

Marcellus Town Board
Regular Meeting
Wednesday, February 1, 2023
6:30 pm

Call to Order

Salute to Flag

1. Waive the Reading and Accept the Minutes

11. Approve Monthly Activity

111. **OLD BUSINESS**
 - A. Request for Proposals – Pleasant Valley Road

- 1V. **NEW BUSINESS**
 - A. Contract - Marcellus Vet Hospital
 - B. Board of Assessment – Vacant position
 - C. Handicapped Doors
 - D. Trash Days/Electronic Days

- V. **DEPARTMENT REPORTS**
 - A. Codes
 - B. Highway
 - C. Parks/ Recreation
 - D. Town Clerk

DISCUSSION AGENDA

ADJOURNMENT

Future Meeting Dates:

Planning/Zoning – Monday, February 6, 2023 – 6:30 pm – Town Hall

Workshop Meeting – Wednesday, February 15, 2023 – 6:30 pm - Town Hall

Town Board Meeting – Monday, March 1, 2023 – 6:30 pm – Town Hall

Marcellus Town Board
Organizational Meeting
Tuesday, January 3, 2023
4:40 PM

The Organizational Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Tuesday, January 3, 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

Absent – Laurie Stevens, Councilor

Also Present: Jim Gascon, Town Attorney; Don MacLachlan, Highway Superintendent and Sandy Taylor, Town Clerk

Meeting Rules & Procedures: The Board reviewed the Meeting Rules & Procedures pamphlet and realized Councilor Hoey's number was wrong. This will be corrected.

Town Board Meeting Schedule: The meeting schedule for 2023 will be the first and third Wednesday's of the month at 6:30 pm. The exemption will be in April when the dates will be April 12 and April 26, 2023. The December Workshop scheduled for December 20, will be postponed until December 27, that will be a Workshop/Year-End Meeting combined.

2023 Schedule:

January	03	Organizational Meeting
	04	Monthly Meeting
	18	Workshop Meeting
February	01	Monthly Meeting
	15	Workshop Meeting
March	01	Monthly Meeting
	15	Workshop Meeting
April	12	Monthly Meeting ****Note it's the second Wednesday
	23	Workshop Meeting ****Note it's the fourth Wednesday
May	03	Monthly Meeting
	17	Workshop Meeting
June	07	Monthly Meeting
	21	Workshop Meeting
July	05	Monthly Meeting
	19	Workshop Meeting
August	02	Monthly Meeting
	16	Workshop Meeting

September	06 Monthly Meeting	20 Workshop Meeting
October	04 Monthly Meeting	18 Workshop Meeting
November	01 Monthly Meeting	15 Workshop Meeting
December	06 Monthly Meeting	27 Workshop Meeting **** Note it's the fourth Wednesday

Councilor Curtin made a motion seconded by Councilor Hoey to approve the Meeting Rules and Procedures pamphlet and the Town Board Meeting Schedule.
 Ayes – Pollard, Curtin, Hoey and Hood Carried

Holiday Schedule – Town Hall Closed:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Official Bank: Name Solvay Bank as the official bank for the depository for all monies from the Town Supervisor, Town Clerk, Tax Collector and Court.

Town Investment Policy: Idle monies shall be invested at the designated bank of the Town either in Certificate of Deposit or any kind of Savings Account. The Town requests that the depository (Solvay Bank) will protect these investments in the event they exceed FDIC coverage by pledging securities as collateral. The Collateral is to be held by a third party.

Petty Cash Accounts: Allow the Town Clerk to continue to have a petty cash fund of \$200; Recreation Department to continue to have a petty cash fund of \$200; this is to be administered by the Town Clerk, the Tax Collector to have a petty cash of \$100.00 and the Court Clerk to have petty cash of \$200.00

Supervisor to Pay Bills: Authorize the Supervisor to pay utility bills, postage and insurance prior to audit.

Mileage Reimbursement: As of January 1, 2023, standard mileage rate is 65.5 cents per mile.

Councilor Hoey made a motion seconded by Councilor Hood to approve the Holiday Schedule, the Official Bank as Solvay Bank, the Town Investment Policy, the Petty Cash Accounts, the Supervisor the

pay utility bills, postage and insurance prior to the audit and the mileage reimbursement at 65.5 cents per mile.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Official Newspaper: Name the Press Observer as the Official Town Newspaper and name the Syracuse Post Standard as a secondary newspaper.

Supervisor Extension: The Supervisor will be given a thirty-day extension to file the annual report.

Highway Superintendent Buying: The Highway Superintendent may use State and County vendors in aggregate buying. Don MacLachlan, Highway Superintendent, also stated there is a new vendor called Sourcewell that they can buy from.

Supervisor Pollard made a motion seconded by Councilor Curtin naming the Press Observer as the Official Town Newspaper, give the Supervisor a thirty -day extension to file the annual report and allow the Highway Superintendent to use State & County Vendors and Sourcewell for aggregate buying.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Annual Appointments:

Bookkeeper – Lori Petrocci – 1/1/23-12/31/23

Clerk to Codes Depart. – Karen Cotter – 1/1/23 – 12/31/23

Clerk to Planning/Zoning – Karen Cotter – 1/1/23-12/31/23

Clerk to Town Justices – Mary Beth Lollis Barnell – 1/1/23-12/31/23

Deputy Clerk to Town Justices – Lynda Kianka -1/1/23-12/31/23

Recreation Leader – Phil Coccia – 1/1/23- 12/31/23

Recreation Attendant – Jane Attley – 1/1/23-12/31/23

Historian – Peg Nolan – 1/1/23-12/31/23

Dog Control Officer- James LaRose – 1/1/23-12/31/23

Park Crew Leader – James Rossiter 1/1/22-12/31/23

Planning Board Member – Scott Stearns – 1/1/23-12/31/29

Deputy to Codes – Deb Williams – 1/1/22-12/31/23

Councilor Hood made a motion seconded by Councilor Hoey to approve the Annual Appointments for 2023.

Ayes - Pollard, Curtin, Hoey and Hood

Carried

Advisory Appointments:

Supervisor appointing Karen Cotter as Deputy Supervisor – 1/1/23-12/31/23

Supervisor appointing Lori Petrocci as Budget Officer – 1/1/23- 12/31/23

Town Clerk appointing Rosemary Tozzi as Deputy Town Clerk – 1/1/23-12/31/23

Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent – 1/1/23-12/31/23

Tax Collector appointing Susan Dennis as Deputy Tax Collector – 1/1/23-12/31/23

Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer 1/1/23-12/31/23

Supervisor Pollard found out that she cannot appoint Karen Cotter as Deputy Supervisor. So at this point, there will not be a Deputy Supervisor.

Councilor Hood made a motion seconded by Councilor Hoey to approve the Advisory Appointments, with the Deputy Supervisor position remaining vacant.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Safety Committee: The Safety Committee will be John Houser, Don MacLachlan, Mike Ossit, Jim Rossiter and Councilor Laurie Stevens.

Department Liaisons: The following are appointed as liaisons for the Departments that are not run by an Elected Official:

- MAVES- Councilor Stevens
- Fire Department – Councilor Curtin
- Codes- Councilor Hood
- Recreation- Councilor Hoey

Councilor Curtin made a motion seconded by Councilor Hoey to approve the Safety Committee as John Houser, Don MacLachlan, Mike Ossit, Jim Rossiter and Councilor Laurie Stevens and the Department Liaisons as follows: MAVES – Councilor Stevens, Fire Department – Councilor Curtin, Codes – Councilor Hood and Recreation – Councilor Hoey.

Ayes -Pollard, Curtin, Hoey and Hood

Carried

Annual Salaries and Payment Schedule:

Salaries:

- Supervisor-\$12,000
- Town Justices (2) - \$15,411.50 each
- Court Clerk - \$44,990
- Deputy Court Clerk - \$18.00 hour
- Councilors (4) - \$6,120 each
- Town Clerk - \$46,495
- Deputy Town Clerk - \$18.00 hour
- Tax Collector - \$11,087
- Bookkeeper - \$53,633
- Budget Officer - \$2,000
- Assessor - \$36,000
- Clerk to Assessor - \$18.00 hour
- Parks & Recreation Director - \$22,176
- Recreation Attendant - \$18.00 hour
- Dog Control Officer - \$9,732
- Highway Superintendent - \$66,761
- Deputy Highway Superintendent - \$26.95per hour
- Highway MEO - \$26.45
- Codes Officer - \$55,918
- Deputy Codes Officer - \$22.07 per hour
- Secretary to Planning & Zoning - \$27,861
- Secretary to Codes - \$11,940
- Park Crew Leader - \$18.00 per hour
- Seasonal Rec. PT Employees - \$14.20- 14.70 per hour
- Seasonal Rec. Program Director - \$16.00 - \$24.00 per hour
- Seasonal Park Laborer - \$14.20 - \$18.00 per hour
- Permanent PT Park Laborer -Up to \$16.95 per hour

- Youth & Adult Recreation Specialist - \$15 - \$45/Student/depending on program

- Historian - \$350

Planning & Zoning Boards – Chairs (2)- \$3,510 each
Members (5) -\$2,378 each

Assessment Board – Chair (1) - \$210
Members (4) - \$175 each

Hourly Employees are paid bi-weekly

Salaried Employees and part-time recreation employees are paid monthly.

Hourly Employees who work more than 40 hours shall be paid at one and one-half (1 ½ hours) times their hourly rate.

Hourly Employees will receive 8 hours straight pay for 13 designated holidays plus 1 ½ times their hourly rate for actual hours worked on that holiday.

Councilor Curtin made a motion seconded by Councilor Hood to approve the Annual Salaries and payment schedule for 2023.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Cell Phone Stipend:

Highway Superintendent - \$45/Month
Codes Officer - \$45/Month
Highway Employees - \$25/Month

Clothing Allowance:

Highway Employees - \$500/year per employee
\$100 per year for Park Employees for work boots
\$100 per year for Codes Officer for work boots

Councilor Hoey made a motion seconded by Councilor Curtin to approve the Cell Phone Stipend and the Clothing Allowance for 2023.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Contracts:

Marcellus Historical Society: Councilor Hoey made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the contract between the Marcellus Historical Society and the Town of Marcellus for \$5,000. This will help offset the cost of insurance and utilities related to operating expenses of the Steadman House.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

American Legion: Councilor Hood made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the contract between the American Legion and the Town of Marcellus for \$600. This is to provide Flags for the veteran grave sites in the three cemeteries in the Town. The Flags are to be placed prior to Memorial Day and removed within five (5) days after July 4, 2023.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Health/Loan Closet: - Councilor Hoey made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the contract between the Health/Loan Closet and the Town of Marcellus for \$500. This will help offset the costs of new equipment.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

ASCAP: Councilor Hood made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the agreement between the Town of Marcellus and ASCAP for \$420. ASCAP allows the concerts in the Park and the summer theatre programs.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Costello, Cooney & Fearon: Jim Gascon, Town Attorney, stated that he will be billing the Town per hour. He will not be working under a retainer in 2023. The Agreement will be at the next meeting.

MAVES: Jim Gascon, Town Attorney, stated that we need to have a Public Hearing regarding MAVES and the Fire Department Contracts. The Public Hearing for MAVES is set for January 18, 2023 at 6:30 pm.

Fire Department: Jim Gascon, Town Attorney, stated that we need to have a Public Hearing regarding the Fire Department and MAVES contracts. The Public Hearing for the Fire Department is set for January 18, 2023 at 6:30 pm.

Adjournment: Councilor Hood made a motion seconded by Councilor Hoey to adjourn the Organizational Meeting at 5:10 pm.

Ayes – Pollard, Curtin, Hoey and Hood

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk

TOWN BOARD MEETING
REGULAR MEETING
Wednesday, January 4, 2023
6:30 pm

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, January 4, 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, Mike Ossit, Deputy Highway Superintendent; Phil Coccia, Recreation Director; Chris Christensen, Bill Southern, Gary & Linda Wilcox, Jim Rossiter, Karen Cotter, Jim Gascon, Town Attorney; John Houser, Codes Officer and Sandy Taylor, Town Clerk.

Waive the Reading and Accept the Minutes: Councilor Hood made a motion seconded by Councilor Stevens to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from the December 7, 2022 Town Board Meeting and the December 28, 2022 Workshop/Year- End Meeting.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Monthly Activity: The Abstract of Audited Voucher for the 2022 bills and the 2023 bills were given to the Board Members as submitted by the Town clerk. Abstract #12 as of January 4, 2023 (these are the 2022 bills), claim #'s 154581 – 154590.

	<u>Expenses</u>
General Fund	\$3,435.21
Town Wide Highway	<u>191.59</u>
Total	\$3,626.80

Abstract #1 as of January 4, 2023 (these are the 2023 bills), claim #'s 154591-154611.

	<u>Expenses</u>
General Fund	\$90,160.30
Trust & Agency	<u>1,302.45</u>
Total	\$91,462.75

Board Members were given the Activities Report as of January 4, 2023. Fiscal Year 2022. Period 12.

	<u>Revenue</u>	<u>Expenses</u>
General Fund	(2,018,434.23)	1,603,262.89
Part Town General Fund	(214,876.68)	203,972.35
Town Wide Highway	(610,653.85)	431,473.68
Part Town Highway	(367,534.65)	297,324.81
Capital Reserves	(499,309.68)	877,186.59
Fire District	(399,837.15)	399,715.00
Hydrant Fund	(2,927.70)	3,074.00
Ambulance Fund	(317,180.95)	317,157.00
Sewer District	(200,324.06)	200,321.00
Water District	(165,332.24)	180,317.00

Bank Balances:

The Total of all the Bank Balances for November 2022 is \$3,457,902.90

Councilor Stevens made a motion seconded by Councilor Curtin to approve the Abstract of Audited Vouchers for 2022 and the Abstract of Audited Vouchers for 2023, the Revenue Expense Report and the Bank Balances for November 2022.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

NEW BUSINESS

Peter Knowles – IT Person: Mr. Knowles had a family emergency and was not able to attend tonight’s meeting. Supervisor Pollard will ask him to come to the January 18th Meeting to explain to the Board everything that happened with the computers.

Liquor License – Sunset Ridge: The Town received a request from Sunset Ridge Golf-Club for a change of class application for a NYS Liquor License. They are applying for a license to allow the sale of beer, wine, cider and liquor prior to April 1 and after Nov. 30 annually. They are also asking the Town of Marcellus waive the (30) thirty-day waiting period for the license. Jim Gascon, Town Attorney, stated that the golf course has an illegal subdivision and would have to apply for a special – use permit. Mr. Gascon, suggested to the Board that he draft a letter to Sunset Ridge Golf Club explaining that they must apply for an application to the Planning and Zoning Board to obtain a Special Use Permit and take care of the illegal subdivision. Mr. Gascon and John Houser, Codes Officer, will work on this by starting with sending them a Notice of Violation.

Contract for Attorney (added item): The Town received the Agreement for Legal Services for the Town of Marcellus. The past years, the Town worked under a retainer of \$36,000 a year

and was billed for items that the retainer didn't cover. This year, the Agreement is that the Town will be billed monthly for legal services. Hourly services also include attendance at Grievance Day(s) if required, and to provide all general legal services associated with the Board of Assessors. They will also provide legal counsel regarding:

- a. Litigation, including tax matters
- b. Enforcement Matters
- c. Special District and bonding work
- d. Legal work related to all special districts such as Sewer, Water and Lighting Districts
- e. Environmental matters and enforcements
- f. Matters before the Zoning Board of Appeals or the Planning Board; and
- g. Major non-routine projects (i.e., comprehensive plan, collective bargaining, labor and related matters other than routine telephone calls).

The hourly fees will be \$195/per hour for attorneys and \$100/per hour for paralegals. Bills for these services will be itemized and provided on a monthly basis. Payment is due for these services within 30 days of the Town's receipt of the invoice.

James J. Gascon will be the principal contact person and the attorney generally attending the meetings. In the event he is unable to attend a meeting, a qualified attorney will serve in his place.

This will be reviewed in about 6 months, to see where we stand budget-wise. Councilor Hoey made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the legal agreement with Costello, Cooney and Fearon. The Town will be billed monthly at the above rates.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

CNYSPCA Contract: Councilor Stevens made a motion seconded by Councilor Hood authorizing Supervisor Pollard to sign the Contract between the Town of Marcellus and the CNYSPCA. The amount is \$1,117.80 and this enables residents to contact the CNYSPCA if they see cruelty to any animals in Marcellus.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

DEPARTMENT REPORTS:

Codes: John Houser, Codes Officer, is sending out RFP's (Requests for Proposals) for 2595 Pleasant Valley Road. Currently, he is more concerned about the litter and debris around the property. He also stated that while the computers were down, he worked on a lot of Stormwater items and cleaned up some files.

The last lot on Sage Meadows has been sold, so there will be another dwelling built.

Issue on 2901 Rose Hill Road – There was a court appearance date that has been moved to January 10, 2023.

Highway: Don MacLachlan, Highway Superintendent, stated that the trucks are ready for when it snows. The Park is operational now, the work at the Park Pump Station is complete.

Recreation: Phil Coccia, Recreation Director, stated that the reservations are coming in for the Pavilions for this year. There will be a Moonlight Walk, this Saturday, January 7, 2023 from 4:00 pm – 8:00 pm.

Town Clerk: The Town Clerk handed out her monthly report. The numbers were real low, as the computers were down for about two weeks.

DISCUSSION AGENDA:

Councilor Hoey read somewhere that the State is going to pass a law that there will be no smoking in the Parks. Jim Gascon, Town Attorney, will check into this. There may be some exceptions to this.

Supervisor Pollard stated that she has received three quotes for the doors to make them Handicapped Assessable. This will be on the agenda at the February 1, 2023 meeting. Someone asked if the ARPA money can be used. Supervisor Pollard will check with Lori Petrocci, Bookkeeper, to find out how much money we have left and if that is something that money can be used for.

Village/Town Sewer Agreement: Supervisor Pollard received the Sewer Agreement from the Village. They want to make some changes. Supervisor Pollard suggested that a meeting be set up between the Mayor, Greg Crysler, Don MacLachlan and herself to go over it.

Water District in Marietta: Supervisor Pollard asked Jim Gascon, Town Attorney, if he has done anything with the proposed Water District that some residents on Brewer Road would like to get going. Jim Gascon stated that he would talk to an engineer from Camillus that does a lot of Water Districts. Supervisor Pollard doesn't want the residents to think we forgot about their concerns.

Sign Law: Supervisor Pollard asked if the Board wanted to review the sign law anymore. Councilor Hoey suggested that since a resident came in with some concerns, we should address his concerns. Supervisor Pollard recommended that Councilor Hoey, Councilor Curtin and Jim Gascon review the residents' concerns regarding the sign law.

Comprehensive Plan: Supervisor Pollard stated that there will be a meeting the week of February 6, 2023 to discuss the Comprehensive Plan.

Fund Balances/Reserves: Supervisor Pollard stated that the Fund Balances and Reserves will be looked at once 2022 is closed out.

Tax Credit – Fire Department: Any Fire person or Ambulance person is entitled to a tax deduction up to 10%. They already receive a \$200 tax credit. Brian Fitts, an Assessor, sent an email to Jim Gascon, Town Attorney regarding this. Mr. Gascon will send this email to Jeff Lowe, Town Assessor, and Supervisor Pollard will talk to Mr. Lowe regarding the impact on the Town.

Lawless Road - There was a water slide on Lawless Road and the residents want to sue the Town. This case is scheduled to appear in court in February.

Vacancy: Councilor Curtin asked if there was still a vacancy on the Board of Assessment Review Board. Supervisor Pollard stated that there is still a vacancy, but that Jeff Lowe, Town Assessor, stated they would be fine with only four members.

Adjournment: Councilor Stevens made a motion seconded by Councilor Hoey to adjourn the Town Board Meeting at 7:40 pm.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk

MARCELLUS TOWN BOARD
WORKSHOP MEETING
Wednesday, January 18, 2023

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, January 18, 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; Mike Ossit, Deputy Highway Superintendent; Phil Coccia, Recreation Director; Jim Rossiter, Park Crew Leader; John Houser, Codes Officer; Jim Gascon, Town Attorney; Steve Knapp, Director of MAVES; Pete Knowles, IT Person; Jeff Berwald, Bill Southern, Linda Wilcox, Will Kirk, Rosemary Tozzi, Deputy Town Clerk and Sandy Taylor, Town Clerk.

Public Hearing – 2023 Fire Department Contract: Supervisor Pollard opened the Public Hearing for the 2023 Fire Department Contract and asked if anyone had anything to say about it. Councilor Curtin, Liaison for the Fire Department, stated that he talked with the President of the Fire Department, and they are fine with the contract, but couldn't be here tonight. They will sign it and send it over to the Town. Jeff Berwald, 18 Paul Street, asked if the Town knew about a Fire Truck that the Fire Department purchased and also asked if the Town is receiving the financials in a timely manner. Supervisor Pollard did say the Town is aware of the truck purchase. The financials are coming a little more frequently. Supervisor Pollard also explained that anything the Fire Department does to the building over \$5,000 has to go through the Board. There were no other comments regarding the 2023 Fire Department Contract. Councilor Curtin made a motion seconded by Councilor Stevens to close the Public Hearing at 6:35 pm.

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

Councilor Curtin made a motion seconded by Councilor Hoey authorizing Supervisor Pollard to sign the 2023 Agreement with the Marcellus Fire Department.

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

Public Hearing – 2023 MAVES Contract: Supervisor Pollard opened the Public Hearing for the 2023 MAVES Contract at 6:35 pm. Steve Knapp, Director of MAVES, stated that the contract was good. He explained there have been a lot of calls. Whenever there are Hospital waits, that creates more problems. Supervisor Pollard stated that the reports are coming in in a timely manner. There were no other comments either for or against the Contract. Supervisor Pollard made a motion seconded by Councilor Stevens to close the Public Hearing at 6:40 pm.

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

Councilor Stevens made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the 2023 Agreement between the Town of Marcellus and MAVES.

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

Abstract of Audited: The Abstract of Audited Vouchers (2022) was given to the Board Members as submitted by the Town Clerk. Abstract #12 as of January 17, 2023. Claim #'s 154620-154637, 154654-154655, 154662-154667.

	<u>Expenses</u>
General Fund	\$ 5,684.29
Part Town General	2,810.43
Town Wide Highway	<u>14,478.86</u>
 Total	 \$22,973.58

The Abstract of Audited Vouchers (2023) was given to the Board Members as submitted by the Town Clerk. Abstract #1 as of January 17, 2023. Claim #'s 154638-154651, 154656-154661.

	<u>Expenses</u>
General Fund	\$ 5,052.78
Part Town General	21.55
Town Wide Highway	1,395.24
Fire District	5,980.00
Trust & Agency	<u>1,093.34</u>

Total \$13,542.91

Councilor Hood made a motion seconded by Councilor Stevens to approve the Abstract of Audited Vouchers for 2022 and 2023, as of January 17, 2023.

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

Peter Knowles – IT Person: Pete Knowles, the Town’s IT person, gave a brief rundown of what happened in December with the Computers. After the Court’s IT support staff investigated the Court’s computers, they advised to replace the Court’s PC’s. This led Mr. Knowles to suggest that the town replace the older computers and refurbish the newer computers. Mr. Knowles also noticed that the server wasn’t working correctly and suggested that the Town replace that. Once, the new computers were in, and the server was up, Mr. Knowles worked with each vendor so that the Office could again start operating. With all the new equipment, the Town’s IT infrastructure will have more self-protections going forward. More network activity will be able to be monitored for suspicious indicators. The migration of email services out of the network to the Office 365 cloud makes the Town network a bit simpler and reduces its security exposure. Mr. Knowles recommendations are: 1) Computer literacy and cybersecurity awareness training for staff and 2) increased routine additional IT review and maintenance.

Highway Inventory: Councilor Stevens made a motion seconded by Councilor Hood to approve the inventory list from the Highway Department. Every year they provide a list of the equipment they have to the Board for the insurance. Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

Agreement for the Expenditure of Highway Moneys (added Item): Every year the Town receives an Agreement for the Expenditure of Highway Moneys between the Town and Onondaga County. This Agreement is signed by all the Board Members and the Highway Superintendent. It is an overview of some of the work to be done with the possibility of State Aid for the repair and improvement of highways. Supervisor Pollard made a motion seconded by Councilor Hoey to approve the Town Board to sign the Agreement for the Expenditure of Highway Moneys. Ayes- Pollard, Curtin, Hoey, Hood and Stevens Carried

Siemens-Fire Alarm Monitoring and Service Agreement: Councilor Stevens made a motion seconded by Councilor Curtin authorizing Supervisor Pollard to sign the

Fire Alarm Monitoring & Service Agreement with Siemens. The agreement is for one-year at a cost of \$1,817.00.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

TDK Engineering Contract: Councilor Curtin made a motion seconded by Councilor Hood authorizing Supervisor Pollard to sign the Engineering Service Agreement between TDK Engineering and the Town of Marcellus. TDK will bill us as they help with projects or attend meetings. The rate for attending a meeting (either Town Board or Zoning) is \$300. Rates, per hour, depend on the title of the person working on projects.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Updates:

The following are updates from Supervisor Pollard regarding items discussed at Previous meetings.

1. Handicapped Accessible Doors will be on the February 1, 2023 agenda
2. There will be a meeting on Thursday, Jan. 19, 2023 with Supervisor Pollard, Don MacLachlan, John Curtin – Village Mayor and Greg Crysler from the Village to discuss the Sewer Agreement between the Village and Town.
3. The next Comprehensive Plan meeting will be held on February 8, 2023.
4. Lori Petrocci, Bookkeeper, printed out a spreadsheet showing what ARPA money has been spent to date. The amount that is left is \$207,000.

Jim Gascon, Town Attorney, stated that Volunteer Responders receive a tax credit already of \$200. The State wants to give 10% credit. He says that the Board should pass a Local Law stating the Town is on board with it. This would be very beneficial if the school also enacted this.

Supervisor Pollard said that Jim Gascon, Town Attorney, sent a letter to the New York State Liquor Authority regarding the Sunset Ridge Golf Club. The letter advises Sunset Ridge Golf Club the Town's objection to the December 12, 2022, application for an expansion of their liquor license. The Town's objection is based primarily upon the fact that the facility operates pursuant to a Special Use Permit granted by the Town in 1997. The Use Permit specifically restricts the

operation of the facility only between the calendar months of April 1st to December 26th. In addition, the property upon which the facility operates currently consists of an illegal subdivision.

Supervisor Pollard received information from the Supervisor's luncheon regarding helping Veterans. Jeff Berwald stated that he is involved in the Legion and would take the information to the next meeting.

Phil Coccia, Recreation Director, said there was a meeting with Supervisor Pollard, Jim Rossiter, Supervisor Pollard and Donna Nolan (from Friends of the Park) regarding benches in the Park. It went very well.

Also, Phil stated that the Park will be receiving some American Chestnut Trees. The American Chestnut Tree is becoming extinct, but the Park has the right soil. The only cost to the Town was soil testing – about \$20.00

Supervisor Pollard said that the Board will be meeting with the Attorney at the conclusion of the Board Meeting.

Adjournment: Councilor Curtin made a motion seconded by Councilor Hoey to adjourn the meeting at 7:20 pm.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully, Submitted,

Sandy Taylor
Town Clerk

mtc cleanout pros@gmail.com

emailed
1-9-23

TOWN OF MARCELLUS
CODE ENFORCEMENT OFFICE
22 East Main Street
Marcellus NY 13108
315-673-3269

REQUEST FOR PROPOSAL
RESIDENTIAL LITTER REMOVAL

To: MTD CLEANOUT PROS

From: Town of Marcellus Codes Office

Re: RFP

Date: 1/5/2023

The Town of Marcellus is requesting a proposal from your firm to remove the Litter from the property of 2595 Pleasant Valley Road.

BID INFORMATION
FOR THE REMOVAL OF LITTER

Residential Property
2595 Pleasant Valley Road, Town of Marcellus
Onondaga County, New York

[NYS DOL PRC#2022901008]

BACKGROUND:

The Town of Marcellus (TOWN) has determined that existing Litter constitutes unhealthful, hazardous and dangerous conditions and a public nuisance and a threat to the health, safety and welfare of the dwelling occupants and community; and further under direction of the Board has authorized the Town Code Enforcement Officer to retain the services of the appropriate persons, entities, employees and/or contractors to remove and abate the Litter pursuant to Chapter 181 (5)(D)(1) of the MARCELLUS TOWN CODE.

Therefore, it is requested that your company provide the TOWN a bid for the Litter removal consistent with the TOWN and corresponding State and Federal agency requirements as applicable. The bid is requested to be received by no later than **Monday, January 30, 2023, at 12:00 PM.**

Address Your Proposal To:

John Houser
Town of Marcellus Codes Enforcement Office
22 East Main Street
Marcellus, New York 13108

Phone: (315) 673-3269

Email: jhouser@marcellusny.com

BID INFORMATION

General overview: The objective is to enter the property by the driveway and remove all the Litter on the property, mostly on the sidewalk and porch / deck and some scattered on the lawn in and around the detached garage.

The Litter consists of Litter, garbage, refuse and rubbish, some contained in receptacles with and without lids and some not. The receptacles must remain with the property or brought back to after discarding the contents.

Permitting & Agency Notifications: At minimum, the designated contractor shall provide proof of Liability and Compensation insurance coverage with the Town of Marcellus as additional insured.

Prevailing Wage

As this is a Public Works project, New York State Department of Labor minimum prevailing wage rates will apply.

Comments and Questions: Please direct all requests for information and / or scheduling a site visit to John Houser (jhouser@marcellusny.com; 315-673-3269, extension 104.

Please sign the acknowledgement below and attach a copy of this request for proposal to your bid document.

CONTRACTOR:

ATTN:

ADDRESS:

Phone:

Fax:

Email:

Acknowledgement:

Date:

§ 181-2. Definitions.

For the purpose of this article, the following words, phrases and terms and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular, words used in the singular number include the plural and words in the masculine include the feminine. The word "shall" is always mandatory and not merely directory.

ABANDONED AUTOMOBILES — A motor vehicle, as defined herein, no longer in condition for use for which it was intended. [Added 7-8-2002 by L.L. No. 2-2002]

AUTHORIZED PRIVATE RECEPTACLE — A litter storage and collection receptacle of steel, aluminum or plastic of 10 to 30 gallons' capacity with tight cover, or larger steel container with closed lid.

GARBAGE — Putrescent animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.

LITTER — Garbage, refuse, and rubbish, as defined herein, and all other waste materials which, if thrown or deposited as herein prohibited, tends to create a danger to public health, safety and welfare of tends to create blight.

MOTOR VEHICLE — Includes all vehicles as defined by NYS Vehicle and Traffic Law § 125. The term "motor vehicle" shall also include "all terrain vehicles" as defined by NYS Vehicle and Traffic Law § 2281 and snowmobiles as defined by NYS Vehicle and Traffic Law § 2221. [Added 7-8-2002 by L.L. No. 2-2002]

PARK — A park, playground, recreation center or any other public area in Town, owned by the Town and devoted to active or passive recreation.

PERSON — Any person, firm, partnership, association, corporation, company or organization of any kind.

PRIVATE PREMISES — Any house, building or other structure not owned or operated by the Town, whether inhabited or temporarily or continuously uninhabited or vacant, including any yard, ground, parking lot, walk, driveway, porch steps, vestibule, or mailbox belonging or appurtenant to such house, building or other structure.

PUBLIC PLACE — Any and all streets, highway rights-of-way, sidewalks and other public ways and any and all public or quasi-public parks, spaces, grounds and buildings, including school grounds.

REFUSE — All putrescent and all nonputrescent solid wastes including garbage, rubbish, ashes, incinerator residue, street cleanings, offal, dead animals, abandoned automobiles, and any parts thereof, agricultural wastes, excluding usable agricultural equipment, commercial debris, including commercial and industrial equipment having no value other than scrap metal. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

RUBBISH — Nonputrescent and putrescent solid waste consisting of both combustible and noncombustible wastes, such as but not limited to paper wrappings, cardboard, tin cans, wood, glass, bedding, and crockery. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

Introduction to the Prevailing Rate Schedule

Introduction

The Labor Law requires public work contractors and subcontractors to pay a service employee under a contract for building service work for a public agency, a wage of not less than the prevailing wage and supplements (fringe benefits) in the locality for the classification(s) in which the worker was employed. Such a public work building service contract must be in excess of one thousand five hundred dollars (\$1,500).

Requesting a Wage Schedule

For every building service contract, the public agency must file a statement identifying the types of employees and work to be performed by submitting a Request for Wage and Supplement Information form (PW 39) to the Bureau of Public Work, either online, by fax, or by mail.

The Commissioner of Labor makes an annual determination of the prevailing rates. This determination is in effect from July 1st through June 30th of the following year.

The Public Agency must include the specifications for each building service contract the PRC number assigned to such contract and stipulation obligating the contractor to pay not less than the wage rates set forth in the Prevailing Wage Schedule issued under that PRC number.

Hours

A building service employee, employed by a contractor, shall work up to eight (8) hours in any one day and up to forty (40) hours in any workweek for the appropriate posted prevailing wage rates. A building service employee who works more than eight (8) hours in any one day or more than forty (40) hours in any workweek shall be paid wages for such overtime at a rate not less than one-and-one-half (1.5) times the prevailing basic cash hourly rate.

Wages and Supplements

The wages and supplements to be paid and/or provided to a building service employee, employed on a public work contract shall be not less than those listed in the Prevailing Rate Schedule.

A supplemental benefit of 'paid time off' shall be provided as paid leave, or converted to an hourly value paid to the employee. If 'paid time off' is converted to an hourly monetary value, such an amount is to be paid in addition to any other hourly supplements required by this schedule.

The hourly value for 'paid time off' would be calculated as follows: hourly wage rate X 8 hours per day X total number of paid days off divided by 2080 hours. For example: \$16.00 per hour wage rate X 8 hours per day = \$128.00; \$128.00 X 5 paid days off = \$640.00; \$640.00 divided by 2080 hours = \$0.31 per hour. The \$0.31 per hour amount would be in addition to any other required supplemental monetary amount paid.

All 'paid time off' provided to part-time employees, shall be prorated (divided, distributed, or assessed proportionately) based on fulltime equivalent hours.

The amount of 'paid time off' for part-time employees, would be calculated as follows: number of part-time weekly hours divided by 40 fulltime weekly hours = percentage of 'paid time off' for part-time employee. For example: a fulltime employee works 40 hours per week and a part-time employee works 30 hours per week (30 hours divided by 40 hours = .75); if a fulltime employee is provided 5 paid vacation days ($5 \times .75 = 3.75$), a part-time employee would be provided 3.75 paid vacation days.

Payrolls and Payroll Records

Every contractor and subcontractor MUST keep original payrolls or transcripts subscribed and affirmed as true under penalty of perjury. Payrolls must be maintained for at least three (3) years from the projects date of completion. Additionally, as per Article 6 of the Labor Law, contractors and subcontractors are required to establish, maintain, and preserve for not less than six (6) years, contemporaneous, true, and accurate payroll records.

At a minimum, payrolls must show the following information for each person employed on a public work project: Name; Address, Last 4 Digits of Social Security number, Classification(s) in which the worker was employed, Hourly wage rate(s) paid, Supplements paid or provided, and Daily and weekly number of hours worked in each classification.

Payroll records and transcripts are required to be kept on site during all the time that work under that contract is being performed.

NOTE: For more detailed information regarding Article 9 prevailing wage contracts, please refer to "General Provisions of Laws Covering Workers on Article 9 Public Work Building Service Contracts".

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: RFP Results

DESCRIPTION: Dec 7, 2022 Authorization for Codes to send RFP'S for Litter removal from 2595 Pleasant Valley Road

QUANTITY: 3 attempted / 1 return quote

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

1. <u>Cleanout Pros Corp</u> COMPANY	<u>315-516-0408</u> PHONE NUMBER	\$ <u>900.00</u> QUOTE
2. <u>RJ Fast Hauling</u> COMPANY	<u>315-415-3414</u> PHONE NUMBER	\$ <u>no return quote</u> QUOTE
3. <u>Marietta Metal Fab</u> COMPANY	<u>315-530-8331</u> PHONE NUMBER	\$ <u>no return quote</u> 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.

TOWN OF MARCELLUS

CODE ENFORCEMENT OFFICE

22 East Main Street

Marcellus NY 13108

315-673-3269

2/1/2023

RE: Awarding Contract

Contract/Invoice to be reviewed by Town Attorney.

Contract must be signed and dated.

Contractor to supply Liability and Compensation insurance certificates with Town of Marcellus as additional insured prior to execution of work.

Prevailing Wages does not apply to amounts fifteen hundred dollars (1,500) or less.

Purchase contracts less than one thousand dollars (1,000) at discretion of the purchaser.

John Houser

Town of Marcellus Codes

A handwritten signature in black ink, appearing to be 'John Houser', written in a cursive style.

CLEANOUT PROS, CORP

Date

Invoice #

01/14/2023

100

CONTRACT/INVOICE

Cleanout Pros Corp

4443 Dublin road
Marcellus NY 13108
315-516-0408

Customer Information

John Houser
Town of Marcellus codes enforcement
office.
22 East main St. Marcellus NU 13108
315-673-3269 ext 104

DESCRIPTION OF SERVICES:

- This estimate is for the property located at 2595 Pleasant Valley rd. Marcellus NY 13108.
- All unwanted trash and debris will be cleaned up from around the exterior of the home and hauled away as needed.
- Some items may be kept and that will be decided on site as the job is being done.
- All items that will be kept will be safely stored in the garage if possible.
- Mr. John Houser will be on site to point out any particular items that possibly might stay.
- All checks can be made out to Cleanout Pros Corp and mailed to 4443 Dublin Rd. Marcellus NY 13108.

Once a quote is given, there are NO changes allowed to the property. Materials can neither be added nor removed from the job site once they have been figured into a quote. If the customer would like to alter the job, additional charges may be applied based on the circumstances of the change

CLEANOUT PROS, CORP

Date job will begin: Upon approval Time frame for completion of job: 1 day per job

Invoice Total: \$900.00

Minimum 25% of total bill is due prior to onset of work and the remainder is due immediately upon completion of work.

***ADD 4 % IF PAYING BY CREDIT CARD ***

Initial amount of : _____ due on _____ chk# _____

Balance due: _____ paid on _____ chk# _____

ADDITIONAL CHARGES:

LATE FEE CHARGES: There will be a late fee added to outstanding invoices that are 60 days past due. The late charge will be 5% of the total outstanding invoice. For each 30 days past the first 60 days the invoice is not paid there will be an additional 5% added to the outstanding balance.

Change orders: there will be a \$25 charge in addition to additional costs for materials and labor as necessary if the homeowner decides to alter from any work in the signed contract; to be paid at time of contract change.

Paint: Customer acknowledges that paint is non returnable. Choosing a new color will require payment up front for purchase of materials and any additional labor/time incurred.

Deliveries: there will be a \$125 hourly charge if the homeowner purchases own materials that require MTD to transport and deliver to home; due at time of delivery. Prices may increase due to distance or multiple trips.

Consults: there will be a \$25/hour charge for any in store consults; to be paid at time of consultation.

Materials: customers providing their own materials agree to have all materials on site prior to start of work.

Hold Harmless Waiver of Liability:

Each party shall defend any third party claim against the other party arising from the death of or physical injury to any person or damage to the indemnified party's property to the extent proximately caused by the negligence of the indemnifying party or its agents or employees, and indemnify and hold harmless the other party and its respective officers, directors and employees from and against damages, liabilities and reasonable costs and expenses, including reasonable legal fees incurred in connection therewith. Each party hereby agrees to indemnify and save and hold harmless the other from any form of loss, liability, damage, or cost including bodily injury or property damage that may incur arising out of my presence at the event whether caused by negligence or otherwise.

X _____ Date _____
(customer signature)

Print name: _____

Agreement between the Town of Marcellus and the Marcellus Veterinary Hospital.

Service Dates: January 1st 2023 to December 31st 2023

Service – Fees for housing, vaccinating, and caring for stray dogs as follows:

DOGS WHICH ARE CLAIMED BY THEIR OWNERS:

Our regular fees apply to all vaccines and medical care **IF** needed.

Exam given prior to vaccines or medical care.

DHPP vaccination upon admittance (mandatory for all unidentified dogs) \$35.00

RABIES vaccination upon admittance (mandatory for all unidentified dogs) \$30.00

A discounted rate applies to boarding as follows:

BOARDING per day under 50 lbs \$27.00

BOARDING per day 51- 80 lbs \$31.00

BOARDING per day over 80 lbs \$35.00

These fees are to be collected by the Town of Marcellus and a receipt sent with the owner to release the dog.

DOGS WHICH ARE LEFT UNCLAIMED: (Discounted Fees to the Town of Marcellus)

DHPP vaccination upon admittance (mandatory for all unidentified dogs) \$23.00

RABIES vaccination upon admittance (mandatory for all unidentified dogs) \$23.00

BOARDING per day under 80 lbs \$ 27.00

BOARDING per day over 80 lbs \$ 30.00

After 5 days the dog becomes the property of Marcellus Veterinary Hospital and is available for adoption.

ALL DOGS:

Medical Expenses as needed - As charged

Euthanasia \$45.00

Cremation under 20 lbs \$80.00

Cremation 21-50 lbs \$90.00

Cremation 51-100 lbs \$110.00

Cremation over 100 lbs \$120.00

Cremation fees reflect our current cremation service. You are free to secure other means of disposal.

Marcellus Veterinary Hospital Representative

Name Steven M. Bruck DVM

Title President

Signature 

Date 1/18/2023

Town of Marcellus Representative

Name _____

Title _____

Signature _____

Date _____

Memo

To: Marcellus Town Board

From: John Stempel

Date: February 1, 2023

RE: Appointment for Board of Assessment Review

The current Board of Assessment Review is recommending Steve Camgemi to fill the vacancy on their Board.

Supervisor
Karen Pollard

Councilors
John Gusiok
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: Two single Auto Swing operators + pul plates

DESCRIPTION: _____

QUANTITY: _____

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

1. <u>ASSA ABLOY</u> COMPANY	<u>315-952-2923</u> PHONE NUMBER	\$ <u>8,000.⁰⁰</u> QUOTE
2. <u>CNY Lock</u> COMPANY	<u>315-391-1145</u> PHONE NUMBER	\$ <u>7,739.⁰⁰</u> QUOTE
3. <u>BRS</u> COMPANY	<u>315-⁴³⁷⁻1070</u> PHONE NUMBER	\$ <u>6262.20</u> 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.

2023 Trash Days

Friday's – April 28

May 5

May 12

Saturday's – April 29

May 6

May 13

The time will be 8:00 am – 12:00 on both Friday's and Saturdays.

Last year we paid Scanlon Trucking - \$10, 994.47

Cost of Permits: Truck - \$35	we made:	\$ 5,065.00
Trailer - \$45	we made	2,250.00
One Trip - \$10	we made	185.00
Passenger - \$20	we made	<u>2,360.00</u>
Total		\$ 9,860.00

Service Estimate

EWASTE+

Owner Information

Name TOWN OF MARCELLUS
Address 4262 Slate Hill Rd
City, State ZIP Marcellus, NY 13108
Phone 315-673-3127
Email highway@marcellusny.com

Project name 2023 Collection Event

Contractor Information

Company EWASTE+
Name Jackie Main
Address 7318 Victor Mendon Road
City, State ZIP Victor, NY 14564
Phone 888-563-1340 x-108
Email jmain@ewaste.com

Completion date 1/25/2023

Scope of Work

Town event for electronic recycling for 2023.

Other Services Available (Please Inquire)

Lamp/Battery Recycling

Projected Costs

Recycling Services- EWASTE+ will charge a flat \$450 fee to deliver and remove required supplies (gaylor boxes, pallets, shrink wrap) before and after the event. There is a rental fee of \$175 per week, prorated, for the trailer. No additional fees for all CEE (Covered Electronics) and any non-CEE, will be charged at a rate of \$0.25 cents per pound. Acceptable list is in tab 2.

Jackie Main
Submitted by (Company Representative)

1/25/2023
Date

Owner Acceptance

I, Owner Name, do accept the above scope of work, proposed to be completed by Completion Date for the amount of Total Amount.

Submitted by (Authorized representative)

Date