

Town of Marcellus
Board Meeting
Wednesday, January 3, 2023
6:30 PM

Call to Order

Salute to Flag

I. Waive the Reading and Accept the Minutes

II. Approve Monthly Financials

III. **Old Business**

IV. **New Business**

- A. Tim's Pumpkin Patch PUD Extension
- B. Official Undertaking of Municipal Officials

V. **Reports From Department Heads**

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

VI. **Discussion Agenda**

VII. **Adjournment**

Future Meeting Dates

**Marcellus Town Board
Regular Meeting
Wednesday, December 6, 2023
6:30 PM**

A Meeting of the Town of Marcellus, county of Onondaga, State of New York was held on Wednesday, December 6, 2023, in the Town Hall, 22 East Main Street, Marcellus, New York.

Present: Karen R. Pollard	Supervisor
Terry Hoey	Councilor
Gabe Hood	Councilor
Laurie Stevens	Councilor

Also Present: Rich Andino, Attorney in for Jim Gascon; Gary & Linda Wilcox, Jeff Berwald, Bill Southern, Grace Cheney, Willow Stahl, Tom Lathrop, Percy Clarke, Paul Porter, Central New York Land Trust; Mike Ossit, Deputy Highway Superintendent; Phil Coccia, Recreation Director; and Sandy Taylor, Town Clerk.

Waive the Reading and Accept the Minutes as Presented: Councilor Stevens made a motion seconded by Councilor Hoey to waive the reading and accept the minutes as presented from the November 1, 2023, Town Board Meeting and the November 15, 2023, Workshop Meeting.

Ayes – Pollard, Hoey, Hood and Stevens Carried

Monthly Activity: The Abstract of Audited Vouchers as of December 4, 2023, was given to the Board Members. Abstract #12. Claim #'s 155931-155971.

	<u>Expenses</u>
General Fund	\$21,274.64
Part Town General Fund	94.85
Town Wide Highway	6,393.63
Part Town Highway	<u>1,857.10</u>
Total	\$29,620.22

Board Members were given the Activities Report as of December 1, 2023.

	<u>Revenue</u>	<u>Expenses</u>
General Fund	(1,586,932.01)	1,376,605.01
Part Town General	(314,451.49)	159,942.84
Town Wide Highway	(605,869.16)	415,250.20
Part Town Highway	(457,686.09)	392,473.49
Capital Projects	(7,928.00)	7,928.00
Fire District	(405,146.94)	381,921.00

Bank Balances: The total of the bank balances for October 2023 was \$3,934,353.79

Bills paid between meetings: The following bills were paid on November 29, 2023.

<u>Voucher Number</u>	<u>Vendor</u>	<u>Amount</u>
155913	NYSEG	\$ 16.87
155914	NYSEG	\$ 22.96
155915	NYSEG	\$100.11
155916	NYSEG	\$ 92.35
155917	NYSEG	\$ 98.70
155918	NYSEG	\$405.66
155919	NYSEG	\$ 23.49
155922	Excellus BC/BS	\$25,016.40
155923	Excellus BC/BS	\$ 1,085.96
155925	Excellus BC/BS	\$ 209.11
155926	Excellus BC/BS	\$ 209.11
155927	Simply Prescriptions	\$ 562.60
155928	Simply Prescriptions	\$562.60
155929	Excellus BC/BS	\$ 313.67
155930	Excellus BC/BS	\$313.66

Councilor Hood made a motion seconded by Councilor Stevens to approve the Abstract of Audited Vouchers as of December 4, 2023, The Activities Report as of December 1, 2023, the bank balances as of October 2023, and the bills that were paid between meetings on November 29, 2023.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

OLD BUSINESS - None

NEW BUSINESS

Central New York Land Trust request – Walk for Nature: A request was made from the Central New York Land Trust to a “Walk for Nature” walk – a thon. They would like to use Marcellus Town Park from 9:00 am – 4:00 pm on Saturday, April 20, 2024. They are expecting to host between 150 – 300 students and families from around Central New York. Phil Coccia, Recreation Director, stated that they may need to rent some port-a-potties. Their request was to have the concession stand open as well. Mr. Coccia spoke to Donna Nolan, President of Friends of the Park, and they are very interested in opening. Councilor Hood made a motion seconded by Councilor Hoey to approve the Central New York Land Trust hosting their walk-a-thon in Marcellus Park, Saturday, April 20, 2024.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

Reports from Department Heads:

Codes: John Houser, Codes Officer, went over the report that was given to Board members and in the packets. John stated that he has sent the proceedings to Jim Gascon, Town Attorney, regarding the demolition at 2595 Pleasant Valley Road. He stated that the cleanup at 2539 West Seneca Turnpike is complete and the tenant has left the residence.

Highway: Mike Ossit, Deputy Highway Superintendent, stated that the concrete has been poured at the Fire Department. The grease trap is in just waiting on prices for some of the interior work.

Park/Rec: Phil Coccia, Recreation Director, stated that the mailbox in the Town Hall for "letters to Santa." has received some letters. Next meeting Mr. Coccia want to transfer some money.

Town Clerk: Sandy Taylor, Town Clerk, stated that it has been a little slow, so they (Rosemary, the Deputy Town Clerk and herself) have been cleaning out and getting things ready for Rosemary to take over. She Also stated that the wreaths that are on the Main Street side of the building were from the Future Farmers of America Club through Marcellus High School.

DISCUSSION AGENDA:

Supervisor Pollard stated that Jamie Curtin has resigned from the Marcellus Town Board. The Board has accepted the resignation of Jamie Curtin.

Supervisor Pollard also stated that this is her last regular meeting. She also reminded everyone that The Organizational Meeting will be held on Tuesday, January 2, 2024 at 4:30 pm.

ADJOURNMENT: Councilor Stevens made a motion seconded by Councilor Hood to adjourn the Town Board meeting at 6:50 pm.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Sandy Taylor
Town Clerk

Town of Marcellus
Workshop/End of Year Meeting
Wednesday, December 27, 2023
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, December 27, 2023, in the Town Hall, 22 East Main Street, Marcellus, New York.

Present: Karen R. Pollard	Supervisor
Terry Hoey	Councilor
Gabe Hood	Councilor
Laurie Stevens	Councilor

Also Present: John Houser, Codes Officer; Phil Coccia, Recreation Director; Mike Ossit, Deputy Highway Superintendent; Jerry Wickett, Chairperson of Planning Board; Tom Lathrope, Gary & Linda Wilcox, Bill Southern, Jim Rossiter, Jim Gascon, Town Attorney; and Rosemary Tozzi, Deputy Town Clerk.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #12 as of December 27, 2023. Claim #'s 155972 – 155978, 155988-155996, 156001-156005, 156007-156012, 156021-156034, 156037-156045, 156055-156060.

	<u>Expenses</u>
General Fund	\$37,638.57
Part Town General	2,179.78
Town Wide Highway	9,491.47
Part Town Highway	3,095.15
Trust & Agency	<u>2,500.00</u>
Total	\$54,904.97

Councilor Hoey made a motion seconded by Councilor Stevens to approve the Abstract of Audited Vouchers as of December 27, 2023.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

OLD BUSINESS - Nothing

NEW BUSINESS

Funds Transfer- Park: Supervisor Pollard spoke with Lori Petrocci about the Marcellus Park Salary transfers. Lori has already completed those transfers throughout the year to ensure there

was enough money to cover salaries. Phil Coccia, Recreation Director stated that the transfers were necessary due to increasing staff for large events.

Councilor Hoey made a motion seconded by Councilor Hood to approve the transfer of funds when Lori Petrocci receives the approved AUD: A.2001 Recreation Revenue \$30,000 to Park Capital Reserve, A.2025 Pavilion Revenue \$10,000 to Park Capital Reserve and A.2089 Adult Recreation Revenue \$5,000 to Cemetery Capital Reserve.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

Deputy Town Clerk Appointment: Councilor Stevens made a motion seconded by Councilor Hoey to accept the appointment of Suzanne Tobin as the Deputy Town Clerk. The Deputy Town Clerk is a part time position at 19 hours per week paying \$18.00 per hour.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

Future Steps for the Comprehensive Plan: Supervisor Pollard presented the Town Board with a plan for the next steps required to complete the Comprehensive Plan. The Town Board was present with the preliminary plan to review. The steps that need to be completed are: Advertise Public Open House, Public Open House/Committee Public Hearing, County Referral, SEQR Long Form EAF, Advertise Public Hearing, Town Board Public Hearing/SEQR Negative Declaration and Town Board Adoption. All dates are yet to be determined. A copy of the Comprehensive Plan will be made available to the public on our website.

DISCUSSION AGENDA: Phil Coccia, Recreation Director asked Councilor Stevens when the Town Board will be conducting interviews for the Town Board open seat. Councilor Stevens said the interviews will be conducted in the first week of January.

Councilor Hoey asked when the last time the Town website was redesigned to make it more user friendly.

Supervisor Pollard thanked the Town Board and residents of Marcellus for all their support during her time with the Town of Marcellus.

Phil Coccia, Recreation Director thanked Supervisor Pollard for doing a wonderful job and helping him throughout the years.

Bill Southern thanked Supervisor Pollard for her hard work and dedication to the residents of Marcellus.

Adjournment: Councilor Hoey made a motion seconded by Councilor Stevens to adjourn the Town Board Meeting at 7:09 PM.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

Respectfully Submitted

Rosemary Tozzi
Deputy Town Clerk

Rosemary Tozzi

From: Laurie Stevens <lauriestev71@gmail.com>
Sent: Thursday, December 14, 2023 8:38 AM
To: Rosemary Tozzi
Subject: FW: Leubner PUD

Rose,

This is the agreement for the Planning Board or agreement for the PUD extension. If you can print so we can add it to the file.

Thank you
Laurie

Sent from Mail for Windows

From: Wickster4829
Sent: Wednesday, December 13, 2023 4:32 PM
To: lauriestev71@gmail.com
Subject: Re: Leubner PUD

Hi Laurie - Yes, I am in agreement with the extension.

Thanks, Jerry

Sent from AOL on Android

On Wed, Dec 13, 2023 at 3:06 PM, Laurie Stevens <lauriestev71@gmail.com> wrote:

Hi Jerry

I talked to Jim Gaskon and Erica Leubner and we are going to have on our agenda for January 3rd an extension for another 90 days on the PUD. We need to have your approval for this. If you have any questions you can call me at 315-246-0639.

Thank you

Laurie Stevens

Sent from Mail for Windows

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

WHEREAS, the Town Board of the Town of Marcellus hereby requires the Supervisor, Town Clerk, Tax Collector, Town Justices, Highway Superintendent, Deputy Town Supervisor, Bookkeeper, Recreation Attendant, Secretary to Codes, Planning/Zoning, Town/Tax Clerk, to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Marcellus approves the document entitled "Town of Marcellus Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF MARCELLUS

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Laurie Stevens, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Supervisor of the Town of Marcellus, and

WHEREAS, Rosemary Tozzi, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Clerk of the Town of Marcellus, and

WHEREAS, Sandra H. Taylor, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Tax Collector of the Town of Marcellus, and

WHEREAS, Mary Reagan Dailey, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Daniel Falge, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Town Justice of the Town of Marcellus, and

WHEREAS, Michael Ossit, of the Town of Marcellus, County of Onondaga, New York has been elected to the Office of Superintendent of Highways of the Town of Marcellus, and

WHEREAS, Terry Hoey, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Deputy Town Supervisor, and

WHEREAS, Mary Beth Lollis Barnello, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Court Clerk, and

WHEREAS, Lori Petrocci, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Bookkeeper, and

WHEREAS, Jane Attley, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Recreation Attendant, and

WHEREAS, Suzanne Tobin, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Deputy Town, and

WHEREAS, Joanna Clarke, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Secretary to the Codes Office and Secretary to the Planning/Zoning Board, and

WHEREAS, Lynda Kianka, of the Town of Marcellus, County of Onondaga, New York, has been appointed to the position of Deputy Court Clerk, and

WHEREAS, Elaine Potter, of the Town of Marcellus, County of Onondaga, New York has been appointed to the position of Deputy Tax Collector, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Marcellus that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

This undertaking of the Superintendent of Highways is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Superintendent of Highways; and

This undertaking of the Deputy Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town Supervisor; and

This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court clerk; and

This undertaking of the Bookkeeper is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and

This undertaking of the Deputy Town/Tax Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town/Tax Clerk; and

This undertaking of the Planning/Zoning Secretary and Codes Secretary is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Planning/Zoning Secretary and Codes Secretary; and

This undertaking of the Recreation Attendant is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Recreation Attendant; and

The town does and shall maintain insurance coverage, presently with Selective Insurance, in the sum of \$450,000.00 for the Tax Collector, \$50,000.00 for Supervisor, \$25,000.00 each for the Town Justices, \$25,000.00 for Highway Superintendent, \$25,000.00 for Town Clerk and \$25,000 for the Deputy Town Supervisor, \$25,000.00 each for the Court Clerk and the Bookkeeper and \$25,000 for the Deputy Town/Tax Clerk, \$25,000 for the Planning/Zoning and Codes Secretary and \$25,000 for the Recreation Attendant to indemnify the Town against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officer, clerks and employees covered thereunder.

A copy of the certificate of said insurance evidencing the said insurance coverage is annexed hereto as exhibit "A".

Dated: January 3, 2024
Town of Marcellus

Town Supervisor

Town Clerk

Tax Collector

Town Justice

Town Justice

Highway Superintendent

Deputy Town Supervisor

Court Clerk

Bookkeeper

Deputy Town Clerk

Secretary to Codes/Zoning/Planning

Recreation Attendant

Deputy Court Clerk

Deputy Tax Collector

STATE OF NEW YORK:

:SS:

COUNTY OF ONONDAGA:

On the _____ day of _____, 20__, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC-STATE OF NEW YORK

STATE OF NEW YORK:

:SS:

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NOTARY PUBLIC-STATE OF NEW YORK