

Town of Marcellus
Board Meeting
Wednesday, May 1, 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. Sign Law Modification
- B. Food Sense Program- Food Bank of CNY
- C. Welcome Center
- D. Demolition of 2595 Pleasant Valley Road

IV. New Business

V. Reports From Department Heads

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

V. Discussion Agenda

- A. Fire Department

VII. Adjournment

Future Meeting Dates

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

Workshop Meeting- Wednesday, May 15, 2024- 6:30 pm- Town Hall

Town Board Meeting- Wednesday, June 5, 2024- 6:30 pm- Town Hall

Workshop Meeting- Wednesday, June 26, 2024- 6:30 pm- Town Hall

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

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, April 3, 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
 Absent: Gabe Hood	 Councilor

Also Present: Mike Ossit, Highway Superintendent; John Houser, Code Officer; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Kelli Worden, Jim Rossiter, Tom Lathrop, Bill Southern, John Pawlewicz, Steve Schneider, Joseph Striffler, Ethan Dilmore, Mazen Makhoulf, Dave Card, Fire Department President; Jerry Wickett, Planning Chairperson; Scott Stearns, Zoning Chairperson, Steven Bolewski, Ella Blount, Jillian Oconner, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

Waive the Reading and Accept the Minutes: Councilor Hoey made a motion seconded by Councilor Berwald to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from the March 6, 2024, Town Board Meeting and the March 20, 2024, Workshop Meeting.
 Ayes – Berwald, Clarke, Hoey and Stevens Carried

Monthly Activity: The abstract of Audited Vouchers for April 3, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #4 as of March 28, 2024. Claim # 156439-156476.

	<u>Expenses</u>
General Fund	\$13,584.36
Part Town General	310.59
Townwide Highway	15,170.42
Part Town Highway	1,800.00
Fire District	86,136.00
Ambulance Fund	76,725.00
Water District	<u>30,617.28</u>
Total	\$224,343.65

Board Members were given the Activities Report as of March 26, 2024. Fiscal year 2024 Period 3.

Revenue

Expense

General Fund	(2,237,959.40)	430,357.21
Part Town General	(203,723.46)	42,733.05
Townwide Highway	(5,400.01)	107,110.23
Part Town Highway	(110.87)	8,998.00
Capital Projects	(0)	0.00
Fire District	(398,170.56)	116,643.50
Hydrant Fund	(3,075.78)	1,715.64
Ambulance Fund	(313,370.09)	79,957.50
Sewer District	(195,952.35)	195,952.00
Water District	(176,117.28)	53,574.58

Bank Balances:

The total of all Bank Balances for February 2024 is \$5,571,183.39

Councilor Clarke made a motion seconded by Councilor Hoey to approve the Abstract of Audited Voucher Reports as of March 28, the Activities Report as of March 26, 2024, and the Bank Balance Balances of February 2024.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

OLD BUSINESS

Pleasant Valley Road Demolition: 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) 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. The owner will be sent a notice to demolish and remove such demolition debris, such work must commence on or before twenty days from the date of notice and shall be completed on or before May 1, 2024.

The Town Board set a special meeting to be held on Wednesday, May 1, 2024, at 6:00pm. Jerry Wickett has been appointed as the hearing officer. The Town will conduct a hearing and shall receive testimony and other evidence to determine whether the building(s) or structure(s) constitute an unsafe structure. If the owner of the property has not had the building demolished, the demolition will initially be paid for by the Town, then the cost of the demolition is put on the owner’s taxes. If the cost is not paid by the owner through the owner’s taxes, then the county is obligated to reimburse the Town for the cost of the demolition.

Councilor Clarke made a motion seconded by Councilor Berwald to set the notice of hearing as set forth in the notice as Jim Gascon, Town Attorney has amended it, scheduling the public hearing for May 1, 2024, at 6:00 pm and appointing Jerry Wickett as the hearing officer.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Welcome Center: The Town is still waiting on the RFP from TDK, this has been tabled until a later date.

NEW BUSINESS

Sign Law Modification: Some suggestions/modifications have been made to the current sign law. The most pressing was the size of the sign on the exterior of a building. Another suggestion regarding corrugated plastic yard signs with wire stands 24” x 18” or smaller shall be exempt from the location restrictions. Also, it was suggested to modify the existing sign Law language. It currently states that

existing signs need to be in compliance within six months which could put a hardship on businesses that have had signs for years. It is recommended to have those signs grandfathered and if those signs need to be replaced then they will need to be in compliance with the current law. The suggestions will now go through Planning and Zoning for their recommendations. This topic has been tabled until all Boards have had a chance to review and make suggestions.

After Ball Party: The Parents of the Senior Class of 2024 are planning their traditional end of the year events to have a special send off for the graduating class. The events planned are the After Ball Party, the Crystal Ball Classic Car Cruise, and Reverse Senior Skip Day. Kelli Worden came as a spokesperson for the event and asked the Town Board for a monetary donation of \$500-\$1000 to help offset the cost of the events planned for the After Ball Party. There are numerous fun events planned these 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.

Councilor Clarke made a motion seconded by Councilor Berwald to donate \$500.00 towards the After Ball Party.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Department Reports:

Codes: John Houser, Code Officer nothing to report

Highway: Mike Ossit, Highway Superintendent reports the Brush pile is open to Marcellus residents. There have been some issues with contractors dumping non-residents items and items not allowed at the site. He is working on new verbiage and restrictions for the dump site. A new sign will be posted. This topic will be added to the next agenda to discuss with the Town Board.

Parks/Rec: Phil Coccia, Recreation Director; thanked Councilor Berwald for doing a great job as the park liaison.

Phil also brought up that the Board will need to decide if the Town will be mowing the soccer field again this year. The charges for the mowing season would be \$5,000.00. This will be put on the next agenda.

The Veterans will be having a fishing derby in the coming weeks.

Phil asked the Board to approve a new hire for a part time park employee. Supervisor Stevens informed him that the Board Members would be going into executive session to discuss personnel.

The Annex Pavilion will be getting a new dance floor. The Highway Department will be helping the park with the project. The Friends of the Park will be paying for the concrete. They are looking at 25 yards of concrete at the cost of \$3,875.00.

Other supplies are needed to complete this project:

3 rolls of mesh \$239 each \$717

Wood 2"x 4"x10' \$95

Runner crush \$?

(borrowed from highway dept & replacement cost unknown)

Total \$812+

Cost of supplies is expected not to exceed \$1,000.00

Councilor Berwald and Jim Rossiter met with an architect to look at the old playground across from the Annex Pavilion. The playground is out of compliance due to weather conditions preventing updates. The playground has some broken pieces that will be repaired; more mulch is needed with rubber placed beneath it. Jim Rossiter recommended having a third-party audit to come and inspect the playground. The Board recommended putting it in the park budget for next year.

Jim Rossiter and Mark Moncavage will be meeting with the County to discuss a grant for the park and replacing trees that have been taken down due damage.

Town Clerk: Rosemary Tozzi, Town Clerk presented the monthly report.

Dog Licensing \$426.00

Misc Fees \$10.00

Passport \$350.00

Conservation \$10.28

Freon Removal \$15.00

Haulers Permit \$100.00

Marr. Lic \$12.50

Trash Permit One Trip \$15.00

Trash Permit Trailer \$50.00

Trash Permit Passenger Vehicle \$25.00

Trash Permit Truck \$160.00

Building \$2380.00

Discussion Agenda:

Fire Department: Dave Card gave an update on the kitchen renovation; plumbing will be completed soon. They are hoping to have the renovation completed before the Olde Home Days for their pancake breakfast. Dave informed the Board he will be providing financials by the end of the week.

Comprehensive Plan: Supervisor Stevens requested hard copies of the revised version. The Comprehensive Plan Committee can now schedule their public meeting. The date is still to be determined.

Proclamation of Retirement: The Town Board and residents would like to thank Donald MacLachlan and Elaine Potter for their years of service and congratulate them on their retirement.

Supervisor Stevens calls for an executive session:

Councilor Hoey made a motion seconded by Councilor Clarke to go into executive session to discuss employment matters.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Councilor Hoey made a motion seconded by Councilor Berwald to close the executive session. The executive session was for the purpose of reviewing employment matters.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Appoint Park Laborers:

Paul LaPan \$17.00 per hour

Ted Moosbrugger \$17.00 per hour

Peter Nightingale \$17.00 per hour

John Pawlewicz \$17.00 per hour

Jim Rossiter, Park Crew Leader \$ 18.54 per hour

Steve Schneider \$17.00 per hour

Christopher Ramsden \$17.00 per hour

Two summer help students: Ryan Orr working 10-15 hours per week at minimum wage and Josef Kaufman working up to 20 hours per week at minimum wage.

The request for the additional park laborer was denied at this point.

Councilor Clarke made a motion seconded by Councilor Berwald to accept the appointed park laborers for 2024.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Councilor Hoey made a motion seconded by Councilor Berwald to adjourn the Town Board meeting at 7:33pm and meet with Council after the meeting.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi
Town Clerk

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 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