

Town of Marcellus
Workshop/ End of Year Meeting
Wednesday, December 27, 2023
6:30 PM

Call to Order

Salute to Flag

I. Approve Financials

II. **Old Business**

III. **New Business**

- A. Fund Transfers- Park
- B. Deputy Town Clerk Appointment
- C. Future Steps for the Comprehensive Plan

IV. **Discussion Agenda**

V. **Adjournment**

Future Meeting Dates

Organizational Meeting – Tuesday, January 2, 2024- 4:30 pm- Town Hall
Town Board Meeting- Wednesday, January 3, 2024- 6:30 pm- Town Hall
Planning/Zoning Meeting- Thursday, January 4, 2024- 6:30 pm- Town Hall
Workshop Meeting- Wednesday, January 17, 2024- 6:30 pm- Town Hall

INTEROFFICE MEMORANDUM

TO: THE MARCELLUS TOWN BOARD / LORI PETROCCI
FROM: PHIL COCCIA
SUBJECT: FUND TRANSFERS
DATE: 12/06/2023

I would like approval to transfer the below funds to A 7110.1 Marcellus Park Salary.

A.7110.13 Park Recreation Salary	\$2,000
A.7110.42 Park Recreation Contractual	\$3,000
A.7620.1 Adult Recreation Salary	\$5,000
A.7620.4 Adult Recreation Contractual	\$4,000
A.2025 Pavilion Revenue	<u>\$10,000</u>
Total	\$24,000

I would like approval to transfer the following:

A.7310.12 Youth Programs Clerk \$4,000 to A.7310.1 Youth Programs Salary

A.2001 Recreation Revenue \$30,000 to Park Capital Reserve

A.2025 Pavilion Revenue \$10,000 to Park Capital Reserve

A.2089 Adult Recreation Revenue \$5,000 to Cemetery Capital Reserve

To: Karen Pollard, Terry Hoey, Gabe Hood, and Laurie Stevens

From: Rosemary Tozzi

Subject: Appointment of Part Time Deputy Town Clerk

Date: December 15, 2023

I would like to appoint Suzanne Tobin as my part time Deputy Town Clerk. Suzanne is a resident of Marcellus. She will begin January 4, 2024.

Thank you,

Rosemary Tozzi

Rosemary Tozzi

From: Karen Pollard
Sent: Friday, December 15, 2023 12:08 PM
To: Rosemary Tozzi
Subject: FW: Final Steps - Comp Plan

I need this printed for me.

Karen

From: Katie Darcy <Katie.Darcy@collierseng.com>
Sent: Thursday, December 14, 2023 2:48 PM
To: Karen Pollard <kpollard@marcellusny.com>
Subject: Final Steps - Comp Plan

Hi Karen,

Hope you are enjoying the holiday season and your last few weeks as supervisor! As promised, here are the next steps required for completing the Comprehensive Plan with some tentative dates. Let me know if this looks OK to you – and if so, I can forward it along to the committee along with the revised draft Plan.

Step	Estimated Timeframe
Advertise Public Open House	Late Dec / Early January
Public Open House / Committee Public Hearing	Week of 1/8 – 1/12
County Referral	Submit by 1/12 for 1/24 Meeting (anticipated)
SEQR Long Form EAF	Complete & Sign Part 1 by 1/12, Parts 2/3 by 1/31
Advertise Public Hearing	By January 31st
Town Board Public Hearing / SEQR Negative Declaration	February 7th
Town Board Adoption	February 7 th OR 21 st (depending on Board's preference)

Let me know when you get a chance!

Thanks,

Katie Darcy, AICP

Assistant Project Manager | Planning + Design

katie.darcy@collierseng.com

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