

Marcellus Town Board
Organizational Meeting
Tuesday, January 8, 2025
6:00 PM

The Organizational Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, January 8, 2025, 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: Jim Gascon, Town Attorney; Mike Ossit, Highway Superintendent; Don MacLachlan, Recreation Director; John Houser, Codes Officer; Bill Southern, Jim Rossiter, Dave Card, Fire Department; Chris Christensen, Max Chapman, Sydney Legnetto, Dakota Wilson, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

A. Meeting Rules & Procedures: The Board was presented with the Meeting Rules & Procedures pamphlet.

B. Town Board Meeting Schedule: The meeting schedule for 2025 will be the first and third Wednesdays of the month at 6:30 pm. The exceptions will be in April and December. April meetings will be held on April 2nd and April 23, 2025. The Year-End Meeting will be held Monday, December 29, 2025.

2025 Schedule:

| | |
|----------|--|
| January | 08 Organizational Meeting 08 Monthly Meeting 22 Workshop Meeting |
| February | 05 Monthly Meeting 19 Workshop |
| March | 05 Monthly Meeting 19 Workshop |
| April | 02 Monthly Meeting 23 Workshop |
| May | 07 Monthly Meeting 21 Workshop |

June 04 Monthly Meeting
 18 Workshop

July 02 Monthly Meeting
 16 Workshop

August 06 Monthly Meeting
 20 Workshop

September 03 Monthly Meeting
 17 Workshop

October 01 Monthly Meeting
 15 Workshop

November 05 Monthly Meeting
 19 Workshop

December 03 Monthly Meeting
 17 Workshop
 29 End of Year Meeting

Councilor Clarke made a motion seconded by Councilor Berwald to approve the meeting rules and procedures and Town Board meeting schedule.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

C. Holiday Schedule – Town Hall Closed:

New Year's Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
Juneteenth
Fourth of July
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

Councilor Hoey made a motion seconded by Councilor Berwald to approve the Town Hall Holiday schedule.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

D. Official Bank: Name Solvay Bank as the official bank for the depository for all monies from the Town Supervisor, Town Clerk, Tax Collector and Court.

E. Town Investment Policy: Idle monies shall be invested at the designated bank of the Town either in Certificate of Deposit or any kind of Savings Account. The Town requests that the depository (Solvay Bank) protect these investments in the event they exceed FDIC coverage by pledging securities as collateral. The Collateral is to be held by a third party.

F. Petty Cash Accounts: Allow the Town Clerk to continue to have a petty cash fund of \$200; Recreation Department to continue to have a petty cash fund of \$200; this is to be administered by the Town Clerk, the Tax Collector to have a petty cash of \$100.00 and the Court Clerk to have petty cash of \$200.00

Councilor Berwald made a motion seconded by Councilor Hood to approve the official bank as Solvay Bank, Town investment policy and petty cash.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

G. Supervisor to Pay Bills: Authorize the Supervisor to pay utility bills, postage, and insurance prior to audit.

H. Mileage Reimbursement: As of January 1, 2025, standard mileage rate is .67 cents per mile.

I. Official Newspaper: Name the Press Observer as the Official Town Newspaper and name the Syracuse Post Standard as a secondary newspaper.

J. Supervisor Extension: The Supervisor will be given a thirty-day extension to file the annual report.

K. Highway Superintendent Buying: The Highway Superintendent may use State and County vendors and Sourcewell in aggregate buying.

Councilor Hood made a motion seconded by Councilor Clarke to approve the Supervisor to pay utility bills, postage and insurance prior to audit, mileage reimbursement at .67 cents per mile, naming the Press Observer as the Official Town Newspaper, giving the Supervisor a thirty -day extension to file the annual report and allow the Highway Superintendent to use State & County Vendors for aggregate buying.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

Appointments:

1. Annual Appointments:

Bookkeeper – Lori Petrocci – 1/1/25-12/31/25

Clerk to Codes Department – Joanna Clarke – 1/1/25 – 12/31/25

Clerk to Planning/Zoning – Joanna Clarke – 1/1/25-12/31/25
Clerk to Town Justices – Mary Beth Lollis Barnell – 1/1/25-12/31/25
Deputy Clerk to Town Justices – Olivia Dunn -1/1/25-12/31/25
Recreation Director – Don MacLachlan – 1/9/25- 12/31/25
Recreation Attendant – Michele Norstad – 1/9/25-12/31/25
Historian – Peg Nolan – 1/1/25-12/31/25
Dog Control Officer- James LaRose – 1/1/25-12/31/25
Park Crew Leader – James Rossiter 1/1/25-12/31/25
Deputy to Codes – Jeremy Perry – 1/1/25-12/31/25
Chris Christensen- Planning and Zoning Board- 1/9/25- 12/31/31
Board of Assessment Review Member James Mather – 1/9/2025- 9/30/27

Councilor Clarke made a motion seconded by Councilor Hoey to approve the Annual Appointments for 2025.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

2. Advisory Appointments:

Supervisor appointing Terry Hoey as Deputy Supervisor – 1/1/25-12/31/25
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/25- 12/31/25
Town Clerk appointing Suzanne Tobin as Deputy Town Clerk – 1/1/25-12/31/25
Town Clerk appointing Susan Dennis as a backup Deputy Town Clerk- 1/1/25-12/31/25
Highway Superintendent appointing Jeremy Perry as Deputy Highway Superintendent – 1/1/25-12/31/25
Tax Collector appointing Elaine Potter as Deputy Tax Collector – 1/1/25-12/31/25
Tax Collector appointing Lori Petrocci as Deputy Tax Collector – 1/1/25-12/31/25
Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer 1/1/25-12/31/25

Councilor Berwald made a motion seconded by Councilor Clarke to approve the Advisory Appointments for 2025.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

3. Safety Committee: The Safety Committee will be John Houser, Mike Ossit, Jim Rossiter and Supervisor Laurie Stevens.

4. Department Liaisons: The following are appointed as liaisons for the Departments that are not run by an Elected Official:

MAVES- Councilor Hoey
Fire Department- Councilor Clarke
Codes- Councilor Hood
Recreation- Councilor Berwald

Councilor Hoey made a motion seconded by Councilor Hood to approve the safety committee members John Houser, Mike Ossit, Jim Rossiter and Supervisor Stevens. The Department Liaisons are Councilor Hoey for MAVES, Councilor Clarke for the Fire Department, Councilor Hood for Codes Department and Councilor Berwald for Recreation Department.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

M. Annual Salaries and Payment Schedule:

Salaries:

Supervisor-\$12,000

Town Justices (2) - \$15,411.50 each

Court Clerk - \$47,730

Deputy Court Clerk - \$18.00 per hour

Councilors (4) - \$6,120 each

Town Clerk - \$47,890

Deputy Town Clerk - \$18.54 per hour

Tax Collector - \$11,088

Bookkeeper - \$56,900

Budget Officer - \$3,800

Assessor - \$36,000

Clerk to Assessor - \$5,901

Parks & Recreation Director - \$15,600

Recreation Attendant - \$18.50 per hour

Dog Control Officer - \$10,024

Highway Superintendent - \$70,674

Deputy Highway Superintendent - \$28.56 per hour

Highway MEO - \$28.06 per hour

Codes Officer - \$59,324

Deputy Codes Officer - \$13,650

Secretary to Planning & Zoning - \$28,963

Secretary to Codes - \$12,412

Park Crew Leader - \$19.10 per hour

Seasonal Rec. PT Employees - \$15.50 per hour

Seasonal Rec. Program Director - \$16.00 - \$24.00 per hour

Seasonal Park Laborer - \$17.00 - \$17.51 per hour

Youth & Adult Recreation Specialist - \$15 - \$45/Student/depending on program.

Historian - \$350

Planning & Zoning Boards – Chairs (2)- \$3,510 each

Members (5) - \$2,378 each

Assessment Board – Chair (1) - \$210

Members (4) - \$175 each

Hourly Employees are paid bi-weekly.

Salaried Employees and part-time recreation employees are paid monthly.

Hourly Employees who work more than 40 hours per week shall be paid at one and one-half (1 ½ hours) times their hourly rate.

Full-time Employees will receive 8 hours straight pay for 13 designated holidays plus 1 ½ times their hourly rate for actual hours worked on that holiday.

Councilor Clarke made a motion seconded by Councilor Hood to approve the Annual Salaries and payment schedule for 2025.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

N. Cell Phone Stipend:

Highway Superintendent - \$45/Month
Codes Officer - \$45/Month
Highway Employees - \$25/Month

O. Clothing Allowance:

Highway Employees - \$500/year per employee
\$100 per year for Park Employees for work boots
\$100 per year for Codes Officer for work boots

Councilor Clarke made a motion seconded by Councilor Hoey to approve the cell phone stipend and clothing allowance for 2025.

Ayes- Berwald, Clarke, Hoey, Hood and Stevens

Carried

P. Contracts:

Marcellus Historical Society: \$5,000. This will help offset the cost of insurance and utilities related to operating expenses of the Steadman House.

American Legion: \$600. This is to provide Flags for the veteran grave sites in the three cemeteries in the Town. The Flags are to be placed prior to Memorial Day and removed within five (5) days after July 4, 2025.

Health/Loan Closet: \$500. This will help offset the costs of new equipment.

CNYSPCA: \$2,160. This is for cruelty investigations; the fee will increase from \$2,000 in 2024.

Ascap: \$500. Annual license fee for any music played at the park.

Costello Cooney & Fearon, PLLC: The firm will provide general legal services for the Town of Marcellus during the calendar year 2025 on an hourly basis. General legal services will include attending all Town Board Meetings, Public Hearings and Executive Sessions, responding to day-to-day questions of Town Officials and preparation of any necessary documents. Hourly fees will be \$195/per hour for attorneys and \$100.00/per hour for paralegals. Bills for these services will be itemized and provided on a monthly basis. Payment is due for these services within 30 days of the Town's receipt of the invoice.

Marcellus Fire Department: The amount the Town will provide to the Marcellus Fire Department is \$349,934.00 for 2025. The Fire Department will provide fire protection and rescue services capable of properly responding to emergencies in the Town of Marcellus.

Payment Schedule A

Contractual Payment: \$244,934.00

-plus-

Truck & Equipment Reserve: \$75,000.00

-plus-

Building Maintenance Fund: \$30,000.00

Payment Scheule B

On or before January 15, 2025: Twenty-five Percent (25%) of Schedule A
 On or before April 15, 2025: Twenty-five Percent (25%) of Schedule A
 On or before June 15, 2025: Twenty-five Percent (25%) of Schedule A
 On or before September 15, 2025: Twenty-five Percent (25%) of Schedule A

Ambulance Service (MAVES): The cost the Town will provide MAVES is \$306,900.00 for 2025. MAVES shall provide emergency medical ambulance services for all persons in the limits of the Town of Marcellus, including the Village.

Payment Schedule A

Contract Amount: \$306,900.00

Method of Payment: Payments are to be made in twelve (12) equal monthly installments of \$25,575.00.

Payment Schedule B

Usual and customary user fees

| | Town and Village of Marcellus Resident |
|-------------|---|
| ALS 1 | \$1,800.00 |
| ALS 2 | \$2,050.00 |
| ALS Refusal | \$300.00 |
| | |
| BLS | \$1,400.00 |
| Emerg Srv | |
| At Scene | \$200.00 |
| Mileage | \$34.50 |

Marcellus Veterinary Hospital: Fees for housing, vaccinating and caring for stray dogs. No increase in fees for 2025.

Marcellus Library: \$11,000.00 in 4 payments for 2025.

TDK:

LABOR BILLING RATES

| | |
|-------------------------------|----------|
| Principal | \$215.00 |
| per hour | |
| Senior Project Engineer | \$205.00 |
| per hour | |
| Project Engineer | \$195.00 |
| per hour | |
| Engineer - Grade I | \$165.00 |
| per hour | |
| Engineer - Grade II | \$155.00 |
| per hour | |
| Engineer - Grade III..... | \$145.00 |
| per hour | |

| | |
|--|----------|
| Engineer - Grade IV | \$105.00 |
| per hour | |
| Technician – Grade I | \$95.00 |
| per hour | |
| Technician – Grade II | \$85.00 |
| per hour | |
| Technician – Grade III | \$75.00 |
| per hour | |
| CADD Designer - Grade I | \$115.00 |
| per hour | |
| CADD Designer – Grade II | \$100.00 |
| per hour | |
| CADD Designer – Grade III | \$85.00 |
| per hour | |
| Administrative Assistant | \$80.00 |
| per hour | |
| Administrative Assistant Support Staff | \$60.00 |
| per hour | |
| Expert Witness | \$400.00 |
| per hour | |

PRIORITY SERVICE BILLING RATES

| | |
|--|------------------------------|
| Priority Rate for Same Day Service(s) Within Normal Business Hours | Applicable Labor Rate x 1.25 |
| Priority Rate for Same Day Service Outside Normal Business Hours (weekday) | Applicable Labor Rate x 1.50 |
| Priority Rate for Weekend Services | Applicable Labor Rate x 2.00 |

Priority rates apply to Client requests for: a) same day services within normal business hours (8:00 a.m. to 5:00 p.m. Monday thru Friday), b) services outside of normal business hours' weekdays (5:01 p.m. to 7:59 a.m.) or weekends, or c) services requiring suspension of other firm work.

Councilor Hoey made a motion seconded by Councilor Hood to approve the contracts as present for 2025.

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

Councilor Clarke made a motion seconded by Councilor Berwald to adjourn the Organizational Meeting at 6:15pm.

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

Respectfully submitted,

Rosemary Tozzi
Town Clerk