

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

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, April 17, 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
Percy Clarke	Councilor

Also Present: Mike Ossit, Highway Superintendent; Jim Rossiter, Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Jayden Evans, Connor Farrell, Gary and Linda Wilcox, Bill and Renee Hight, Tom Lathrop, Bill Southern, Scott Stearns, Steve Schneider, John Pawlewicz, Joe Durand, TDK; Suzanne Tobin, Deputy Town Clerk; and Rosemary Tozzi, Town Clerk

Moment of silence for Onondaga County Sheriff's Lieutenant Michael Hoosock and Syracuse Police Officer Michael Jensen who lost their lives last week.

**Abstract of Audited Vouchers:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #4 as of April 12, 2024. Claim #'s 156486-156504, 156506-156517 and 156519-156521.

Expense

General Fund	\$17,193.51
Part Town General	185.00
Townwide Highway	2,834.78
Part Town Highway	4,200.86
Total	\$24,414.15

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #4 as of April 17, 2024. Claim #'s 156531-156534 and 156542-156545.

Expense

General Fund	\$16,773.12
Part Town General	1,913.64
Part Town Highway	4,379.43
Trust and Agency	1,542.57
Total	\$24,608.76

Councilor Hood made a motion seconded by Councilor Berwald to approve the Abstract of Audited Vouchers and pay the bills as of April 12, 2024, and April 17, 2024.

Ayes –Berwald, Hoey, Hood, Clarke and Stevens

Carried

## **OLD BUSINESS**

**Welcome Center:** Joe Durand discussed refining the details included in the current bid package with information gathered recently during an on-site review of the Welcome Center. Bonding requirements could also be added to the bid description. The prevailing wage number has already been obtained. After the Board approves the revisions and additions, Joe suggested that the package be submitted online through the New York State Contract Reporter.

**Sign Law Modification:** This topic was tabled. Jim Gascon, Town Attorney will update the current sign law with modifications made by the Town Board. The revised copy will then be reviewed by the Planning and Zoning Board for their input.

**Brush Dump Sign and Regulations:** Mike Ossit, Highway Superintendent presented the Town Board with verbiage for the new sign to be placed at the brush dump. Two signs will be placed at the location and will be 30x30 in size. Violators will be fined for illegal dumping. The new sign will be as presented:

**Town of Marcellus Yard Debris**  
Residents only  
NO CONTRACTORS debris without Town approval  
[highway@marcellusny.com](mailto:highway@marcellusny.com) or (315) 673-3127  
Nothing over 14” diameter  
No Plastic  
Violators will be Prosecuted  
Per Marcellus Town Board

Councilor Berwald made a motion seconded by Councilor Clarke to approve the new sign and to be placed at the brush dump location.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

## **NEW BUSINESS**

**Mowing Soccer Fields:** The Town has been mowing the soccer field for Marcellus youth soccer for many years. The Town will charge a fee of \$5,200.00 for the 2024 season. Councilor Berwald stated the fee would not cover the cost of payroll for two employees and fuel. The Town Board decided that they would do it regardless as it's for the youth soccer program and community.

Councilor Berwald made a motion seconded by Councilor Hood to approve the mowing of the soccer fields at a fee of \$5,200.00 for the 2024 season.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Food Sense Program- Food Bank of CNY:** Food Sense is a monthly food buying co-op for anyone who wants to stretch their grocery dollars. Food Sense provides a monthly box of staple grocery items at a discounted price as well as a selection of family-sized specials. The organization is interested in obtaining a location in Marcellus for distribution, currently the closest location is Camillus. The organization will utilize the space provided by the Town once a month for approximately 4 hours. People must pick up their packages within 2-2.5 hours of drop off. The Town will not participate in sales or distribution, it will only provide the location at no charge. This is currently in the process of being set up and will need to be approved by the organization. The location does need to meet a few requirements; easy access for customers, access to the building for the truck, space for parking, a room big enough to accommodate the food preparation and customers, access to main roads and a preference for double doors for pallet delivery. Marcellus will operate as a satellite site. Marcellus will need to average 30 units per month to be a permanent pickup site. The Town Board did discuss several locations but decided the Marcellus Fire Department would be the best option for residents and the organization. Councilor Clarke will discuss this with Dave Card.

**Recreation Department – Adult Trips:** The Recreation Department submitted an adult trip contract to be signed by Supervisor Stevens. The trip is planned for Wednesday, October 2, 2024, and going to Corning Museum of Glass. The total cost per person is \$125.00. Councilor Hood made a motion seconded by Councilor Hoey to approve Supervisor Stevens to sign the contract presented by Marcellus Recreation Department.  
Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Discussion Agenda:**

**Fire Department:** No one from the Fire Department was present but Councilor Hood stated the kitchen renovation is 95% done and looks great. The Fire Department will hire a company to do a deep clean and is hoping to have the kitchen up and running by Olde Home Days to host a pancake breakfast.

The Fire Department is to provide a “semi-annual independent audit ...” as detailed in the annual contract agreement between the Town and the Fire Department. The last audit was performed by Cuddy & Ward, LLP CPAs in October of 2022. Councilor Berwald made a motion seconded by Councilor Clarke for the Marcellus Fire Department to conduct an external audit as per the contract to be completed and given to the Town no later than 6 months from tonight’s meeting; date of October 17, 2024.

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

**Adjournment:** Councilor Hood made a motion seconded by Councilor Clarke to adjourn the Workshop Meeting at 7:23pm.

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

Respectfully submitted,

Rosemary Tozzi  
Town Clerk