

Town of Marcellus
Workshop Meeting
Wednesday, October 18, 2023
6:30 PM

Call to Order

Salute to Flag

1. Approve Financials
11. OLD BUSINESS
 - a. Pavilion Fees
111. NEW BUSINESS
 - a. Disc Golf Presentation
 - b. Marcellus Christmas Tree Lighting Ceremony
 - c. CNY Stormwater Coalition
- 1V. DISCUSSION AGENDA
- V. ADJOURNMENT

Future Meeting Dates

Town Board Meeting - Wednesday, Nov. 1, 2023 – 6:30 pm – Town Hall

Planning/Zoning Meeting – Monday, Nov. 6, 2023 – 6:30 pm – Town Hall

Workshop Meeting – Wednesday, Nov. 15, 2023 – 6:30 pm – Town Hall

INTEROFFICE MEMORANDUM

TO: THE MARCELLUS TOWN BOARD
FROM: PHIL COCCIA & JANE ATTLEY
SUBJECT: PAVILION RENTAL FEE INCREASE AND CORPORATE SURCHARGE
DATE: 10/4/2023
CC: KAREN POLLARD

Proposed pavilion fees beginning January of 2024 to the following:

All pavilions that are currently \$55 to \$60 Monday - Thursday

Playground Pavilion from \$25 to \$50 Monday - Thursday

Welcome Center to stay at \$80 Monday - Thursday

The following pavilions below for Friday - Sunday and holidays:

Playground from \$50 to \$75

Stone Mill from \$125 to \$135

Annex and Grove from \$135 to \$145

Welcome Center \$145 to \$150

Creek Hollow from \$155 to \$165

Tables moved by staff to increase:

6 – 15 from \$25 to \$30

15 – 25 from \$50 to \$55

Marcellus Park New Proposed Surcharge for Corporations that host a Company Picnic or Barbeque in 2024

(This could also include large weddings, church groups now or in the future.)

Surcharge is for groups over 49: 50 – 100 people incurs a \$100 surcharge/fee

101 - 150 people incur a \$150 surcharge/fee

151 - 200 people incur a \$200 surcharge/fee

This charge would include: - up to 10 extra tables moved by park staff

- extra trash cans with liners and blue recycle bins

- setup of volleyball net and horseshoes if requested

Jane Attley

From: Brian Killmore <killmore.brian@gmail.com>
Sent: Friday, September 8, 2023 2:00 PM
To: Jane Attley
Subject: Disc Golf Course presentation
Attachments: marcellus park_9 hole_09-08-2023a.pdf

Phil,

Here is the presentation I would use for the disc golf course project in Marcellus park. I would be happy to talk you through the slides over the phone, whenever you have a minute. I can also forward this onto anyone you think is pertinent to the project. I have been talking with a few friends and businesses in the area and they all seem very interested and excited to be involved. Let me know what you think, and anything I could do to help improve this process. Thank you again for your time and consideration.

Brian Killmore
Professional Disc Golf Number #58470
315-569-0358
Killmore.brian@gmail.com

JOHN J. MURPHY, MAYOR
TIMOTHY P. MANAHAN, TRUSTEE
(VACANCY), TRUSTEE
CHARNLEY A. ABBOTT, CLERK
ANTONINO J. PROVVIDENTI, TREASURER
JEFFREY D. BROWN, ATTORNEY



VILLAGE OF MARCELLUS
6 SLOCOMBE AVENUE
MARCELLUS, NY 13108
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VILLAGEOFMARCELLUS@GMAIL.COM

October 5, 2023

Ms. Karen Pollard, Town Supervisor
Town of Marcellus
22 East Main Street
Marcellus, NY 13108

RECEIVED
OCT 10 2023
TOWN OF MARCELLUS

Re: Marcellus Community Tree Lighting Ceremony

The Village of Marcellus formally requests, as done in previous years, that the Village and Town of Marcellus agree to share the cost of horse drawn wagon rides provided by Route 80 Stables on Friday, December 1, 2023 from 6:00 to 8:00pm during the annual tree lighting ceremony. The cost for 2 hours is \$700.00, and will be split evenly between the Town and Village.

Payment will be remitted to the vendor by the Village of Marcellus on the night of service. The Village will then provide a voucher to the Town for reimbursement.

Please let me know if this request is approved by the Town Board. We look forward to this wonderful event for both Village and Town residents.

For the Village Board,

John J. Murphy, Mayor

cc: Timothy P. Manahan, Trustee
Charnley A. Abbott, Clerk
Antonino J. Provvidenti, Treasurer
Jeffrey D. Brown, Attorney

**Resolution Supporting Participation in the
CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program**

Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

WHEREAS, _____
(Legal Name of Municipality)

herein called the "Municipality", after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the "Project", is desirable, is in the public interest, and is required to implement the Project; and

WHEREAS, the Central New York Regional Planning & Development Board, herein called the "Board", has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve-month timeframe.

NOW, THEREFORE, BE IT RESOLVED BY _____
(Governing Body of Municipality)

1. That _____
(Name and Title of Chief Elected Official)

or such person's successor in office is the representative authorized to act on behalf of the Municipality's governing body in all matters related the Project;

2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.

4. That this Resolution take effect immediately.

CERTIFICATE OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the _____
(Name of Governing Body of Applicant)

duly held on the _____ day of _____, 2023; and further that such Resolution has been fully recorded in the _____ in my office.
(Title of Record Book)

In witness thereof, I have hereunto set my hand this _____ day of _____, 2023.

Signature of Recording Officer

Title of Recording Officer

Impress Official Seal here.

CNY Stormwater Coalition Staff Services Proposal

2023 Program Year

December 2022

Lauren Darcy
Senior Environmental Planner

ldarcy@cnyrpdb.org

SUMMARY

This proposal for staff services and education assistance responds to the need for staff and administrative services necessary to sustain the CNY Stormwater Coalition, and to comply with the Minimum Control Measure 1 requirements of NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003) or its successors.

The purpose of the CNY Stormwater Coalition is to provide regulated MS4 communities with support in meeting requirements of the NYS MS4 General Stormwater Permit. The CNY Stormwater Coalition has been active since 2011, hosted by the Central NY Regional Planning and Development Board (CNY RPDB). Stormwater Coalitions are encouraged by both the NYS DEC and the U.S. EPA as an effective strategy for regional compliance, shared services, and peer learning. Participation in a regional coalition is looked upon favorably by both agencies in grant funding requests.

The proposed workplan includes administrative services and program services to be provided by the CNY RPDB. The primary goal is to assist MS4 operators in meeting requirements of the NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) (GP-0-15-003) and its successors, specifically the requirements for Minimum Control Measure 1. The CNY RPDB will provide the following services to the members of the CNY Stormwater Coalition during the 2023 calendar year.

1. Administration and Staff Support for CNY Stormwater Coalition meetings,
2. Public Education and Outreach implementation and reporting, and
3. Direct Municipal Assistance

SCOPE OF SERVICES

1. CNY Stormwater Coalition Administration and Staffing

1.1 Staffing Support for the CNY Stormwater Coalition and Executive Committee

CNY RPDB will plan and facilitate four scheduled meetings of the CNY Stormwater Coalition, four scheduled in-person meetings of the CNY Stormwater Coalition Executive Committee, and meetings of Coalition working committees, as needed, to advance and sustain a fully functioning Coalition. Meetings may be held remotely or in person. For this program year we anticipate one working subcommittee, the MS4 Coordinated Mapping Subcommittee. This subcommittee will develop an approach to meeting the enhanced mapping requirements of the new General Permit.

Staff support for all scheduled meetings includes:

- meeting announcements,
- creating and circulating agendas and progress reports,
- recruiting topical speakers, and
- maintaining and circulating meeting minutes.

Staff support for the coalition also includes monitoring public and private grant opportunities, issuing appropriate Requests for Proposals, and overseeing implementation of any grant-funded projects. For this program year, it is anticipated that the Coalition will be awarded funds through the DEC Non-Agricultural Non-Point Source Pollution grant program. If awarded, CNY RPDB will administer the grant, issue an RFP for mapping services, and oversee contracting of consultants to complete the MS4 mapping work as described in the grant application.

1.2 Communications

Another key role in providing support to the Coalition is managing communications with statewide organizations and agencies. CNY RPDB will act as a liaison between the Coalition and regulatory agencies such as the NYS DEC and the U.S. EPA by staying in touch with the regional staff of these agencies.

We anticipate that an effective date for a new General Stormwater permit will be announced in 2023. In anticipation, CNY RPDB will monitor the timeline for this announcement and share any updates as appropriate. In the event a new permit is issued during this year, CNY RPDB will become familiar with the permit terms and work to keep MS4 operators informed of any changes in requirements and reporting needs. To aid in this, CNY RPDB will prepare a presentation and written materials for Coalition members to support regulatory compliance with the next version of the MS4 General Stormwater Permit upon its effective date.

Additionally, CNY RPDB will engage other NY State stormwater coalitions and non-regulatory partners involved in stormwater management to identify compliance opportunities that support the members of the CNY Stormwater Coalition. CNY RPDB will monitor training opportunities and resources prepared by others to share with Coalition members as appropriate.

1.3 Administration and Reporting

CNY RPDB will administer all contracted activities funded as part of this Scope of Services through December 31, 2023, including quarterly financial reporting, bookkeeping, and accounting, documentation of local match to support grant funded programs, subcontracting, and solicitations. Progress reports and financial reporting will be made available to the Coalition's Executive Committee on a quarterly basis.

2. Public Education and Outreach Implementation and Reporting

2.1 Maintain Regional Stormwater Website and Online Outreach

CNY RPDB will update and promote the CNY Stormwater website, which contains information about the General Permit requirements for municipalities as well as information for the public. CNY RPDB will provide the website link for posting on municipal websites when the update is complete. This website will be maintained and updated as needed.

CNY RPDB will send periodic email blasts to distribution lists focused on at-home strategies to mitigate stormwater as well as announcements for related community events, and state or local initiatives. Residents will be able to sign up for the email distribution on our website. All member municipalities will be automatically signed up for this distribution and are encouraged to share as well.

Online outreach will also include social media to make announcements about upcoming events, share notices, and encourage people to visit the Coalition website. Analytics will be used to quantify reach and reporting. The Coalition currently has a sizable Twitter following; however, the platform is going through significant changes in ownership and function; we will evaluate this and new platforms and adjust the social media strategy in the first quarter of 2023.

2.2 Print Handouts

CNY RPDB will refresh printed handouts, postcards, and brochures on various topics, including but not limited to, winter de-icing, pet waste, rain barrels, and residential scale green infrastructure. Handouts will be printed and delivered to municipal offices and libraries as well as other community centers upon request and handed out at related community events. These will also be made available online to be printed and used as needed.

2.3 Community Partnership

CNY RPDB will re-establish contacts with the Onondaga County Public Library and appropriate branch libraries in Madison and Oswego Counties to distribute stormwater educational materials to the public and identify opportunities for collaborative educational programming. CNY RPDB will pursue additional partnership opportunities, as appropriate, to integrate stormwater information into existing community initiatives. This includes coordinating with the annual OCCRA Earth Day Clean Up, tabling at the Rosamond Gifford Zoo's annual Party for the Planet and working on rain garden programming with the Cornell Cooperative Extension Master Gardeners Program.

CNY RPDB will work with partner agencies to establish a Watershed Educational collaborative to allow agencies, organizations, and other partners in the SUA whose focus is on water quality protection and/or education to share ideas, resources, and coordinate messaging. The purpose of this coordination is to align educational outreach and messaging on protection activities to residents that meet our various reporting and educational goals. This will pool agency creativity, resources, and capacity to create shared educational resources and a recognizable campaign, consistent messaging, workshops, and presence on the impacts of land use/ run off to water quality in the SUA. Partnerships to explore include, but are not limited to, Cornell Cooperative Extension, Onondaga County Department of Water Environment Protection (WEP), and Project Watershed.

CNY RPDB is available to present or table at any appropriate community events within the Syracuse Urbanized area. We will seek out opportunities for regional events, such as Party for the Planet, and are available for local community events at the request of Coalition Members. Tabling materials include informational handouts and displays, interactive children's activities and giveaways that align with our message such as dog waste bags.

2.4 Direct Outreach to Targeted Stakeholder Groups

At this time of writing there are two scheduled presentations: 1) Home Landscaping for Stormwater: Cornell Cooperative Extension Master Gardeners and 2) Municipal Stormwater Roles and Responsibilities: Syracuse Planning Federation. CNY RPDB will seek, and respond to additional opportunities

"The Municipal Stormwater Roles and Responsibilities" presentation will be offered to any Municipal Board or committee upon request.

CNY RPDB will offer presentations or workshops on a range of topics including, but not limited to green infrastructure, BMPs for homeowners or commercial businesses, and specifics of the permit program as requested. Information will be geared to the specific audience which may include, but is not limited to, construction professionals, landscaping professionals, the public, municipal committees, and educators.

Specifically, CNY RPDB will explore planning and facilitating an educational session on landscaping practices that can mitigate Stormwater impacts targeted to homeowners, property managers and/ or professional landscaping companies to take place in the Spring. This will be co-created with partner organizations and would include panelists to discuss alternatives to traditional turf lawn, such as the SUNY ESF Restoration Science Center, Cornell Turf Grass Program, and others.

2.5 MCM 1 Documentation and Reporting

CNY RPDB will document all education, training, and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1. Public Education and Outreach section of the MS4 annual report in compliance with MS4 annual reporting requirements, and Part 9b semi-annual reporting requirements for MS4s in the Onondaga Lake Watershed, as specified in the most current NY SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). CNY RPDB will deliver, electronically, the MCM 1 section to participating MS4s to include in their individual annual and semiannual reports following the end of each reporting period.

3. Direct Municipal Assistance

3.1 GP-0-22-002 Permit review and implementation assistance

CNYRPBD will review the finalized permit and provide guidance to members on the updated requirements and strategies to meet them. CNY RPDB will update the Stormwater Management Plan Template to match the conditions of the new permit. CNY RPDB will also update the 2011 Municipal Role Guidebook for redistribution. CNY RPDB will closely review the requirements for MCM 1 and will make the necessary adjustments to the education program and plan to meet the permit requirements upon its effective date.

CNY RPDB will update the 2011 “Stormwater Program Overview for Municipal Officials” and the template Stormwater Management Plan to reflect new permit requirements. These materials will be distributed to Coalition members.

3.2 Municipal Training Opportunities

CNY RPDB will work with other Stormwater Coalitions across the state to offer a Spring Training Series to MS4 operators and others working in stormwater that are eligible for PDH credits.

In addition, CNY RPDB will identify subject experts to present to local MS4 operators on issues including, but not limited to:

- Illicit Discharge Detection and Elimination,
- Municipal Good Housekeeping,
- Preparing for an MS4 Audit, and
- Sediment and Erosion Control with OCSWCD [tentative]

CNY RPDB will coordinate with other Region 7 Stormwater coalitions to provide expanded training opportunities in Central NY.

CNY RPDB will purchase a membership to the Center for Watershed Protection at a cost of \$1000. CNY RPDB will advertise relevant trainings provided through this resource to Coalition members and screen webcasts at the downtown office as appropriate.

CNY RPDB will monitor for outside training opportunities and keep coalition members informed of opportunities presented by the Center for Watershed Protection, local Soil and Water Conservation Districts, State Associations, and other training providers. CNY RPDB will also host screenings of prerecorded trainings regularly throughout the year, to provide opportunities for networking and peer information sharing.

3.3 Online System Map

CNY RPDB will compile new and existing data and information needed to expand the storm sewer system mapping effort. This may include additional field data collection and data post-processing, digitizing existing paper maps, and/or other tasks as needed to advance efforts to build a full, regional system map. CNY RPDB will secure all necessary software and hardware updates, storage credits, and perform ongoing maintenance of the online map platform as needed. CNY RPDB will aid member municipalities to support additional data collection efforts as required by draft GP-0-22-002 upon its effective date.

In 2022, CNY RPDB staff submitted a grant application to the NYS DEC for funding to complete the online system map for CNY Stormwater Coalition members. If this grant funding is awarded, CNY RPDB will utilize these funds to retain a firm to complete the fieldwork and online mapping necessary to create a complete system map, and to work with Coalition members to create a long-term plan for maintaining this geospatial inventory of system features.

3.4 Grant Writing Assistance

CNY RPDB is experienced in preparing and administering State and Federal Grants and is available to assist municipalities in identifying, writing, and administering grants. Most NY State grants are announced in May with applications due at the end of July. Grants for implementing Stormwater management actions include the DEC Water Quality Improvement Program and the Environmental Facilities Corporation Green Innovation Grant Program.

CNY RPDB will assist in identifying, writing, and implementing grant programs that work toward meeting MS4 Permit requirements and preventing stormwater pollution in municipalities as requested. As needed, the CNY RPDB will collaborate with multiple coalition members to develop intermunicipal stormwater projects.

CNY RPDB is also available for letters of support as appropriate.

3.5 Project Prioritization

Over the 2023 program year, CNY RPDB staff will meet with municipal staff to identify and prioritize potential green infrastructure and stormwater mitigation projects that would be strong grant funding opportunities.

PROGRAM FEE

The services described in this proposal will be conducted for a total fee not to exceed \$108,000 (\$3,600 per MS4 operator). To participate in the proposed program, MS4s are required to adopt and return a municipal resolution no later than December 1st, 2022 to CNY RPDB. CNY RPDB will issue a single invoice for the annual scope of work in January of 2023. Full payment will be due to CNY RPDB no later than March 1st.

STATEMENT OF QUALIFICATIONS

CNY RPDB has been active in water resources planning since the 1970s and has coordinated with NYS DEC for over 50 years. Activities have included:

- nonpoint source pollution control,
- outreach/education/training,
- public participation assistance,
- partnership building,
- watershed planning,
- support for county water quality coordinating committees, and
- SPDES Phase II Stormwater Permit assistance.

CNY RPDB has taken a leading role in Stormwater management through MS4s with municipal, public and contractor education and training, stormwater mapping assistance, and technical support related to developing required local laws.

CNY RPDB has been responsible for securing and administering grants on behalf of regulated MS4s and led the development of the CNY Stormwater Coalition in 2011. Since then, CNY RPDB has leveraged CNY Stormwater Coalition membership fees to secure over \$900,000 in state funding to support MS4 compliance efforts including mapping and modeling projects. CNY RPDB maintains strong working relationships with the regulated MS4s and is recognized as a valuable and trusted partner in the stormwater management arena.

CNY RPDB serves as the Statewide Water Quality Management Planning Coordinator on behalf the NYS Association of Regional Councils (NYSARC). In this capacity, CNY RPDB serves as an administrative liaison to NYS DEC for various priority water quality initiatives and serves at DEC's invitation on several water quality advisory councils and working groups.

ATTACHMENT A 2022 Member status

	Syracuse Urban Area MS4s	2022 Member Status
1	Baldwinsville	Member
2	Camillus, Town	Member
3	Camillus, Village	Member
4	Central Square	Member
5	Cicero	Member
6	Clay	Member
7	DeWitt	Member
8	East Syracuse	Member
9	Fayetteville	Member
10	Geddes	Member
11	Hastings	Member
12	LaFayette	Member
13	Liverpool	Member
14	Lysander	Member
15	Manlius, Town	Member
16	Manlius, Village	Member
17	Marcellus, Town	Member
18	Marcellus, Village	Member
19	Minoa	Member
20	North Syracuse	Member
21	Onondaga County	Member
22	Onondaga, Town	Member
23	Phoenix	Member
24	Pompey	Member
25	Salina	Member
26	Solvay	Member
27	Sullivan	Member
28	Syracuse	Member
29	Van Buren	Member
30	NYS Fairgrounds	Member