

Marcellus Town Board
Organizational Meeting
Tuesday, January 2, 2024
4:30 PM

The Organizational Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Tuesday, January 2, 2024, in the Town Hall, 22 East Main Street, Marcellus, New York.

Present: Laurie Stevens	Supervisor
Jeff Berwald	Councilor
Terry Hoey	Councilor
Gabe Hood	Councilor

Also Present: John Houser, Codes Officer; Phil Coccia, Recreation Director; Mike Ossit, Highway Superintendent; Bill Southern, Jim Rossiter, Tom Lathrop, Tammy Sayre, Jim Gascon, Town Attorney; and Rosemary Tozzi, Town Clerk.

Meeting Rules & Procedures: The Board reviewed the Meeting Rules & Procedures pamphlet. Councilor Hood updated his phone number and Recreation hours were added.

Councilor Hoey made a motion seconded by Councilor Hood to approve the meeting rules and procedures.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

B. Town Board Meeting Schedule: The meeting schedule for 2024 will be the first and third Wednesdays of the month at 6:30 pm. The exceptions will be in June, July, and December. June meetings will be held on June 5th and June 26, 2024, due to the third Wednesday falling on Juneteenth. July meetings will be held July 10th and July 24, 2024, due to the holiday. The Year-End Meeting will be held Monday, December 30, 2024.

2024 Schedule:

January 02 Organizational Meeting
03 Monthly Meeting
17 Workshop Meeting

February 07 Monthly Meeting
21 Workshop

March 06 Monthly Meeting
20 Workshop

April 03 Monthly Meeting
17 Workshop

May 01 Monthly Meeting

15 Workshop

June 05 Monthly Meeting
26 Workshop

July 10 Monthly Meeting
24 Workshop

August 07 Monthly Meeting
21 Workshop

September 04 Monthly Meeting
18 Workshop

October 02 Monthly Meeting
16 Workshop

November 06 Monthly Meeting
20 Workshop

December 04 Monthly Meeting
18 Workshop
30 End of Year Meeting

C. 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

Councilor Hood made a motion seconded by Councilor Hoey to approve the Town Board meeting schedule and Holiday schedule.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

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

Councilor Hoey made a motion seconded by Councilor Berwald to approve the official bank as Solvay Bank, Town investment policy and petty cash accounts.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

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

Mileage Reimbursement: As of January 1, 2024, standard mileage rate is 0.67 cents per mile.

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

Councilor Hood made a motion seconded by Councilor Hoey to approve the Supervisor to pay utility bills, postage and insurance prior to audit, mileage reimbursement at .67 cents per mile and naming the Press Observer as the Official Town Newspaper.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

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.

Councilor Berwald made a motion seconded by Councilor Hoey giving the Supervisor a thirty -day extension to file the annual report and allow the Highway Superintendent to use State & County Vendors for aggregate buying.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

Annual Appointments:

Bookkeeper – Lori Petrocci – 1/1/24-12/31/24

Clerk to Codes Depart. – Joanna Clarke – 1/1/24 – 12/31/24

Clerk to Planning/Zoning – Joanna Clarke – 1/1/24-12/31/24

Clerk to Town Justices – Mary Beth Lollis Barnell – 1/1/24-12/31/24

Deputy Clerk to Town Justices – Lynda Kianka -1/1/24-12/31/24

Recreation Leader – Phil Coccia – 1/1/24- 12/31/24

Recreation Attendant – Jane Attley – 1/1/24-12/31/24

Historian – Peg Nolan – 1/1/24-12/31/24

Dog Control Officer- James LaRose – 1/1/24-12/31/24

Park Crew Leader – James Rossiter 1/1/24-12/31/24

Planning Board Member – Holly Tufenkjian – 1/1/24-12/31/2

Deputy to Codes – Deb Williams – 1/1/24-12/31/24
Clerk to the Assessor- Susan Dennis- 1/1/24-12/31/24

Advisory Appointments:

Supervisor appointing Terry Hoey as Deputy Supervisor – 1/1/24-12/31/24
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/24- 12/31/24
Town Clerk appointing Suzanne Tobin as Deputy Town Clerk – 1/1/24-12/31/24
Highway Superintendent appointing Jeremy Perry as Deputy Highway Superintendent – 1/1/24-12/31/24
Tax Collector appointing Elaine Potter as Deputy Tax Collector – 1/1/24-12/31/24
Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer 1/1/24-12/31/24

Councilor Berwald made a motion seconded by Councilor Hoey to approve Annual Appointments for 2024 and the Advisory Appointments for 2024.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

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

Councilor Hoey made a motion seconded by Councilor Hood to approve the safety committee members John Houser, Mike Ossit, Jim Rossiter and Supervisor Laurie Stevens.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

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

MAVES-
Fire Department –
Codes-
Recreation-

The Town Board tabled the discussion regarding the Department liaisons until the new Town Board Member has been appointed.

Annual Salaries and Payment Schedule:

Salaries:

Supervisor-\$12,000
Town Justices (2) - \$15,411.50 each
Court Clerk - \$46,339
Deputy Court Clerk - \$18.54 hour
Councilors (4) - \$6,120 each
Town Clerk - \$46,495
Deputy Town Clerk - \$18.00 hour
Tax Collector - \$11,088
Bookkeeper - \$55,242
Budget Officer - \$2,000
Assessor - \$36,000
Clerk to Assessor - \$18.54 hour
Parks & Recreation Director - \$22,841
Recreation Attendant - \$37,000

Dog Control Officer - \$9,732
Highway Superintendent - \$68,615
Deputy Highway Superintendent - \$27.74 hour
Highway MEO - \$27.24
Codes Officer - \$57,596
Deputy Codes Officer - \$22.73 hour
Secretary to Planning & Zoning - \$28,119
Secretary to Codes - \$12,051
Park Crew Leader - \$18.54 hour
Seasonal Rec. PT Employees - \$15.00- 15.70 per hour
Seasonal Rec. Program Director - \$16.00 - \$24.00 per hour
Seasonal Park Laborer - \$17.00 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 Berwald made a motion seconded by Councilor Hood to approve the Annual Salaries and payment schedule for 2024.

Ayes – Berwald, Hoey, Hood and Stevens

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 Hood made a motion seconded by Councilor Hoey to approve the Cell Phone Stipend and the Clothing Allowance for 2024.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

Contracts:

Marcellus Historical Society: \$5,000. This will help offset the cost of insurance and utilities related to operating expenses of the Steadman House.

American Legion: \$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, 2024.

Health/Loan Closet: \$500. This will help offset the costs of new equipment.

CNYSPCA: \$2,000. This is for cruelty investigations; the fee has increased from \$1117.80 in 2023.

Ascap: \$500. Annual license fee for any music played at the park.

Costello Cooney & Fearon, PLLC: The firm will provide general legal services for the Town of Marcellus during the calendar year 2024 on an hourly basis. General legal services will include attending all Town Board Meetings, Public Hearings and Executive Sessions, responding to day-to-day questions of Town Officials and preparation of any necessary documents. Hourly fees will be \$195/per hour for attorneys and \$100.00/per hour for paralegals. Bills for these services will be itemized and provided monthly. Payment is due for these services within 30 days of the Town's receipt of the invoice.

Marcellus Fire Department: The amount the Town will provide to the Marcellus Fire Department is \$344,544.00. The Fire Department will provide fire protection and rescue services capable of properly responding to emergencies in the Town of Marcellus.

Payment Schedule A

Contractual Payments: \$254,544.00

-plus-

Truck & Equipment Reserve: \$60,000.00

-plus-

Building Maintenance Fund: \$30,000.00

Payment Schedule B

On or before January 15, 2024: Twenty-five Percent (25%) of Schedule A

On or before April 15, 2024: Twenty-five Percent (25%) of Schedule A

On or before June 15, 2024: Twenty-five Percent (25%) of Schedule A

On or before September 15, 2024: Twenty-five Percent (25%) of Schedule A

Ambulance Service (MAVES): \$306,900.00 for 2024: The cost the Town will provide MAVES is \$306,900.00. MAVES shall provide emergency medical ambulance services for all persons in the limits of the Town of Marcellus, including the Village.

Payment Schedule A

Contract Amount: \$306,900.00

Method of Payment: Payments are to be made in twelve (12) equal monthly installments of \$25,575.00.

Payment Schedule B

Usual and customary user fees

	Town and Village of Marcellus Resident
ALS 1	\$1650
ALS 2	\$1950
ALS Refusal	\$200
BLS	\$1350
Emerg Srv	
At Scene	\$100
Mileage	\$32.50

TDK Engineering Contract: 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.

Councilor Hood made a motion seconded by Councilor Berwald to waive the five-day notice and approve the 2024 contracts.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

Deputy Town Clerk Hours Modified: This position was previously approved for 19 hours per week. The Town Clerk would like to increase the hours to 20-22.5 hours per week at the same pay rate of \$18.00 per hour. The position is budgeted at 25 hours per week.

Councilor Berwald made a motion seconded by Councilor Hood to increase the Deputy Town Clerk hours from 19 to 20-22.5 per week.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

Adjournment: Councilor Hood made a motion seconded by Councilor Berwald to adjourn the Organizational Meeting at 4:50 pm.

Ayes – Berwald, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Rosemary Tozzi
Town Clerk