

Town of Marcellus  
Board Meeting  
Wednesday, March 5, 2025  
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. Tim's Pumpkin Patch PUD
- B. Recommended changes to lot and building limitations – accessory buildings

IV. **New Business**

- A. General Codes Estimate- Solar Law
- B. CNY Stormwater Coalition
- C. MAVES Financials
- D. Town Hall Electronics Recycling
- E. Knox box
- F. Marcellus Cross Country Invitational
- G. Park Pavilion Fees
- H. Fire Department Financials

V. **Reports From Department Heads**

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

VI. **Discussion Agenda**

- A. Fire Department

VII. **Adjournment**

**Future Meeting Dates**

Workshop Meeting- Wednesday, March 19, 2025- 6:30 pm- Town Hall  
Town Board Meeting- Wednesday, April 2, 2025- 6:30 pm- Town Hall  
Planning/Zoning Meeting-Monday, April 7, 2025 - 6:30 pm- Town Hall  
Workshop Meeting- Wednesday, April 23, 2025- 6:30 pm- Town Hall

Marcellus Town Board  
 Regular Meeting  
 Wednesday, February 5, 2025  
 6:30 PM

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, February 5, 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
Absent: Gabe Hood	Councilor

Also Present: Jim Gascon, Town Attorney; Mike Ossit, Highway Superintendent; Don MacLachlan, Recreation Director; Gary and Linda Wilcox, Don and Paula Stillwell, Aidan and Claudia Hastings, Tim and Erica Leubner, Bill Southern, Steven Bolewski, Dave Card, Fire Department; Patrick Rothery, Fire Department; Mallory Zabinski, Gerri Stearns, Chad Clark, Village Mayor; Lucy Meyers, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

**Waive the Reading and Accept the Minutes:** Councilor Clarke 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 January 8, 2025, Organizational Meeting, January 8, 2025, Town Board Meeting and January 22, 2025, Workshop Meeting.

Ayes – Berwald, Clarke, Hoey and Stevens Carried

**Monthly Activity:** The abstract of Audited Vouchers for February 5, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #2 as of January 31, 2025. Claim #s 157650-157690.

	<u>Expenses</u>
General Fund	\$22,474.08
Part Town General	469.01
Townwide Highway	93,239.24
Total	\$116,182.33

Board Members were given the Activities Report as of January 31, 2025. Fiscal year 2024 Period 12.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,753,216.11)	1,439,124.82
Part Town General	( 216,768.78)	190,945.92
Townwide Highway	( 650,784.69)	465,272.93
Part Town Highway	( 376,837.54)	277,968.23

Fire District	( 398,791.85)	390,876.00
Hydrant Fund	( 3,082.09)	3,227.00
Ambulance Fund	( 313,384.82)	313,365.00
Sewer District	( 195,954.06)	195,952.00
Water District	( 182,045.55)	185,269.00

**Bank Balances:**

The total of all Bank Balances for December 2024 are \$3,534,236.79

Councilor Hoey made a motion seconded by Councilor Berwald to approve the Abstract of Audited Voucher Reports as of January 31, 2025, the Activities Report as of January 31, 2025, and the Bank Balances of December 2024.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

**Public Hearing- Local Law C-2024 Outdoor Concerts:** The purpose of this Local Law is to amend Chapter 235 of the Code of the Town of Marcellus pertaining to the uses allowed within the Town’s Zoning Districts and to specifically allow outdoor concerts subject to the receipt of a special permit for same, such that the Town may allow outdoor concerts, but in a manner that preserves the health, safety and welfare of the Town. Supervisor Stevens opened the floor to any questions or comments from the public.

Lucy Meyers asked for clarification regarding outdoor concerts and if it would apply to bars, restaurants and parks.

Jim Gascon responded, informing her that this proposed law only applies to the A1 district. It’s intended to bring the Town current with agritourism and the future potential expansion of agricultural events. It is also subject to a special permit, which would require approval of a site plan, approval by the Planning Board and the granting of a special permit by the Zoning Board of Appeals.

Bill Southern pointed out that there is a difference between a use variance and a special permit. A use variance is more difficult to grant and would be needed if a bar outside the A1 district wanted to have an outdoor concert.

Erica Leubner acknowledged that the proposed Local Law is keeping in line the State Agriculture and Markets guidelines that has been in place for several decades. It gives farms an opportunity to have music to promote agriculture activities.

Steven Bolewski recommended that the proposed Local Law be revised to include a mandatory mailed notification to neighbors’ properties located within 1500 feet of the property proposing a special use permit to hold outdoor concerts. He would like the notification to include the location, time and date of the Zoning Board of Appeal meeting that the special application will be presented.

Jim Gascon responded, that when the Town passes a Local Law, it is all done in the open. A notice of public hearing is posted in the newspaper and on the Town’s website. A public hearing is held for all residents to attend where they have the right to voice their concerns. The Town follows the same protocol for all Local Laws.

Councilor Clarke made a motion seconded by Councilor Berwald to close the public hearing at 6:41pm.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

**Old Business:**

**Tim's Pumpkin Patch PUD:** This topic has been tabled. The Town Board is still in the discussion phase.

**Sewer Contract with the Village:** The Town and Village have been in discussion regarding the sewer contract. The Town did inquire with the County to go back onto the countywide system as in the past. Due to new rules, it will need to go through legislation before an agreement can be signed between the County and Town. The Town of Marcellus has agreed to sign a one-year sewer contract with the Village. At that point a new contract will be reached with the Village, the rate will be based on transmission only and not the maintenance line as well.

Councilor Hoey made a motion seconded by Councilor Berwald to authorize Supervisor Stevens to sign the intermunicipal agreement with the Village for the 2025 sewer contract.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

**Parks and Recreation Budget Adjustment:** Don MacLachlan has requested a budget adjustment in the amount of \$30,000.00. The funds will be transferred from the fund balance to the general ledger account 7110.2. The money will be used to purchase a tractor and mower for the Parks Department. Councilor Clarke made a motion seconded by Councilor Berwald to approve the budget adjustment of \$30,000.00 to account 7110.2.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

**New Business:**

**CNY Cars and Coffee:** Don and Paula Stillwell have requested permission from the Town Board to continue CNY Cars and Coffee. It's a car cruise at Marcellus Park in the Creek Hollow parking lot on Saturday mornings between 8:30am to 10:30am. The cruise will start April 26<sup>th</sup> and end October 4<sup>th</sup> for 2025.

Councilor Hoey made a motion seconded by Councilor Berwald to approve CNY Cars and Coffee to continue the car cruise on Saturday mornings in the park.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

**2025 Spring Trash Days:** Spring Trash Days will be held on Friday, April 25<sup>th</sup> and Saturday April 26, 2025, 8:00am-12:00pm and Friday, May 2<sup>nd</sup> and Saturday May 3, 2025, 8:00am-12:00pm. Permits are required for the trash days and can be purchased at the Town Clerk's office during normal business hours Monday-Friday 8:30am-4:00pm. A one-day shred event is scheduled for April 26<sup>th</sup> at no charge for this service. Electronics will be accepted during spring trash days only at no additional fee.

Councilor Hoey made a motion seconded by Councilor Berwald to approve the dates of Spring Trash days.

Ayes – Berwald, Clarke, Hoey, and Stevens

Carried

**Fire Department Financials:** The Marcellus Fire Department turned in their financial statement expenses for the period of January 1, 2024, through December 31, 2024, and an expense report by payee for the period of December 1, 2024, to December 31, 2024. The Fire Department had \$16,516.59 remaining in the contract checking account at the end of the 2024 budget year. The money was distributed to the following accounts \$2,588 to Building Reserve with a new balance of \$36,195, \$3,928.59 to Truck Reserve

with a new balance of \$340,420 and \$10,000 to Capital Reserve which is a new account with a balance of \$10,000.

**Crystal Ball Cruise and After Party:** Gerri Stearns, Grant Committee Chairperson asked the Town Board to donate \$500.00 towards the hypnotist for the after-ball party.

Councilor Hoey made a motion seconded by Councilor Clarke to approve the request to donate \$500.00 for the after-ball party.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

**Siemens Fire Alarm Monitoring 2025 Contract:** A renewal contract for fire protection monitoring services. The contract is for a term of March 1, 2025- February 28, 2026. It is the same contract as last year. The total cost of the contract is \$2,231.64.

Councilor Hoey made a motion seconded by Councilor Clarke to approve Supervisor Stevens to sign the Siemens contract.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

**Olde Home Days:** The Marcellus Rotary Club requested use of Marcellus Park, 2443 Platt Road, Marcellus, NY for the annual Olde Home Days. The event will be held June 6-8, 2025. The Rotary Club requested the upper Marcellus Park, including the baseball diamond, be reserved from Monday, June 2<sup>nd</sup> through Monday, June 9<sup>th</sup> so the rides can be set up. They have also requested that all Marcellus Park, upper and lower, including pavilions, athletic fields, and Welcome Center be reserved Friday, June 6<sup>th</sup> through Sunday, June 8<sup>th</sup> for the Olde Home Days Celebration.

Councilor Clarke made a motion seconded by Councilor Berwald to allow the Rotary Club to use the Marcellus Park for Marcellus Olde Home Days June 6-8, 2025, and reserve the park June 2, 2025- June 9, 2025.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

#### **Department Reports:**

**Codes:** All Pest of Syracuse has reported that the rat infestation located on Dublin Road has been taken care of. The entire property including crawl space and attic was inspected and there is no sign of rats. The keys have been handed over to the owner.

**Highway:** Mike Ossit, Highway Superintendent reported the Park building keys have been replaced.

**Parks/Rec:** Don MacLachlan, Recreation Director, will be contacting BOCES to come to Marcellus Park to inspect the playgrounds. It should be done yearly. Don reports that the new recreation attendant Michele is doing a great job. Don is also looking for some directions from the Town Board as to how many benches and trees should be allowed in the park.

**Town Clerk:** Rosemary Tozzi, Town Clerk; Presented the monthly report for January 2025

Dog Licensing \$355.00

Certified Copies-Marriage \$20.00

Returned Check Fee \$20.00

Passport \$420.00

Conservation \$1.66

Building \$363.00

#### **Discussion Agenda:**

**Fire Department:** Dave Card reminded the Town Board about the Fire Department Banquet. He is hoping some of the Board members will attend.

Patrick Rothery introduced himself to the Town Board. He is the new Fire Department Chief.

**Adjournment:** Councilor Hoey made a motion seconded by Councilor Berwald to adjourn the meeting at 7:01pm.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi  
Town Clerk

Marcellus Town Board  
Workshop Meeting  
Wednesday, February 19, 2025  
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, February 19, 2025, in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Mike Ossit, Highway Superintendent; Jeff Eaton, Town Attorney; Don MacLachlan, Recreation Director; Gary and Linda Wilcox, Steven Bolewski, Vandyn Ferrara, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

**Abstract of Audited Vouchers:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #2 as of February 14, 2025. Claim #'s 157709-157746.

Expense

General Fund	\$40,990.94
Part Town General	345.93
Townwide Highway	19,886.73
Part Town Highway	107.15
Sewer District	51,033.00
Trust and Agency	1,374.08
Total	\$113,737.83

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #2 as of February 19, 2025. Claim #'s 157756-157766.

Expense

General Fund	\$21,405.96
Part Town General	3,455.87
Townwide Highway	4,156.62
Water District	42,530.00
Trust and Agency	696.49
Total	\$72,244.94

Councilor Hood made a motion seconded by Councilor Berwald to approve the Abstract of Audited Vouchers and pay the bills as of February 14, 2025, and February 19, 2025.

Ayes –Berwald, Clarke, Hood and Stevens

Carried

**Old Business:**

**Tim’s Pumpkin Patch PUD:** This topic has been tabled for discussion.

**2024 Court Audit:** Councilor Clarke audited the Court Clerk’s books. He stated that everything is up to date and well organized. Councilor Berwald made a motion seconded by Councilor Hood to approve the Court Clerk’s records.

Ayes –Berwald, Clarke, Hood and Stevens

Carried

**Recommended changes to lot and building limitations- accessory buildings:** This topic has been tabled. Planning and Zoning is still working on the changes.

**New Business:**

**Onondaga County Planning Board Resolution- Outdoor Concerts:** Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications and may consequently be acted on solely by the referring board (Marcellus Town Board).

**Enacting Local Law C-2024 Outdoor Concerts:**

**TOWN BOARD RESOLUTION  
ENACTING LOCAL LAW C-2024**

(A Local Law to Amend Chapter 235 of the Code of the Town of Marcellus  
Regarding Outdoor Concerts)

**TOWN OF MARCELLUS**

**February 19, 2025**

At a workshop 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 February 19, 2025, at 6:30 P.M., there were:

**PRESENT:**

Jeff Berwald	Councilor
Percy Clarke	Councilor
Gabe Hood	Councilor
Laurie Stevens	Town Supervisor

**Absent:**

Terry Hoey	Councilor
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**WHEREAS,** the following resolution was offered by Councilor Berwald, who moved its adoption, seconded by Councilor Hood; and



**WHEREAS**, pursuant to the provisions of the Municipal Home Rule Law, a proposed local law titled Local Law No. C-2024, "A Local Law to Amend Chapter 235 of the Code of the Town of Marcellus Regarding Outdoor Concerts," was presented and introduced at a regular meeting of the Town Board of the Town of Marcellus held on November 6, 2024; and

**WHEREAS**, a public hearing was held on such proposed local law on this December 4, 2024, by the Town Board of the Town of Marcellus following proof of publication of notice of such public hearing, as required by law; and

**WHEREAS**, subsequent to the public hearing held on December 4, 2024, it was determined by the Town Board to revise and amend proposed Local Law C-2024, which revisions clarify conditions for receiving a special use permit for outdoor concerts as an accessory use in certain Zoning Districts; and

**WHEREAS**, Local Law C-2024, as revised and amended, was re-introduced at a regular meeting of the Town Board of the Town of Marcellus held on January 8, 2025 and another public hearing was held on such proposed local law on the 5th day of February 2025, by the Town Board of the Town of Marcellus and proof of publication of notice of such public hearing, as required by law, having been submitted and filed, and all persons desiring to be heard in connection with said proposed local law having been heard, and said proposed local law having been in the possession of the members of the Town Board of the Town of Marcellus in its final form in the manner required by Section 20 of the Municipal Home Rule of the State of New York; and

**WHEREAS**, on December 30, 2024, the Town Board pursuant to Volume 6 N.Y.C.R.R., Section 617 of the Regulations relating to Article 8 of the New York State Environmental Quality Review Act (SEQRA) declared that adoption of Local Law C-2024 was a Type I Action, that the Town Board would act as lead agency for purposes of SEQRA and made a determination that the aforementioned law would not result in any adverse environmental impacts and therefore issued a Negative Declaration; and

**WHEREAS**, the proposed Local Law was duly referred to the Onondaga County Department of Planning for review and comment pursuant to the New York State General Municipal Law; and

**WHEREAS**, the Onondaga County Planning Board has reviewed the application for county-wide or intermunicipal impacts and returned the application for local determination; and

**WHEREAS**, it is in the public interest to enact said Proposed Local Law No. C-2024.

**NOW, THEREFORE**, it is

**RESOLVED**, that the Town Board of the Town of Marcellus, Onondaga County, New York, does hereby enact proposed Local Law No. C-2024 as Local Law No. 1-2025 as follows:

**"TOWN OF MARCELLUS**

**LOCAL LAW NO. 1-2025**

**A LOCAL LAW TO AMEND CHAPTER 235 OF THE CODE OF THE TOWN OF MARCELLUS  
REGARDING OUTDOOR CONCERTS**

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

**SECTION 1. PURPOSE AND INTENT.**

The purpose of this Local Law is to amend Chapter 235 of the Code of the Town of Marcellus pertaining to the uses allowed within the Town's Zoning Districts and to specifically allow outdoor concerts subject to the receipt of a special permit for the same, such that the Town may allow outdoor concerts, but in a manner that preserves the health, safety and welfare of the Town.

**SECTION 2. AUTHORITY.**

This Local Law is enacted pursuant to the New York State Constitution and New York Municipal Home Rule Law §10 and New York State Town Law § 274-B.

**SECTION 3. AMENDMENT OF SUBSECTION B OF SECTION 235-4 OF THE CODE OF THE TOWN OF MARCELLUS.**

Section 235-4(B), "Definitions," is hereby amended to add a new term, "Outdoor Concert," which shall read in its entirety as follows:

**"OUTDOOR CONCERT**

Music event, open to the general public and/or for compensation, conducted outdoors and consisting of amplified music or music made with three or more instruments, including voices."

**SECTION 4. AMENDMENT OF SUBSECTION B OF SECTION 235-12 OF THE CODE OF THE TOWN OF MARCELLUS.**

Section 235-12(B) is hereby amended to add a new Paragraph "3," which shall read in its entirety as follows:

**"(3)** Outdoor concert(s), subject to special permit and the following conditions:

- (a) The lot must be ten acres or more in size;
- (b) The Zoning Board of Appeals, upon receipt of an application for a special use permit, shall among other things, be empowered to limit the number of events as said Board deems appropriate, as well as set time, place and/or manner restrictions;
- (c) The applicant must notify the relevant Fire Departments, Police Agencies and any other agency or entity as identified by the Zoning Board of Appeals, of the application and shall provide to the Zoning Board of Appeals, in writing, documentation showing compliance with all requirements from those entities;
- (d) The applicant shall provide in writing, documentation showing adequate measures have been taken in connection with fire protection, crowd security, police protection, public safety, traffic regulation, parking, sanitary facilities, adequate water supply, garbage disposal, emergency evacuation plan, first aid and site cleanup;
- (e) If a person(s) or entity(ies) other than the property owner will be engaged in the sale and distribution of food and beverages, the name(s) and address(es) of such shall be

- submitted to the Zoning Board of Appeals, when determined, on an ongoing basis;
- (f) A medical services plan specifying the number and qualifications of first aid station personnel and other medical facilities to be available for emergency treatment of any person(s) that might require immediate medical or nursing attention shall be provided;
  - (g) A public safety plan, including the precautions to be utilized for fire protection and a map specifying the location of fire lanes and water supply for fire control, accessibility of fire and emergency equipment, whether any private security guards or police will be engaged, and, if so, the number thereof and the duties to be performed by such persons, shall be provided;
  - (h) No soot, cinders, smoke, noxious acids, fumes, gases or unusual odors shall be permitted to unreasonably emanate beyond the property line;
  - (i) There shall be no fireworks, pyrotechnic displays or incendiary devices permitted;
  - (j) The Zoning Board of Appeals shall, in its discretion, based upon the nature of the event(s), and the location and parcel size, as well as the Town of Marcellus Noise Ordinance, set the maximum decibel levels that shall be permitted, as well as the allowable hours of event(s) and event activities;
  - (k) The applicant shall execute a written authorization permitting officials of the Town, County and State, or their designated agents, including fire personnel and police to enter the premises and conduct inspections before, during and after event(s);
  - (l) The applicant shall provide satisfactory proof to the Zoning Board of Appeals that there will be removal of all structures erected for use during an event within 72 hours after conclusion of that event;
  - (m) The applicant shall obtain adequate insurance to be reviewed and approved by the attorney for the Town. The applicant shall be required to name the Town as an additional insured for any approved use on a primary and non-contributory basis:
    - a. Such insurance shall be for a minimum of one million (\$1,000,000.00) for bodily injury or death and not less than one million dollars (\$1,000,000.00) for property damage;
    - b. The Zoning Board of Appeals shall further have the authority to require insurance at greater levels upon determination that such minimum amounts are insufficient based upon the size and/or scope of the event(s);
    - c. Each year, the applicant shall submit to the Town proof of such ongoing insurance coverage;
    - d. Failure of the applicant to keep such policy in effect will result in automatic revocation of the permit;
  - (n) With respect to an application for a special permit under this Section of the Town Code, said application shall be submitted to the Planning Board for an advisory site plan review prior to any decision by the Zoning Board of Appeals. The advisory review by the Planning Board shall address the site plan criteria pursuant to § 235-28 of the Town Code. The site plan shall include all the criteria set forth in § 235-28 of the Town Code, and shall specifically address:
    - a. The layout of any parking area(s) for automobiles and other vehicles, and the means of ingress and egress to said parking area(s). Such parking area(s) shall provide one parking space for every four persons in attendance. The site plan shall also provide measures such as fencing or signage in the discretion of the Zoning Board of Appeals (with review by the Planning Board) to prevent access or trespass to neighboring properties;

- b. The type, number, location, and providers of all toilets, washing facilities, water supply, food preparation, food service facilities, and solid waste collection locations in compliance with applicable Department of Health rules and/or regulations;
  - c. All structures to be built or utilized, whether temporary or permanent, must be detailed in the site plan and must comply with all applicable provisions of this Town Code and the State Uniform Code, as administered by the Town of Marcellus Code Enforcement Office; and
- (o) The Zoning Board of Appeals may, upon exercise of its reasonable discretion, waive some or all of the conditions set forth herein."

**SECTION 5. SEVERABILITY.**

If the provisions of any Section, section, subsection, paragraph, subdivision or clause of this Local Law shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision or clause of this Local Law.

**SECTION 6. EFFECTIVE DATE.**

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

The question of the adoption 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

The foregoing resolution was thereupon declared duly adopted.

**DATED: February 19, 2025**

**Discussion Agenda:**

Supervisor Stevens informed the public and Town Board that the Town's Dog Control Officer Inspection Report was completed on January 1, 2025, by Ags and Market. The report indicates DCO services were rated satisfactory.

Councilor Berwald stated that the Park has installed security lights on the buildings.

**Adjournment:** Councilor Berwald made a motion seconded by Councilor Clarke to adjourn the Workshop Meeting at 6:46 pm.

Ayes –Berwald, Clarke, Hood and Stevens Carried

Respectfully submitted,

Rosemary Tozzi  
Town Clerk



# Estimate

2/19/2025  
Line#: 473288

**TO:** Laurie Stevens, Supervisor  
[lstevens@marcellusny.com](mailto:lstevens@marcellusny.com)

**FROM:** Mary Beth Sullivan, Client Care  
[MSullivan@generalcode.com](mailto:MSullivan@generalcode.com)

**CLIENT:** Town of Marcellus, NY  
(MA3903)

**RE:** Supplement No. 5 Estimate

Dear Laurie,

Thank you for the opportunity to provide an estimate for your current supplementation project. Please review the information below, providing any outstanding information that may be needed, then sign the estimate and return it to us.

### Source Files:

We have reviewed Local Law No. 4-2024 for an update to the Town Code.

### Supplementation:

General Code will codify and supplement the legislation listed above which includes but is not limited to:

- Analysis of the new legislation and proper placement in the Code
- Removal of repealed or superseded provisions
- Updates to the Officials Page, Table of Contents, Disposition List, Appendixes, Index, Histories, Tables, Charts, and other items as necessary
- Review of statutory citations regarding the new legislation
- Any conflicts, inconsistencies, issues or questions identified at this point will be brought to the attention of the municipality for resolution prior to publication
- Insertion of cross reference and editor's notes, as appropriate
- Creation of instruction page for removing and inserting revised Code pages
- Printing of up to 5 sets of supplemental pages
- Update to eCode360

**Price:**

Between \$1,715.00 and \$2,085.00, which includes shipping and handling.

The final invoice will follow completion of the supplement.

- Any missing legislation received may result in additional costs.
- Any newly adopted legislation received after authorization for this supplement will be held until the next supplement, unless otherwise noted.

**Payment Terms:**

Available upon request

**Authorization:**

To authorize the supplement, sign this ESTIMATE and EMAIL ([ezsupp@generalcode.com](mailto:ezsupp@generalcode.com)) it back to us.

I authorize General Code to proceed with the supplement as outlined above. This order is subject to General Code's Codification Terms and Conditions, which are available at <https://www.generalcode.com/terms-and-conditions-documents/>.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# CNY Stormwater Coalition Staff Services Proposal 2025 Program Year



## SUMMARY

This proposal is for staff and administrative services necessary to sustain the CNY Stormwater Coalition, and to comply with the Minimum Control Measure 1 requirements of NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems GP-0-24-001.

The purpose of the CNY Stormwater Coalition is to provide regulated MS4 communities with support in meeting requirements of the NYS MS4 General Stormwater Permit. The CNY Stormwater Coalition has been active since 2011, hosted by the Central NY Regional Planning and Development Board (CNY RPDB). Stormwater Coalitions are encouraged by both the NYS DEC and the U.S. EPA as an effective strategy for regional compliance, shared services, and peer learning. Participation in a regional coalition is looked upon favorably by these agencies in grant funding requests.

The proposed workplan includes administrative and program services that will be provided by staff at CNY RPDB. The primary goal is to assist MS4 operators in meeting requirements of the NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) (GP-0-24-001), specifically the requirements for Minimum Control Measure 1 and MS4 Mapping. CNY RPDB will provide the following services to the members of the CNY Stormwater Coalition during the 2025 calendar year.

1. Administration and Staff Support for CNY Stormwater Coalition meetings,
2. Public Education and Outreach implementation and reporting
3. Administering MS4 Mapping grant funding and project, and
4. Direct Municipal Assistance

## SCOPE OF SERVICES

### 1. CNY Stormwater Coalition Administration and Staffing

#### 1.1 Staffing Support for the CNY Stormwater Coalition and Executive Committee

CNY RPDB will plan and facilitate four scheduled meetings of the CNY Stormwater Coalition, four scheduled in-person meetings of the CNY Stormwater Coalition's Executive Committee, and meetings of Coalition working committees, as needed, to advance and sustain a fully functioning Coalition. Meetings may be held remotely or in person. For this program year we anticipate one working subcommittee, the MS4 Coordinated Mapping Subcommittee. This subcommittee will develop an approach to meeting the enhanced mapping requirements of the new General Permit.

Staff support for all scheduled meetings includes:

- meeting announcements,
- creating and circulating agendas and monthly newsletters,
- recruiting topical speakers, and
- maintaining and circulating meeting minutes.

Staff support for the coalition also includes monitoring public and private grant opportunities, issuing appropriate Requests for Proposals, and overseeing implementation of grant-funded projects on behalf of the coalition. For this program year the grant administration will include the MS4 Mapping Grant in collaboration with Onondaga County.

#### 1.2 Communications



CNY RPDB will act as a liaison between the Coalition and regulatory agencies such as the NYS DEC and the U.S. EPA by staying in touch with the regional staff of these agencies and attuned to changing requirements and resources available to regulated MS4s.

A new General Stormwater permit became effective on January 3, 2024. CNY RPDB staff have become familiar with the permit terms and are working to keep MS4 operators informed of changes in requirements and reporting needs. CNY RPDB will continue to develop materials to ensure that municipalities are in compliance with the new permit.

Additionally, CNY RPDB will engage other NY State stormwater coalitions and non-regulatory partners involved in stormwater management to identify compliance opportunities that support the members of the CNY Stormwater Coalition. CNY RPDB will monitor training opportunities and resources prepared by others to share with Coalition members as appropriate.

### 1.3 Administration and Reporting

CNY RPDB will administer all contracted activities funded as part of this Scope of Services through December 31, 2025, including bookkeeping, and accounting, documentation of local match to support grant funded programs, subcontracting, and solicitations. Progress reports will be made available to the Coalition Executive Committee on a quarterly basis.

## **2. Public Education and Outreach Implementation and Reporting**

### 2.1 Maintain Regional Stormwater Website and Online Outreach

CNY RPDB will update and promote the CNY Stormwater website which contains information about the General Permit requirements for municipalities as well as information for the public. CNY RPDB will provide the website link for posting on municipal websites when the ongoing website update is complete.

### 2.2 Print Handouts

CNY RPDB will provide printed handouts, postcards, and brochures on various topics, including but not limited to winter de-icing, pet waste, rain barrels, and residential-scale green infrastructure. Handouts will be printed and delivered to municipal offices and libraries as well as other community centers upon request. These will also be made available online to be printed and used as needed. Members are encouraged to suggest topics for future fact sheets and handout development based on educational needs in their respective communities.

### 2.3 Community Partnership

CNY RPDB will work with the local libraries to plan and facilitate collaborative educational programming. CNY RPDB will pursue additional partnership opportunities, as appropriate, to integrate stormwater information into existing community initiatives. This includes coordinating with the annual OCCRA Earth Day Clean Up and working with WEP.

CNY RPDB is available to present or table at appropriate community events within the Syracuse Urbanized area. We are available for local community events at the request of Coalition Members including but, not limited to, events like Earth Fests and public meetings. Tabling materials include informational handouts and displays, interactive children's activities and giveaways that align with our message, such as dog waste bags.

## 2.4 Direct Outreach to Targeted Stakeholder Groups

CNY RPDB will offer presentations by request on a range of topics including, but not limited to, municipal roles in the MS4 program, green infrastructure, BMPs for homeowners or commercial businesses, and specifics of the permit program as requested. Information will be geared to the specific audience which may include construction professionals, landscaping professionals, the public, municipal committees, and educators. Coalition members should inform CNY RPDB of any specific topics of educational need in their community.

## 2.5 MCM 1 Documentation and Reporting

CNY RPDB will document all education, training, and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1, Public Education and Outreach, section of the MS4 annual report in compliance with MS4 annual reporting requirements, and Part 9b semi-annual reporting requirements for MS4s in the Onondaga Lake Watershed, as specified in the most current NY SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). CNY RPDB will deliver, electronically, the MCM 1 section to participating MS4s to include in their individual annual and semiannual reports following the end of each reporting period.

CNY RPDB staff will provide information required to complete annual and interim reports to all member municipalities and update the MCM 1 Plan annually following the schedule laid out by GP-0-24-001.

## 2.6 MCM 2 Reporting

Minimum Control Measure 2 (MCM2) requires MS4 operators to provide opportunities to involve the public in the development, review, and implementation of their Stormwater Management Plans. The CNY RPDB will help support Coalition members with this by providing informational sessions, distributing information, and utilizing social media (Facebook and 'X' (formerly known as Twitter)) to raise awareness of stormwater issues.

## 3. Online System Map

CNY RPDB will oversee the development of the MS4 mapping update as funded by the NYS DEC. This will be guided by an advisory committee of Coalition members. In 2024, the CNY RPDB issued an RFP and, working with the Executive Committee, selected [insert selected firm name] as the firm that will work with the Coalition to complete fieldwork and data development in the MS4 infrastructure inventory. This will include compiling new and existing data and information needed to expand the storm sewer system mapping effort. This may include additional field data collection and data post-processing, digitizing existing paper maps, and/or other tasks as needed to advance efforts to build a full, regional system map. CNY RPDB will secure all necessary consultants, software and hardware updates, storage credits, that may be needed to complete this work. CNY RPDB will aid member municipalities to support additional data collection efforts as required by GP-0-24-001.

## 4. Direct Municipal Assistance

### 4.1 GP-0-24-001 Permit review and implementation assistance

CNYRPBD will review the finalized permit and provide guidance to members on the updated requirements and strategies to meet them.

## 4.2 Municipal Training Opportunities

CNY RPDB will work with other Stormwater Coalitions across the state to offer a Spring Training Series to MS4 operators and others working in stormwater that are eligible for PDH credits. In addition, CNY RPDB will identify subject experts to present to local MS4 operators on issues including, but not limited to:

- Illicit Discharge Detection and Elimination,
- Municipal Good Housekeeping,
- Preparing for an MS4 Audit, and
- Sediment and Erosion Control

CNY RPDB will coordinate with other Stormwater coalitions to provide expanded training opportunities in Central NY. CNY RPDB will advertise relevant training provided through this resource to Coalition members and screen webcasts at the downtown office as appropriate. CNY RPDB will monitor for outside training opportunities and keep coalition members informed of opportunities presented by the Center for Watershed Protection, local Soil and Water Conservation Districts, State Associations, and other training providers. CNY RPDB will also host screenings of prerecorded training regularly throughout the year, to provide opportunities for networking and peer information sharing.

## 4.3 Grant Writing Assistance

CNY RPDB is experienced in preparing and administering State and Federal Grants and is available to assist municipalities in identifying, writing, and administering grants. Most NY State grants are announced in May with applications due at the end of July. Grants for implementing Stormwater management actions include the DEC Water Quality Improvement Program and the Environmental Facilities Corporation Green Innovation Grant Program. CNY RPDB will assist in identifying, writing, and implementing grant programs that work toward meeting MS4 Permit requirements and preventing stormwater pollution in municipalities as requested. As needed, the CNY RPDB will collaborate with multiple coalition members to develop intermunicipal stormwater projects. CNY RPDB is also available for letters of support as appropriate.

## **MUNICIPAL RESOLUTION**

To participate in the proposed program, MS4s are required to adopt and return a municipal resolution no later than December 31st, 2024 to CNY RPDB. CNY RPDB will issue a single invoice for the annual scope of work in January of 2024. Full payment will be due to CNY RPDB no later than March 1<sup>st</sup>, 2025.

## **STATEMENT OF QUALIFICATIONS**

CNY RPDB has been active in water resources planning since the 1970s and has coordinated with NYS DEC for over 50 years. Activities have included:

- nonpoint source pollution control,
- outreach/education/training,
- public participation assistance,
- partnership building,
- watershed planning,
- support for county water quality coordinating committees, and
- SPDES Phase II Stormwater Permit assistance.

CNY RPDB has taken a leading role in Stormwater management through MS4s with municipal, public and contractor education and training, stormwater mapping assistance, and technical support related to developing required local laws.

CNY RPDB has been responsible for securing and administrating grants on behalf of regulated MS4s and led the development of the CNY Stormwater Coalition in 2011. Since then, CNY RPDB has leveraged CNY Stormwater Coalition membership fees to secure over \$900,000 in state funding to support MS4 compliance efforts including mapping and modeling projects. CNY RPDB maintains strong working relationships with the regulated MS4s and is recognized as a valuable and trusted partner in the stormwater management arena.

CNY RPDB serves as the Statewide Water Quality Management Planning Coordinator on behalf of the NYS Association of Regional Councils (NYSARC). In this capacity, CNY RPDB serves as an administrative liaison to NYS DEC for various priority water quality initiatives and serves at DEC's invitation on several water quality advisory councils and working groups.

**ATTACHMENT A**

Syracuse Urban Area MS4s		2024 Member Status
1	Baldwinsville	Member
2	Camillus, Town	Member
3	Camillus, Village	Member
4	Central Square	Member
5	Cicero	Member
6	Clay	Member
7	DeWitt	Member
8	East Syracuse	Member
9	Fayetteville	Member
10	Geddes	Member
11	Hastings	Member
12	LaFayette	Member
13	Liverpool	Member
14	Lysander	Member
15	Manlius, Town	Member
16	Manlius, Village	Member
17	Marcellus, Town	Member
18	Marcellus, Village	Member
19	Minoa	Member
20	North Syracuse	Member
21	Onondaga County	Member
22	Onondaga, Town	Member
23	Phoenix	Member
24	Pompey	Member
25	Salina	Member
26	Solvay	Member
27	Sullivan	Member
28	Syracuse	Member
29	Van Buren	Member
30	NYS Fairgrounds	Member

**Resolution Supporting Participation in the  
CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program**

Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

WHEREAS, \_\_\_\_\_  
(Legal Name of Municipality)

herein called the "Municipality", after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the "Project", is desirable, is in the public interest, and is required to implement the Project; and

WHEREAS, the Central New York Regional Planning & Development Board, herein called the "Board", has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve-month timeframe.

NOW, THEREFORE, BE IT RESOLVED BY \_\_\_\_\_  
(Governing Body of Municipality)

1. That \_\_\_\_\_  
(Name and Title of Chief Elected Official)

or such person's successor in office is the representative authorized to act on behalf of the Municipality's governing body in all matters related the Project;

2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.

4. That this Resolution take effect immediately.

**CERTIFICATE OF RECORDING OFFICER**

That the attached Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the \_\_\_\_\_  
(Name of Governing Body of Applicant)

duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025; and further that such Resolution has been fully recorded in the \_\_\_\_\_ in my office.  
(Title of Record Book)

In witness thereof, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

---

Signature of Recording Officer

---

Title of Recording Officer

Impress Official Seal here.



**Central New York Regional Planning & Development Board**  
 126 N. Salina Street, Suite 200, Syracuse, New York 13202 • Tel. (315) 422-8276 • Fax: (315) 422-9051  
 Paul W. Pinckney, Chairman David V. Bottar, Executive Director

**Date:** February 14, 2025  
**Invoice No.:** 202512

**Issued To:** Laurie Stevens, Town Supervisor  
 Town of Marcellus  
 Town Hall  
 24 East Main Street  
 Marcellus, NY 13108

CODE	DESCRIPTION	AMOUNT DUE
3860	<b>CNY RPDB – CNY Stormwater Management Coalition</b> <b>Annual Membership and Service Fee</b> <b>Stormwater Assistance Program</b>  January 1 - December 31, 2025	\$3,600.00
<b>TOTAL:</b>		<b>\$3,600.00</b>

**Terms: Due by April 1<sup>st</sup>, 2025**





# M.A.V.E.S., Inc.

Marcellus Ambulance Volunteer Emergency Services, Inc.  
PO Box 203  
3707 Lee Mulroy Road  
Marcellus, New York 13108  
315.494.1069 fax 315.494.1071



January 6, 2025

Town of Marcellus  
Supervisor Laurie Stevens  
24 East Main Street  
Marcellus, New York 13108

RECEIVED  
FEB 18 2025  
Town of Marcellus

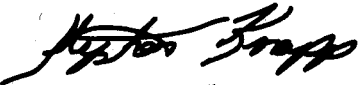
Re: MAVES Call Report

Supervisor Stevens  
Town of Marcellus Councilors:

The following data represents the information as agreed upon in the contract. The numbers are correct to best of my knowledge and reflect the period of September 1<sup>st</sup> – December 31<sup>st</sup>, 2024.

		<u>Quarter</u>	<u>Year to date</u>
i.	Dispatched calls:	819	2431
ii.	Calls Responded:	807	2388
iii.	Calls unable to Respond:	12	43
iv.	Patient Location on Dispatch:		
	Town and Village of Marcellus	211	
	All Other Districts	608	
v./vi.	Total ALS and BLS Calls in all Districts:		
	Total Patient Other Activity in all Districts:		
	<b>Sep - 212</b>	<b>Oct - 214</b>	<b>Nov - 174</b>
	ALS 94	ALS 98	ALS 64
	BLS 70	BLS 66	BLS 70
	Treat/release 2	Treat/release 2	Treat/release 4
	Refusals 12	Refusals 11	Refusals 11
	DOA/Other 0	DOA/Other	DOA/Other
	Cancelled 21	Cancelled 23	Cancelled 19
	No Patient 8	No Patient 9	No Patient 3
	Assist Citizen 2	Assist Citizen 3	Assist Citizen
	Spec Care Tran 3	Spec Care Tran 2	Spec Care Tran 3
			<b>Dec - 218</b>
			ALS 94
			BLS 70
			Treat/release 5
			Refusals 9
			DOA/Other
			Cancelled 26
			No Patient 7
			Assist Citizen 3
			Spec Care Tran 4

Sincerely,

  
Stephen Knapp, Executive Director  
MAVES, Inc.

02/16/25

MAVES Inc.  
Profit & Loss  
January through December 2024

Town

Jan - Dec 24

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Service Fees</b>	
4010.1 · Ambulance Fees Other Districts	1,711,739.75
4010.3 · Marcellus Ambulance fees	277,672.61
<b>Total Service Fees</b>	1,989,412.36
4010.2 · Amb District Contract Funds	306,900.00
<b>Total Income</b>	2,296,312.36
<b>Gross Profit</b>	2,296,312.36
<b>Expense</b>	
<b>Communication</b>	
6011 · Cell Phones	8,505.44
<b>Total Communication</b>	8,505.44
<b>Insurance</b>	
Life Insurance	4,755.99
Unemployment	394.32
6106 · Liability	35,490.01
6112 · Health Insurance	43,544.79
6114 · Workers Compensation	48,082.79
<b>Total Insurance</b>	132,267.90
Interest Expense	36,966.27
<b>Paid Staff</b>	
Payroll Admin Fee	51,661.17
6004 · Payroll	
401(K) Loan Payment	3,681.86
Delivery Fee	484.00
employee 401k contrib	6,077.02
employee fed tax	125,660.24
employee fica	94,937.61
Employee Garnishment Deduction	5,532.92
employee state tax	52,624.21
Employer 401(k) Match	6,609.65
employer fica	94,937.76
Net Pay	929,843.45
State Unemployment	10,516.49
<b>Total 6004 · Payroll</b>	1,330,905.21
6006 · Benefits	4,339.55
6007 · Accident/Sickness Policy	3,648.00
<b>Total Paid Staff</b>	1,390,553.93
<b>Repairs</b>	
6101 · Equipment/Apparatus	56,196.66
<b>Total Repairs</b>	56,196.66
Stryker Maintainance Contract	31,443.57
6005 · Billing Commission	212,746.90
6009 · Professional Fees	
6009.1 · Accounting	2,750.00
6009.3 · IT Tech	90.00
<b>Total 6009 · Professional Fees</b>	2,840.00

RECEIVED  
FEB 18 2025  
Town of Marcellus

02/15/25

**MAVES Inc.**  
**Profit & Loss**  
 January through December 2024

	Jan - Dec 24
6013 · Postage & Delivery	134.00
6080 · Capital Improvement	7,297.00
6090 · New Equipment	97,866.00
6100 · Fuel	109,529.31
6102 · Medical Supplies	96,277.02
6107 · Uniforms	2,971.77
6116 · Training	2,931.00
6310 · Recruitment/Retention	
6310.2 · Members	1,592.02
<b>Total 6310 · Recruitment/Retention</b>	<b>1,592.02</b>
6311 · Supplies	
6311.1 · Computer	7,580.14
6311.2 · Office	2,626.96
6311.3 · General Supplies/Materials	728.98
6311.5 · Vehicle	250.00
<b>Total 6311 · Supplies</b>	<b>11,186.08</b>
6313 · Postage - M&G	313.44
6321 · Bank Service Charges	11,143.88
6400 · Miscellaneous	200.00
6418 · Dues	3,231.25
6419 · Licenses & Permits	
Misc	1,189.25
6419 · Licenses & Permits - Other	0.00
<b>Total 6419 · Licenses &amp; Permits</b>	<b>1,189.25</b>
6500 · Building Expenses	
6501 · Inside Maintainance	5,221.99
6502 · Outside Maintainance	5,812.95
6503 · Supplies	
6503a · Kitchen	3,434.13
6503b · Facility	462.15
<b>Total 6503 · Supplies</b>	<b>3,896.28</b>
6504 · Utilities	6,647.63
6510 · Furnishings	
6510b · Interior	2,488.20
<b>Total 6510 · Furnishings</b>	<b>2,488.20</b>
6515 · Trash Removal	694.11
6520 · County & Town Tax	76.01
<b>Total 6500 · Building Expenses</b>	<b>24,837.17</b>
8011 · late fee	103.89
<b>Total Expense</b>	<b>2,242,323.75</b>
<b>Net Ordinary Income</b>	<b>53,988.61</b>
<b>Net Income</b>	<b>53,988.61</b>



# MECHANICAL PRODUCT SHEET



PRICES (U.S. DOLLARS) EFFECTIVE JANUARY 1, 2025

Pricing and availability subject to change without notice. Shipping and handling not included.

The Knox Rapid Access System is the premier first responder system, offering secure master key access to support safety and reduce property damage.

## BUILDING ACCESS

### KNOXVAULT® 4400

Shipping Weight: 29 lb

Available in single and dual lock models, it secures up to 50 keys, or a combination of keys, access cards, and other items. Tamper Alert feature available.

Lock Type	Mount Type	Tamper Alert	Color	Model #	Price	
SINGLE LOCK	Surface	✓	Aluminum	4410	\$902	
		✓	Black	4402	\$858	
		✓	Dark Bronze	4414	\$902	
			Aluminum	4409	\$885	
			Black	4401	\$844	
			Dark Bronze	4413	\$885	
	Recessed	✓	Aluminum	4440	\$989	
		✓	Black	4431	\$944	
		✓	Dark Bronze	4444	\$989	
			Aluminum	4439	\$972	
		Black	4430	\$928		
		Dark Bronze	4443	\$972		
DUAL LOCK		Surface	✓	Aluminum	4412	\$1,006
			✓	Black	4404	\$960
	✓		Dark Bronze	4416	\$1,006	
			Aluminum	4411	\$991	
			Black	4403	\$947	
			Dark Bronze	4415	\$991	
	Recessed	✓	Aluminum	4442	\$1,093	
		✓	Black	4433	\$1,045	
		✓	Dark Bronze	4446	\$1,093	
			Aluminum	4441	\$1,078	
	Black	4432	\$1,030			
	Dark Bronze	4445	\$1,078			

#### KnoxVault Accessories and Options

Multipurpose Electrical Switch	4471	\$45
Recess Mounting Kit (for new concrete or masonry construction)	4470	\$179

### KNOXBOX® 3200

Shipping Weight: 10 lb

Accommodates up to ten standard sized keys/access cards, or six large keys. The tamper alert feature connects to an existing alarm system for added security.

Type	Mount Type	Tamper Alert	Color	Model #	Price	
HINGED	Surface	✓	Aluminum	3264	\$536	
		✓	Black	3262	\$506	
		✓	Dark Bronze	3266	\$536	
			Aluminum	3263	\$527	
			Black	3261	\$487	
			Dark Bronze	3265	\$527	
		Recessed	✓	Aluminum	3273	\$604
			✓	Black	3271	\$570
	✓		Dark Bronze	3275	\$604	
			Aluminum	3272	\$595	
			Black	3270	\$560	
			Dark Bronze	3274	\$595	

#### KnoxBox Accessories and Options

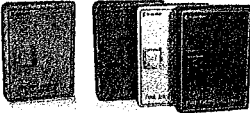
Multipurpose Electrical Switch	3291	\$43
Recess Mounting Kit (for new concrete or masonry construction)	3290	\$148

## INTERIOR ACCESS

### KNOX ELEVATOR BOX®

Shipping Weight: 14 lb

Designed for lobby use to provide first responders with access to two elevator drop keys and accommodates up to 18 keys.

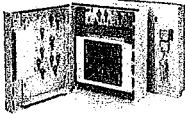
Type	Tamper Alert	Color	Model #	Price
 (Models 1441/1442)	✓	Aluminum	1434	\$650
	✓	Dark Bronze	1438	\$650
	✓	Red	1404	\$627
	✓	Red	1442	\$627
		Aluminum	1433	\$579
		Dark Bronze	1437	\$579
		Red	1403	\$559
		Red	1441	\$559

- Models 1441/1442 labeled: Fire Dept Use Only - Elevator Keys
- All other models labeled: Fire Dept Use Only

### KNOX DOCUMENT CABINET®

Shipping Weight: 67 lb

Accommodates up to 231 keys/access cards with space for additional building documentation.

Type	Lock Type	Tamper Alert	Model #	Price
	Dual Lock	✓	1308	\$2,141
	Dual Lock		1306	\$2,060
	Single Lock	✓	1304	\$2,018
	Single Lock		1302	\$1,938

#### Document Cabinet Options

Swing Hook Panel/Mounting Assembly for up to 78 Keys	1352	\$301
Rear Hook Panel for up to 48 Keys	1351	\$148
Large Decal	1005	\$20

## Rosemary Tozzi

---

**From:** Laurie Stevens  
**Sent:** Tuesday, February 25, 2025 11:24 AM  
**To:** Rosemary Tozzi; donmac496@gmail.com  
**Subject:** Fwd: Marcellus Cross Country Invitational at the park

Sent from my iPad

Begin forwarded message:

**From:** Jason Burke <jburke@marcellusschools.org>  
**Date:** February 25, 2025 at 7:48:21 AM EST  
**To:** Laurie Stevens <lstevens@marcellusny.com>  
**Subject:** Re: Marcellus Cross Country Invitational at the park

Laurie,  
Here is our request

### To the Marcellus Town Board,

The Marcellus Cross Country team would like to host their 2nd cross country invitational at Marcellus Park, October 18th 2025. Last year we held our first ever invitational at the park and the event brought 25 schools, over 830 runners and hundreds of spectators to Marcellus park. The event had partnerships with Byrne Dairy, Tim's Pumpkin Patch, Mathieson and The Chocolate Pizza Company. The event was also reported by Syracuse.com with many photos of the park and runners. This year we would like to have more inclusion of local businesses to market themselves (no food). We would like to request the reservation of three pavilions (Annex, Stone Mill, Creek Hollow) and the welcome center at the park. The event will start at 9AM with a Pumpkin Run for Staff, Students and Alumni of Marcellus. This year we are also thinking of having a kids run too. The event would end at 1:30PM. Thank you for your consideration. Please let me know if you have any questions.

Here is the schedule of events that we would like to have.

#### **Race Schedule**

9:00 am Staff, Student & Alumni Race 5k  
9:40 am NATIONAL ANTHEM sung by Marcellus Select Choir  
9:50 am Girls Modified Race  
10:20 am Boys Modified Race  
10:50 am Girls Varsity Race Green  
11:30 am Girls Varsity Race Red  
12:10 pm Boys Varsity Race Green  
12:50 pm Boys Varsity Race Red

To the Marcellus Town Board,

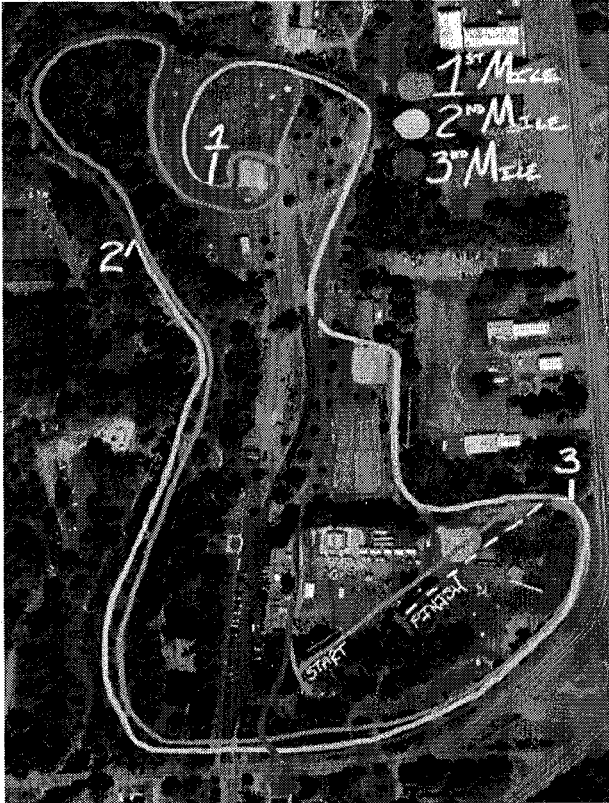
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**Race Schedule**

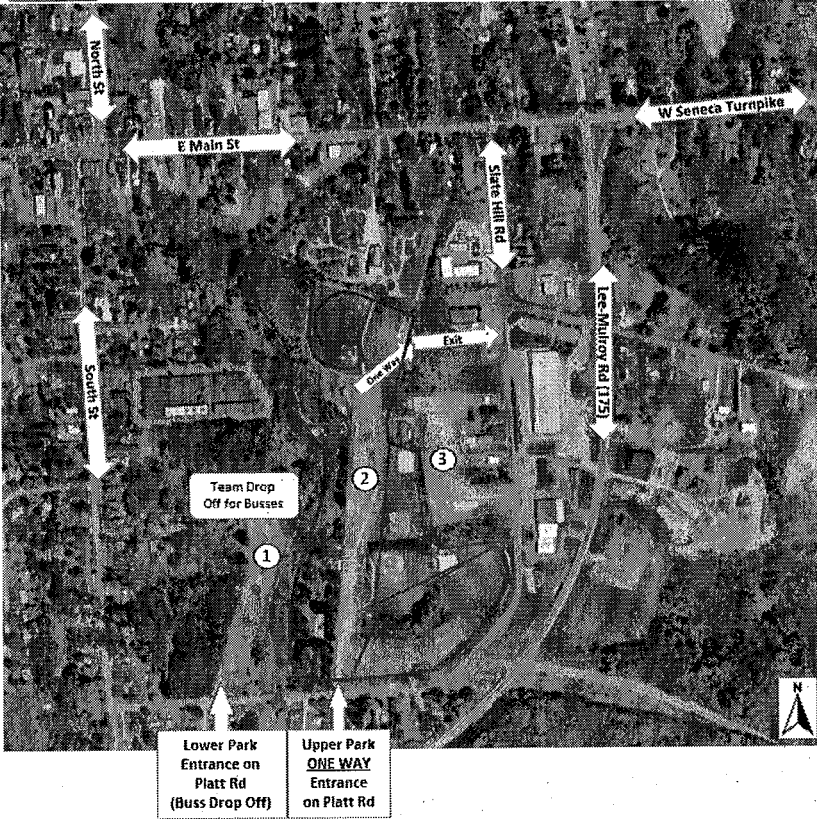
- 9:00 am Staff, Student & Alumni Race 5k
- 9:40 am NATIONAL ANTHEM sung by Marcellus Select Choir
- 9:50 am Girls Modified Race
- 10:20 am Boys Modified Race
- 10:50 am Girls Varsity Race Green No limit on entries (JV race will be pulled from varsity)
- 11:30 am Girls Varsity Race Red No limit on entries (JV race will be pulled from varsity)
- 12:10 pm Boys Varsity Race Green No limit on entries (JV race will be pulled from varsity)
- 12:50 pm Boys Varsity Race Red No limit on entries (JV race will be pulled from varsity)

**This is the course:**



**This was the way we ran traffic last year:**

Buses park at the Marcellus HS Parking Lot



### Spectator Parking Options (Not Busses)

#### 1. Lower Park Lot

- This will also be the bus drop off point and packet pickup.
- Spectators can park in the grass along but ***please do not congest this road or parking lot*** as many busses will be passing through here.

#### 2. Upper Park Lot

- ***Be careful entering while races are in.***
  - The red line on the map is the center line.
- Upon entering, there will be many parking spaces straight ahead, but there will also be parking areas to the immediate right.
- This is a ONE WAY parking lot, exit at the end by Marcellus Lanes (Ice Cream).

#### 3. Back Lot behind Mandala Moon Yurt, Taylor Upstate, and Marcellus School

- To access the park, walk around the southern eastern end of the parking area and then path into the park on Slate Hill Rd.

On Mon, Feb 24, 2025 at 12:40 PM Laurie Stevens <lstevens@marcellusny.com> wrote:  
Also this has to be submitted by Thursday to the town clerk to be added to the agenda.  
Laurie

Get Outlook for iOS

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**From:** Laurie Stevens <lstevens@marcellusny.com>  
**Sent:** Monday, February 24, 2025 12:39:23 PM  
**To:** Jason Burke <jburke@marcellusschools.org>  
**Subject:** Re: Marcellus Cross Country Invitational at the park

Please write a letter with your request and any info you want to have at the event along with dates and times. Also we need to verify the pavilions are available. And please get to the town clerk's office so it can be placed on the agenda.  
Thank you  
Laurie

Get Outlook for iOS

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**From:** Jason Burke <jburke@marcellusschools.org>  
**Sent:** Monday, February 24, 2025 12:30:34 PM



<b>Saturday, October, 18, 2025</b>	Town of Marcellus Parks and Recreation						
	Annex Pavilion	Creek Hollow Pavilion	Gazebo	Grove Pavilion	Playground Pavilion	Stone Mill	Welcome Center
<b>8:00 AM</b>	Marcellus XC (08:00 AM - 03:00 PM)	Marcellus XC (08:00 AM - 03:00 PM)	Marcellus XC (08:00 AM - 03:00 PM)	Marcellus XC (08:00 AM - 03:00 PM)	Marcellus XC (08:00 AM - 03:00 PM)	Marcellus XC (08:00 AM - 03:00 PM)	Marcellus XC (08:00 AM - 03:00 PM)
<b>9:00 AM</b>							
<b>10:00 AM</b>							
<b>11:00 AM</b>							
<b>12:00 PM</b>							
<b>1:00 PM</b>							
<b>2:00 PM</b>							
<b>3:00 PM</b>							
<b>4:00 PM</b>							

**Town of Marcellus Parks and Recreation**  
 22 East Main Street, Marcellus NY 13108  
 Parks & Recreation Office: 315-673-3269 ext. 2  
 Park Office: 315-673-3227  
 park\_rec@marcellusny.com

## PARK USE FEES – 2024

Pavilion	Capacity	Fee (Weekend & Holiday)	Fee (Weekdays)
Annex	100 ppl.	\$145	\$75
Stone Mill	60 ppl.	\$135	\$75
Creek Hollow	125 ppl.	\$165	\$75
Grove	100 ppl.	\$145	\$75
Playground	25-30 ppl.	\$85	\$75
Welcome Center	30 ppl.	\$150	\$80
*Welcome Center Non-Profit*		No charge	No charge
Gazebo	2-3 hour limit	No charge	No charge

Tables (moved by staff)	Fee
0-5	Free
6-25	\$30
15-25	\$55

Event Park Permit - Field Use: **\$25** (1-time fee)

Event Park Permit - Field Use: **\$15** (Multi use/each time)

Surcharge/Large Group Fee	
Group Size	Fee
50-100	\$100
101-150	\$150
151-200	\$200

**This charge includes:**

- Up to 10 extra tables moved
- Extra trash cans/liners & recycle bins
- Setup of volleyball net and horseshoes if requested

**Minutes 11/1/2023**

**Pavilion Fees:** Councilor Hood made a motion seconded by Councilor Stevens to approve a Pavilion Rate increase. The rates have not been raised in several years. The rate increase will take effect on January 1, 2024.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

All Pavilions that are currently \$55 raise to \$75 – Monday – Thursday  
Playground Pavilion currently \$25 raise to \$75 – Monday – Thursday  
Welcome Center to stay at \$80 – Monday – Thursday.

The following pavilion rates are for Friday – Sundays and Holidays.

- Playground- currently \$50 – raise to \$85
- Stone Mill - currently \$125 raise to \$135
- Annex and Grove – currently \$135 raise to \$145
- Welcome Center – currently \$145 raise to \$150
- Creek Hollow – currently \$155 raise to \$165

Tables moved by staff increase:

- 6 – 15 Tables – from \$25 to \$30
- 15 – 25 tables – from \$50 to \$55

**Surcharge for Corporations and large Groups for Pavilions:** Councilor Hoey made a motion seconded by Councilor Hood to approve the following surcharge for Pavilion rentals for Corporations that host a Company Picnic or BBQ. This could also include large weddings, church groups now or in the future.

Surcharge is for groups over 49 people. This is on top of the fee for the pavilion rental.

Ayes – Pollard, Hoey, Hood and Stevens

Carried

- 50 – 100 people incurs a \$100 surcharge/fee
- 101 – 150 people incurs a \$150 surcharge/fee
- 151-200 people incurs a \$200 surcharge/fee

This charge would include: up to 10 extra tables moved by park staff  
Extra trash cans with liners and blue recycle bins  
Setup of volleyball net and horseshoes if requested.

**Minutes from 10/16/24:**

**Park Pavilion Fees:** The Parks and Recreation Department recommends that pavilion fees and surcharges remain the same in 2025. The Town Board agreed not to increase the fees.

**Marcellus Park prices for 2025:**

- Annex and Grove- weekend \$145; weekday \$75
- Creek Hollow- weekend \$165; weekday \$75
- Playground- weekend \$85; weekday \$75
- Stone Mill- weekend \$135, weekend \$75
- Welcome Center- weekend \$150; weekday \$80

Tables (moved by staff)

6-15 tables \$30

15-25 tables \$55

**Marcellus Park Surcharge for Corporations that host a Company Picnic or Barbeque**

**Surge for large groups:** 50-100 people incurs a \$100 surcharge/fee

101-150 people incur a \$150 surcharge/fee

151-200 people incur a \$200 surcharge/fee

**This charge includes:** up to ten extra tables moved by park staff  
extra trash cans with liners and blue recycle bins  
setup of volleyball net and horseshoes

Marcellus Volunteer Fire Department, Inc.  
 Financial Statement Expenses  
 For the Period January 1, 2025 thru February 28, 2025

**RECEIVED**  
 FEB 28 2025  
 Town of Marcellus

Number in parenthesis indicates UNDER budget, number without parenthesis indicates OVER budget.

Acct #	Acct Name	Amount	Budget	Difference
<b><u>Admin</u></b>				
5000	Computer	985.00	16,634.00	(15,649.00)
5001	Insurance	3,407.00	25,000.00	(21,593.00)
5002	Legal & Accounting		15,000.00	(15,000.00)
5003	Office Supplies		3,000.00	(3,000.00)
5004	Postage		1,000.00	(1,000.00)
5005	Admin Miscellaneous		-	-
5006	Outside Services		5,000.00	(5,000.00)
5007	Travel		-	-
5008	Chief's Car		12,000.00	(12,000.00)
	<b>Group Total</b>	<b>4,392.00</b>	<b>77,634.00</b>	<b>(73,242.00)</b>
<b><u>Building</u></b>				
6000	Cleaning		9,000.00	(9,000.00)
6001	Utilities & Telephone	5,983.00	25,000.00	(19,017.00)
6002	Building Repairs & Maintenance	120.00	30,000.00	(29,880.00)
6003	Building Supplies		3,000.00	(3,000.00)
	<b>Group Total</b>	<b>6,103.00</b>	<b>67,000.00</b>	<b>(60,897.00)</b>
<b><u>Operations</u></b>				
7000	Turn Out Gear		10,000.00	(10,000.00)
7001	Communications Equipment		38,000.00	(38,000.00)
7002	Fire Truck Supplies/Loose Eqpmnt		4,000.00	(4,000.00)
7003	Truck & Vehicle Repairs & Maintenance		30,000.00	(30,000.00)
7004	Small Equipment Maintenance		5,000.00	(5,000.00)
7005	SCBA		8,000.00	(8,000.00)
7006	Fire & EMS Training		6,000.00	(6,000.00)
7007	Fire Protection		3,000.00	(3,000.00)
7008	Membership Recognition		2,500.00	(2,500.00)
7009	Physicals/Fit Test		9,500.00	(9,500.00)
7010	Fuel		6,000.00	(6,000.00)
7011	Response Supplies		2,000.00	(2,000.00)
7012	EMS Supplies	-	4,000.00	(4,000.00)
7013	Dress Uniforms		2,000.00	(2,000.00)
	<b>Group Total</b>	<b>-</b>	<b>130,000.00</b>	<b>(130,000.00)</b>
	<b>Grand Total</b>	<b>10,495.00</b>	<b>274,634.00</b>	<b>(264,139.00)</b>

# Chief's Report

## Marcellus Fire Department

From: 1/1/2025 To: 2/27/2025

From: 1/1/2025 To: 12/31/2025

Membership

Total calls: 64	Total calls: 64	Active: 27
Structure Fires: 7	Structure Fires: 7	Career: 0
Vehicle Fires: 1	Vehicle Fires: 1	Inactive: 0
Vegetation Fires: 0	Vegetation Fires: 0	Probationary: 3
Acres Burned: 0	Acres Burned: 0	Military Leave: 1
EMS: 9	EMS: 9	Medical Leave: 0
Rescue: 1	Rescue: 1	Disability: 0
MVA: 10	MVA: 10	Social: 1
Extrication: 2	Extrication: 2	
Hazardous Condition: 6	Hazardous Condition: 6	
Service Call: 1	Service Call: 1	Firefighter: 30
Good Intent Call: 1	Good Intent Call: 1	Interior Firefighter: 18
False Alarm: 6	False Alarm: 6	CFR: 0
Cancelled Enroute: 22	Cancelled Enroute: 22	EMT: 4
Other: 0	Other: 0	Paramedic: 0
Mutual Aid Given: 23	Mutual Aid Given: 23	Driver: 10
Mutual Aid Received: 8	Mutual Aid Received: 8	Diver: 0
Average Personnel: 6.7	Average Personnel: 6.7	Fire Police: 3
Average Enroute Time: 4:34	Average Enroute Time: 4:34	Haz-Mat: 0
Average Onscene Time: 9:18	Average Onscene Time: 9:18	Juniors, Explorers, RAMS: 4
Firefighter Injuries: 0	Firefighter Injuries: 0	Student, Bunk-in: 0
Firefighter Deaths: 0	Firefighter Deaths: 0	Support Staff: 1

Meetings: 2	Meetings: 2
Drills: 4	Drills: 4
Training: 0	Training: 0
Miscellaneous: 3	Miscellaneous: 3
Stand-by: 0	Stand-by: 0

RECEIVED

FEB 28 2025

Town of Marcellus

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Thursday, February 27, 2025

**Marcellus Volunteer Fire Department Inc.**  
 General Ledger  
 for the period of 02/01/2025 to 02/27/2025

**RECEIVED**

FEB 28 2025

Name	Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Fund	Debits	Credits	Amount	Balance	
Expense 5000 - Computer Supplies & Equipment	02/01/2025	53840715	Check	Asenzi & Corbis (Quickbooks)	Monthly payment		Contract Fund #1	\$100.00	Town of Marcellus \$100.00	\$100.00	\$100.00	
	02/11/2025	54165018	Check	Aplios Software	Monthly payment		Contract Fund #1	\$149.50		\$149.50	\$249.50	
	02/16/2025	3056015	Bill	Emergency Services Marketing Corp, Inc	Invoice INV8282		Contract Fund #1	\$735.00		\$735.00	\$984.50	
	Total for 5000 - Computer Supplies & Equipment								\$984.50		\$984.50	\$984.50
5001 - Insurance	02/15/2025	3056018	Bill	McNeil & Co. Inc.	Invoice 8488222		Contract Fund #1	\$1,423.02		\$1,423.02	\$1,423.02	
	02/21/2025	3056017	Bill	McNeil & Co. Inc.	Invoice 494223		Contract Fund #1	\$1,983.72		\$1,983.72	\$3,406.74	
	Total for 5001 - Insurance								\$3,406.74		\$3,406.74	\$3,406.74
	6001 - Utilities & Telephone	02/01/2025	3056020	Bill	Morgan Rubbish Removal, Inc.	Invoice 437240		Contract Fund #1	\$143.05		\$143.05	\$143.05
02/05/2025		3023579	Bill	NYSMEC	Invoice 1531-25A and 1366-25A		Contract Fund #1	\$4,677.48		\$4,677.48	\$4,820.53	
02/21/2025		3056016	Bill	OCM BOCES	Invoice 4449-25A		Contract Fund #1	\$1,072.00		\$1,072.00	\$5,892.53	
02/25/2025		54519207	Check	Windstream			Contract Fund #1	\$90.16		\$90.16	\$5,982.69	
Total for 6001 - Utilities & Telephone								\$5,982.69		\$5,982.69	\$5,982.69	

Name	Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Fund	Debits	Credits	Amount	Balance
6003 - Building Supplies	02/10/2025	3056022	Bill	Marcellus American Legion	Order # 2146313A		Contract Fund #1	\$119.98		\$119.98	\$119.98
Total for 6003 - Building Supplies								\$119.98		\$119.98	\$119.98



Account#	Account Description	Fee Description	Qty	Local Share	
A2544	Dog Licensing	Female, Spayed	15	135.00	
		Male, Neutered	15	144.00	
		Male, Unneutered	1	17.00	
		<b>Sub-Total:</b>		<b>\$296.00</b>	
A2545	Misc. Fees Passport	Certified Copies - Marriage	2	20.00	
		Passport	5	175.00	
		<b>Sub-Total:</b>		<b>\$195.00</b>	
A2590	Conservation Haulers Permit	Conservation	3	12.83	
		Haulers Permit	2	200.00	
		<b>Sub-Total:</b>		<b>\$212.83</b>	
B2110	Building	Building	3	231.00	
		<b>Sub-Total:</b>		<b>\$231.00</b>	
<b>Total Local Shares Remitted:</b>				<b>\$934.83</b>	
Amount paid to: NYS Ag. & Markets for spay/neuter program				34.00	
Amount paid to: NYS Environmental Conservation				952.17	
<b>Total State, County &amp; Local Revenues:</b>			<b>\$1,921.00</b>	<b>Total Non-Local Revenues:</b>	<b>\$986.17</b>