

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

Call to Order

Salute to Flag

1. Approve Monthly Activity

OLD BUSINESS

- A. Handicapped Doors
- B. Tim's Pumpkin Patch

NEW BUSINESS

- A. Internal Audit Reports
- B. Covid Waiver
- C. Fire Department Reports
- D. "After the Ball" Request

DISCUSSION AGENDA

- A. OCRRA Earth Day Cleanup
- B. Community Development Award

ADJOURNMENT

Future Meeting Dates:

Planning & Zoning Meeting – Monday, April 3, 2023 – 6:30 pm – Town Hall
Town Board Meeting – Wednesday, April 12, 2023 – 6:30 pm – Town Hall
Workshop Meeting – Wednesday, April 26, 2023 – 6:30 pm – Town Hall

Supervisor
Karen Pollard

Councillors
John Gusiak
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 axle swing operators + pull plates

DESCRIPTION: _____

QUANTITY: _____

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

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

Town of Marcellus Parks and Recreation Department
24 East Main Street
Marcellus, NY 13108
Phone: (315) 673-3269 Ext: 2 Fax: (315) 673-9102

Facility/Field Permit

Permit #: 28651903

Issue Date: 01/31/2023

*This is your Reservation Permit.
PLEASE REMEMBER TO BRING THIS WITH YOU TO THE PARK ON THE DAY OF YOUR RESERVATION.
PLEASE PRESENT IT TO THE PARK EMPLOYEE IN THE PARK OFFICE. You will be required to sign it in the
presence of the Park Employee to verify your responsibility for the use of the facility by your group.
Failure to do so will void your permit.*

Marcellus Covid waiver:

Do we need to change this

The Town of Marcellus is following NYS and Onondaga County mandates associated with Covid-19. Masks must be worn at all times in all town buildings and at the park, when you can't social distance. We encourage you to social distance and maintain 6 feet of space while in our park and town buildings. If you have a fever or feel sick please stay home. We continue to disinfect high touch surfaces in the town hall and at the park.

A MESSAGE FROM Parents of the Class of 2023:

Marcellus High School

Class of 2023

After the Ball Party

RECEIVED

MAR 03 2023

Town of Marcellus

March 1, 2023

Dear Friend,

After a long hiatus, the parents of the graduating seniors of Marcellus High School are trying to re-establish the tradition and helping to organize the After-the-Ball-Party for this year's Senior Ball, and we are writing to ask for your support.

The After-the-Ball Party, which is sponsored by the After the Ball committee made up of parents of current students and past students in conjunction with SADD (Students against Destructive Decisions), is a drug free and alcohol free alternative for students on their Ball Night. This year, the Ball is on May 20, 2023. It has become an annual event, with almost 85% attendance for the 5 years before Covid. One of our goals for 2023 is to reach 100%. However, our most important goal remains to support our children in their determination to have a great time, all night long, without alcohol or drugs.

Contributions from individuals, businesses, corporations, community groups, and parents are the reasons for the success of this annual event and help to make the party so successful. We are asking that you consider making a contribution to this worthy cause, helping us to convince the Class of 2023 that the community at large is supporting their efforts. We would like to determine the extent of the fundraising by April 15, 2023 and would appreciate your timely response.

Contributions may be sent to the address below. Checks may be made out to Marcellus High School. Please add Attention HS Parent Team in the memo section of the check.

Thank you for your support.

Sincerely,



Gerri A. Stearns
Grants Committee Chairperson

Please mail contributions to:
Gerri Stearns
After-the-Ball Chairperson
Marcellus Senior High School
1 Mustang Hill
Marcellus, NY 13108



Earth Day Cleanup 2023
Every "litter" bit helps!
Friday, April 21 &
Saturday, April 22

2023 REGISTRATION FORM

Please return this form by April 12, 2023

Group Name: _____ # of workers: _____

Contact Person/Organizer: (one name only): _____

Contact Address (where we can send event information and stickers):

City: _____ Zip Code: _____

Phone #: (C) _____ (H) _____

Contact Person's E-mail: _____

Date(s) your group will collect (check one or both): Friday, April 21 Saturday, April 22

OCRRA provides two trash bag stickers per person for free Earth Day disposal. If you need more, let us know how many extra stickers to send: _____

What municipality (city/town/village) are you cleaning? _____

Each municipality has different instructions. We'll use this information to let your group know where to bring the litter you collect. Details are mailed, along with Earth Day trash bag stickers, shortly before the event.

What area are you cleaning? (You choose the area – be as specific as possible / list cross streets):

Supplies for cleanup, such as grabbers and bags, are the individual group's responsibility.

Any questions, please contact OCRRA at (315) 453-2866, ext. 1202.

Help us out! Online registration is preferred at www.OCRRA.org

OR return the enclosed registration form via mail or fax.

MAIL	FAX
OCRRA, Attn: Earth Day	(315) 453-2872
100 Elwood Davis Road	
North Syracuse, NY 13212	



COUNTY OF ONONDAGA
COMMUNITY DEVELOPMENT DIVISION

ongov.net

J. Ryan McMahon II
County Executive

Martin Skahen
Director

3/9/23

RECEIVED

MAR 13 2023

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

Town of Marcellus

Dear Supervisor Pollard:


We are pleased to inform you that your application for the 2023 Onondaga County Main Street program has been approved. The town will receive the amount of \$29,625. The application promised a match of \$9,875 for a total investment of \$39,500.

Enclosed is a spreadsheet which details the awarded applicants, funds, match and general scope of the work. A contract will be executed between your municipality and the County. Our office of Community Development will initiate this procedure. The town will manage the project and the county will reimburse up to the awarded amount.

As a reminder, no work can begin until a contract has been fully executed.

If you have any questions, please contact Mike La Flair, Administrative Planning & Funding Coordinator at 315.435.3558 ext. 5826. We look forward to working with you.

Sincerely,


J. Ryan McMahon II
County Executive