

Town of Marcellus  
Board Meeting  
Wednesday, April 3, 2024  
6:30 PM

Call to Order

Salute to Flag

- I. Waive the Reading and Accept the Minutes
- II. Approve Monthly Financials

III. **Old Business**

- A. Pleasant Valley Road Demolition
- B. Welcome Center

IV. **New Business**

- A. Sign Law Modification
- B. After Ball Party

V. **Reports From Department Heads**

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

VI. **Discussion Agenda**

- A. Fire Department
- B. Comprehensive Plan
- C. Proclamation of Retirement

VII. **Adjournment**

**Future Meeting Dates**

Planning/Zoning Meeting- Thursday, April 4, 2024 - 6:30 pm- Town Hall

Workshop Meeting- Wednesday, April 17, 2024- 6:30 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

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

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, March 6, 2024, in the Town Hall, 22 East Main Street, Marcellus, New York.

|                         |               |
|-------------------------|---------------|
| Present: Laurie Stevens | Supervisor    |
| Jeff Berwald            | Councilor     |
| Percy Clarke            | Councilor     |
| Gabe Hood               | Councilor     |
| <br>Absent: Terry Hoey  | <br>Councilor |

Also Present: Mike Ossit, Highway Superintendent; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Jason Burke, Jim Rossiter, Gary and Linda Wilcox, Bill Southern, Karen Johnson, Jeff Lantry, Colin Scherer, Codey Kociela, Quenten Polkowski, Will Glass, Jack Paine, Steven Bolewski, Maggie Buff, Mackenzie Hammond, Scott Stearns, Zoning Chairperson; Dave Card, Fire Department President; Joel McNally, Fire Chief; Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

**Waive the Reading and Accept the Minutes:** Councilor Clarke made a motion seconded by Councilor Hood to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from the February 7, 2024, Town Board Meeting and the February 21, 2024, Workshop Meeting.  
 Ayes – Berwald, Clarke, Hood and Stevens Carried

**Monthly Activity:** The abstract of Audited Vouchers for March 6, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #3 as of February 29, 2024. Claim # 156310-156342.

|                   | <u>Expenses</u> |
|-------------------|-----------------|
| General Fund      | \$16,883.24     |
| Part Town General | 266.73          |
| Townwide Highway  | <u>1,422.48</u> |
| Total             | \$18,372.45     |

Board Members were given the Activities Report as of March 1, 2024. Fiscal year 2024 Period 2.

|                   | <u>Revenue</u> | <u>Expense</u> |
|-------------------|----------------|----------------|
| General Fund      | (2,172,282.05) | 191,449.69     |
| Part Town General | ( 202,674.28)  | 29,764.91      |
| Townwide Highway  | ( 4,705.03)    | 71,060.13      |
| Part Town Highway | ( 54.05)       | 4,583.00       |

|                  |               |            |
|------------------|---------------|------------|
| Capital Projects | ( 0)          | 0.00       |
| Fire District    | ( 397,939.50) | 107,021.25 |
| Hydrant Fund     | ( 3,074.65)   | 0.00       |
| Ambulance Fund   | ( 313,366.35) | 78,341.25  |
| Sewer District   | ( 195,952.19) | 195,952.00 |
| Water District   | ( 176,051.27) | 41,470.00  |

**Bank Balances:**

The total of all Bank Balances for January 2024 is \$3,932,771.21

Councilor Hood made a motion seconded by Councilor Clarke to approve the Abstract of Audited Voucher Reports as of February 29, the Activities Report as of March 1, 2024, and the Bank Balance Balances of January 2024.

Ayes – Berwald, Clarke, Hood and Stevens

Carried

**OLD BUSINESS**

**2595 Pleasant Valley Road:** The Town’s local code requires that Jim Gascon, Town Attorney prepare the documents, file documents with the County Clerk’s Office and properly serve the documents to the homeowner. Once Jim Gascon’s office has completed these steps the Town will move forward with the process for demolition.

**Welcome Center:** Pictures of the Welcome Center were presented at the Town Board Meeting. The Park was awarded a grant for repairs to the building. The grant was approved for new siding and roof. The Town is waiting for the description from the engineer. Once the Town has the description, they can be added to the RFP which will then be published for bids. The grant must be used for approved items only and must be completed by the deadline given by the county of September 30, 2024, to be reimbursed.

**NEW BUSINESS**

**Highway Addition:** Mike Ossit, Highway Superintendent is applying for a grant for an addition on the Highway Department Building. The addition would include a breakroom, bathroom, and a private office of the Highway Superintendent. Mike turned in the packet to Senator Rachel May and will also be giving one to Onondaga County Legislator Julie Abbott.

**Tim’s Pumpkin Patch PUD Extension:** Currently the PUD has an expiration date of May 6, 2024. The Town Board is requesting a six-month extension. The Board is waiting for the engineer report. Once all the reports are back the Planning and Zoning Board will make their recommendations and present that to the Town Board. The new expiration date for Tim’s Pumpkin Patch PUD will be November 6, 2024. Councilor Hood made a motion seconded by Councilor Berwald to approve the six-month extension for the PUD.

Ayes – Berwald, Clarke, Hood and Stevens

Carried

**1<sup>st</sup> Marcellus XC Invitational:** Jason Burke Marcellus cross country coach is asking the Town Board to approve the use of the Marcellus Park for a Cross Country Invitational on October 5, 2024. This event will use most of the park for the course and all pavilions. There will be 8-10 races with up to 30 schools participating, the event time is 8:45am-2:00pm. It is estimated that this event will host 300-400 people. The details are still being worked out with talk about having food trucks and a band, Friends of the Park,

will be contacted to see if they are interested in participating. Parking is still being discussed with the possibility of parking buses at the High School. They are hoping for local sponsors. The event coordinator is responsible for providing porta potties and covering the cost of them. The Booster Club will be involved and cover the certificate of insurance. More details will be provided when they become available.

Councilor Berwald made a motion seconded by Councilor Clarke to approve the Cross-Country Invitational at the Marcellus Park.

Ayes – Berwald, Clarke, Hood and Stevens Carried

**Fire Department- Electrical Bid:** Dave Card presented the Town Board with a bid from Rick Kelley Electric for the Fire Department kitchen. The bid total is \$2,875.00.

Councilor Clarke made a motion seconded by Councilor Berwald to approve the electrical contract for the Fire Department kitchen.

Ayes – Berwald, Clarke, Hood and Stevens Carried

**Fire Department- Fire Protection System Service Proposal:** Dave card present the Town Board with a bid from Associated Fire Protection Corp. Proposed details: relocate existing test and drain assembly to new location, relocate (3) pendants utilizing flexible connectors, material, and labor (including prevailing wage) total bid cost \$2,300.

Councilor Hood made a motion seconded by Councilor Berwald to approve the fire protection system service proposal.

Ayes – Berwald, Clarke, Hood and Stevens Carried

**Park- Ferris Zero Turn Mower- Permissive Referendum:**

**TOWN BOARD RESOLUTION  
TOWN OF MARCELLUS**

**SUBJECT TO PERMISSIVE REFERENDUM**

At a regular meeting of the Town Board of the Town of Marcellus, held at the Town Hall, 22 East Main Street, in said Town, County of Onondaga and State of New York on March 6, 2024, at 6:30 P.M., there were:

|                 |                |                 |
|-----------------|----------------|-----------------|
| <b>PRESENT:</b> | Laurie Stevens | Town Supervisor |
|                 | Jeff Berwald   | Councilor       |
|                 | Percy Clarke   | Councilor       |
|                 | Gabe Hood      | Councilor       |
| <b>ABSENT:</b>  | Terry Hoey     | Councilor       |

**WHEREAS**, the Town of Marcellus Park Department has advised the Town Board of the Town of Marcellus of the Department’s continuing need to repair, replace and update its fleet of equipment; and

**WHEREAS**, the Town of Marcellus Park Department desires to acquire a new Ferris Zero Turn mower; and

**WHEREAS**, available through Main and Pinckney, Inc., is a Model 5902064 Ferris Zero Turn mower at a contract price not to exceed Sixteen Thousand Dollars and 00/100 Cents (\$16,000.00); and

**WHEREAS**, this is a State and/or County approved price by way of the Bidding Process; and

**WHEREAS**, pursuant to Section 6-C of the General Municipal Law, the Town Board of the Town of Marcellus has created, by means of a resolution, an equipment reserve fund known as the "Park Capital Reserve" for purposes of funding the purchase of equipment in the Town of Marcellus; and

**WHEREAS**, such fund has been maintained in accordance with Section 10 of the General Municipal Law; and

**WHEREAS**, the Town Board of the Town of Marcellus is desirous of expending monies from the Park Capital Reserve of the Town of Marcellus and for the purchase of the aforementioned Model 5902064 Ferris Zero Turn mower for use by the Town of Marcellus Department in the physical betterment and improvement of the Town; and

**WHEREAS**, said mower shall be purchased from Main and Pinckney, Inc., at a purchase price of Sixteen Thousand Dollars and 00/100 Cents (\$16,000.00) using monies from the Park Capital Reserve.

**NOW THEREFORE, BE IT RESOLVED**, the Town of Marcellus Town Supervisor is hereby authorized to enter into an agreement to acquire a Model 5902064 Ferris Zero Turn mower, at a price not to exceed Sixteen Thousand Dollars and 00/100 Cents (\$16,000.00), from Main and Pinckney, Inc; and

**BE IT FURTHER RESOLVED** that the sum of Sixteen Thousand Dollars and 00/100 Cents (\$16,000.00), from the Park Capital Reserve, be designated for expenditure in furtherance of the acquisition of a Model 5902064 Ferris Zero Turn mower; and

**BE IT FURTHER RESOLVED**, that this resolution is subject to permissive referendum as provided in Article 7 of the Town Law; and

**BE IT FURTHER RESOLVED**, that pursuant to Section 90 of the Town Law, that within ten (10) days from the date of this resolution the Town Clerk shall post and publish a notice which shall set forth the date of the adoption of the resolution, shall contain an abstract of said resolution concisely setting forth the purpose and effect thereof, shall specify that this resolution was adopted subject to a permissive referendum, and shall publish such notice in the "Marcellus Observer," a newspaper published in Onondaga County having general circulation in the Town of Marcellus, and in addition thereto that the Town Clerk shall post or cause to be posted on the sign board of the Town of Marcellus, a copy of such notice within ten (10) days after the date of adoption of this resolution.

Said resolution was offered by Councilor Berwald and seconded by Councilor Hood.

|              |                |     |
|--------------|----------------|-----|
| <b>VOTE:</b> | Laurie Stevens | Aye |
|              | Jeff Berwald   | Aye |
|              | Percy Clarke   | Aye |
|              | Gabe Hood      | Aye |

**ABSENT:** Terry Hoey

**Resolution duly adopted.**

**Dated: March 6, 2024**

**REPORTS FROM DEPARTMENT HEADS:**

**Codes:** John Houser, Codes Officer; A demolition permit has been issued to 2158 Masters Rd property owner for removal of dwelling destroyed by fire, NYSDEC acknowledgement of Notice of Intent for Town of Marcellus is complete, and plan reviews and permitting are increasing. Fire Inspector Deb Williams accomplished 100 commercial property inspection reports for the Town, 65 every 3 years and 35 every year for assemblies. Joanna Clarke, Planning and Zoning Coordinator, is a tremendous help with assisting residents, realtors, and applicants.

**Highway:** Mike Ossit, Highway Superintendent; The Highway Department purchased an attachment for a bobcat in 2022. The Town just received the invoice from the company (Clark Equipment Company). Mike is asking for approval to pay the invoice from the 2023 Fund Balance account. Total invoice \$22,733.48 Councilor Hood made a motion seconded by Councilor Clark to approve Lori Petrocci, Bookkeeper to pay the invoice from the Fund Balance.

Ayes – Berwald, Clarke, Hood and Stevens

Carried

**Parks/Rec:** Phil Coccia, Recreation Director; Thanked the Mason's for providing a meal to Friends of the Park to thank them. Phil also thanked the Highway and park department for their help with the removal of a tree in the creek at the park.

**Town Clerk:** Rosemary Tozzi, Town Clerk; present the Board with the monthly report for February 2024.

Dog Licensing: \$339.00

Misc. Fees: \$107.50

Returned Check fee: \$20.00

Passports: \$700.00

Conservation: \$1.38

Haulers Permit: \$100.00

Building: \$619.00

Zoning Fees: \$150.00

Site Plan: \$50.00

**Total: \$2,086.88**

**DISCUSSION AGENDA:**

**Fire Department:** Dave Card; the carpentry work on the Fire Department kitchen is almost complete. Once that is complete the floor can be completed. The electrical work will start on March 21, 2024.

**ADJOURMENT:**

Councilor Clarke made a motion seconded by Councilor Hood to adjourn the meeting at 7:03pm.

Ayes – Berwald, Clarke, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi  
Town Clerk

Marcellus Town Board  
Workshop Meeting  
Wednesday, March 20, 2024  
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, March 20, 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; Gary and Linda Wilcox, Greg Crysler, Bill Southern, John Pawlewicz, Claudia and Aidan Hastings, Steven Bolewski, Joe Owen, David Gardner, Tyler Cooper, Suzanne Tobin.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #3 as of March 19, 2024. Claim #'s 156352-156407, and 156417-156429.

Expense

|                        |             |
|------------------------|-------------|
| General Fund           | \$72,325.63 |
| Part Town General Fund | 3,519.64    |
| Townwide Highway       | 34,668.07   |
| Part Town Highway      | 4,415.00    |
| Fire District          | 9,622.25    |
| Hydrant Fund           | 1,715.64    |
| Ambulance Fund         | 1,616.25    |
| Water District         | 12,104.58   |
| Trust and Agency       | 1,649.47    |

|       |              |
|-------|--------------|
| Total | \$141,666.53 |
|-------|--------------|

Councilor Berwald made a motion seconded by Councilor Hood to approve the Abstract of Audited Vouchers and pay the bills as of March 15 and 18, 2024.

Ayes –Berwald, Hoey, Hood, Clarke and Stevens

Carried



## **OLD BUSINESS**

**Building Key Fobs:** Highway Superintendent, Ossit presented the Board with three bids for having key fob entry systems installed in four doors of the Town Hall. The three quotes were from: Alarm Service \$6,955.00, CNY Lock at \$12,740.00 and Kelly Bros. at \$14,536.26. Dave Card shared that Alarm Services had done high quality work for the Fire Department and that he would recommend them. Councilor Clarke made a motion, seconded by Councilor Hoey authorizing Supervisor Stevens to sign the contract with Alarm Services to provide the PDK cloud-based control system and install card readers at 4 door locations as discussed at a cost of \$6,955.00.

Ayes – Berwald, Hoey, Hood, Clarke and Stevens

Carried

## **NEW BUSINESS**

**Joseph Owen – Just Joe’s:** Attorney Gascon began by explaining that Joe Owen of “Just Joe’s” submitted an application for a permit to install a new sign on his building and he was denied by the Planning Board. The Planning Board determined that the sign was significantly larger than the current statute permitted, and they did not want to set a precedent of granting a large deviation on a brand-new statute.

Since the ruling, Mr. Owen has met with several of the Councilors and has investigated the sign laws of various neighboring towns. Mr. Owen has found that other towns base their commercial sign allowance on a fixed percentage of the linear measurement of the building in question on a case-by-case basis and he has collected some proposed language. Attorney Gascon suggested to the Board that the best approach would be to modify the law rather than to approve a large variance.

Supervisor Stevens suggested making a motion to have Attorney Gascon look at the verbiage in question. Attorney Gascon said that there is no need to make a motion, and that he will prepare alternative language for the Board to consider at the next board meeting.

**Recreation Department – Adult Trips:** The Recreation Department submitted several Senior Trip contracts to be signed by Supervisor Stevens. Supervisor Stevens stated that she had to have the approval of the Board before she could sign the contracts. Supervisor Stevens said that she was concerned that the bus expense was not entirely covered by the price of the trip packages and that the trips are available to nonresidents as well as residents. Recreation Director Coccia explained that at one time all of the money for paying for the buses came from the State, and since that is no longer the case, a portion of the fee is being covered in the “Park and Rec” budget. Phil Coccia stated that on the day trips, for the last few years, he has been overcharging for the sightseeing portion a bit to defray some of the bus expense. Furthermore, Phil explained that the bus cost for the overnight trips is fully covered in the price paid by the participants. Supervisor Stevens asked for a motion. Councilor Hood made a motion that was then seconded by Councilor Hoey authorizing Supervisor Stevens to sign the contracts for the trips as presented today.

Recreation Director Phil Coccia thanked the Board.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Resolution – Speed Limit Reduction – Rose Hill Road:**

**TOWN OF MARCELLUS  
TOWN BOARD RESOLUTION**

**RESOLUTION OF THE TOWN OF MARCELLUS TOWN BOARD  
IN SUPPORT OF A SPEED REDUCTION FOR PORTIONS OF ROSE HILL ROAD  
IN THE TOWN OF MARCELLUS**

**DATED: March 20, 2024**

At a regular meeting of the Town Board of the Town of Marcellus, held at the Town Hall, 22 East Main Street, in said Town, County of Onondaga, State of New York, on March 20, 2024, at 6:30 p.m., there were:

|                                |                 |
|--------------------------------|-----------------|
| <b>PRESENT:</b> Laurie Stevens | Town Supervisor |
| Jeff Berwald                   | Councilor       |
| Percy Clarke                   | Councilor       |
| Gabe Hood                      | Councilor       |
| Terry Hoey                     | Councilor       |

**WHEREAS**, Mr. Dave Gardner, of 2866 Rose Hill Road, Marietta, New York 13110, is requesting the Department of Transportation, pursuant to Section §1622.1 of the Vehicle and Traffic Law, to establish a lower maximum speed at which vehicles may proceed on Rose Hill Road, a County Road between northern Coon Hill Road to past the southern Coon Hill Road to the existing 40mph speed limit sign; and

**WHEREAS**; the Town of Marcellus Town Board was presented with a petition signed by nine current residents of the area in question on Rose Hill; and

**WHEREAS**, the Town of Marcellus Town Board agreed that the situation is very dangerous and deserves to be evaluated; and

**WHEREAS**, the Town of Marcellus Town Board desires to act in the interest of the health, welfare, and safety of its residents.

**NOW, THEREFORE**, upon motion of Councilor Hoey, seconded by Councilor Berwald, it is hereby

**RESOLVED** that the Town of Marcellus Town Board hereby expresses its full support to have the speed limit for said portions of Rose Hill Road reduced.

The question of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

|                             |                 |     |
|-----------------------------|-----------------|-----|
| <b>VOTE:</b> Laurie Stevens | Town Supervisor | Yes |
| Jeff Berwald                | Councilor       | Yes |

|              |           |     |
|--------------|-----------|-----|
| Percy Clarke | Councilor | Yes |
| Gabe Hood    | Councilor | Yes |
| Terry Hoey   | Councilor | Yes |

The foregoing resolution was thereupon declared duly adopted.

**DATED:** March 20, 2024

**Highway/School Project** – Mr. Cooper: Ossit introduced Mr. Cooper who then presented the Board with a series of slides detailing the benefits of his high school programs that are centered on partnering his students with local professionals in order to give them more real-world experiences before having to make college commitments. Several students that have or are currently involved in these programs offered how they have personally benefitted from these independent studies.

**Discussion Agenda:**

**Pleasant Valley Road:** Attorney Gascon stated that in order to proceed with the demolition of the Pleasant Valley Road building a Notice of Hearing must be drafted and filed with the County. A hearing will then have to be scheduled, (which should be coordinated to agree with Jerry Wicket’s schedule so that he can preside) and the owner of the property must be served within twenty days of the scheduled hearing. Attorney Gascon said that he has just finished preparing the needed documents and that this should be put on the agenda for the next Board Meeting for discussion.

**Fire Department:** Dave Card gave an update on the progress of the kitchen renovation; the electrician will be coming in tomorrow (3/21/24) to finish up his work then the plumber will come in to complete the entire project.

Mr. Card also mentioned that any new key fobs need to be stored in the “knox box” for emergency use by the Fire Department.

**Highway – Brush Pile:** Highway Superintendent Ossit discussed how several recent changes in our area are impacting the Town brush pile. The Skaneateles Transfer Station no longer accepts contractor brush and or debris and Tree Landers, who used to accept and mulch contractor brush has also stopped providing an avenue of disposal for contractors and homeowners alike. In order to limit the additional debris supply there have been signs posted but they are being ignored. Supervisor Stevens asked if we need to draft a law at this point. Discussion ensued. Highway Superintendent Ossit suggested that one approach would be to require that the residents make prior arrangements with the Town before bringing brush that might exceed a normal homeowner’s need due to a landscaping project for instance. Supervisor Stevens suggested that Highway Superintendent Ossit let us know what his thoughts are on the suggested language for the law and then the Board can begin a discussion.

Adjournment: Councilor Hood made a motion seconded by Councilor Berwald to adjourn the meeting at 7:40 pm.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully Submitted,

Suzanne Tobin  
Deputy Town Clerk

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**TOWN OF MARCELLUS  
NOTICE OF HEARING**

**To Review the Unsafe Status of 2595 Pleasant Valley Road  
and Determine Whether Demolition of the Same Is Required**

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**To:** Karen L. Shaver  
*as Owner*  
2595 Pleasant Valley Road  
Marcellus, New York 13108

**From:** James J. Gascon  
Town of Marcellus  
Town Attorney

**cc:** Town Supervisor  
Town Board  
Town Clerk  
Onondaga County Clerk

**Re:** 2595 Pleasant Valley Road  
Marcellus, New York 13108

**HEREBY TAKE NOTICE** that in accordance with Section 90-8, Town of Marcellus Code, the Code Enforcement Office for the Town of Marcellus has found the building(s) or structure(s) owned by you and located at 2595 Pleasant Valley Road, Marcellus, which property is designated as Tax Map No. 014.-10-01.0, to be unsafe and in violation of governing laws. A report, dated September 9, 2023, from the Code Enforcement Office enumerating the reasons in support of this determination. Accordingly, we are hereby requesting the Town of Marcellus Town Board to consider the issuance of an order (1) deeming the aforementioned property to be “unsafe” in accordance with Section 90-8 of the Town Code and (2) directing that the structure be demolished with such demolition debris properly removed, has been received by the Town Board. The Town Board is also in receipt of a report dated October 17, 2023 from engineering firm, TDK Engineering Associates, P.C., which also determines the property is unsafe and that demolition is required to make the property safe. The Town Attorney is in agreement with the Code Enforcement Office and TKD Engineering Associates, P.C. and has decided there are grounds to believe the property is unsafe and that action is required to end the danger and minimize the risk on the property. Therefore, pursuant to § 8 of Chapter 90 of the Town Code, be advised of the

following:

**1. Description of the premises:** The subject premises is a one story mobile home and/or trailer home located at 2595 Pleasant Valley Road, in Marcellus, County of Onondaga, State of New York.

**2. Statement of particulars in which said building is unsafe:** The particulars are set forth in the report, prepared by John Houser, registered Code Enforcement Officer, on behalf of the Town of Marcellus, dated September 9, 2023, and attached hereto as Schedule "A" and the report prepared by TKD Engineering Associates, P.C., dated October 13, 2023, and attached hereto as Schedule "B." As indicated in the attached Schedule "A" and Schedule "B," the particulars in which the structure is in an unsafe condition and cannot be repaired or salvaged and is no longer fit for human habitation. Further, and as set forth in Schedule "B", the structure and all related support infrastructure should be condemned, removed, and properly disposed of off sight.

**3. Order:** You are hereby ordered to demolish and remove such demolition debris, such work must commence on or before [REDACTED] 2024, and shall be complete on or before [REDACTED] 2024.

**4. Time and place of hearing:** The Town Board shall conduct a hearing and shall receive testimony and other evidence to determine whether the building(s) or structure(s) constitute an unsafe structure. The hearing shall be held on **Wednesday, [REDACTED] 2024 at 6:30 p.m. or as soon thereafter as the matter can be heard at the meeting room in the Town Hall, 22 East Main Street, Marcellus, New York.** You shall be given the opportunity to be heard at the hearing, you may be represented by an attorney and you may submit evidence on your own behalf.

**5. Performance by the Town:** Town of Marcellus will cause the repair or removal

of the structure in the event the owner fails or refuses to repair or remove the same within the time provided, unless the hearing findings prescribe some other time limitation or revoke the order contained in the notice of unsafe or dangerous structure.

**6. Assessment of Costs:** Assessment of all costs and expenses incurred by the Town of Marcellus in connection with the proceedings under this chapter to remove such structure, including but not limited to the cost of ascertaining the identity of the owner and other interested parties, service of process, and of actually repairing or removing the structure, shall be made on the land on which such structure is located: 2595 Pleasant Valley Road, Marcellus.

**7. Penalties:** Failure to comply with the order contained herein, authorized by subdivision (G) of Chapter 90 of The Unsafe Buildings, Structures, And Equipment And Conditions Of Imminent Danger Law of the Town of Marcellus, the Code Enforcement Officer may cause said structure to be repaired or removed as required by the order issued after the hearing. If the Code Enforcement Officer causes such repair or removal of a building, then all costs and expenses incurred by the Town regarding the proceedings required, the cost of ascertaining the owner and other interested parties, service of process fees and the cost of actual repair and removal of said structure shall be assessed against the land on which the structure is located.

Any questions or concerns can be directed to the Town of Marcellus Office of Code Enforcement/Building Inspection at (315) 673-3112.

**DATED:** March 20, 2024

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**James J. Gascon**  
**Town of Marcellus Attorney**

**SCHEDULE "A"**



# Town of Marcellus

22 East Main Street  
Marcellus, NY 13108

Phone: 315-673-3269 Ext 4  
Fax: 315-673-9102

codes@marcellusny.com  
www.marcellusny.com

## Inspection - Fire / Explosion / Accident

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|                       |  |                   |  |                  |    |
|-----------------------|--|-------------------|--|------------------|----|
| <b>Application #:</b> | 7697   | <b>Type:</b>      | Inspection   | <b>Permit #:</b> | 70 |
| <b>Applicant:</b>     | SHAVER L KAREN<br>2595 PLEASANT VALLEY ROAD<br>MARCELLUS, NY 13108 | <b>Owner:</b>     | SHAVER L KAREN<br>2595 PLEASANT VALLEY ROAD<br>MARCELLUS, NY 13108 |                  |    |
| <b>Location:</b>      | 2595 PLEASANT VLY RD   | <b>Parcel ID:</b> | 014.-10-01.0   |                  |    |

The codes officer has observed structural fire damage to the exterior and interior of the trailer home dwelling from the house fire of September 8, 2023 that are not repairable and the structure is unsafe and unfit for occupancy and needs to be removed in totality.

John Houser  
codes officer

9/9/2023

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JOHN HOUSER

Code Enforcement Officer

**SCHEDULE "B"**



## CONDEMNATION LETTER

October 17, 2023

John Houser, Codes Enforcement Officer  
TOWN OF MARCELLUS  
22 East Main Street  
Marcellus, New York 13108

\* Via Email \*

RE: RESIDENTIAL PROPERTY - FIRE DAMAGE REPORT  
2595 Pleasant Valley Road  
Town of Marcellus, Onondaga County  
Property Tax Map ID: 014.-10-01.0  
TDK Project No.: 2023002-006

Dear Mr. Houser:

As requested, this is to inform all parties that TDK Engineering has completed an inspection of the residence located at the above-referenced property. The mobile home reportedly sustained extensive fire damage on September 8, 2023. Please note the following:

- According to local tax records, the 1.35-acre property is currently owned by Karen and Helen Shaver. The parcel is occupied by a single mobile home and a 400 square-foot garage that were both constructed in 1975. The building footprint includes multiple additions and a deck system.
- The fire caused extensive interior damage to the structure rendering it uninhabitable. Since the fire, the structure has been secured and all windows and doors effectively sealed to prevent unauthorized entrance. Photographs of the structure damage were provided by the Town codes office and are attached.
- A review of the exterior of the unit indicated extensive smoke and heat damage within the siding, windows, soffit and fascia areas. The roof and building framing system also appear to be compromised.
- Utility services to the home were reviewed. Tax record indicated the property is served by private, onsite water well and septic system. It appears that the meter for the electrical service has been removed. A 275-gallon fuel oil tank was observed on the west end of the unit.
- Additional exterior and perimeter yard and site photographs were obtained. Copies are included.

RESIDENTIAL BUILDING EVALUATION REPORT  
2595 Pleasant Valley Rd  
TDK Project No. 2023002-006  
October 17, 2023

Given the age of the existing mobile home (i.e., pre-1976) and the extent of the damage from the fire, it is our opinion that the structure cannot be repaired or salvaged and is no longer fit for human habitation. The structure and all related support infrastructure should be condemned and removed and properly disposed of off-site.

The demolition process, including the foundation system removal work, should be consistent with the Town of Marcellus and New York State building code requirements including sections 109-110 of the *ICC International Property Maintenance Code, 2024*. We also recommend that if it hasn't been completed yet, that existing electric and gas services be evaluated for final termination through the applicable utility company. The fuel oil tank should also be decommissioned by removing any contents and cleaning and disposing of the tank, in conformance with applicable regulations. All site debris should also be removed and properly disposed of.

**LIMITATIONS**

The performance of this evaluation, presentation of findings, summaries and opinions are based on a review of readily accessible and visible locations from the exterior of the structure. No destructive testing or removal of existing building components was performed under the services of this phase of the project. No structural calculations were performed on any of the building components.

If you have any questions or require more additional structural considerations, access to the interior of the building will be required. Similarly, in the interim, if additional clarifications regarding our observations are required, please do not hesitate to call.

Sincerely,

TDK ENGINEERING ASSOCIATES, P.C.

  
Joseph F. Durand, P.E.

JE1

Attachments



**TOWN OF MARCELLUS**  
**SECOND AMENDED**  
**LOCAL LAW A-2024**

**A LOCAL LAW AMENDING CHAPTER 235-26 et. al. (“ZONING”) OF THE CODE OF  
THE TOWN OF MARCELLUS TO **REPEAL/AMEND** CERTAIN PROVISIONS  
PERTAINING TO SIGNS ~~AND TO INCLUDE SECTION 235-26.1 (“SIGNS”)~~**

**BE IT ENACTED** by the Town Board of the Town of Marcellus as follows:

**Section 1. Legislative purpose and intent.**

The purpose of this Local Law is to promote and protect the public health, safety and welfare of the Town by regulating existing and proposed signs located within the corporate limits of the Town. It is intended to protect property values, create a more attractive economic and business climate, enhance and protect the physical appearance of the community, preserve the scenic and natural beauty and provide a more enjoyable and pleasing community. It is further intended hereby to reduce distractions and obstructions that may contribute to traffic accidents, reduce hazards that may be caused by signs overhanging or projecting over public rights-of-way, provide more visual open space, and curb the deterioration of the community’s appearance and attractiveness.

This Local Law is intended to promote attractive signs which clearly present the visual message in a manner that is compatible with their surroundings. The appearance, character and quality of a community are affected by the location, size, construction and graphic design of its signs. Therefore, such signs should convey their messages clearly and simply to enhance their surroundings.

**Section 2. Authority.**

This local law is enacted pursuant to the New York State Constitution and New York Municipal Home Rule Law §10.

~~**Section 3. — REPEALING CERTAIN PROVISIONS OF SECTION 235-4 OF  
THE CODE OF TOWN OF MARCELLUS.**~~

~~—The Code of the Town of Marcellus is hereby amended to abolish certain provisions of  
Section 235-4 as follows:~~

~~—So that “Political Sign” provision and “Signs” provision are hereby repealed in their  
entirety.~~

**Section 3.4. AMENDING CERTAIN PROVISIONS OF CHAPTER 235 OF THE  
CODE OF THE TOWN OF MARCELLUS.**

The Code of the Town of Marcellus is hereby amended as follows:

So that Sections 235-8(B)(4)(d), 235-8(B)(6)(h), 235-12(A)(3)(a)(4), 235-12(A)(3)(f)(3), 235-12(B)(2), 235-13(B)(2) are hereby amended such that each reference to "§ 235-26(D)" shall be replaced with "§ 235-26.1."

**Section 45. REPEALING SECTION 235-26(D) OF THE CODE OF TOWN OF MARCELLUS.**

The Code of the Town of Marcellus is hereby amended to abolish the sign provisions in Chapter 235-26 as follows:

So that Chapter 235, Section 26(D), which pertains to signs, is hereby repealed in its entirety.

**Section 56. ADDING SECTION 235-26.1, "SIGNS," TO THE CODE OF THE TOWN OF MARCELLUS**

**§ 235.26.1(1). Definitions.**

**Animated Sign** – Any sign that uses movement or change of lighting to depict action or create a special effect or scene.

**Billboard** – Any freestanding commercial sign, in excess of the location and size permitted by this Section, located on a plot or parcel other than that where the advertised business is conducted; also known as off-site or nonaccessory billboard.

**Canopy Sign** – Any sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area. A marquee is not a canopy.

**Flag** – A usually rectangular piece of fabric of distinctive design that is used as a symbol, as a signaling device, or as a decoration.

**Farming Operation** – Farming, tillage of the soil, dairy farming, ranching, production or raising of crops, poultry, or livestock, and production of poultry or livestock products in an unmanufactured state.

**Freestanding Sign** – Any sign not affixed to a building.

**Illuminated Sign** – Any sign illuminated by electricity, gas or other artificial light, including reflective or phosphorescent light. This includes neon or LED signs.

**Marquee Sign** – A structure extending more than two feet from a building, with lettering thereon.

**Mobile Sign** – Any sign not designed or intended to be anchored to the ground and designed and intended to be capable of being transported over public roads and streets, whether or not it is so transported.

**Permanent Sign** – Any sign intended and installed to be permanently in place at a given location by means of suitable fastening to a building or to a structure specifically erected to hold such sign(s) or to the ground.

**Projecting Sign** – A sign, other than a wall sign, which is attached to and projects from, a building wall or other structure.

**Roof Sign** – Any sign in which all or any part extends above the wall of any building or structure, where said wall does not extend above the roofline. In no event shall a sign permitted as defined by "wall sign" extend beyond the actual wall surface.

**Sign** – Any structure, device, or representation of letters, symbols, or graphics used as or which is in the nature of an announcement, direction, advertisement, or other attention directing device. A flag is not a sign.

**Temporary Sign** – A sign, including real estate signs, which is not intended to be used permanently, but rather for a period of time, and is not attached to a building, structure, or ground in a permanent manner. Such signs are usually constructed of poster board, cardboard, engineered lumber (Masonite), plywood, or plastic material and mounted to wood, metal, wire or rope frames or supports.

**Wall Sign** – A sign with a face generally parallel with, and affixed to an exterior wall of a building.

§ 235.26.1(2). Allowed locations and design specifications.

A. Design specification for all Zoning Districts.

- (1) The following design guidelines are provided to encourage and direct appropriate and compatible graphic design, materials, colors, illumination and placement of proposed signs. In general, sign design shall be consistent with the purpose and intent of this section.
  - a. Signs should be designed to be compatible with their surroundings and should be appropriate to the architectural character of the buildings on which they are located.
  - b. Sign panels and graphics should relate to architectural features or details and should be in proportion with them.
- (2) Computation of sign area.
  - a. The area of a sign shall be computed from the algebraic sum of the actual sign configuration, be it square, rectangle, circle, oval or other polygon shape. The area shall be measured from the outer dimensions of the

frame, trim or molding by which the sign is enclosed, where they exist, or from the outer edge of the signboard where they do not exist.

- b. When a sign consists of individual letters, symbols or characters, its area shall be computed as the area of the smallest rectangle which encloses all of the letters, symbols and characters.
  - c. When a sign consists of two or more faces, only one face of the sign shall be used in computing the sign area if the faces are parallel to and within 12 inches of each other. Otherwise, all faces of the sign shall be used to compute the sign area.
  - d. The volume of the smallest rectangular box which encompasses the mass of the three-dimensional sign or characterization.
- (3) Lighting for any sign shall be internal or directed downward.
- (4) No sign shall be designed, lit and/or located in such a manner as to create a hazard or visibility problem or interfere with or impair vehicular traffic.

B. Residential Zones.

- (1) Freestanding signs. Freestanding signs shall be situated no closer than fifteen (15) feet from the Street Line as defined in Section 235-4(B) of this Chapter or fifty (50) feet from the center line of any street, whichever shall be the least in distance. Such signs shall consist of no more than sixteen (16) square feet in area.
- (2) Wall signs. Wall signs shall consist of no more than sixteen (16) square feet in area; nor shall such signs project more than nine (9) inches from the structure upon which it is affixed. Wall signs may be affixed to or painted upon the building or windows.
- (3) Interior lot directional signage is permitted.
- (4) Absent a Special Permit, only one sign is permitted per lot.
- (5) Farming operations may apply for a special permit to exceed the number and size limitations set forth in these regulations.
- (6) Illuminated signs are prohibited in Residential Zones.

C. B-1, L-1, Highway Overlay Zones and Agricultural Zones, pre-existing commercial business entities.

- (1) Freestanding signs.
  - a. Lots with a single occupant. Such sign shall be located on the premises to which it is related, providing that such sign shall be located no closer than fifteen (15) feet from the Street Line as defined in Section 235-4(B) of this Chapter or fifty (50) feet from the center line of any street, whichever shall



be the least in distance. Such signs shall consist of no more than thirty-two (32) square feet in area.

- b. Complexes with multiple occupants. Such signs shall be located on the premises to which it is related, providing that such sign shall be located no closer than fifteen (15) feet from the Street Line as defined in Section 235-4(B) of this Chapter or fifty (50) feet from the center line of any street, whichever shall be the least in distance. Such signs shall consist of no more than forty-eight (48) square feet in area, no more than eight feet in length or width, and shall be limited to sixteen (16) feet in height, as measured from the top of the sign. There shall be a minimum of three (3) feet of bottom open space along the entire length.

(2) Wall signs. Wall signs shall not exceed one square foot per lineal foot of building frontage~~thirty-two (32) square feet~~; nor shall such signs project more than nine (9) inches from the structure upon which it is affixed. Wall signs may be affixed to or painted upon the building or windows.

(3) Projecting signs and marquee or canopy signs. The bottom edge of a projecting and marquee or canopy sign shall be at least seven (7) feet above the ground elevation when located in an area where the public walks or where it would impair visibility. A marquee or canopy sign may extend the full length of the marquee or canopy but shall not extend beyond the ends of the marquee or canopy.

(4) Interior lot direction signage is permitted.

(5) Residences located within an A-1 District that are not part of a farming operation, are limited to one sign per residence, sixteen (16) square feet in size.

D. In areas where variances have been granted by the Zoning Board of Appeals, under the conditions set forth in § 235-27(B)(3)(a) and § 235-27(B)(3)(b). Subdivision identification signs shall be included under this category, subject to such standard as may be established by the Town Planning Board.

**§ 235.26.1(3). Procedures for Obtaining Sign Permit.**

A. Permit required. It shall be unlawful for any person to erect, structurally alter, or relocate an existing sign within the corporate limits of the Town without first having obtained and paid for and having in force a permit from the Code Enforcement Officer.

B. The following two operations shall not be considered creating a new sign and, therefore, shall not require a sign permit:

- (1) Replacing copy: the changing of the advertising or message on an approved sign which is specifically designed for the use of a replaceable copy.

- (2) Maintenance: painting, cleaning and other normal maintenance and repair of a sign or a sign structure, unless a structural change is made.
- C. Application for a sign permit shall be made on a form provided by the Code Enforcement Officer, which application shall include:
- (1) The name, address, telephone number of the applicant.
  - (2) The name, address, telephone number and insurance coverage of the sign maker.
  - (3) The location upon which the sign is to be erected.
  - (4) A color photo of the location upon which the sign is to be erected.
  - (5) Size of the sign.
  - (6) A description of the construction details of the sign, showing the lettering and/or pictorial matter composing the sign and a description of the position of lighting or other extraneous devices.
  - (7) Sketches drawn to scale and supporting information indicating location of sign colors, size and types of lettering or other graphic representation, logos and materials to be used, electrical or other mechanical equipment, details of its attachment and hanging.
  - (8) In addition, such sign application shall be accompanied by the requisite fee.
  - (9) Such other pertinent information as the Code Enforcement Officer may require to ensure compliance with this section.
- D. Following formal submission to the Code Enforcement Officer, said Code Enforcement Officer shall render a determination within thirty (30) business days.
- E. Appeal from permit denial. Any applicant, feeling aggrieved by the decision of Code Enforcement Officer upon any application for a permit for any sign, may appeal to the Zoning Board of Appeals from such decision, and the Zoning Board of Appeals may affirm, reverse or modify such decision of the Code Enforcement Officer.
- F. Issuance of sign construction permit. Upon approval of the application by the Code Enforcement Officer, or after a review and approval by the Zoning Board of Appeals, the Code Enforcement Officer shall issue a permit for construction of such sign.

§ 235.26.1(4). Signs allowed without a permit.

- A. Temporary signs, ~~with the exception of real estate signs,~~ provided such signs shall not be placed for more than three (3) consecutive months. Temporary signs are subject to the same location, and design specifications as permanent signs as set forth in Section 235.26.1(2) of these regulations. If such signs remain in place longer than three (3) months within a twelve (12) month period, a permit is required to be obtained pursuant to § 235.26.1(3).

(1) Corrugated plastic yard signs with wire stands, 24" x 18" or smaller, shall be exempt from location restrictions in Section 235.26.1(2) B and D, but shall not be located in such a manner as to create a hazard or visibility problem or interfere with or impair vehicular traffic.

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- B. Signs required by county, state or federal law.

(1) Posted signs, shall be exempt from location restrictions in Section 235.26.1(2) B and D when necessary to comply with but shall not be located in such a manner as to create a hazard or visibility problem or interfere with or impair vehicular traffic.

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§ 235.26.1(5). Existing signs.

Notwithstanding any other provision of this section, any sign in existence at the date of adoption of this section which does not conform to the provisions of this section shall be discontinued and removed six (6) months after the date of adoption of this law, and the failure to discontinue or remove such nonconforming sign on or before the aforesaid date shall constitute a violation of the provisions of this section. All nonconforming signs in the Town at the time of the adoption of this section may be maintained until six (6) months after the date of adoption of this law, but if any major change, modification, structural repair or replacement thereof is hereafter made, such sign shall thereafter conform to the provisions of this section, provided that a legal nonconforming sign may not be replaced by another nonconforming sign.

§ 235.26.1(6). Prohibited signs.

The following signs shall be prohibited in all zoning districts, as established pursuant to Chapter 235, Zoning, of the Town Code, except as otherwise permitted by this section:

- A. Animated signs, including those with rotating or moving parts or messages.
- B. Mobile signs.
- C. Roof signs.
- D. Any sign which could be mistaken for or confused with a traffic control sign, signal or device.

- E. Signs permanently painted, posted or otherwise attached to any rock, fence, or utility pole.
- F. Billboards.
- G. All signs not expressly permitted by this section.

**§ 235.26.1(7). Sign maintenance.**

- A. The owner of a sign and the owner of the premises on which such sign is located shall be jointly and severally liable to maintain such sign, including illumination sources, in a neat and orderly condition and good working order at all times and to prevent the development of rust, corrosion, rotting or other deterioration in the physical appearance or safety of such sign.
- B. Unsafe signs or unsightly, damaged or deteriorated signs or signs in danger of falling shall be put in order or removed upon written notice. Immediate compliance is expected for the repair or removal of unsafe signs. If compliance is not achieved within the time period specified in such notice, the sign shall be repaired or removed by the Town and the costs assessed to the property owner pursuant to this section.
- C. Unsafe temporary signs or unsightly, damaged, or deteriorated signs or signs in danger of falling shall be put in order or removed upon written notice. Immediate compliance is expected for the repair or removal of unsafe temporary signs.

**§ 235.26.1(8). Enforcement and remedies.**

- A. Enforcement official. The provisions of this section shall be administered and enforced by the Code Enforcement Officer who shall have the power to make necessary inspections.
- B. Penalties for offenses.
  - (1) In the event of a breach of any of the provisions of this section, the Code Enforcement Officer shall notify the owner of the premises, in writing, to remove, repair, or bring the sign into conformance, within thirty (30) days of the date of such notice.
  - (2) Any person, firm, or corporation, whether as owner, lessee, agent, or employee, who violates any of the provisions of this section, or who fails to comply with any order or regulation made thereunder, or who erects, moves, or alters any sign in violation of any detailed statement or plans submitted by him/her and approved under the provisions of this section, shall be guilty of a violation of this law and shall be fined not more than \$100 for each violation.
  - (3) Each day that such violation is permitted to exist shall constitute a separate violation.

- (4) If any sign is erected, altered, or moved in violation of the provisions of this section, proper officials may, in addition to other remedies, institute an appropriate action to prevent such unlawful operation.
- (5) Upon failure to comply with any notice within the prescribed time, the Code Enforcement Officer shall remove or cause removal, repair, or conformance of a sign, and shall assess all costs and expenses incurred against the owner of the building or land on which the sign is located.
- (6) All costs and expenses incurred by the Town in causing the removal or repair of any sign, as specified in this section shall be assessed against said owner and shall be paid and collected as part of the Town tax next due and payable. In addition, the Town may commence any other action or proceeding to collect such costs and expenses.

**Section 67. Severability.**

If any clause, sentence, paragraph, word, section or part of this section shall be adjudged by any court of competent jurisdiction to be unconstitutional, illegal or invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, word, section or part thereof, directly involved or in the controversy in which said judgment shall have been rendered.

**Section 78. Effective Date.**

This Local Law shall be effective upon filing with the Office of the Secretary of State.

# **A Message From Parents of the Class of 2024**

Dear Members of the Town of Marcellus Board,

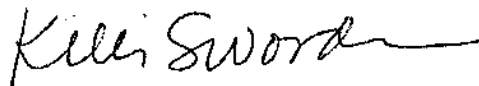
The parents of the Senior Class of 2024 are planning our traditional end of year events to have a special send off for the graduating class. These revelries include the After the Ball Party, the Crystal Ball Classic Car Cruise and Reverse Senior Skip Day. These time honored senior traditions are focused on creating opportunities that encourage our students to celebrate safely.

We are seeking the support of family, friends, and our wonderful community members & local businesses in order to make these festivities a success. This year we are focusing on making sure our senior class is safe after the ball and have planned numerous fun events for them directly after the ball. We are planning to have the students arrive at the high school after the ball and stay on school grounds for these events until 2pm. These events include-a Lazer Tag Room, a DJ, a few bounce houses in the gym, a human Velcro wall, an Escape Room, a Casino Room and a Zen Room. Please consider making a contribution to help support these events. We are seeking monetary donations to help off set the cost of these events in the range of \$500-\$1000. We are very thankful for your support in the past and ask you consider making a donation to this year class of seniors

Thank you for your consideration in helping make this event a success!

If you have questions or are in need of more information please feel free to contact me.

Thank you,



Kelli Worden

[kworden@twcny.rr.com](mailto:kworden@twcny.rr.com)

315-727-1463

Thank you for your support of the Marcellus Senior High School Graduating Class of 2024!!  
*Checks should be made payable to: "Marcellus Senior High School" with "High School Parent Team" in the memo line.*

| Account#  | Account Description | Fee Description             | Qty                                       | Local Share                                    |
|---|---------------------|-----------------------------|---|--|
| A2544   | Dog Licensing       | Female, Spayed              | 26  | 230.00   |
|   |                     | Female, Unspayed            | 2   | 34.00  |
|   |                     | Male, Neutered              | 12  | 126.00   |
|   |                     | Male, Unneutered            | 2   | 34.00  |
|   |                     | Replacement Tags            | 1   | 2.00   |
|   |                     |                             | <b>Sub-Total:</b>                         | <b>\$426.00</b>                                |
| A2545   | Misc. Fees          | Certified Copies - Marriage | 1   | 10.00  |
|   |                     | Passport                    | 10  | 350.00   |
|   |                     |                             | <b>Sub-Total:</b>                         | <b>\$360.00</b>                                |
| A2590   | Conservation        | Conservation                | 6   | 10.28  |
|   |                     | Freon Removal               | 1   | 15.00  |
|   |                     | Haulers Permit              | 1   | 100.00   |
|   |                     | Marr. Lic                   | 1   | 12.50  |
|   |                     | Permit                      | 1   | 15.00  |
|   |                     | Permit Fee                  | 1   | 50.00  |
|   |                     | Permit Fees                 | 1   | 25.00  |
|   |                     |                             | <b>Sub-Total:</b>                         | <b>\$387.78</b>                                |
| B2110   | Building            | Building                    | 7   | 2,380.00                                       |
|   |                     |                             | <b>Sub-Total:</b>                         | <b>\$2,380.00</b>                              |
|   |                     |                             |   | <b>Total Local Shares Remitted: \$3,553.78</b> |
| Amount paid to: NYS Ag. & Markets for spay/neuter program |                     |                             |   | 52.00  |
| Amount paid to: NYS Environmental Conservation            |                     |                             |   | 479.72   |
| Amount paid to: State Health Dept. for Marriage Licenses  |                     |                             |   | 22.50  |
| <b>Total State, County &amp; Local Revenues:</b>          |                     | <b>\$4,108.00</b>           | <b>Total Non-Local Revenues: \$554.22</b> |  |

*Town of Marcellus  
County of Onondaga, New York  
**Proclamation**  
On the Occasion of his Retirement  
**Donald MacLachlan***

*WHEREAS we are here today to express special recognition to Donald MacLachlan and to honor him for his distinguished thirty-six plus year career with the Town of Marcellus Highway Department; and*

*WHEREAS, Donald began his career on June 2, 1988 as Motor Equipment Operator and through the ranks until his promotion to Highway Superintendent; and*

*WHEREAS, Donald has proven himself to be a valuable asset to the Town of Marcellus with his vast knowledge and hard work; and*

*WHEREAS, Donald has worked constantly for the betterment of the Town of Marcellus; and*

*WHEREAS, the Town of Marcellus wishes to express its sincere appreciation to Donald for his dedication to the outstanding performance of his duties; and*

*WHEREAS, this proclamation is presented to Donald to serve as a reminder that although he is retiring, he will always be remembered as a valued employee dedicated to both his position and our community;*

*NOW WHEREAS, I, Laurie Stevens, Supervisor of the Town of Marcellus, NY and on behalf of our governing body and the citizens of Marcellus, do hereby present this Proclamation to Donald MacLachlan as a testimonial to the faithful and dedicated services which he has performed for the past 36 years, with our best wishes for continued success and happiness in the future.*

-----  
*Supervisor Laurie Stevens*



*Town of Marcellus  
County of Onondaga, New York  
**Proclamation**  
On the Occasion of her Retirement  
**Elaine Potter***

*WHEREAS we are here today to express special recognition to Elaine Potter and to honor her for her distinguished Twenty-two plus year career with the Town of Marcellus as the Tax Collector; and*

*WHEREAS, Elaine began her career on January 1, 2002 as Tax Collector; and*

*WHEREAS, Elaine has proven herself to be a valuable asset to the Town of Marcellus with her vast knowledge and hard work; and*

*WHEREAS, Elaine has worked constantly for the betterment of the Town of Marcellus; and*

*WHEREAS, the Town of Marcellus wishes to express its sincere appreciation to Elaine for her dedication to the outstanding performance of her duties; and*

*WHEREAS, this proclamation is presented to Elaine to serve as a reminder that although she is retiring, she will always be remembered as a valued employee dedicated to both her position and our community;*

*NOW WHEREAS, I, Laurie Stevens, Supervisor of the Town of Marcellus, NY and on behalf of our governing body and the citizens of Marcellus, do hereby present this Proclamation to Elaine Potter as a testimonial to the faithful and dedicated services which she has performed for the past 22 years, with our best wishes for continued success and happiness in the future.*

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*Supervisor Laurie Stevens*