

TOWN OF MARCELLUS  
WORKSHOP MEETING  
Wednesday, February 15, 2023  
6:30 PM

Call to Order

Salute to Flag

1. Approve Monthly Activity

**OLD BUSINESS**

- A. Handicapped Doors

**NEW BUSINESS**

- A. Audit of Court Clerks Books
- B. Audit of Town Clerks Books
- C. Audit of Parks and Recreation
- D. Donor Family Network – Request
- E. Stormwater Update – John Houser

**DISCUSSION AGENDA**

**ADJOURNMENT**

**Future Meeting Dates:**

Town Board Meeting – Wednesday, March 1, 2023 – 6:30 pm – Town Hall  
Planning/Zoning Board Mtg.- Mon. March 6, 2023 – 6:30 pm – Town Hall  
Workshop Meeting – Wednesday, March 15, 2023 – 6:30 pm – Town Hall

Supervisor  
Karen Pollard

Councilors  
John Cusiak  
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>	<u>315-952-2923</u>	\$ <u>8,000.<sup>00</sup></u>
COMPANY	PHONE NUMBER	QUOTE
2. <u>CNY Lock</u>	<u>315-391-1145</u>	\$ <u>7,739.<sup>00</sup></u>
COMPANY	PHONE NUMBER	QUOTE
3. <u>BRS</u>	<u>315-<sup>437-</sup>1070</u>	\$ <u>6262.20</u>
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.



# Donor Family Network<sup>SM</sup>

*A Division of A Little Mark, Inc.*

RECEIVED

January 26, 2023

JAN 31 2023

Town of Marcellus

Dear Marcellus Town Board,

I spoke with Jane in the Parks and Rec office at the Town Hall and she told me that you would like a letter explaining exactly what it is that we are interested in for our "Donate Life Motorcycle Run" here in Marcellus. First, I would like to explain a bit about who we are and what it is we are raising money for. |

The **Donor Family Network** is a division of A Little Mark, Inc., a 501(c)(3) non-profit volunteer organization that provides crisis support and aftercare to organ and tissue donor families, and works to raise donor awareness. We have supported countless donor families in Central New York

The Donor Family Network speaks about organ and tissue donation at numerous schools, businesses, churches, hospitals and anywhere the agencies ask us to speak. The Donor Family Network was started by two moms that lost their sons within months of each other 27 years ago. Both families chose to donate their children's organs. After the two met they decided to start a support group for donor families. It then grew into training for donor family members that wanted to honor their loved ones and we started speaking in public about what our loved ones did. From there we started traveling together for the Transplant Games of America, at little to no cost to the families that is why we hold a major fundraiser each year to help us pay for this. We have also helped sponsor 5 local families to go to Pasadena CA for the Rose Parade because their loved one's picture was on the Donate Life Float. We have continued to grow from meeting other family members and being a big support to the new families. Having someone that has gone through the same thing you have has a tendency to mean something when they say "I know how you feel".

We have joined with Team Finger Lakes which is a team made up of organ, eye and tissue recipients, we are a registered team for the Transplant Games of America. The Transplant Games of America are held every 2 years when tens of thousands of transplant recipients, living donors, donor families, individuals on the waiting list, caregivers, transplant professionals, supporters and spectators join for a celebration of life!!!

During this time, 42 state teams and several international teams compete in twenty plus athletic and recreational competitions. In addition to medaling events there are over 60 additional special events held throughout the period.

While we are still in the planning stage for the "Donate Life Motorcycle Run" I will tell you what it is that we hope to do. I am willing to discuss anything you may have to add or talk about at any time. If I need to attend a town meeting to be able to talk to all of you together I am also willing to do that as well. I will tell you at this point who it is helping me with this and keep you up to date on any and all changes that may occur in the

*Supporting Families Who Support Life*  
3938 South St Rd Marcellus NY 13108  
315-430-2677 or

planning process as well. I grew up in Marcellus and my family has lived here all my life so I feel I know what it is that would be a positive experience for the town as well as what would be negative experiences too.

We are hoping to hold a motorcycle run beginning in Marcellus Park and this would hopefully include:

- 1) A Sunday date in September so we don't interfere with the normal summer events that happen at the park. We would like it from 9am-1pm. I have rented them many times before and I am aware of the logistics of renting one of the pavilions and the rules.
- 2) We would reserve the Annex Pavilion for a band to play during registration before the bikes leave. (The Lower Park is also a good alternative as well.)
- 3) We would be putting up a few small tents up for registration as well as raffles and a Donate Life table for people who would like to sign up as an organ eye or tissue donor.
- 4) We would like permission to have 3-4 food trucks as well as asking the Friends of Marcellus Park if they would like to join us and open their building as well. (If there is anyone else that opens up to serve food at the park, we would welcome them and possibly use fewer food trucks.)
- 5) We are hoping to have different motorcycle groups to join us and understand that the different groups need to have their own insurance riders and that is would have to be provided to the town before the event. I will have questions about individual riders not affiliated with a group and would I need an insurance rider for guests that are not doing the ride?
- 6) Joseph Owen, owner of Just Joe's is in one of the motorcycle groups and will be providing the route for the riders. I didn't know if you needed that information or not.

I am as I said still in the planning process so if there is something I did not cover in the letter please feel free to contact me at any time and as I stated earlier, I would gladly come in to meet with any or all of you if you have questions.

I appreciate you taking the time to read the letter and do hope to hear from you soon so we may be able to work together to plan our event. I would be your main point of contact with the group but also working on the event at this point is Jody Ferrara he is a widower whose wife was a donor and he is part of several motorcycle groups in the Rochester area, Joe Owen our dad, David Owen was an eye and tissue donor and myself my son Robby was an organ donor at 16.

Again, thank you for your time.

Michelle Lester  
Donor Family Network  
315-430-2677  
mle350@aol.com

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