

Marcellus Town Board
Regular Meeting
Wednesday, June 5, 2024
6:30 PM

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, June 5, 2024, in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Mike Ossit, Highway Superintendent; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Jim Rossiter, Gary and Linda Wilcox, Bill Southern, John Pawlewicz, Steve Schneider, Scott Stearns, Zoning Chairperson, Steven and Robin Bolewski, Sammy Gates, Cameron Sadler, Sarah LaMay, Gina Mushynsky, Kathleen Estlinbalm, Fritz Estlinbaum, Nora Clark, Val Fleig, Oliver Charch, Tyus Congdon, Joel McNally, Fire Department; Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

Waive the Reading and Accept the Minutes: Councilor Hood made a motion seconded by Councilor Hoey to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from the May 1, 2024, Town Board Meeting and the May 15, 2024, Workshop Meeting.
Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

Monthly Activity: The abstract of Audited Vouchers for June 5, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #5 as of May 21, 2024. Claim # 156633-156644.

	<u>Expenses</u>
General Fund	\$5,615.36
Part Town General	1,913.61
Part Town Highway	3,337.53
Trust and Agency	480.96
Total	\$11,347.46

The abstract of Audited Vouchers for June 5, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #6 as of May 30, 2024. Claim # 156645-156646, 156648-156665, 156684-156701.

	<u>Expenses</u>
General Fund	\$39,346.00
Part Town General	2,067.00

Townwide Highway	7,253.40
Fire District	86,136.00
Ambulance Fund	76,725.00
Trust and Agency	2,743.22
Total	\$214,270.62

Board Members were given the Activities Report as of May 30, 2024. Fiscal year 2024 Period 5.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(2,325,717.59)	600,977.53
Part Town General	(208,441.19)	65,395.05
Townwide Highway	(86,184.60)	219,928.58
Part Town Highway	(226.22)	58,256.88
Capital Projects	(0.00)	0.00
Fire District	(398,519.60)	203,192.50
Hydrant Fund	(3,077.53)	1,715.64
Ambulance Fund	(313,376.75)	156,682.50
Sewer District	(195,952.69)	195,952.00
Water District	(182,230.18)	84,191.86

Bank Balances:

The total of all Bank Balances for April 2024 is \$5,110,029.17

Councilor Clarke made a motion seconded by Councilor Berwald to approve the Abstract of Audited Voucher Reports as of May 21, 2024, May 30, 2024, and the Activities Report as of May 30, 2024, and the Bank Balance Balances of April 2024.

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

OLD BUSINESS

Food Sense Program: The Town Board offered the use of the parking lot at Marcellus Park and a pavilion; the program has declined that offer. The Marcellus Fire Department had concerns regarding the public being in restricted areas, no personnel to monitor the building and insurance information was not provided. It was decided that the Fire Department would not be an option. With no other location to offer the program the Town Board will not move forward with a pickup location in the Town.

Welcome Center: One sealed bid was received on Friday, May 24, 2024, from Aventus NV, Inc. at \$149,000.00. The bid was more than the amount the Town received for the grant. After a discussion the Board decided to deny the Bid based on the cost. The Town Board will discuss other options, possibly plans for rebidding or doing the work in house.

Councilor Hood made a motion seconded by Councilor Berwald to deny the bid from Aventus NV, Inc for the Welcome Center.

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

Fire Department Audit: The Fire Department is still looking for a firm to conduct an audit as the last company is no longer offering the service. The last official audit the Town has on file is 2017. Joel McNally did state that they have more recent audits to his knowledge. Supervisor Stevens asked the Fire Department to provide the documents to the Town as soon as possible.

Time Clocks: Councilor Berwald investigated several options for time clocks for the Town. The first option was through a big company that offers time clocks and payroll services at a cost of \$8,000. The Town is not interested in outsourcing payroll currently. The second option is devices that can be purchased through Amazon and operate through the cloud and last is the traditional green box time clock. After a discussion it was decided to investigate pricing further and discuss the option with Lori Petrocci to determine if the benefits would be worth the cost.

NEW BUSINESS

Modify FOIL Request Form: An updated FOIL Request Form was submitted to the Town Board by the Town Clerk. Jim Gascon and the Town Board reviewed the document and determined the new form would be accepted. The Town requires the form to be completed for all FOIL requests. The fees associated with a FOIL will be determined after review of the information requested, it is based on time and if copies are required.

Councilor Clarke made a motion seconded by Councilor Berwald to approve the new Freedom of Information request form that will be utilized by the Town Clerk.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Pavilion Rental- Historical Reenactment: Representatives from The Society for Creative Anachronism (SCA) requested use of the Annex Pavilion and surrounding grassy grounds on Saturday October 5, 2024, from 8:00am-8:00pm. The local group, Barony of Deltwood's event will feature Knights who will take the field in combat to determine who the group's next King and Queen will be. Armored warriors will compete while wearing safety-tested and approved metal body armor and helmets, using weaponry that is fashioned from rattan and padded for safety. All participants will be dressed in historically accurate clothing from all over the world and all eras prior to 1600AD. The public is welcome to observe.

Department Reports:

Codes: John Houser, Codes Officer, has been spending most of his time modifying the Town's stormwater management plan and closing out existing building permits. New building permits issued are slow this year so far and burn permits are steady as usual.

Highway: Mike Ossit, Highway Superintendent was asked to submit a safety study for Bishop Hill Road and Lee-Mulroy Road. Supervisor Stevens and Mike will be sending a letter to the County requesting the study.

Parks/Rec: Phil Coccia, Recreation Director thanked the Town and Village Highway Departments for assisting in the clean-up of trees down due to the storm at Marcellus Park. He also thanked the Park staff for all their hard work and support with Olde Home Days.

Town Clerk: Rosemary Tozzi, Town Clerk, presented the monthly report for May 2024.

Dog Licensing \$519.00

Certified Copies-Marriage \$20.00

One-day Marriage Officiant \$25.00
Passport \$35.00
Conservation \$24.30
Freon Removal \$330.00
Marriage Licensing \$50.00
Trash Permit One Trip \$225.00
Mattress \$625.00
Trash Permit- Trailer \$1,300.00
Tire \$252.00
Trash Permit- Large Vehicle \$55.00
Trash Permit -Passenger \$1,450.00
Trash Permit- Truck \$1815.00
Building \$1,319.00
Zoning Fees \$100.00

New York State Department of Transportation traffic engineers will conduct a formal investigation regarding the speed limit reduction that was requested on Rose Hill Road. The Town will be notified of the results once the investigation is completed.

Discussion Agenda:

Fire Department: The pancake breakfast was a success. They plan to host more in the future. Supervisor Stevens asked Joel McNally if the Fire Department had financials to turn in. Joel stated that they would be giving them quarterly and he was corrected by Supervisor Stevens as the contract states monthly. The last financials the Town Board received from the Fire Department go through March 31, 2024. Joel stated the Town should be receiving financials soon.

Comprehensive Plan: The Comprehensive Plan Committee will be hosting an open house with a public comment section on Thursday, August 8, 2024. After the open house the committee will make any changes needed to the plan. Once the Plan is final it will be sent to the County for review. The Town Board will then hold a public hearing to accept the new updated Comprehensive Plan.

Jim Gascon spoke as a resident of the community. Jim thanked the residents and local merchants for all their support during Olde Home Days. This year's parade was a success, and all duck tickets were sold out. The event had record numbers. Jim also thanked the Town for allowing the event to be held at Marcellus Park.

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

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi
Town Clerk