

Town of Marcellus
Workshop Meeting
Wednesday, November 20, 2024
6:30 PM

Call to Order

Salute to Flag

I. Approve Financials

II. **Old Business**

- A. Solar Law
- B. Tim's Pumpkin Patch PUD
- C. Sewer Contract with the Village
- D. Comprehensive Plan
- E. Modify Zoning Regulations to Include Outdoor Concerts

III. **New Business**

- A. Advance Mechanical Services- Preventative Maintenance Contract
- B. Set Date for 2025 Organizational Meeting
- C. Community Tree Lighting Ceremony
- D. Increase Marriage License Fee
- E. DEC Agent Print Fee
- F. Parks and Recreation Budget Transfer

IV. **Discussion Agenda**

- A. Fire Department

V. **Adjournment**

Future Meeting Dates

Planning/Zoning Meeting- Monday, December 2, 2024 - 6:30 pm- Town Hall

Town Board Meeting- Wednesday, December 4, 2024- 6:30 pm- Town Hall

Workshop Meeting- Wednesday, December 18, 2024 - 6:30 pm- Town Hall

Town Board- End of the Year Meeting- Monday, December 30, 2024 - 6:30 pm- Town Hall



From **Advance Mechanical
Services, Inc.**
PO Box 25
Syracuse NY 13211
(315) 454-5533
www.eriemechanical.com

Quote No. **2013352**
Type Preventative Maintenance
Prepared By Dean Boyd
Created On 11/05/2024
Valid Until 12/31/2025

Quote For **Marcellus Town Clerk
Office**
22 East Main Street
Marcellus NY 13108
(315) 673-3269

Description of Work

2025 Labor and material to perform Preventative Maintenance services two times per year as follows:

1. Check heat exchanger
2. Inspect and replace air filters using MERV 8 filters as required
3. Inspect and replace belts as required
4. Clean coils as needed
5. Check all electrical connections, check amp draws
6. Check and clean condensate removal systems as required
7. Force into upcoming season mode and verify proper operation
8. Advise customer of condition of all included equipment
9. Price quoted below is for the entire calendar year
10. PM Agreement shall continue for yearly periods thereafter until terminated by either party, in writing, at least 30 days prior to anniversary date
11. Customer to approve all work outside of this agreement. Service Call \$130.00, Service Technician Prevailing Rate \$135.00 per hour

Services to be completed

GRAND TOTAL \$1,515.29

Terms and Conditions

Payment is due 30 days from date of invoice.

CHAD A. CLARK, MAYOR
JAMES P. CURTIN, TRUSTEE
TIMOTHY P. MANAHAN, TRUSTEE
CHARNLEY A. ABBOTT, CLERK
JENNIFER A. PLIS, TREASURER
JEFFREY D. BROWN, ATTORNEY



VILLAGE OF MARCELLUS
6 SLOCOMBE AVENUE
MARCELLUS, NY 13108
OFFICE 315-673-3112
FAX 315-673-3217
INFO@VILLAGEOFMARCELLUSNY.GOV

November 6, 2023

Ms. Laurie Stevens, Town Supervisor
Town of Marcellus
22 East Main Street
Marcellus, NY 13108

Re: Marcellus Community Tree Lighting Ceremony

The Village of Marcellus formally requests, as done in previous years, that the Village and Town of Marcellus agree to share the cost of horse drawn wagon rides provided by Route 80 Stables on Friday, December 6, 2024 from 6:00 to 8:00pm during the annual tree lighting ceremony. The cost for 2 hours is \$700.00 and will be split evenly between the Town and Village.

Payment will be remitted to the vendor by the Village of Marcellus on the night of service. The Village will then provide a voucher to the Town for reimbursement.

Please let me know if this request is approved by the Town Board. We look forward to this wonderful event for both Village and Town residents.

For the Village Board,

A handwritten signature in black ink, appearing to read "Chad A. Clark".

Chad A. Clark, Mayor

cc: Timothy P. Manahan, Trustee
Charnley A. Abbott, Clerk
Jennifer A. Plis, Treasurer
Jeffrey D. Brown, Attorney

*Information taken from respective websites on 11/15/2024

Camillus Town Hall
4600 W. Genesee Street
Syracuse, NY 13219

LICENSING & PERMITS **Marriage Licenses Town of Camillus** residents aged 18 or over may obtain a New York State marriage license from the Town Clerk's office. Both parties must apply in person and provide 1) proof of age in the form of an official birth certificate, official baptismal record, or naturalization papers 2) proof of identity in the form of a Driver's License, Passport, employment picture id, or immigration record and 3) if it is not the first marriage, certified documents of the dissolution of all previous marriages (i.e.-divorce decree, death certificate). We cannot accept photocopies of any of these documents. If the proof of age or identity is not in English, a certified transcript must be submitted as well. Marriage licenses are not valid during the 24-hour waiting period after issuance and are good for 60 days after that. **The license fee is \$40.** Please note that marriage licenses are only issued from 9:00 a.m. to 4:00 p.m. Certified copies of marriage certificates may be obtained only if the original marriage license was issued from the Camillus Town Clerk's Office. Requests should be made in advance; an application form or letter of request is required, along with photo identification and \$10. For more information on marriage licenses, please visit the New York State Department of Health website.

Geddes Town Hall
1000 Woods Road
Solvay, NY 13209

Marriage License

A New York State marriage license can be obtained from the Town Clerk's office.

Both parties must apply in person and provide appropriate proof of age in the form of a government issued birth certificate (with a raised or multi-colored seal) or naturalization papers, and proof of identity in the form of a Driver's License, Passport, employment picture id, or immigration record. If it is not the first marriage, applicants must present certified documents of the dissolution of any previous marriages (i.e.-divorce decree, death certificate).

The license is good for 60 days and must be purchased at least 24 hours in advance.

The marriage license fee

\$40.00

May be issued between the hours of 8 AM – 3 PM

DeWitt Town Hall
5400 Butternut Drive
East Syracuse, NY 13057-8509

The DeWitt Town Clerk's Office is conducting their marriage license applications **by appointment only**.

If you are interested in obtaining your marriage license, please contact the DeWitt Town Clerk's Office at 315-446-3910, ext. 2 to schedule your appointment.

There is a 24-hour waiting period after the license is issued and the marriage license is valid for 60 days.

The required documents are listed below. To assist in expediting the process this marriage worksheet can be filled out and brought with you to your appointment.

The Town Clerk issues marriage licenses, by appointment, during regular business hours. Both parties must be present.

Requirements: If neither the bride nor the groom has been married previously:

- \$40.00,
- The birth certificates of both parties, plus their driver's licenses, passports, or other acceptable form of picture identification

If either the bride or the groom has been married previously:

- \$40.00,
- The birth certificates of both parties, plus their driver's licenses, passports, or other acceptable form of picture identification
- If the most recent marriage ended in death, a certified copy of the death certificate, or;
- If the most recent marriage ended in divorce, a copy of the decree of divorce, stamped to show when and where it was filed
- The dates and locations for the termination of **all** previous marriages.

There is a 24-hour waiting period after the license is issued during which time the marriage cannot take place. The license is valid for 60 days and may be used anywhere in New York State.

Couples who obtained their marriage license in DeWitt may purchase additional Transcripts of Marriage.

Requirements:

- \$10.00,
- The individual requesting the transcript must be either the bride or groom

Agent Print Fee Available 11/13/24

Starting Wednesday, November 13, 2024, agents will have the option to charge customers a \$1.00 print fee. This fee is to help agents cover the cost of printing materials. Agents are not required to charge the fee. Agents will keep all print fees that they collect.

A guide titled "\$1.00 Agent Print Fee Information 2024" is available to all agents. This guide contains detailed instructions on how to process sales with or without the Print Fee. The guide has been posted to the Agent Help Center (Help button located in the bottom-right corner of the screen). It can be found under General Topics as well as under the FAQ's & How To, in the Sales & Void Section.

On your Daily Sales Report, the Print Fees will be recorded as a separate item. The total of all Print Fees collected will be located at the end of the Report. On your Invoice, Commissions and Print Fees will be combined on the Daily Summary page. Agents should only charge customer's the \$1.00 print fee once. If an agent needs to do multiple transactions, they should not charge the Print Fee on any additional transactions. For example, tags do not print properly, and you need to process a replacement. The replacement sale should be processed without a print fee. Like other hunting and fishing items, agents will have 4 hours to void any Print Fees that were charged in error. The option to void can be found under the Orders tab.

Please make sure your customers are aware of their options so they can decide whether they want to have their documents printed and pay the fee or avoid the fee and just have their documents emailed to them.

Thanks for your cooperation

Please select a print option to continue and complete the sale

- PRINT AND EMAIL the customer's license for AN ADDITIONAL FEE**
- ONLY EMAIL the customer's license. NO PHYSICAL PRINT OUT**
- PRINT AND EMAIL the customer's license for NO ADDITIONAL FEE**

Email address to send items to:

Email only required if ONLY EMAIL is selected

CANCEL **CONFIRM**

-Choose the method of payment. NOTE: If you chose to print the transaction with the additional \$1 fee, the total will be updated.

-If you need to change how your customer chooses to receive their items, you can change that by clicking on the **CHANGE PRINT OPTION** button.

-Make sure you have collected payment and then click on the **CONFIRM** button to finalize your sale

**Town of Marcellus
Parks and Recreation**

To: The Marcellus Town Board / Lori Petrocci

From: Phil Coccia

Date: November 13, 2024

Re: 2024 Budget Transfer

I would like approval to transfer the funds below into A.7110.1 Marcellus Park Salary.

A.7310.1 Youth Programs Salary	\$12,000
A.7620.1 Adult Recreation Salary	<u>\$ 4,000</u>
Total	\$16,000

Thank you for your consideration.