

TOWN OF MARCELLUS
BOARD MEETING
Wednesday, May 3, 2023
6:30 P.M.

Call to Order

Salute to Flag

1. Accept Minutes
2. Approve Monthly

OLD BUSINESS

1. Escrow Money for PUD Project

NEW BUSINESS

1. Fire Department
2. Refund for Special Permit

DEPARTMENT REPORTS

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

DISCUSSION AGENDA

ADJOURNMENT

FUTURE MEETING DATES

Workshop Meeting – Wednesday, May 17, 2023 – 6:30 pm – Town Hall
Planning/Zoning Meeting – Monday, June 5, 2023 – 6:30 pm – Town Hall
Town Board Meeting – Wednesday, June 21, 2023 – 6:30 pm – Town Hall

MARCELLUS TOWN BOARD
REGULAR MEETING
Wednesday, April 12, 2023

A Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, April 12, 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 Machlachlan, Highway Superintendent; John Houser, Codes Officer; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Jeff Berwald, Bill Southern, Ron & Marie Zamojski, Evelyn Stut, Steven Bolewski, Justin Heath, Jonas Kaczor, Sam Boos, Lea Nelson, Megan Nelson, Aidan Knapp, Sam Barney, Ryan Orr, Josh Dubar, Dominick Cataldi and Rosemary Tozzi, Deputy Town Clerk.

Waive the Reading and Accept the Minutes: Councilor Curtin made a motion seconded by Councilor Stevens to waive the reading and accept the Town Clerk’s minutes from the March 1, 2023 Town Board Meeting and the March 15, 2023 Workshop Meeting.

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

Monthly Activity: The Abstract of Audited Voucher for April was given to the Board members as submitted by the Town Clerk. Abstract #4 as of April 10, 2023, Claim #'s 154928-154981.

	<u>Expenses</u>
General Fund	\$44,312.52
Part Town General Fund	1,240.35
Town Wide Highway	13, 844.79
Total	\$59,397.66

Board Members were given the Activities Report as of April 10, 2023. Fiscal Year 2023 Period 2.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,772,342.28)	164,573.75
Part Town General Fund	(203,399.99)	33,910.80
Town Wide Highway	(291.25)	76,093.69
Part Town Highway	(259,610.94)	4,548.00
Capital Projects	22,373.97	00.00
Fire District	(404,505.39)	81,108.25
Hydrant Funds	(3,002.33)	00.00
Ambulance Fund	(306,470.37)	76,616.25
Sewer	(194,549.02)	194,544.00
Water District	(190,317.31)	71,557.28

Bank Balances:

The total of all bank accounts is \$5,850,202.86

Bills Paid between Meetings: The following bills were paid on March 28, 2023.

<u>Voucher #</u>	<u>Vendor</u>	<u>Amount</u>
154896	Excellus BC/BS	\$ 624.10
154897	Excellus BC/BS	209.11
154898	Excellus BC/BS	209.11
154899	Simply Prescriptions	675.12
154900	Simply Prescriptions	675.12
154901	Excellus BC/BS	418.22
154902	Excellus BC/BS	418.22
154903	Excellus BC/BS	12,475.97
154904	NYS Municipal Workers Comp	19,638.50
154905	NYSEG	108.21
154906	NYSEG	327.59
154907	NYSEG	22.35
154908	NYSEG	470.72
154909	NYSEG	113.39
154910	NYSEG	6.49
154911	NYSEG	<u>26.19</u>
	TOTAL	\$36,418.41

Councilor Stevens made a motion seconded by Councilor Hoey to approve the Abstract of Audited Voucher from April 10, 2023, the Activities Report from April 10, 2023, the Bank Balances for February 2023 and the Bill paid between meetings on March 28, 2023. Councilor Stevens did have some questions regarding the payments to Advanced Network Designs, Inc. After some discussion, it was agreed that Advanced Network Designs would be paid (regarding the Cyber Security Issue). The Board and Jim Gascon, Town Attorney, will work with the insurance company regarding reimbursement.
Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

OLD BUSINESS

After the Ball Request: Councilor Stevens made a motion seconded by Councilor Curtin to donate \$500 to the “After the Ball Party” for the 2023 Marcellus Seniors. Phil Coccia, Recreation Director, reached out to the Chairperson wondering if there was a specific item the Town could donate. He didn’t receive a response. At this point, it was agreed to donate \$500.
Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

Internal Audit: Parks and Recreation: Councilor Hood audited the Parks and Recreation books. He stated that they are all set. Everything is up to date. No action was taken, this is just informative.

New Business:

Funds Transfer: Councilor Hood made a motion seconded by Councilor Hoey to approve the transfer of funds not to exceed \$80,000 from the Park Capital Reserve Fund (A.878) to Special Facilities (A.7110.2100) for the construction of the new playground.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

Jeff Lowe- Assessor: Mr. Lowe, Town Assessor, handed out information to the Board from the NYS Department of Tax and Finance. He spoke of the trends and the equalization rates for the Town of Marcellus. Jim Gascon, Town Attorney, asked Mr. Lowe if the Town should do a reassessment. Mr. Lowe stated that the State recommends it every five (5) years, and the Town did one two (2) years ago.

Karen Cotter – Retirement: Karen Cotter, Clerk to Planning/Zoning and Codes will be retiring May 10, 2023. Date was changed from April 27, 2023, to May 10, 2023. Supervisor Pollard asked if a motion had to be made, Jim Gascon, Town Attorney, said that no action had to be made as she would retire regardless.

Appointment of New Clerk: Supervisor Pollard made a motion seconded by Councilor Curtin to appoint Joanna Clarke as the new Clerk for Planning/Zoning and Codes. She will be starting as soon as possible at \$20 per hour while training with Mrs. Cotter. After May a schedule will be discussed along with benefits at a salary of \$31,200 working 30 hours per week.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Liquor License Extension for Golf Course: Councilor Hood made a motion seconded by Councilor Hoey to accept the letter presented by Jim Gascon, Town Attorney, to withdraw the opposition for the request of the extension of the liquor license. Sunset Ridge was illegally subdivided under the previous owner. The current owners are working with Planning/Zoning and Codes on that issue. The golf course is in an R1-zone with a special use permit as a recreation facility. The facility must offer year-round recreation activities such as indoor virtual golf during the winter months and outdoor golf when the weather permits. The bar, restaurant, and banquet hall are legally permitted to operate year -around.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

Amend PUD Resolution: At the March 15, 2023 Meeting a resolution was passed regarding the Planned Unit Development (PUD) Application for Tim’s Pumpkin Patch on Rose Hill Road. After a lengthy discussion, it was noted that there was no time frame in the original resolution. Supervisor Pollard made a motion seconded by Councilor Curtin to add a time frame. The motion is as follows, the Planning Board can render its advisory decision of 90 days from the date of March 15, 2023, or such other time as the Town Board and the Planning Board may extend said requirements.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Escrow Money for PUD Project: A discussion ensued regarding the amount of money to be put into an Escrow Account for the PUD project. Some of the items discussed would be what would and would not fall under the contract for the Escrow Account. Councilor Curtin made a motion seconded by Councilor Hood to table the issue for two weeks. This will be on the agenda for the April 26, 2023, board meeting.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

Department Reports:

Codes: John reports business as usual, nothing new to report.

Highway: Don reports that his department has been helping with the park department working on the new playground, taking apart snowplow equipment, helping the village with the bridge over 9-mile creek and the handicap doors have been completed.

Parks/Rec: Phil reports the park has received a grant for Emerald Ash Borer Trees in the amount of \$2,745. His department has released a newsletter and the Parks and Recreation Camp brochure is being finalized and will be released to the public soon. The park department is working on the new playground and there are a few new activities taking place at the park.

Town Clerk: Business as usual in the Clerk's office. Trash permits are currently being sold.

Discussion Agenda

Safety Training: The Court will be holding an in-service on Wednesday April 26, 2023, at 10:30 AM. The topic "Situational Awareness / Active Shooter" presented by The Chief of Marcellus Police Department, Bernard Podsiedlik, and Officers of the Marcellus Police Department. The presentation is open to all Town and Village Employee's.

Bill Southern thanked the Board Members for installing the Handicap Doors.

Adjournment: Supervisor Pollard made a motion seconded by Councilor Stevens to adjourn the Town Board meeting at 7:38 pm.

Ayes- Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Rosemary Tozzi
Deputy Town Clerk

Marcellus Town Board
 Workshop Meeting
 Wednesday, April 26, 2023
 6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, April 26, 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; John Houser, Codes Officer; Gary & Linda Wilcox, Jerry Perry, Kyle Lanning, Jim Rossiter, Jeff Berwald, Bill Southern, Mallory Zabinski, Greg Crysler, Steve Bolewski, Tim and Erica Leubner, 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 #4 as of April 25, 2023. Claim #'s 154999-1550014, 155023-155025.

<u>Expenses</u>	
General Fund	\$14,476.38
Town Wide Highway	634.45
Part Town Highway	2,970.00
Capital Projects	7,928.00
Ambulance Fund	<u>75,000.00</u>
Total	\$101,008.83

Bills paid between meetings: The following bills were paid on April 20, 2023.

<u>Voucher #</u>	<u>Vendor</u>	<u>Amount</u>
154990	NYS Unemployment	\$1,273.68
154991	Excellus BC/BS	418.22
154992	Excellus BC/BS	418.22
154993	Simply Prescriptions	675.12
154994	Simply Prescriptions	675.12
154995	Excellus BC/BS	\$15,601.73
154996	Excellus BC/BS	209.11
154997	Excellus BC/BS	209.11
154998	Excellus BC/BS	624.10

Councilor Stevens made a motion seconded by Councilor Curtin to pay the Vouchers as of April 25, 2023 and the bills that were paid on April 20, 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

OLD BUSINESS

Escrow Money for PUD Project: A discussion ensued regarding Escrow Money for a PUD Project regarding how much should be put in the Escrow account and what would be paid out of an Escrow Account. Jim Gascon, Town Attorney, stated that Attorney fees and Engineering fees all depend on how well the applicant is organized. Supervisor Pollard stated that the Planning Board meeting Monday, May 1, 2023. The Town Board will have some idea on dollar amount after their meeting. Supervisor Pollard Made a motion seconded by Councilor Hood that the Town Board put this on the agenda for May 3, 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

NEW BUSINESS

Paving – Park – Main Parking Lot and Driveway: Councilor Hoey made a motion seconded by Councilor Curtin to approve the Paving of the Park’s main parking lot and driveway. Don MacLachlan, Highway Superintendent, received a quote from Riccelli Northern at a price of \$82,600. It was suggested that ARPA money be used for project.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Councilor Hoey asked if we could have a discussion at some point on how much money is left in the ARPA account and ideas of what it can be used for for future projects.

DISCUSSION AGENDA

Supervisor Pollard made a motion seconded by Councilor Curtin to approve Joanna Clarke to be paid up to four (4) hours per month to prepare and attend the Planning Board/Zoning Board Meetings. The pay will be \$20 an hour. The Planning Board/Zoning Board Meetings are held once a month.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Supervisor Pollard noted that in the “Town and Topics” magazine there is an article on Cyber Security. Councilor Stevens asked if we have heard anything yet from the insurance, Supervisor Pollard stated that we have not.

Fire Department: Councilor Curtin has heard that the Marcellus Fire Department is renting out the kitchen at the Fire Station. This is causing more grease to be into the pipes, which the Village Department of Public Works has to scrape more often. Supervisor Pollard asked Jim Gascon, Town Attorney, if they have the authority to rent it out, as the Town owns the Building. There was no representation from the Fire Department. This will be put on the Agenda for the May 3, 2023 meeting. Councilor Curtin asked Jim Gascon, Town Attorney, if he could send a letter to cease the renting of the Fire Department. A resident spoke out and stated that the Health Department has been notified.

Jim Gascon, Town Attorney, asked if he could have a meeting with the Board at the conclusion of this Town Board Meeting.

Phil Coccia, Recreation Director, stated that the new playground went in. The inspection was to be done Thursday, April 27, 2023 and it will be open Friday, April 28, 2023.

Adjournment: Councilor Stevens made a motion seconded by Councilor Hood to adjourn the Town Board Meeting at 7:10 pm.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried.

Respectfully Submitted,

Sandy Taylor
Town Clerk

Town of Marcellus

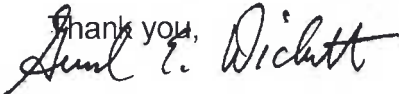
22 East Main Street, Marcellus, NY 13108

Planning & Zoning Office

Tel: 315-673-3269, Ext. 7

TO; Marcellus Town Board
FROM; Marcellus Board of Appeals
DATE; April 27, 2023
RE; Refund

A special permit application was submitted and paid for by Peter Beratta at 4303 Slate Hill Rd. The special permit is not required for his project. We are requesting the Town Board to please refund him the \$50.00 fee

Thank you,


Jerry Wickett
Chairperson

Account#	Account Description	Fee Description	Qty	Local Share
A2544	Dog Licensing	Female, Spayed	37	185.00
		Female, Unspayed	3	33.00
		Male, Neutered	35	175.00
		Male, Unneutered	2	22.00
			Sub-Total:	\$415.00
A2545	Misc. Fees	Certified Copies - Marriage	2	20.00
	Passport	Passport	1	35.00
			Sub-Total:	\$55.00
A2590	Conservation	Conservation	13	25.98
	Freon Removal	Freon Rremoval	11	165.00
	Marr. Lic	Marriage Licensing Fees	2	25.00
	Permit	Trash Permit-Passenger One Trip	8	80.00
	Permit Fee	Trash Permit-Trailer	31	1,395.00
	Permit Fees	Tire	84	252.00
		Trash Permit-Passenger	81	1,620.00
	Trash Permit-truck	89	3,086.00	
			Sub-Total:	\$6,648.98
B2110	Building	Building	15	1,113.00
	Plan & Zone	Zoning Fees	3	330.00
	Site Plan	Site Plan	1	50.00
			Sub-Total:	\$1,493.00
				Total Local Shares Remitted: \$8,611.98
Amount paid to: NYS Ag. & Markets for spay/neuter program				87.00
Amount paid to: NYS Environmental Conservation				364.02
Amount paid to: State Health Dept. for Marriage Licenses				45.00
Total State, County & Local Revenues:		\$9,108.00	Total Non-Local Revenues: \$496.02	

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