

Marcellus Town Board  
 Regular Meeting  
 Wednesday, February 7, 2024  
 6:30 PM

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, February 7, 2024, in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Mike Ossit, Highway Superintendent; Phil Coccia, Recreation Director; John Houser, Codes Officer; Jim Gascon, Town Attorney; Chris Christensen, PB/ZBA Board Member; Scott Stearns, Zoning Chairperson; Jerry Wickett, Planning Chairperson; Bill Southern, Tom Lathrope, Susan Murray, Scott Murray, Steve Bolewski, Morgan Myers, Zoe Case, Dave Card, Marcellus Fire Department; Bobby Mayers, Marcellus Fire Department; Suzanne Tobin, Deputy Town Clerk and Rosemary Tozzi, Town Clerk.

**Waive the Reading and Accept the Minutes:** Councilor Clarke made a motion seconded by Councilor Hoey to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from the January 2, 2024, Organizational Meeting, January 3, 2024, Town Board Meeting and the January 17, 2024, Workshop Meeting.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Monthly Activity:** The abstract of Audited Vouchers for January 22, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #1 as of February 2, 2024. Claim # 156155, reimbursement for Moondance project.

	<u>Expenses</u>
General Fund	<u>\$29,625.00</u>
Total	\$29,625.00

The abstract of Audited Vouchers for January 26, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #1 as of January 24, 2024. Claim # 156149-156154, 156156-156159 156182-156193.

	<u>Expenses</u>
General Fund	\$16,956.39
Part Town General	2,892.19
Townwide Highway	4,256.45
Fire District	10,850.00
Trust and Agency	<u>1,961.68</u>

Total \$36,916.71

The abstract of Audited Vouchers for February 7, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #2 as of February 1, 2024. Claim # 156160-156165, 156175-156181, 156202-156236.

<u>Expenses</u>	
General Fund	\$17,403.22
Part Town General Fund	1,273.81
Townwide Highway	5,672.58
Part Town Highway	187.50
Water District	<u>17,571.00</u>
Total	\$42,108.11

Board Members were given the Activities Report as of January 26,2024. Fiscal year 2023 Period 1 to 12.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,624,763.77)	1,522,007.61
Part Town General	( 215,334.36)	201,901.58
Townwide Highway	( 603,509.45)	519,273.85
Part Town Highway	( 457,593.24)	411,271.74
Capital Projects	( 7,928.00)	7,928.00
Fire District	( 405,158.44)	404,373.00
Hydrant Fund	( 3,002.87)	3,209.19
Ambulance Fund	( 306,488.79)	306,465.00
Sewer District	( 194,550.71)	194,544.00
Water District	( 180,390.82)	182,869.00

**Bank Balances:**

The total of all Bank Balances for December 2023 is \$3,285,525.29

Councilor Hood made a motion seconded by Councilor Berwald to approve the Abstract of Audited Voucher Reports as of January 24, 2024, February 1, 2024, and February 2, 2024, the Activities Report as of January 26,2024, and the Bank Balance Balances of December 2023.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Old Business:**

**Comprehensive Plan:** The Town Board received a copy of the comprehensive Plan to be reviewed. Councilor Hoey thinks the plan is very well done. He did have some concerns with the action items, might be too many steps or too time consuming. The other concern was the confusion between Town/Village language. The Town board will address questions or concerns to the committee, once that has been completed the committee will set up a public information hearing. After the Public Hearing, the plan will come back to the Town Board for approval then to the County Planning Board. The final step will be a public hearing and adoption of the Comprehensive Plan.

**New Business:**

**2024 Trash Days:** Spring Trash Days will be held on Friday, May 3<sup>rd</sup>, and Saturday May 4, 2024, 8:00am-12:00pm and Friday, May 10<sup>th</sup> and Saturday, May 11, 2024, 8:00am-12:00pm. The Town was at a loss last year. The Town collected \$12,643.00 and total expenditures were \$14,202.31. The fees associated with the trash days were tabled until the Workshop Meeting on February 21, 2024.

Councilor Hoey made a motion seconded by Councilor Berwald to approve the dates of May 3<sup>rd</sup>, 4<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> for the Spring Trash days.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**2023 Court Audit:** Every year the Court Clerk makes the books available for a Town Board Member to audit. Once the audit is complete it is sent to the State.

Councilor Clarke made a motion seconded by Councilor Hood for Councilor Berwald to complete the 2023 Court audit.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Building Keys/Locks:** Mike Ossit, Highway Superintendent is getting quotes to have key fobs installed at Town Hall. There have been issues with the tumblers in doors at Town Hall. Key fobs would be installed in four places; the employee entrance, employee hallway (2 doors), and the basement. The Town Board tabled this item until quotes are received.

**NYSBOC Central Chapter Conference- Codes:** John Houser, Codes Officer is requesting approval from the Town Board to attend the NYSBOC Central Chapter Conference to obtain mandatory training/hours and for membership dues for himself and Deb Williams, Building Safety Inspector. The total fees for the conference and 2024 Active Membership is \$520.00.

Councilor Hoey made a motion seconded by Councilor Hood to approve the training for the Codes Officer and the membership fees for John and Deb.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Notice of Intent- Storm Water:** New York State has replaced the previous general permit with a revised general permit. The Town of Marcellus must file a notice of intent due to it now being a new permit with the changes made by the State. The document submitted states that we intend to comply with the new general permit.

Councilor Clarke made a motion seconded by Councilor Hood to approve Supervisor Stevens to sign the Notice of Intent.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**OCMBOCES Contract:** This Contract is for all the Highway training: hazard communication program, lock-out/tag-out energy control program, workplace violence and personal protection equipment training. Nothing has changed from last year's contract; all the fees are the same.

Councilor Berwald made a motion seconded by Councilor Hood to approve Supervisor Stevens to sign the contract with OCMBOCES.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Martisco Lions Club:** Martisco Lions Club would like permission to put a box for used eyeglasses in the Town Hall. They provide support to Marcellus, Marietta, and surrounding areas. Additionally, Lions Club International serves people around the world. The box will be periodically checked to collect the glasses.

**Concert in the Park Contracts:** Parks and Recreation is asking the Board to approve and sign all contracts for the concerts in the park. Concerts are on Thursdays except for Friday, July 5, 2024.

June 20- Horn Dogs

June 27- Bitter Creek Band

Friday July 5<sup>th</sup>- The Strangers

July 11- Becerra Finn Band

July 18- Sydney Irving Band

July 25- Faded Vinyl

August 1- Jow Whiting

August 8- Cooper Inn

August 15- Rain date

Councilor Hoey made a motion seconded by Councilor Hood to approve Supervisor Stevens to sign the contracts for the concerts in the park.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**CNY Folksmarch:** CNY Folksmarch has been an active walking group in Central New York for over 40 years. To create interest the Folksmarch walks take place at a different village, town, park, or venue each month. The walk will take place at Marcellus Park April 13 & 14, 2024. Saturday walks will take place between 9:00am and 12:00pm. Sunday walks will take place between 1:00pm and 3:00pm. The CNY Folksmarch has provided a certificate of insurance and rented a pavilion. They are estimating 30-40 people.

**Fire Department Kitchen Bid:** The Board was presented with three bids for flooring.

**Sposato Floor covering Companies:** Altro Sheet Vinyl- style: Stronghold 30- Color: TDB- Size: 6' 7" Goods. 6" flash coving and heat welded seams. Floor prep includes bringing up the concrete areas to meet the existing tile elevation and skim coat of the existing grout lines. Transitions and direct glue installation. Total- \$23,995.00

**Ric Structures:** Remove existing tile floor and remove tile debris. Concrete to be prepped and pitched as needed for new tile and floor drains. New tile to be installed and grouted \$21,500 added labor if epoxy grout is requested \$15,500 Total- \$37,000.00

**Scalice Custom Homes and Remodeling:** Remove existing tile floor, tile debris to be piled in dumpster, concrete to be prepped and pitched as needed for new tile floor and floor drains. Tile to be installed and grouted. \$17,500 added labor if epoxy grout is requested \$11,500 Total \$29,000.00.

It was decided to not request epoxy grout.

Cost of materials will be \$4,176.27.

Councilor Hood made a motion seconded by Councilor Clarke to award the bid to Scalice Custom Homes and Remodeling for the Fire Department Kitchen flooring at a total price of \$17,500.00.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

### **Reports from Department Heads:**

**Codes:** John Houser, Codes Officer, will be starting the process of demolition of 2595 Pleasant Valley Road.

**Highway:** Mike Ossit, Highway Superintendent presented the Board with the highway inventory list.

**Park:** Phil Coccia, Recreation Director said reservations continue to come in for pavilions. The moonlight walk was a success. There will be one more moonlight walk in a few weeks. Councilor Berwald is going to meet with park staff and Jane Attley, Recreation Attendant, to discuss the contracts regarding the grant money for the welcome center. Friends of the Park are going to donate money to redo the dance floor in the annex pavilion.

**Town Clerk:** Rosemary Tozzi, Town Clerk presented the Board with the Town Clerk's Monthly Report January 1, 2024-January 31, 2024.

Dog Licensing - \$368.00

Misc. Fees - \$50.00

Passport - \$245.00

Conservation - \$2.76

Haulers Permit - \$100.00

Marriage Licensing Fees - \$12.50

Building - \$784.00

Plan & Zone - \$330.00

Site Plan - \$100.00

**Discussion Agenda:**

**Fire Department:**

**Dave Card** reported that Councilor Clarke did a meet and greet at the Fire Department board meeting. A list of active members and lifetime members was given to the Town Board and Assessor's office for the tax credit. The Fire Department is applying for a grant for the exhaust system to hook up to the trucks. Financials should be submitted by the February 21, 2024, workshop meeting.

**Bob Mayers** presented the Board with the call log. For the month of January, the department responded to 40 calls, radio response time was 3 minutes and 37 seconds. The department does standbys at the station every Friday night starting at 6:00pm-12:00am to help improve response time.

**Adjournment:** Councilor Hood made a motion seconded by Councilor Hoey to adjourn the meeting at 7:10pm.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Rosemary Tozzi

Town Clerk

