

Town of Marcellus
Workshop Meeting
Wednesday, October 4, 2023
6:30 PM

Call to Order

Salute to Flag

PH – Tax Cap Override

1. Waive the Reading and Accept the Minutes
11. Approve Monthly Financials

111. **OLD BUSINESS**

- A. Adopt Local Law 2 – Tax Cap Override
- B. Set Date – Public Hearing for Budget
- C. Present 2024 Preliminary Budget
- D. Request for 30-day extinction – liquor license – Sunset Ridge
- E. 2595 Pleasant Valley Road

IV. **NEW BUSINESS**

- A. Increase Rate on Pavilions

V. **REPORTS FROM DEPARTMENT HEADS**

- A. Codes
- B. Highway
- C. Parks/Rec
- D. Town Clerk – Monthly Report

VI. **DISCUSSION AGENDA**

VII. **ADJOURNMENT**

Future Meetings:

Workshop Meeting - Wednesday, October 18, 2023 – 6:30 pm – Town Hall
Town Board Meeting – Wednesday, November 1, 2023 – 6:30 pm – Town Hall
Planning/Zoning Meeting – Monday, November 6, 2023 – 6:30 pm – Town Hall

Trash Days:

Friday and Saturday, October 6 & 7, 2023 – 8:00 am – 12:00 noon

Marcellus Town Board
 Regular Meeting
 Wednesday, September 6, 2023
 6:30 PM

A Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, September 7, 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; Phil Coccia, Recreation Director; John Houser, Codes Officer; Jim Gascon, Town Attorney; Don and Paula Stillwell, Gary and Linda Wilcox, Tom Lathrop, Bill Southern, Larry Abrahamson, Steve Bolewski, Tim and Erica Leubner, Rosemary Tozzi, Deputy Town Clerk and Sandy Taylor, Town Clerk.

Waive the Reading and Accept the Minutes as Presented: Councilor Stevens made a motion seconded by Councilor Hoey to waive the reading and accept the minutes as presented from the August 2, 2023, Town Board Meeting and the August 16, 2023, Workshop Meeting.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Monthly Activity: The Abstract of Audited Vouchers as of September 5, 2023, was given to the Board Members. Abstract #9 Claim numbers 155546-155575.

| | <u>Expenses</u> |
|------------------------|---------------------|
| General Fund | \$ 6,094.07 |
| Part Town General Fund | 1,252.29 |
| Town Wide Highway | 5,640.89 |
| Part Town Highway | 8,466.64 |
| Fire District | 7,822.00 |
| Ambulance Fund | 1,616.25 |
| Water District | <u>89,097.00</u> |
| Total | \$119,989.14 |

Board Members were given the Activities Report as of August 31, 2023.

| | <u>Revenue</u> | <u>Expenses</u> |
|-------------------|----------------|-----------------|
| General Fund | (1,503,062.57) | 1,054,907.31 |
| Part Town General | (211,123.03) | 122,075.16 |

| | | |
|-------------------|---------------|------------|
| Town Wide Highway | (604,590.49) | 294,732.13 |
| Part Town Highway | (353,528.76) | 318,575.32 |
| Capital Projects | 14,445.96 | 7,928.00 |
| Fire District | (404,964.74) | 272,036.75 |
| Hydrant Fund | (3,006.63) | 1,594.61 |
| Ambulance Fund | (306,485.51) | 229,848.75 |
| Sewer District | (194,549.87) | 194,544.00 |
| Water District | (180,809.14) | 82,807.85 |

Bank Balances:

The total of all the Bank Balances for July 2023: \$4,828,604.37

Bills Paid between Meetings: The following bills were paid on August 25, 2023.

| <u>Voucher</u> | <u>Vendor</u> | <u>Amount</u> |
|----------------|---------------------------|---------------|
| 155519 | Midland Asphalt Materials | 437,312.85 |
| 155520 | OCWA | 368.80 |
| 155521 | OCWA | 114.81 |
| 155522 | OCWA | 514.40 |
| 155523 | OCWA | 173.05 |
| 155524 | Simply Prescriptions | 351.98 |
| 155525 | Simply Prescriptions | 351.98 |
| 155526 | Excellus BC/BS | 145.03 |
| 155527 | Excellus BC/BS | 145.03 |
| 155528 | Excellus BC/BS | 781.11 |
| 155529 | Excellus BC/BS | 18,143.02 |
| 155530 | Excellus BC/BS | 209.11 |
| 155531 | Excellus BC/BS | 209.11 |
| 155540 | NYSEG | 24.79 |
| 155541 | NYSEG | 38.40 |
| 155542 | NYSEG | 31.70 |
| 155543 | NYSEG | 141.38 |
| 155544 | NYSEG | 34.11 |
| 155545 | NYSEG | 22.35 |

Councilor Hood made a motion seconded by Councilor Curtin to approve the Abstract of Audited Voucher as of September 5, 2023, The Activities Report as of August 31, 2023, the Bank Balances for July 2023 and the Bills paid on August 25, 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

OLD BUSINESS

Fire Department – Kitchen Repairs: Supervisor Pollard received a Proposal for Services from Zausmer, Frisch, Scruton and Aggarwal, Inc. to provide an architectural design for services at the Marcellus Fire Department. ZFSA will bill at an hourly rate for the services. The maximum cost not to exceed \$7,500. (on the Contract it was written Maximum hourly cost not to exceed \$7,500). The schedule of hourly rates is: Principal/Architect \$135.00 per hour; Architect/Designer \$125.00 per hour. Jim Gascon, Town

Attorney, asked that ZFSA also show proof of Liability Insurance. Councilor Stevens made a motion seconded by Councilor Hood to authorize Supervisor Pollard to sign the proposal from Zausmer-Frisch Scruton & Aggarwal with the amended correction (the word “hourly” being crossed out on Maximum Hourly cost not to Exceed \$7,500) and they provide proof of liability insurance.
Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

Rosemary Tozzi, Deputy Town Clerk, can go ahead and start to get prevailing wage information so that when the Town appoints contractors, it will be all set to go. No work can be done until the Town awards the bids (except for demo work).

NEW BUSINESS

Tax Cap Override:

TOWN OF MARCELLUS TOWN BOARD RESOLUTION

September 6, 2023

TOWN OF MARCELLUS LOCAL LAW NO B OF THE YEAR 2023 ("A Local Law Overriding the Tax Levy Limit Established in General, Municipal Law §3-C in the Town of Marcellus")

Councilor Hoey introduced proposed Local Law No B of the year 2023, relating to the ability of the Town of Marcellus to override the limit on the amount of real property taxes that may be levied by the Town of Marcellus pursuant to General Municipal Law §3-C, and to allow the Town of Marcellus to adopt a Town Budget for the fiscal year 2024 in excess of the “tax levy limit,” and made the following motion, which was seconded by Councilor Curtin.

WHEREAS, Volume 6 N.Y.C.R.R., Section 617 of the Regulations relating to Article 8 of the New York State Environmental Conservation Law, requires that as early as possible an involved agency shall make a determination whether a given action is subject to the aforementioned law; and

WHEREAS, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of a local law in the Town of Marcellus, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQRA) with respect to the proposed enactment of said Local Law, with the result that the Town Board shall act as lead agency in this matter; and

WHEREAS, the adoption of said Local Law is an Unlisted action for purposes of environmental review under SEQRA; and

WHEREAS, the Town Board has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

WHEREAS, the said EAF will be prepared and will be reviewed by the Town Board; and

NOW, THEREFORE, it is

RESOLVED AND DETERMINED that the Town Board conduct a public hearing as to the enactment of Proposed Local Law No. B of the year 2023 at the Marcellus Town Offices located at 22 East Main Street in said Town on October 4, 2023, at 6:30 pm, or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard.

The question of the adoption of the foregoing resolution was duly put to a vote, the vote was as follows:

| | | | |
|----------------|------------|-------|-----|
| Karen Pollard | Supervisor | Voted | Aye |
| Laurie Stevens | Councilor | Voted | Aye |
| Terry Hoey | Councilor | Voted | Aye |
| Gabe Hood | Councilor | Voted | Aye |
| Jamie Curtin | Councilor | Voted | Aye |

The foregoing resolution was thereupon declared duly adopted.

DATED: September 6, 2023

CNY Cars and Coffee: A request was made by Don and Paula Stillwell to have cars and coffee in Marcellus Park. They would like to start the cruise the least weekend in April and end the first weekend in October. The vision is to have between 30 and 50 vehicles. Mr. and Mrs. Stillwell had started this same event back in 2019 but were cut short by COVID. Supervisor Pollard made a motion seconded by Councilor Hood that Mr. and Mrs. Stillwell could move ahead with the Cars and Coffee in the Park starting in April 2024. The location will be determined after they look at some of the pavilions and space. They are also to be respectful of the park (no parking on grass if its wet) etc.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

DEPARTMENT REPORTS

Codes: John Houser, Codes Officer, told of a structure fire that happened on Friday night. There were no injuries. At this time, the structure is deemed unsafe.

Highway: Don MacLachlan, Highway Superintendent, stated that the guys have been ditching, paving and getting the trucks ready for winter.

Park: Phil Coccia, Recreation Director, stated that this past weekend was the motorcycle rally. Also on Sunday, the owner (and some of her staff) from Jordy's Barbershop were giving free haircuts to people in the community at the Grove Pavilion. The Stained Glass Class that is being offered is a big hit. People are very interested and keep signing up.

Town Clerk: Sandy Taylor, Town Clerk, shared the monthly report. Hunting licenses and dump passes are starting to pick up.

DISCUSSION AGENDA

Grant for Senior Citizen Funding at the Park: Phil Coccia, Recreation Director, shared with the Board the Town has been awarded a grant from the Department of Adult & Long-Term Care Services through Onondaga County. The amount of the award is \$79,700. This will be for renovations at the Welcome Center. The way this grant works is that the Town will pay for the improvements and submit the receipts and get the money back. The Grant money is \$79,700, the Town will put in \$5,000 and the Friends of the Park will contribute \$300 for a total of \$85,000.

Training Opportunities: The Board received information on the Training that is held in New York City every February. Supervisor Pollard stated that there isn't money in the Budget so if anyone wants to attend, they will have to pay out of pocket for it.

Supervisor Pollard stated that there will be a Planning/Zoning Board Meeting tomorrow, September 7, 2023, at 6:30 pm.

ADJOURNMENT: Councilor Curtin made a motion seconded by Councilor Hood to adjourn the Town Board Meeting at 7:00 pm.

Ayes - Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Sandy Taylor
Town Clerk

TOWN OF MARCELLUS
TOWN BOARD BUDGET MEETING MINUTES

September 13, 2023

A Budget Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, September 13, 2023, in the Town Hall, 22 E. Main Street, Marcellus, New York. Those present were:

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

Also Present: Lori Petrocci, Budget Officer, Donald MacLachlan & Mike Ossit of the Highway Department, Steve Knapp, Director of MAVES, Phil Coccia and Jim Rossiter from Parks and Recreation, Mark Delasin & Larry Abrahamson from the Fire Department and John Houser, Codes Enforcement Officer

Stephen Knapp, Director of MAVES, went over the proposed 2024 budget for MAVES, requesting a 2% increase.

Donald MacLachlan, Highway Superintendent and Mike Ossit, Deputy Highway Superintendent gave an overview of the highway budget stating that the highway budgets have pretty much stayed the same each year.

John Houser, Codes Enforcement Officer will have a recommendation to the Board to increase the cost of permit fees by year end. The Board stated that he should be utilizing the Deputy Codes Enforcement Officer and the Planning and Zoning Secretary more.

Phil Coccia gave an overview of the Park and Recreation Budget stating that the increase in the salary lines are mainly due to the increase in minimum wage.

Mark Delasin, President of the Marcellus Fire Department, gave an overview of the budget requesting an 8% increase.

Motion by Supervisor Pollard, seconded by Councilor Stevens to accept MAVES 2024 budget with a 2% increase.

Motion carried 5-0

Motion by Supervisor Pollard, seconded by Councilor Stevens to approve a 2% budget increase for the Fire Department.

Motion carried 5-0

Motion by Supervisor Pollard, seconded by Councilor Stevens to give a 3% increase to full-time employees.

Motion carried 5-0

Motion by Councilor Stevens, seconded by Councilor Curtin to reduce the Park Budget (A.7110.1000) from \$25,000 to \$12,500.

Motion Carrie 4-1-0 (Supervisor Pollard – Nay)

The meeting concluded at 7:37 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori Petrocci", written in a cursive style.

Lori Petrocci
Budget Officer

Town of Marcellus
Workshop Meeting
Wednesday, September 20, 2023
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, September 20, 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; John Houser, Codes Officer; Phil Coccia, Recreation Director; Gary & Linda Wilcox, Bill Southern, Jim Rossiter, C. J. Parsons, Tom Lathrop, Tim Mathison, Steve Bolewski, 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 #9 as of September 18, 2023. Claim #'s 155584 – 155649, 155659-155663.

| | <u>Expenses</u> |
|-------------------|-----------------|
| General Fund | \$30,176.32 |
| Part Town General | 3,272.51 |
| Town Wide Highway | 2,818.97 |
| Part Town Highway | 18,398.37 |
| Hydrant Fund | 1,621.04 |
| Water District | 11,437.08 |
| Trust & Agency | <u>1,085.38</u> |
| Total | \$68,809.67 |

Councilor Stevens made a motion seconded by Councilor Hood to approve the Abstract of Audited Vouchers as of September 18, 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

OLD BUSINESS - Nothing

NEW BUSINESS

2595 Pleasant Valley Road: John Houser, Codes Officer, spoke about a fire that happened at 2595 Pleasant Valley Road. The fire destroyed the dwelling, it is now deemed an unsafe structure. The owner got out safely. There is garbage, litter, and debris all over the yard and the dwelling is fully exposed. John and Jim Gason, Town Attorney, have been looking at the Codes for Marcellus to get this cleanup as soon as possible to make it safe for the residents of Pleasant Valley, and to keep out animals. After a lengthy discussion, Supervisor Pollard made a motion seconded by Councilor Stevens authorizing John Houser, Codes Officer, to get people at the property to board up the structure, get a fence up in the front (there is a fence in the back) get the yard cleaned up and secure the property until it can be demolished.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Tim Mathison, a resident of Pleasant Valley spoke up that he is very interested in purchasing the property. John Houser spoke with the owner who will not be returning. Mr. Mathison is looking into what liens are against the property.

Jim Gascon, Town Attorney, stated that he (Mr. Mathison) could buy the property directly from the owner.

Supervisor Pollard then asked about the house fire that was on Masters Road. John stated that the fire on Masters Road wasn't as bad, and again the owner did make it out safely.

Stormwater: John Houser, Codes Officer, spoke about Stormwater. He stated that a new general permit will be coming. He is not sure what the changes will be. There are 4 meetings a year and about 30 members. John has a Stormwater Guidance Plan in his office and once the new permits come out, that will have to be updated. This was just informational; no action was taken.

Increase in Dog License Fees: Councilor Curtin made a motion seconded by Councilor Hood to increase the license fees for dogs as follows;

\$10 for a spayed/neutered dog

\$20 for an unspayed/unneutered dog.

The fees are currently \$6 and \$14. This is the first increase in over ten (10) years. The increase will take effect on January 1, 2024.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Extension on PUD – Tim's Pumpkin Patch (added item): Jim Gascon, Town Attorney, has spoken with the client's (Tim and Erica Leubner) attorney. They are requesting an extension for the PUD as they have more documentation to submit. Supervisor Pollard made a motion seconded by Councilor Hoey to extend the Planning Boards report requirement by 120 days and to put an extension of 120 days response from the Town Board.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Budget Meeting (Added Item): Councilor Curtin made a motion seconded by Councilor Stevens to schedule another Budget Meeting for Monday, September 25, 2023 at 5:00 pm. This will be held at the Town Hall.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

DISCUSSION AGENDA:

Cemetery Monuments: Mark Rivette, from Heavenly Hands Monument Cleaning, LLC., has sent pictures of some of the Headstones and Monuments that have been restored. It appears the price is \$100 per piece. There is still money in the budget for them to restore some more. Doug Nightingale, from the Historical Society, went over and found two flat headstones that were covered with debris. No action was taken at this time, this is informational.

Phil Coccia, Recreation Director, has not gotten the paperwork from the County regarding the grant for the Town.

Councilor Hood mentioned that the members of the Fire Department have started to demo the kitchen at the Fire Department.

Adjournment: Councilor Curtin made a motion seconded by Councilor Stevens to adjourn the Town Board Meeting at 7:15 PM.

Ayes – Curtin, Hoey, Hood and Stevens

Carried

Respectfully Submitted

Sandy Taylor
Town Clerk

TOWN OF MARCELLUS
TOWN BOARD BUDGET MEETING MINUTES
September 25, 2023

A Budget Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, September 25, 2023, in the Town Hall, 22 E. Main Street, Marcellus, New York. Those present were:

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

Also Present: Lori Petrocci, Budget Officer

The Board went through the budget discussing increases/decreases on the budget lines that were adjusted by the Supervisor and Budget Officer.

The Board requested the monetary difference between a 2% or 3% increase for employees. The decision was made to approve a 3% increase for all full-time employees.

The meeting concluded at 6:30 p.m.

Respectfully submitted,



Lori Petrocci
Budget Officer



RECEIVED

SEP 22 2023



Philip Kless

2814 W. Seneca Tpke.
Marcellus, NY 13108
315-707-4503

Town of Marcellus



Andrew Myers

9/20/23

Dear Marcellus Town Board:

This correspondence is in regards to a change of class application for the NYS Liquor License #2211659 (SL/549) currently held by Kless Myers Golf Management LLC for the sale of beer, wine, cider and liquor seasonally. We have applied for license #2235534 to become a class OP/252 to allow the sale of beer, wine, cider and liquor year round.

We would also like to again request that the Town of Marcellus again waive the (30) thirty-day waiting period for the license as was done for us in March of 2018 and as was requested 12/12/22. The letter of objection to that request has since been rescinded and our license is now able to move forward with NYSLA. If the town is agreeable please send the letter of relief to us at 2814 W. Seneca Tpke., Marcellus, NY 13108.

Respectfully,

Andrew J. Myers

Kless Myers Golf Management, LLC

Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice Sent:

1a. Delivered by:

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:

For premises outside the City of New York:

New Application Removal Class Change

For premises in the City of New York:

New Application New Application and Temporary Retail Permit Renewal Alteration Removal

Class Change Method of Operation Corporate Change

For **New** and Temporary Retail Permit applicants, answer each question below using all information known to date

For **Renewal** applicants, answer all questions

For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

For **Corporate Change** applicants, attach a list of the current and proposed corporate principals

For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type

For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

Please include all documents as noted above. Failure to do so may result in disapproval of the application.

This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:

3. Name of Municipality or Community Board:

Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): Expiration Date (if applicable):

5. Applicant or Licensee Name:

6. Trade Name (if any):

7. Street Address of Establishment:

8. City, Town or Village: , NY Zip Code:

9. Business Telephone Number of applicant/ Licensee:

10. Business E-mail of Applicant/Licensee:

11. Type(s) of alcohol sold or to be sold: Beer & cider Wine, Beer & Cider Liquor, Wine, Beer & Cider

12. Extent of Food Service: Full Food menu; full kitchen run by a chef/cook Menu meets legal minimum food requirements; food prep area required

13. Type of Establishment:

Seasonal Establishment Juke Box Disc Jockey Recorded Music Karaoke

14. Method of Operation: (check all that apply) Live Music (give details i.e., rock bands, acoustic, jazz, etc.):

Patron Dancing Employee Dancing Exotic Dancing Topless Entertainment

Video/Arcade Games Third Party Promoters Security Personnel

Other (specify):

15. Licensed Outdoor Area: (check all that apply) None Patio or Deck Rooftop Garden/Grounds Freestanding Covered Structure Sidewalk Cafe Other (specify):

- 16. List the floor(s) of the building that the establishment is located on:
- 17. List the room number(s) the establishment is located in within the building, if appropriate:
- 18. Is the premises located within 500 feet of three or more on-premises liquor establishments? Yes No
- 19. Will the license holder or a manager be physically present within the establishment during all hours of operation? Yes No
- 20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:
- 21. Does the applicant or licensee own the building in which the establishment is located? Yes (if YES, SKIP 23-26) No

Owner of the Building in Which the Licensed Establishment is Located

- 22. Building Owner's Full Name:
- 23. Building Owner's Street Address:
- 24. City, Town or Village: State: Zip Code:
- 25. Business Telephone Number of Building Owner:

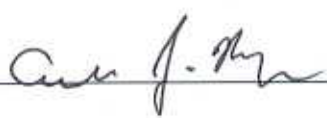
Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice

- 26. Representative/Attorney's Full Name:
- 27. Representative/Attorney's Street Address:
- 28. City, Town or Village: State: Zip Code:
- 29. Business Telephone Number of Representative/Attorney:
- 30. Business E-mail Address of Representative/Attorney:

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

31. Printed Principal Name: Title:

Principal Signature: 

March 7, 2018

DISCUSSION AGENDA

Items from the Board:

Supervisor Pollard stated that the Town will partner with the Village for the Mandatory Safety Training through Comp Alliance. This is a Safety Training that all employees will have to be here for. They are looking at April 17, 2018, but will have a more definite date/time soon.

An e-mail was received from the County Clerk's where people can now look up information on –line. You can either sign – in as a guest to look up documents. There is also an option to pay for a subscription which will enable you to print documents.

There is a Clean Energy Seminar being held that John Houser, Codes Officer, is signed up to attend.

Supervisor Pollard and Karen Cotter, Planning/Zoning Secretary, met with someone to discuss the installation of the projector for the Town Hall. Supervisor Pollard was given more names and will contact them for more prices and ideas. Jim Gascon, Town Attorney, stated that we need to have more open communications with the residents at the meetings.

Golf Course - An application was received from the Golf Course on Seneca Turnpike letting the Town know that they are applying for a liquor license. Jim Gascon, Town Attorney, looked it over and stated that the Town does not have to do anything with this unless there is an objection.

Items from the Floor-

Karen Young, Howlett Hill Road, mentioned about the drainage issue on East Hill Road. A lot of the residents are concerned about their properties. Carol Armstrong, Mike Ossit and Kristy Kudlick all expressed a concern about what is going on with the farmer's field draining into their property. Jim Gascon, Town Attorney, stated that he has been working with the Planning/Zoning Board and well as the Town Board over this issue. He is going to do more research about what the Town can legally do to prevent this from happening again. This will be an ongoing discussion and may take months to complete.

Councilor Hunt made a motion seconded by Councilor Cusick to adjourn the Marcellus Town Board meeting at 7:50 P.M.

Ayes – Pollard, Stevens, Hunt, Sayre and Cusick

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk

TOWN OF MARCELLUS CODES OFFICE

9/29/2023

MTD Cleanout Pros successfully executed removing garbage and litter for the Town once again at 2595 Pleasant Valley Road. As you will see in the photos the structure was able to be boarded up successfully and my department advises no further fencing is required for health and safety purposes. Stakes and caution tape will remain as an additional boundary around the secured structure.

John Houser

Town of Marcellus Codes

Supervisor
Karen Pollard
Councilors
John Cusick
Chris Hunt
Kevin O'Hara
Laurie Stevens



Town Clerk
Sandy Taylor
Tax Collector
Elaine Potter
Highway Superintendent
Donald MacLachlan

MARCELLUS

New York

PROCUREMENT POLICY PROCEDURE

ITEM: 2595 Pleasant Valley Road

DESCRIPTION: emergency clean up and secure structure

QUANTITY: _____

2. VERBAL QUOTES OR 3 WRITTEN QUOTES (see below)

| | | |
|------------------------------|---------------------|--------------------|
| 1. <u>MTD cleanout pros.</u> | <u>315 516 0408</u> | \$ <u>1,900.00</u> |
| COMPANY | PHONE NUMBER | QUOTE |
| 2. _____ | _____ | \$ _____ |
| COMPANY | PHONE NUMBER | QUOTE |
| 3. _____ | _____ | \$ _____ |
| COMPANY | PHONE NUMBER | QUOTE |

Purchase Contracts:

- Less than \$1,000 at discretion of the purchaser
- \$1,000 to \$5,000 requires (2) VERBAL Quotes
- \$5,000 to \$20,000 requires a written RFP (request for Proposal) and (3) Written quotes
- \$20,000 or more requires a formal Bid

Public Works:

- Less than \$3,000 at discretion of the purchaser
- \$3,000 to \$15,000 requires 2 VERBAL quotes
- \$15,000 to \$35,000 requires a written RFP (request for proposal) and (3) Written quotes
- \$35,000 or more requires a formal bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.
Prevailing wage needs to be included with all service contracts

PLEASE ATTACH THIS WORK FORM TO ALL VOUCHERS TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

Photos taken 9-28-23

John Houser

From: John Houser <barracuda.9@icloud.com>
Sent: Thursday, September 28, 2023 2:52 PM
To: John Houser







Sent from my iPhone



Sent from my iPhone

John Houser

From: John Houser <barracuda.9@icloud.com>
Sent: Thursday, September 28, 2023 2:53 PM
To: John Houser



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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

| Account# | Account Description | Fee Description | Qty | Local Share |
|---|---------------------|-----------------------------|-------------------------------------|-------------------|
| A2544 | Dog Licensing | Female, Spayed | 2 | 0.00 |
| | | Female, Unspayed | 32 | 170.00 |
| | | Male, Neutered | 1 | 11.00 |
| | | Male, Unneutered | 22 | 110.00 |
| | | Replacement Tags | 3 | 33.00 |
| | | | 1 | 2.00 |
| | | | Sub-Total: | \$326.00 |
| A2545 | Misc. Fees | Certified Copies - Marriage | 1 | 10.00 |
| | | Photo Copies | 0.25 | 6.25 |
| | Passport | Passport | 5 | 175.00 |
| | | | Sub-Total: | \$191.25 |
| A2590 | Conservation | Conservation | 18 | 230.65 |
| | | Freon Removal | 14 | 210.00 |
| | | Permit | 10 | 100.00 |
| | | Permit Fee | 9 | 405.00 |
| | | Permit Fees | 42 | 126.00 |
| | | | 21 | 400.00 |
| | | | Sub-Total: | \$2,518.65 |
| B2110 | Building | Building | 14 | 1,341.00 |
| | | Plan & Zone | Zoning Fees | 2 |
| | | | Sub-Total: | \$1,621.00 |
| | | | Total Local Shares Remitted: | \$4,656.90 |
| Amount paid to: NYS Ag. & Markets for spay/neuter program | | | | 68.00 |
| Amount paid to: NYS Environmental Conservation | | | | 3,989.35 |
| Total State, County & Local Revenues: | | \$8,714.25 | Total Non-Local Revenues: | |
| | | | \$4,057.35 | |

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Sandra Taylor, Town Clerk, Town of Marcellus during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

| | | | |
|---------------------|---------------|---------------------|---------------|
| _____ Supervisor | _____ Date | _____ Town Clerk | _____ Date |
|---------------------|---------------|---------------------|---------------|