

Town of Marcellus
Workshop Meeting
Wednesday, April 17, 2024
6:30 PM

Call to Order

Salute to Flag

I. Approve Financials

II. **Old Business**

- A. Welcome Center
- B. Sign Law Modification
- C. Brush Dump Sign and Regulations

III. **New Business**

- A. Mowing Soccer Fields
- B. Aerial Photography by Greg Cromer
- C. Food Sense Program- Food Bank of CNY
- D. Recreation Trip- Corning Museum of Glass

IV. **Discussion Agenda**

- A. Fire Department

V. **Adjournment**

Future Meeting Dates

Special Meeting- Pleasant Valley Rd Demolition- Wednesday, May 1, 2024- 6:00 pm- Town Hall
Town Board Meeting- Wednesday, May 1, 2024- 6:30 pm- Town Hall
Planning/Zoning Meeting- Monday, May 6, 2024- 6:30 pm- Town Hall
Workshop Meeting- Wednesday, May 15, 2024- 6:30 pm- Town Hall



MEMORANDUM

To: Laurie Stevens – Town Supervisor
James Gascon, Esq. – Costello, Cooney & Fearon, PLLC
Jim Rossiter – Park Supervisor
Phil Coccia – Recreation Leader

* Via Email *

From: Joe Durand, P.E.

Cc: Liam Tierney

Re: Marcellus Park – Welcome Center Exterior Building Improvement Program
Town of Marcellus, Onondaga County, New York
INVITATION TO BID
TDK Project No.: 2024002.001

Date: April 15, 2024

Attached are two draft copies of the invitation to bid packages for the Welcome Center project. We will also drop a copy off at Jim Gascon's office. The package should be considered draft until you consider the following items that we would like to bring to your attention.

1. Invitation to Bid package:

- A State Department of Labor (DOL) project number and prevailing wage rate schedule needs to be assigned to the project. As indicated previously, in the past someone from the Town has requested this information. Once we receive the Prevailing Wage Case (PRC) number, we will add it to the package.

- We have a suggested schedule, but left the specific dates blank for you to consider:
 - Issue & Advertise Notice: April 22, 2024
 - Pre-Bid (Site Meeting) Conference: May 1, 2024
 - Bid Due Date: May 10, 2024
 - Project Awarded: May 10, 2024
 - Construction Start Date: June 3, 2024
 - Construction Completion Date: July 31, 2024

INVITATION TO BID

TDK Project No. 2024002.001

April 15, 2024

- Painting / light updates
- Improve downspout discharge points with replacement gutters and downspouts.
- Installation of a board behind electrical meter/conduits for improved aesthetics and organization?
- *Pre-Bid Meeting:* The pre-bid site meeting will be the time to re-visit these issues.

3. Town – Contractor Agreement:

- A draft copy of the contract is included in the Invitation to Bid package. The terms of the proposed agreement should be reviewed carefully through legal counsel.
- The Town should consider the need for bonding requirements. There is a bid bond (at 5%) in the invitation to bid, and performance and payment bonds within the draft agreement between the Owner (the Town) and the Contractors.
- Liquidated Damages: Provides for contractor penalty payments should certain contract provisions become an issue.

Note that we understand the push to get this project completed, but for this anticipated scope of work, we would expect construction to not exceed four (4) weeks. Following your review, we can provide a quick update for bid distribution purposes and will deliver them to your office.

- Verify proposed schedule against the grant deadline and any corresponding invoice date requirements.

2. Scope of Work:

- **Roof:** The existing roof is about 8 years old. Some Town representatives are recommending that it be replaced, and others feel it has another 10-12 years of useful life remaining. The bid package will reflect a unit cost for the complete replacement of the roof system based on an estimated square footage, but the Town will need to decide if it is a go or not.
- **Siding:** The limits of the siding replacement program need to be consistent for bidding. Similar to the roof limits, we have included an estimated quantity for bidding, but the Town needs to decide final areas of improvements.
- **Color Scheme:** The proposals reviewed from the contractors have different colors for roofing, siding and trim. The Town needs to specify their preferences, accordingly.
- **Product Warranties:** Roof and siding system warranties can vary. Roofs are typically between 25 and 40 years subject to the product selected. Siding appears to have 10 to 15-year coverages.
- **Gutter System:** The Town should decide if fascia (face) mounted, or strap mounted gutters are preferred. We have specified fascia mounted.
- **Miscellaneous Items:**
 - Field measurements are to be conducted by contractor prior to ordering materials.
 - Soffit and fascia replacement details – ventilation / aluminum wrap, etc.
 - Siding bottom considerations. Elevation of trim/siding to prevent damage from yard maintenance?
 - Panel board considerations for wall-mounted utility services.
 - Any changes to existing signs? Positioning and mounting? Review siding block provisions for hose bibs, etc.
 - Voids in foundation are assumed to be handled by the Town.

Town of Marcellus Yard Debris

Residents only

NO CONTRACTORS debris without Town approval

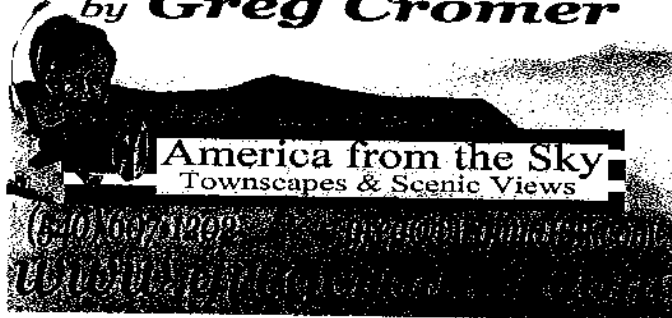
highway@marcellusny.com or (315) 673-3127

Nothing over 14"

No plastic

Per Marcellus Town Board

Aerial Photography
by **Greg Cromer**



Aerial Photo Townscapes
Available Sizes:

Size	Unframed	Framed
27x40**	\$195.00	\$295.00
24x36**	\$150.00	\$250.00
20x28*	\$100.00	\$195.00
16x20*	\$50.00	\$95.00

Special Offer

Add digital file for your use: \$50.00

Save on additional purchase.

Save \$20/\$45***

When you purchase 2 or more framed or unframed prints.

Please call 540-607-1202 to place an order.

Rosemary Tozzi

From: HIGHT, RENEE A MSgt USAF ANG 152 AOG/DOC <renee.hight@us.af.mil>
Sent: Wednesday, April 10, 2024 11:32 AM
To: Rosemary Tozzi
Cc: Renee Hight
Subject: Town Hall Agenda-Food Sense Program

Good morning Ms. Tozzi,

Hope you are well.

I spoke with you on the phone concerning obtaining a place to utilize for the Food Sense Program in Marcellus. You explained that I would need to bring it up at the Town Hall meeting on April 17th.

Here's the particulars.

Goal- Trying to set up a pick-up site in Marcellus NY for the Food sense Program- A monthly food buying co-op available to anyone. Provides a monthly box of staple grocery items at a discounted price as well as a selectin of Family sized specials.

Currently the closest location is Camillus.

Having a pick-up location in Marcellus will help those who have difficulty driving to Camillus as well as surrounding communities closer to Marcellus.

Working with Mr. Andrew Katzer of The Food Bank of CNY

Requirements to become a pick-up site.

Must have an approved POC.

Must have an approved site.

Trucks must be willing to deliver.

Site requirements- depends on the average monthly need for this area.

Utilized once a month for approximately 4 hours.

Trucks drop off 1 day a month. People must pick up their packages usually within a 2-2.5 hour period.

Please let me know if you have any further questions. Sorry about the brevity, I figured it would be best to just lay out the facts.

I appreciate your time.

Thank you!

[Food Sense - Monthly Package and Specials \(foodbankcny.org\)](https://www.foodbankcny.org)

Renée Hight

Lasting Impression Tours

Tour and Travel Agreement

Marcellus Seniors
Corning Museum of Glass
Wednesday, October 2, 2024

BETWEEN: Lasting Impression Tours, Inc.
Kelly DeStefano, President
407 Darrow Avenue 13209
Syracuse, New York
Phone: 315-439-4200
Email: litours@outlook.com

AND: Marcellus Seniors
Jane Attley
22 E. Main Street
Marcellus, New York 13108
Phone: 315-673-3269
Email: jattley@marcellusny.com

LASTING IMPRESSION
COST PER PERSON: \$105.00
MOTOR COACH COST: \$1,600.00 (38 passenger). Includes \$75 driver gratuity

PACKAGE INCLUDES:

- Round trip motor coach transportation equipped with DVD and lavatory (38 passenger)
- Admission to Corning Museum of Glass
- \$20.00 lunch voucher
- Pumpkin glassblowing
- Pumpkin shipping to one address (Town of Marcellus)
- Visit to Sauder's
- All taxes and gratuities INCLUDING customary tips to motor coach driver.
- We are members of the American Bus Association (ABA). We carry a \$1,000,000 professional liability, errors and omissions insurance policy.

COMPLIMENTARY POLICY: Lasting Impression Tours, Inc. will extend one complimentary package based on 35 PAID passengers = 36 total passengers. Two complimentary packages based on 42 PAID passengers = 44 total passengers. NO SINGLE COMPLIMENTARY PACKAGES available. Does not apply to packages with just the motor coach.

IMPORTANT: Any fuel surcharge added on by the motor coach company is the responsibility of the group. Once Lasting Impression Tours is notified, Lasting Impression Tours will contact the group leader. Theater tickets are non-refundable.

TOUR DEPOSIT: Lasting Impression Tours requires a non-refundable deposit of n/a per person due on or before n/a.

ROOMING LIST/FINAL PAYMENT
AND MEAL CHOICES: Final Payment due by September 10, 2024.

GROUP CANCELLATION: If the entire group cancels the trip, cancellation must be made to Lasting Impression Tours, Inc. 45 days or more prior to the tour departure date. There are new guidelines with the motor coach companies and deposits.

Complete Agreement:

This contract contains and embraces the entire agreement between the parties hereto, and it or any part of it may not be changed, altered, modified, limited, terminated, or extended orally or by any agreement between the parties unless such agreement is in writing, signed and acknowledged by the parties hereto.

By: Kelly DeStefano Lasting Impression Tours Inc. Date: 4/11/2024

By: _____ Group Leader Date: _____

Lasting Impression Tours, Inc.
407 Darrow Avenue, Syracuse, New York 13209
Phone: 315-439-4200 Email: litours@outlook.com

Lasting Impression Tours

Tour and Travel Agreement

Marcellus Seniors
Corning Museum of Glass
Wednesday, October 2, 2024

CANCELLATION INSURANCE: We strongly encourage you to consider purchasing cancellation insurance, especially for overnight travel. Lasting Impression Tours participates with Allianz Travel Insurance. **GROUP LEADERS:** you are responsible for letting your travelers know what insurance is available to them. Please call Lasting Impression Tours for information.

CANCELLATION POLICY: If you cancel the entire group tour 45 days or more prior to departure, full refund less any deposit money NOT refundable from the supplier (theater tickets, airlines, cruises, sporting events, amusement parks, etc.) Cancellations less than 14 business days, NO REFUNDS!

TO RECEIVE A REFUND: *Your cancellation must be in writing.* This letter should include the name of the person canceling, the group they are with, the dates and destination of their trip, the name the refund check should be issued to, a mailing address and phone number. **Refunds are not sent until after the trip departure.**

CHANGES IN ITINERARY: We reserve the right to make changes in itinerary routing if it would result in more efficient handling of the tour; also, to make substitutions or refunds should items change, be discontinued or close.

Disclosure Notice on Agent's Limited Liability

Lasting Impression Tours Inc. hereby discloses that in offering any travel arrangements for sale, or accepting reservations for services, which are not directly supplied by Lasting Impression Tours Inc., we act only in the capacity of an intermediary agent on behalf of the various suppliers of travel services in your itinerary. Our role is one of counseling, and the final decision is yours to select the destinations, hotels, mode of transportation and tours. Our aim is to provide you with your requested travel booking as accurately as possible. We accept no responsibility for additional expenses incurred due to illness, Covid-19, weather, strikes, mechanical defects, war, quarantine, riot or other causes. Because of our status as an agent, and because we maintain no control over the personnel, equipment, or operations of any travel service supplier, Lasting Impression Tours Inc. assumes no responsibility for and is not liable for any personal injury, property damage, or loss, accident, delay inconvenience, or irregularity which may be occasioned either by reason of (1) any wrongful or negligent acts or omissions on the part of any employee of any supplier, (2) any defect in or failure of any vehicle, equipment or instrumentality owned, or operated or otherwise used by any supplier, or (3) any wrongful or negligent acts or omissions on the part of any other party not under the control, direct or otherwise, of Lasting Impression Tours Inc.

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By: Kelly DeStefano Lasting Impression Tours Inc. Date: 4/11/24

By: _____ Group Leader Date: _____

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