so that plowing is easier.

**ADJOURNMENT:** Councilor Curtin made a motion seconded by Councilor Hood to adjourn the Town Board meeting at 7:10 pm.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

**Respectfully submitted,**

Sandy Taylor  
Town Clerk